



# Office of Rental Assistance and Homeless Solutions

## **ESG FY2022-2023 Exhibit 1**

October 1, 2022 to September 30, 2023

**Due: Friday, June 17, 2022**

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 17, 2022.

### **Contact Information**

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

Michelle Edwards – [edwardsm6@michigan.gov](mailto:edwardsm6@michigan.gov) – 517-241-1156 – Regions 6 and 10

Stephanie Oles – [oles@michigan.gov](mailto:oles@michigan.gov) – 517-241-8591 – Regions 5, 7, and 8

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 1, 2, and 3

Questions received after 5:00 PM Eastern time on Wednesday, June 15, 2022, are not guaranteed a response.

**1. CoC Information**

**CoC**

Name	Counties Included in CoC
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**Coordinator**

Name	Telephone	Email
Agency Name:		
Agency Address:		

**(Co-)Chair**

Name	Telephone	Email
Agency Name:		
Agency Address:		

**(Co-)Chair**

Name	Telephone	Email
Agency Name:		
Agency Address:		

**2. CoC Leadership**

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

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

**Local Government Agencies**

Name of CoC Member Agency/Organization	Sub-populations Represented (check all that apply)  <input type="checkbox"/> General <input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Veterans <input type="checkbox"/> Survivors of Domestic Violence <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Persons Living with HIV/AIDS
CoC Leadership Committee Member Name	
Geographic Area Represented	

**Public Housing Authorities (PHA)**

Name of CoC Member Agency/Organization	Sub-populations Represented (check all that apply)  <input type="checkbox"/> General <input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Veterans <input type="checkbox"/> Survivors of Domestic Violence <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Persons Living with HIV/AIDS
CoC Leadership Committee Member Name	
Geographic Area Represented	

**McKinney Vento School Liaisons**

Name of CoC Member Agency/Organization	Sub-populations Represented (check all that apply)  <input type="checkbox"/> General <input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Veterans <input type="checkbox"/> Survivors of Domestic Violence <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Persons Living with HIV/AIDS
CoC Leadership Committee Member Name	
Geographic Area Represented	

**Nonprofit Organizations (Includes Faith-Based Organizations)**

Name of CoC Member Agency/Organization	Sub-populations Represented (check all that apply)  <input type="checkbox"/> General <input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Veterans <input type="checkbox"/> Survivors of Domestic Violence <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Persons Living with HIV/AIDS
CoC Leadership Committee Member Name	
Geographic Area Represented	

**Business/Business Associations**

Name of CoC Member Agency/Organization	Sub-populations Represented (check all that apply)  <input type="checkbox"/> General <input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Veterans <input type="checkbox"/> Survivors of Domestic Violence <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Persons Living with HIV/AIDS
CoC Leadership Committee Member Name	
Geographic Area Represented	



**3. CoC Meeting Schedule**

a. Complete the chart below for any planned meetings for the full CoC membership body for the MSHDA ESG FY2022-2023 (10/1/2022-9/30/2023) funding period.

Meeting Date	Time	Location & Address	Remote Option Available?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

b. Complete the chart below for any planned meetings for the CoC executive leadership or steering body for the MSHDA ESG FY2022-2023 (10/1/2022-9/30/2023) funding period.

**Note:** The BoS CoC must provide a table of meeting dates for each LPB, attaching additional pages as needed.

Meeting Date	Time	Location & Address	Remote Option Available?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

c. At which meeting(s) was the FY2022-2023 MSHDA ESG Exhibit 1 reviewed?

Meeting Date	Time	Location & Address

**Note:** Each CoC (and LPB within the BoS CoC) must provide meeting agendas, minutes, and other pertinent events and information to the assigned MSHDA Homeless Assistance Specialist.



**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 FY2021-2022 (10/1/2021-9/30/2022)? 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 FY2022-2023 (10/1/2022-9/30/2023)? 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 additional pages as needed:

**Street Outreach**

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

**Emergency Shelter**

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

**Homelessness Prevention**

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



**Rapid Re-Housing**

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

b. For any source of funding that is “non-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.





**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 are local organizations made aware of MSHDA ESG funding opportunities? What is the application process for local organizations to be considered for MSHDA ESG funding through the CoC (or LPB for the BoS 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. 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. Is there shared learning regarding the Coordinated Entry System and best practices, like trauma-informed care?

- b. In what ways does the CoC partner with Victim Service Providers to ensure policies and procedures align with the [HUD Notice PIH-2017-08 \(HA\)](#) and the [Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs, Final Rule](#)? Please include an overview of the CoC's Emergency Transfer Process as required in the Final Rule.

**10. Approach to Prioritization and Service Referral Interagency Service Teams (IST)**

- 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 or factors beyond the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool), 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	Other
<input type="checkbox"/> Chronic Homelessness <input type="checkbox"/> Families	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 manager(s) serving your CoC geographic area.

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

**12. Continuous Quality Improvement**

a. How does the CoC ensure subgrantee compliance with MSHDA ESG requirements, including expenditures, timely 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. **Racial demographics reports:** 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.
  - o After logging in, go to Report Categories > Operational > Core Demographics. (There is a heart icon to “favorite” this report for pulling in the future.) On the Report Menu (on the left-hand side), make sure **Reporting Period under General** is set to **10/1/2020 – 9/30/2021** and the **CoC Code under CoC & Funding** is set to the correct CoC number. When the report finishes building, select the **Download** 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.)
- b. **System Performance Measures (SPM):** Each CoC must submit the exported summary file of its most recent SPM submission to HUD (FY2021). This is available through [www.hudhdx.info](http://www.hudhdx.info).
  - o 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 2021 (10/1/2020 – 9/30/2021)** 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 FY2022-2023 grant period (10/1/2022-9/30/2023).



**15. Certification**

By signing below, the CoC Coordinator and Chairperson(s) certify that all information in this Exhibit 1 and all information furnished in support of this Exhibit 1 is given for the purpose of obtaining funds under the MSHDA ESG program and is true and complete to the best of their knowledge and belief. The CoC Coordinator and Chairperson(s) certify that a copy of the Exhibit 1 has been made available to participating CoC members and 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. The CoC will ensure compliance with the ESG regulations of 24 CFR Part 576, the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200, the MSHDA ESG grant agreement, and federal and state regulations if assistance is approved. The CoC shall not, in the provisions of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap. Verification of any of the information contained in this application may be obtained from any source named herein.

I certify that I am authorized to execute this Exhibit 1 on behalf of the CoC.

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Co-)Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Co-)Chair Signature

\_\_\_\_\_  
Date

**Additional Signatures** (if applicable)

**Note:** The BoS CoC must provide signed acknowledgements from each LPB, attaching additional pages as needed or signing below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Submission Checklist

Before submitting this Exhibit 1 for the MSHDA ESG program, please review the following to make sure that all required information is included with the Exhibit 1. Each document must be submitted to the CoC's assigned Homeless Assistance Specialist.

#### Required

- CoC Written Service Standards *(New this year)*:
  - Street Outreach
  - Emergency Shelter
  - Homelessness Prevention
  - Rapid Re-Housing
  
- Racial Demographics Report *(New this year)* (See question 13)
  
- System Performance Measures (See question 13)
  
- CoC Anti-Discrimination Policy *(New this year)*
  
- CoC Fair Housing Policy *(New this year)*

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

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