APPENDIX D: 2015 CoC Project Budget Information Submission Form

In Table #1, provide information about your renewing CoC project's annual budget for calendar year 2014 (1.1.14 – 12.31.14). Only provide information about the CoC Program funds expended and other cash resources used to support the project. You do NOT need to report the value of any in-kind services or match provided.

In Table #2, provide information about all the sources of cash match, the amount of the contributions, and the dates the contribution was available for use by your CoC project. Please only report cash match sources that were available during the 2014 calendar year. Cash match sources may include local foundation funds, city or county funds, or funds from ODSA's HCRP or SHP program, for example. Rent paid by clients will not be considered cash match, since HUD doesn't allow it to be reported as match either.

This complete 2015 CoC Project Budget Information Submission Form must be submitted to CoC staff at ericamulryan@cohhio.org by April 1, 2105.

Applicant Name: _____

CoC Project Name: _____

Budget Table #1: CoC Program Funds and Cash Match Expenditures (1.1.14 – 12.31.14)

Total CoC Program Expenses	CoC Program Funds	Cash Match	Total Expenditures
Supportive Services			
Leasing			
Rental Assistance			
Operating Costs			
Project Administrative Costs			
TOTAL EXPENSES			

Budget Table #2: Sources of Cash Match (add additional rows as needed)

Source of Contribution (organization name)	Amount of Contribution	Dates Contribution Available
Example: United Way of Central Ohio	$10,000	1.1.14 – 12.31.14

TOTAL CASH MATCH CONTRIBUTION =   _____

APPENDIX E: HMIS Data Quality Information
for the 2015 CoC Project Evaluation Process

On the April 3, 2015, the COHHIO HMIS team will run an aggregate *Data Quality* report for dates from 1/1/2014 through 12/31/14 for all HMIS participating Ohio BoSCoC renewing CoC projects. The report will be built on the same logic as the regular Data Quality reports, but will only look at "Missing" data (EXCEPT for Destination), Duplicate Entry/Exits, Incorrect Entry/Exit Type, Children Only Households, and Missing Heads of Household. It will not count "Incorrect", "unlikely", or "questionable" data issues against the provider or project.

The *Data Quality* report used will not be made available to users because it is simply a variant of the *Data Quality: Entry Exits and Assessments* and the *Data Quality: Households and Services* reports that show less information about the quality of their data.

HMIS users should be sure they have their Data Quality reports clear of Missing Data (except for Destination), Duplicate Entry/Exits, Incorrect Entry/Exit Types, Children Only Households, and Missing Head of Households by April 3rd.

Scoring HMIS Data Quality

A maximum of five (5) points are available for the HMIS Data Quality item in the project evaluation process. The breakdown of those five points is as follows:

- 1 point for having no clients with:
  - o Duplicate Entry/Exits (EE),
  - o Incorrect EE Type,
  - o Children Only Households (HHs), or
  - o Missing Heads of Household (HoH)

- 4 points available for having no Missing data:
  - o If the agency has 0% Missing Data, they will get all 4 points
  - o If the agency has greater than 0% and up to 2%, the agency will get 3 of the 4 points
  - o If the agency has greater than 2% and up to 5%, the agency will get 2 of the 4 points.
  - o If the agency has greater than 5% and up to 8%, the agency will get 1 of the 4 points.

What does Missing mean?

The chart below clarifies what will be considered "Missing Data". If any of the following data elements are either null or have an answer of "Data not collected", the client will be counted as having "Missing Data".

Data Element	Logic
Name	If the first or last name is null and the Name Data Quality is something other than Don't Know/ Refused OR the Name Data Quality is either null or Data not Collected.
Social Security Number	If the SSN Data Quality field is null or Data not collected OR if the SSN Data Quality field is null and the SSN Data Quality field is something other than Don't Know/Refused.
Date of Birth	If the DOB field is null and the DOB Type is not Don't Know/ Refused/ Approximate, OR the DOB field is either Data not collected or null.
Gender	If the Gender field is either null or Data not collected OR the Gender is "Other" and the "If Other Gender, specify" field is null.
Race	If the primary and secondary race fields are null or the Race listed in either field isn't one of the HUD answers.
Ethnicity	If Ethnicity field is null or Data not collected or Ethnicity not one of the HUD answers.

