



# Office of Rental Assistance and Homeless Solutions

## **ESG FY2023-2024 Exhibit 1**

October 1, 2023, to September 30, 2024

**Due: Friday, June 2, 2023**

Emergency Solutions Grant (ESG)

735 E Michigan Ave  
P.O. Box 30044  
Lansing, MI 48909



# Purpose and General Instructions

## **Purpose**

Per federal HUD (Housing and Urban Development) [regulations](#), ESG (Emergency Solutions Grant) funding must be considered in coordination with HUD CoC (Continuum of Care) Program funding and all other sources of funding which provide for similar component services. This Exhibit 1 ensures that MSHDA ESG funding supports this requirement for each CoC and enhances the strategic use of funding for identified needs and priorities. Each CoC will detail its approach to service and funding coordination, partner collaboration, and effective referral processes as a strategic response to identified needs within each homeless crisis response system.

## **Instructions**

Each CoC must work collaboratively to complete this document in its entirety. Please submit the document and the required attachments to the assigned Homeless Assistance Specialist by the deadline. Submissions will be accepted via email only. The Homeless Assistance Specialist will provide email confirmation of receipt by the stated deadline. Email confirmation only confirms receipt of the sent documents; it does not indicate a thorough review has been completed. Following review of the submitted Exhibit 1, Homeless Assistance Specialists will provide individualized feedback and/or technical assistance as needed.

## **Due Date**

The Exhibit 1 and all required attachments are due to MSHDA by 5:00 PM Eastern time, Friday, June 2, 2023.

## **For Further Information**

Please direct any questions to the CoC's assigned Homeless Assistance Specialist, as indicated below:

Zienab Fahs (interim) – [fahsz@michigan.gov](mailto:fahsz@michigan.gov) – 517-241-3372 – Regions 1, 2, and 3

Nicole Beagle – [beaglen1@michigan.gov](mailto:beaglen1@michigan.gov) – 517-335-1852 – Regions 4 and 9

Jen Leaf – [leafj@michigan.gov](mailto:leafj@michigan.gov) – 517-241-0099 – Regions 5, 7, and 8

Zienab Fahs – [fahsz@michigan.gov](mailto:fahsz@michigan.gov) – Regions 6 and 10

Questions received after 5:00 PM Eastern time on Wednesday, May 31, 2023, are not guaranteed a response.

## Exhibit 1 Attachment Listing

### Required:

- CoC (Continuum of Care) Written Service Standards:
  - Street Outreach
  - Emergency Shelter
  - Rapid Re-Housing
  - Homeless Prevention
- Racial Demographics Report (*See question 13*)
- System Performance Measures (*See question 13*)
- VAWA Emergency Transfer Plan (as required in the Final Rule)

### Conditionally Required: (*Required if updated or changed from previous year's submission*)

- CoC Anti-Discrimination Policy
- CoC Fair Housing Policy
- CoC By-Laws or Operating Principles
- CoC Coordinated Entry Policy and Procedures (*Must include information regarding HUD's Equal Access Rule*)

### Certifications:

By checking the boxes below, the Chairperson certifies that the statements are true.

- I, \_\_\_\_\_, attest that a copy of Exhibit 1 has been made available to participating CoC members.
- I, \_\_\_\_\_, attest that a copy of Exhibit 1 has been made available to community leaders that include the county/counties Director(s) of Health and Human Services, Director(s) of Mental Health, and the Chairperson(s) of the Community Collaborative, regardless of their regular participation in the CoC.

# 1. CoC (Continuum of Care) Contacts and Attestation

Name of CoC: \_\_\_\_\_

Counties Included in CoC: \_\_\_\_\_

By signing below, each individual attests to the following:

1. They have reviewed the completed Exhibit 1 document and to the best of their knowledge all information provided is true and correct; and
2. Operation of MSHDA ESG funding and services is in alignment with MSHDA ESG policy.

Electronic signatures will be accepted.

**Note:** The Balance of State CoC must provide signed acknowledgements from each Local Planning Body, attaching additional pages as needed.

<b>CoC Coordinator:</b>	
Agency:	Title:
Phone:	E-mail:
Address:	
City:	Zip:
Signature:	Date:

<b>CoC (Co-)Chair:</b>	
Agency:	Title:
Phone:	E-mail:
Address:	
City:	Zip:
Signature:	Date:

<b>CoC (Co-)Chair:</b>	
Agency:	Title:
Phone:	E-mail:
Address:	
City:	Zip:
Signature:	Date:

## 2. CoC Leadership

a. Complete the information below for each representative of the specified entities.

