



# Office of Rental Assistance and Homeless Solutions

## **ESG FY2024-2025 Exhibit 1**

October 1, 2024, to September 30, 2025

**Due: Friday, June 7, 2024**

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 that 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

Exhibit 1 and all required attachments are due to MSHDA by 5:00 PM Eastern Time (ET) on Friday, June 7, 2024.

## For Further Information

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

Jen Leaf – [leafj@michigan.gov](mailto:leafj@michigan.gov) – 517-241-0099 – Regions 1, 2, and 3

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

Francesca Vitale – [vitalef1@michigan.gov](mailto:vitalef1@michigan.gov) – 517-930-5787 – Regions 5, 7, and 8

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

Questions received after 5:00 PM ET on Friday, May 31, 2024, are not guaranteed a response.

# Exhibit 1 Attachment Checklist

## Required

- CoC Additional Members Roster *(See question 1)*
- CoC (Continuum of Care) Written Service Standards:
  - Street Outreach
  - Emergency Shelter
  - Homeless Prevention
  - Rapid Re-Housing
- Racial Demographics Report *(See question 12)*
- System Performance Measures *(See question 12)*
- CoC Grievance Policy

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

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> CoC Anti-Discrimination Policy              | CoC Approval Date: _____ |
| <input type="checkbox"/> CoC Fair Housing Policy                     | CoC Approval Date: _____ |
| <input type="checkbox"/> CoC By-Laws or Operating Principles         | CoC Approval Date: _____ |
| <input type="checkbox"/> CoC Coordinated Entry Policy and Procedures | CoC Approval Date: _____ |
| <input type="checkbox"/> VAWA Emergency Transfer Plan                | CoC Approval Date: _____ |

# CoC Operational Details, Strategic Initiatives, and Governance

## 1. CoC Leadership and Contact Information

### CoC Information

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

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

CoC Website: \_\_\_\_\_

Social Media URLs: \_\_\_\_\_

### CoC Leadership Contacts

Please provide the following information for key CoC leadership positions:

Role	Name	Agency/Organization	Phone	Email
Chair				
Co-Chair				
Coordinator				

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

### Additional CoC Members

Please attach a roster or participant listing for additional members involved with the CoC. This attachment must include each representative's details as follows:

- **Representative Name:** Full name of the individual.
- **Agency/Organization:** The agency or organization the individual is associated with.
- **Geographic Area Represented:** The area or community the representative serves.
- **Subpopulations Served:** Any specific subgroups the representative focuses on.
- **Contact Information:** Direct phone numbers and email addresses.
- **Stakeholder Group:** The stakeholder group to which the representative belongs, such as Local Government, Public Housing Authorities (PHA), McKinney-Vento School Liaisons, Nonprofit & Faith-Based Organizations, Business/Business Associations, or Individuals with Lived Experience of Homelessness.

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

## **Engaging Individuals with Lived Experience of Homelessness**

Understanding and integrating the perspectives of those with lived experience of homelessness is crucial for the CoC's strategies and operations. This section outlines their roles, the compensation framework, and the process for establishing it.

- **Role and Involvement:** Describe roles, responsibilities, and types of involvement for persons with lived experiences within CoC activities (e.g., meetings, subcommittees).
- **Compensation Details:**
  - **Rate of Compensation:** Specify the rate of pay, hourly rate, or stipend amount for their engagement.
  - **Source of Compensation:** Identify the funding source for these payments (e.g., CoC planning dollars, philanthropic contributions, other grants).
  - **Process for Establishing Payment:** If not currently compensating, outline the steps being taken to establish a compensation plan.

## 2. CoC Meeting Schedule

### Full CoC Member Meetings

Complete the chart below for any planned meetings for the full CoC membership body for the FY2024-2025 (10/1/2024-9/30/2025) MSHDA ESG funding period.

*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
			<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
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			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**CoC Executive Leadership Meetings**

Complete the chart below for any planned meetings for the CoC executive leadership or steering body for the FY2024-2025 (10/1/2024-9/30/2025) MSHDA ESG funding period.