Residence Prior	If the client is an adult and the field is either null or Data not collected OR the selected answer is "Other" and the "If Other Type of Residence, specify" field is null OR the answer is not one of the HUD answers.
Veteran	The client is an adult or their Client Age is unknown AND the field is null or Data not collected.
Relationship to Household	If the client did not exit prior to 10/1/2014 AND the field is either null or Data not collected.
Client Location	If the client did not exit prior to 10/1/2014 and either The Relationship to Head of Household is "Self" or their relationship in the Household is "Head of Household" AND the field is null.
Domestic Violence	If the client is an adult and this is not an SSVF project and the field is either null or Data not Collected OR the field is "Yes" but the "If yes, when experience occurred" is null.
In Permanent Housing?	If the provider is Rapid Rehousing and the client did not exit prior to 10/1/2014 and the field is null or the field is answered Yes but the Move-In Date is null.
Homeless 1 Year	If the client is an adult who did not exit prior to 10/1/2014 and the field is either null or Data not collected.
# Times Homeless in the past 3 years	If the client is an adult who did not exit prior to 10/1/2014 and the field is either null or Data not collected OR the field is answered "4 or more" but the "If 4 or more…" question is either null or Data not collected.
# Months Homeless prior to Entry	If the client is an adult who did not exit prior to 10/1/2014 and the field is null.
Status Documentation	If the client is an adult who did not exit prior to 10/1/2014 and the field is null.
Income from any Source	If the client exited prior to October 1, 2014, it checks to see if the field is either null or Data not collected. If the client did NOT exit prior to October 1, 2014 and the client is an adult, it checks to see if the field is either null or Data not collected.
Non Cash Benefits from any Source	If the client exited prior to October 1, 2014, it checks to see if the field is either null or Data not collected. If the client did NOT exit prior to October 1, 2014 and the client is an adult, it checks to see if the field is either null or Data not collected.
Covered by Health Insurance	If the client did not exit prior to October 2014, and the field is either null or Data not collected.
Disability	If the field is either null or Data not collected.
Duplicate Entry Exits	If the client has more than one Entry Exit that shares either an Entry Date, and Exit Date, or both dates with another Entry Exit into the same project.
Incorrect Entry Exit Type	If the client's Entry Exit has an Entry Exit Type inconsistent with the type they are meant to use for that project.
Children Only Household	Any client less than 18 without a Household ID or in a Household by themselves OR the maximum age in the household is less than 18.
Missing Head of Household	Any client and Household ID where the number of clients marked as "Head of Household" is not equal to 1. (It could be 0 or 2 or more and show as "Missing".)

OHIO BALANCE OF STATE CONTINUUM OF CARE

Governance Charter

BACKGROUND

Continuum of Care
A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness.

The Ohio Balance of State Continuum of Care
The Ohio Balance of State Continuum of Care (BOSCOC) represents the 80 largely suburban and rural counties in Ohio. Within these 80 counties there are approximately 340 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given day, these programs can serve over 5500 persons experiencing homelessness.

PURPOSE

The Ohio BOSCOC Strategic Plan Vision is to end homelessness in the Ohio BOSCOC in 20 years. This Governance Charter outlines how the the Ohio BOSCOC will be governed for purposes of assisting the CoC to achieve its vision.

OHIO BOSCOC MEMBERSHIP

Ohio BOSCOC Members
Ohio BOSCOC members are defined as those organizations and persons attending meetings of Ohio BOSCOC Homeless Planning Region committees/workgroups (Homeless Planning Region details are below), local CoC groups (i.e, county or city-level homeless/housing coalitions), or Ohio BOSCOC committees/workgroups and/or participating in local homeless planning efforts.

Ohio BOSCOC Homeless Planning Regions can determine who is identified as an Ohio BOSCOC member, and must update their membership lists annually. Each Ohio BOSCOC Homeless Planning Region can identify as many members of the Ohio BOSCOC as they see fit. However, each Homeless Planning Region is allotted a maximum number of Ohio BOSCOC voting members. Details about CoC voting members for Homeless Planning Regions are below.

Ohio Balance of State Continuum of Care: Homeless Planning Regions
The 80 counties in the Ohio BOSCOC are divided into 18 Homeless Planning Regions – see the map of the Homeless Planning Regions at the end of this document. Homeless program representatives in these Homeless Planning Regions plan and coordinate local and regional homeless systems and programs, and are responsible for working with Ohio Development Services Agency (ODSA) and Coalition on Homelessness and Housing in Ohio (COHHIO) to ensure all HUD homeless program requirements are met. The Homeless Planning Regions report to COHHIO and ODSA, not to HUD.