**Note:** The Balance of State CoC must provide a table of representative participating within each Local Planning Body, attaching additional pages as needed.

Name of CoC Member Agency/Organization	CoC Leadership Committee Member Name	Geographic Area Represented	Sub-populations Represented (if applicable)
<b>Local Government Agencies:</b>			
<b>Public Housing Authorities (PHA):</b>			
<b>McKinney Vento School Liaisons:</b>			
<b>Nonprofit Organizations (Includes Faith-Based Organizations):</b>			
<b>Persons with Lived Experience of Homelessness:</b>			
<b>Business/Business Associations:</b>			

### Subpopulation Abbreviations:

1. General – G
2. Chronic Homelessness – CH
3. Veterans – V
4. Survivors of Domestic Violence – DV
5. Youth – Y
6. Families – F
7. Persons Living with HIV/AIDS - HA

- b. How does the CoC ensure persons with lived experience of homelessness are compensated for their time engaged with CoC meetings, subcommittees, etc.?

### 3. CoC Meeting Schedule

- a. Complete the chart below for any planned meetings for the full CoC membership body for the FY2023-2024 (10/1/2023-9/30/2024) MSHDA ESG funding period.

**Note:** Each CoC (and Local Planning Body within the Balance of State CoC) must provide meeting agendas, minutes, and other pertinent events and information to the assigned MSHDA Homeless Assistance Specialist.

Meeting Date	Time	Location & Address	Remote Option Available?

- b. Complete the chart below for any planned meetings for the CoC executive leadership or steering body for the FY2023-2024 (10/1/2023-9/30/2024) MSHDA ESG funding period.

**Note:** The Balance of State CoC must provide a table of meeting dates for each Local Planning Body, attaching additional pages as needed.

Meeting Date	Time	Location & Address	Remote Option Available?

c. At which meeting(s) was the FY2023-2024 MSHDA ESG Exhibit 1 reviewed?

[Empty response box]



#### 4. Actionable CoC Priorities

CoCs are responsible to identify and implement actionable priorities that align with state and federal strategic plans for ending homelessness. This includes the current [State Action Plan for Michigan](#) and the USICH (United States Interagency Council on Homelessness) [federal strategic plan](#).

- a. Which actionable priorities from the [State Action Plan](#) and the [USICH federal strategic plan](#) has the CoC targeted during FY2022-2023 (10/1/2022-9/30/2023)? Please detail at least one accomplishment during this time period.

- b. Which actionable priorities from the [State Action Plan](#) and the [USICH federal strategic plan](#) will the CoC target during FY2023-2024 (10/1/2023-9/30/2024)? Why are these priorities important to the CoC and how will success be measured?

## 5. Coordination of Available Funds

CoCs are responsible to ensure the coordination and strategic implementation of all available, relevant funding sources to support homeless and housing activities. MSHDA ESG is just one critical resource in this process and these funds cannot supplant existing resources. Using the tables below, list available funding sources by component (ex. HUD CoC programs, other state sources, local sources, philanthropic).

- a. Detail any funding available within the CoC by component within the tables below. Please attach more pages as needed:

### Component: Street Outreach

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

### Component: Emergency Shelter

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

### Component: Rapid Re-Housing

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

### Component: Homelessness Prevention

Funding Source (i.e. HUD, state agency, etc.)	Administering Agency	Total Annual Award

- b.** For any source of funding that is not currently participating in HMIS and is not a victim service provider, explain why and the plan to have it included in the next year's report.

- c.** What is the CoC's overall strategy for maintaining services when financial assistance is no longer available for a given component (i.e. rapid re-housing, homelessness prevention)?

**6. Tracking CoC Expenditure Performance:**

**a.** Explain how the CoC tracks expenditure rates of MSHDA ESG funding:

**b.** Explain how the CoC tracks expenditure rates of HUD CoC Program funding:

**c.** In the last completed federal fiscal year, what was the CoC's full federal award (i.e., Annual Renewal Demand) and how much was expended?

**7. Fairness of Funding**

- a. How is the CoC marketing MSHDA ESG funding opportunities to local organizations? What is the application process for local organizations to be considered for this funding through the CoC (or Local Planning Body for the Balance of State CoC)?

- b. What criteria is used to locally determine MSHDA ESG funded organizations? How are funding decisions aligned with the CoC's actionable priorities?

c. How does the application and selection process ensure fairness of funding and avoidance of conflicts of interest?

**8. Coordination of Emergency Service Access**

- a. Emergencies often arise outside business hours. What is the CoC's plan for responding to after-hours requests for assistance? Which partners play a significant role in addressing these needs and how are referrals supported for continued assistance when business hours resume?