*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
			<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
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			<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

**MSHDA ESG Exhibit 1 Review Meetings**

Specify the meeting(s) at which the FY2024-2025 MSHDA ESG Exhibit 1 was reviewed.

Meeting Date	Time	Location & Address	Remote Option
			<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



### 3. Actionable CoC Priorities

CoCs are responsible for identifying and implementing actionable priorities that align with state and federal strategic plans to end homelessness. These include 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 FY2023-2024 (10/1/2023-9/30/2024)? 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 FY2024-2025 (10/1/2024-9/30/2025)? Why are these priorities important to the CoC, and how will success be measured?

#### 4. Coordination of Available Funds

CoCs are responsible for ensuring the coordination and strategic implementation of all 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.

- a. Using the tables below, list available funding sources by component (e.g., HUD CoC programs, other state sources, local sources, philanthropic), attaching additional pages as needed.

##### Street Outreach

Funding Source	Agency/Organization	Total Award

##### Emergency Shelter

Funding Source	Agency/Organization	Total Award

##### Homeless Prevention

Funding Source	Agency/Organization	Total Award

**Rapid Re-Housing**

<b>Funding Source</b>	<b>Agency/Organization</b>	<b>Total Award</b>

**Other Components**

<b>Component</b>	<b>Funding Source</b>	<b>Agency/Organization</b>	<b>Total Award</b>

- 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 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 (e.g., Homeless Prevention or Rapid Re-Housing)?

## 5. 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 total federal award (i.e., Annual Renewal Demand), and how much was expended?

Total Federal Award	Total Expended	Balance

## 6. Fairness of Funding

- a. *Marketing strategy:* Where did the CoC post the application for local organizations to be considered for ESG funding (CoC website, meeting minutes, etc.)?

- b. *Criteria used to determine funded organizations:* How many agencies did your CoC fund last year, and how many applied for funding? Aside from what the NOFA outlines, are there additional parameters the CoC applies when choosing which and how agencies get funded?

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

## 7. 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 for continued assistance supported?



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

## 8. 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]

**9. 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 (BNL), case conferencing groups, assessment tools, etc.

- b. Please confirm if the CoC has established a BNL for any of the target populations listed below. Include the current count of individuals for each specified list.

Target Population	BNL Created	Current Number
Veterans	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Chronically Homeless	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Youth	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Families	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

- c. If the CoC has established a BNL as specified in question b, please explain how the CoC is tracking the progress of the populations identified on the BNL. Detail the following aspects:
- How is the CoC adding clients to the list?
  - How are clients pulled from the list and referred to housing resources?
  - Describe the process for tracking the outcome of each referral.
  - How often does the BNL group meet?
  - Provide a list of group members and their organizations.

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

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

Name	Agency/Organization	Contact Info

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

## 11. Grant Compliance and Performance Review

- a. Does the CoC have a grant compliance and performance committee to ensure compliance with MSHDA ESG requirements, including expenditures, timely FSR submissions, reporting, etc.? If yes, list the CoC members(outside of the fiduciary), their contact information, dates and times of meetings. If no, what steps does the CoC take to ensure compliance? For additional information, please visit MSHDA's Policy and Procedures website [here](#).

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

- c. Which performance indicators are reviewed regularly by the CoC? How does the CoC effectively manage performance issues as identified?



## 12. 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, 2022. Set the End date as September 30, 2023.
  - 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 (FY2023). 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 FY2023 (10/1/2022 – 9/30/2023) is selected in the dropdown list for reporting years.)

### 13. 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 FY2024-2025 grant period (10/1/2024-9/30/2025).

**14. Certification and Attestation**

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.
2. Operation of MSHDA ESG funding and services is in alignment with MSHDA ESG policy.
3. A copy of the Exhibit 1 has been made available to participating CoC members.
4. A copy of the Exhibit 1 has been made available to community leaders, including the county/counties Director(s) of Health and Human Services, Director(s) of Mental Health, and Chairperson(s) of the Community Collaborative, regardless of their regular participation in the CoC.

*Note: Electronic signatures will be accepted.*

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

**Chair**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Co-Chair**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_