Ohio BOSCOC Voting Members Per Homeless Planning Region
Each Ohio BOSCOC Homeless Planning Region is allotted a maximum number of Ohio BOSCOC voting members. These voting members are the only ones who may cast a vote on a business matter presented to the full Ohio BOSCOC during one of the semi-annual full Ohio BOSCOC membership meetings. The total number of votes allotted per region is directly proportional to the number of homeless dedicated programs within the Region, as determined by the annual Housing Inventory Count. The Homeless Planning Region will determine how their allotted votes are divided amongst their members. The number of votes allotted to each Homeless Planning Region will be determined annually.

Ohio BOSCOC Full Membership Meetings
Meetings of the full Ohio BOSCOC membership are held twice annually. At least one will be an in-person meeting. The other may be held via webinar and/or conference call.

OHIO BOSCOC STRUCTURE AND ORGANIZATION

Role of Ohio Development Services Agency
The Ohio Development Services Agency, Office of Community Development (ODSA), has been designated by the Ohio BOSCOC Board to serve as the Collaborative Applicant, the Homeless Management Information System (HMIS) Lead, and the grantee for the CoC Planning grant. Additionally, ODSA staff serve as co-chair of the Ohio BOSCOC Steering Committee and have a standing seat on all other BOSCOC committees/workgroups.

ODSA is also the state agency responsible for administering federal Emergency Solutions Grant funds and state homeless program funds. In this role, ODSA works to align state and federal program requirements and to ensure coordinated community planning across funding streams.

Role of Coalition on Homelessness and Housing in Ohio
ODSA contracts with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support for the Ohio BOSCOC and for the Ohio BOSCOC HMIS. In turn, COHHIO provides the CoC Director and Coordinator for the Ohio BOSCOC and approximately four HMIS staff.

Ohio BOSCOC Homeless Planning Regions
Roles and Responsibilities
The 18 Ohio BOSCOC Homeless Planning Regions are responsible for planning and coordinating local homeless systems and programs, including the implementation of a regional coordinated assessment system (see the Coordinated Assessment section of this document for greater detail). In addition, Homeless Planning Regions work with ODSA and COHHIO to ensure all HUD homeless program requirements and state-level homeless program requirements are met.

Membership
Each Homeless Planning Region can determine how to define their membership. At minimum though, it is expected that all homeless services organizations receiving state or federal funds will be identified as members and participate in some committee/workgroup as well as overall planning efforts.

Structure and Organization
Each Homeless Planning Region can determine how to organize itself in order to meet its responsibilities under the Ohio BOSCOC. However, each region is required to form, at minimum, the following groups:

- Regional Executive Committee: The Committee is responsible for overseeing all of the work of Homeless Planning Region. This Committee also elects one representative to serve on the Ohio BOSCOC Board on behalf of the region.

- Regional Planning Group: This group is responsible for creating and monitoring implementation of the Regional Homeless Services Coordination Plan. This group is required to meet at least twice annually. Minimum membership requirements for the Regional Planning Group are as follows:
  - State-designated lead HCRP grantee must lead this group
  - Emergency shelters receiving and/or applying for HCRP funding must participate
  - Each county and local CoC (where they exist) must have one representative
  - Other homeless providers should participate as appropriate

Details about membership requirements for these groups can be found on ODSA's Homeless Crisis Response Programs (HCRP) page at http://www.development.ohio.gov/cs/cs_homelesscrp.htm, or on COHHIO's website at http://www.cohhio.org/information_resource/training_materials#BoS%20CoC.

OHIO BOSCOC BOARD

Role and Responsibilities
The Ohio BOSCOC Board (hereafter referred to as 'The Board' or 'Board') is the primary planning body for the Ohio BOSCOC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by the U.S. Department of Housing and Urban Development (HUD) and/or the Ohio Development Services Agency (ODSA). Additionally, The Board oversees and approves the work of BOSCOC committees and workgroups.

Membership
Membership of The Board must be representative of relevant organizations in the Ohio BOSCOC and include at least one homeless or formerly homeless person. To that end, membership is as follows:
- One locally determined representative from each BOSCOC Homeless Planning Region Executive Committee
- One homeless or formerly homeless person
  - If a representative meeting one of the other requirements from this list also happens to be homeless or formerly homeless, then another homeless/formerly homeless person need not be appointed to the BOSCOC Board
- Public/Private representatives
  - Examples of public/private representatives may include: veterans services representative; homeless youth representative; Ohio Department of Mental Health & Addiction Services representative; domestic violence victim services representative
- ODSA representative
  - ODSA may appoint multiple staff to the BOSCOC Board, but only one representative is permitted to vote
- COHHIO representative
  - COHHIO may appoint multiple staff to the BOSCOC Board, but only one representative is permitted to vote
- Ohio BOSCOC HMIS representative
  - COHHIO HMIS staff will provide the HMIS representative
- CoC Director/Coordinator

        o   The CoC Director/Coordinator is not permitted to vote

The BOSCOC Board shall have members totaling no more than 30 persons.