- b. What is the CoC's plan for responding to requests for assistance during business hours if the agency must close due to an emergency such as inclement weather, illness, etc.? Which partners play a significant role in addressing these needs and how are referrals supported for continued assistance?



- c. Describe the CoC's plan and practice for warming and cooling needs during times of extreme weather conditions.

**9. System of Care**

- a. How does the CoC ensure collaboration within its membership to address overlapping needs? Please include examples from education, employment, health care, criminal justice, etc. What shared learning takes place regarding the Coordinated Entry System and best practices, like trauma-informed care?

- b. Each ESG-funded agency is responsible to have a grievance and appeals policy that is documented and available to any program participant. What is the CoC's current process for fielding concerns from community members and program participants regarding service delivery?

[Empty response box]

**10. Approach to Prioritization and Service Referral**

- a. Which process(es) is utilized by the CoC to support referrals from the Coordinated Entry System to available permanent housing resources? Processes can include By Name Lists, case conferencing groups, assessment tools, etc.

- b. Indicate if the CoC has a By Name List created for any of the following target populations:

<input type="checkbox"/> Veterans	<input type="checkbox"/> Youth
<input type="checkbox"/> Chronically Homeless	<input type="checkbox"/> Families
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

- c. How is the CoC tracking progress for the By Name List populations indicated?

**11. SSI/SSDI Outreach, Access, and Recovery (SOAR)**

a. Name the SOAR case managers serving your CoC geographic area.

b. What efforts are being made to grow the number of SOAR applications completed?

**12. Grant Compliance and Performance Review**

- a. How does the CoC ensure compliance with MSHDA ESG requirements, including expenditures, timely FSR submissions, reporting, etc.?

- b. How does the CoC address performance concerns with a MSHDA ESG subgrantee (both financial and outcome performance)?

- c. Does the CoC have a committee or subgroup dedicated to performance review? Which are the indicators for performance that are reviewed regularly? Please include reports leveraged from HMIS (Homeless Management Information System) and other identified data sources for performance.

### 13. Racial Demographics and System Performance Measures

Ensuring system outcomes that are effective and racially equitable within homeless services starts with establishing a basic understanding of the CoC's racial demographics and overall System Performance Measures, as defined by HUD. Inclusion of the following reports within the Exhibit 1 is intended to prioritize their review and discussion by the membership of each CoC.

- a. What does the CoC's ongoing commitment to supporting CERT (CoC Equity Results Team) look like? Provide a few examples of outcomes/results of the team's work.

- b. **Core demographics report:** CoCs need to have access to the Michigan HMIS Data Warehouse (<https://michigan-warehouse.openpath.host>) to complete this requirement. If there is no user in the CoC with access, submit a ticket to the HMIS Help Desk ([mihelp@mihomeless.org](mailto:mihelp@mihomeless.org)) to request access.
- After logging into the Michigan HMIS Data Warehouse, (<https://michigan-warehouse.openpath.host>) go to Reports > Operational > Core Demographics (There is a heart icon to "favorite" this report for pulling in the future.)
  - In the report universe selection menu (left-hand side), click the "Edit" button. Under General, set "Population by Project Type" to include: "PH, PSH & RRH", "ES", "TH", "SH", "SO" and "Homeless Prevention".
  - Under Reporting Period, select the Start date as October 1, 2021. Set the End date as September 30, 2022.
  - Under CoC Codes and Funding, set the "CoC Code" to match that of your CoC.
  - Click the 'Save and Update' button to see results. When the report finishes building, select the **Download Report** button > **PDF** and when the report build is complete, there will be a link to download the PDF file to the local computer. (Generating the PDF can take a few minutes.)
- c. **System Performance Measures (SPM):** Each CoC must submit the exported summary file of its most recent SPM submission to HUD (FY2022). This is available through [www.hudhdx.info](http://www.hudhdx.info).
- Users need to go to **SysPM > Reporting Status** and click on the PDF icon to download the file. (Before downloading, check to make sure that FY 2022 (10/1/2021 – 9/30/2022) is selected in the dropdown list for reporting years.)



#### **14. Homeless Status for Housing Choice Vouchers**

HARAs (Housing Assessment and Resource Agencies) can add households with Homeless Preference to the HCV (Housing Choice Voucher) waitlist. In counties that lack an established emergency shelter serving the general homeless population, CoCs can request approval to add households that are temporarily sheltered with other households (see [Homeless Preference Policy and Procedures](#)). Please list any counties for which the CoC is requesting approval for the FY2023-2024 grant period (10/1/2023-9/30/2024).