Ohio BOSCOC Board Staff Support
The CoC Director/Coordinator will provide primary staff support to The Board. The CoC Director/Coordinator or his/her designee will also provide staff support to all other BOSCOC committees and workgroups.

Ohio BOSCOC Board Chair
Chair Selection
Annually, The Board will select a Board Chair. During the first meeting of the calendar year nominations for Chair will be solicited from present Board members. The Chair will be determined by majority vote of those present.

Chair Responsibilities
The Board Chair will serve as the signatory for The Board and act on its behalf as needed. The CoC Director/Coordinator will continue to lead and staff The Board meetings.

Term of Office
Board members will serve staggered terms of two years so that every year half of the BOSCOC Board members will stand for election – either election by The Board or election by their BOSCOC Homeless Planning Region. There is no limit to the number of terms a Board member may serve. Terms begin January 1 and end December 31 of the following year.

Immediately after this governance charter goes into effect half of the current Board members will be asked to voluntarily put themselves up for election during the calendar year. Newly elected Board members will start their terms in January 2015. The remaining Board members will stand for election the following year, and those newly elected Board members will start their terms in January 2016.

Nominations and Member Selection
Ohio BOSCOC Homeless Planning Region Representatives
Each year, half of the Ohio BOSCOC Homeless Planning Regions will select a representative to The Board. Each region can determine its own process for selection of this representative.

Non-Homeless Planning Region Representatives
Each year, the BOSCOC Steering Committee will solicit recommendations for new Board members for half of the seats filled by members not representing a Homeless Planning Region. Based on the response to the solicitation, the BOSCOC Steering Committee will develop for Board approval a slate of candidates for election to The Board giving preference to those candidates who help satisfy the membership requirements and goals laid out in the *Membership* section above.

ODSA, COHHIO, and Ohio BOSCOC HMIS Representatives
Ohio BOSCOC Board members from ODSA, COHHIO, and Ohio BOSCOC HMIS will not be subject to terms of the nomination process.

Resignation and Removal
Board members may resign at any time by giving written or oral notice. Board members can be removed from the Board by a majority vote of the remaining Board members for repeated absence, misconduct, or violation of the conflict of interest policy.

Vacancies

When a Board member resigns or is removed from his/her seat The Board may appoint another representative to fill the unexpired term. If the vacant seat was held by an Ohio BOSCOC Homeless Planning Region representative, members of that region must select another representative to fill the unexpired term. That representative must be selected within three months of the previous members resignation/removal. If the region fails to select a representative within that timeframe, The Board will select a representative to serve on the region's behalf.

Meetings

Board meetings will be held at minimum on a quarterly basis. Additional meetings to approve the annual CoC consolidated application or conduct other time sensitive business may be held as needed.

Quorum

A number equal to a majority of those serving on the Ohio BOSCOC Board shall constitute a quorum for the purposes of conducting business at any meeting.

Voting

All items presented to The Board for a vote will be decided by a simple majority vote. No member may vote on any item that presents a real or perceived conflict of interest.

Action Without a Meeting

Any action that may be taken at a meeting may also be taken without a meeting, such as via email. Preferably, any action to be taken outside of a meeting will have been discussed at a Board meeting and deferral of action approved by The Board. Board members may take votes by email, provided that at least 48 hours, over the course of two business days, are given for members to cast their votes.

Where action is taken without a meeting, any vote counts and the results of the action shall be reflected in the written minutes of the next regular meeting.

Proxies

Board members may have proxies participate in Board meetings in their place. Proxies are permitted to vote on business items unless there is a real or perceived conflict of interest.

Conflicts of Interest

All Board members will annually complete and sign a *Conflict of Interest Form* that identifies any potential conflicts of interest that may arise, including association with organizations that may have a financial interest in business items coming before The Board.

Additionally, before any item is put to a vote at a Board meeting all members will be asked to disclose any real or perceived conflicts of interest related to the business item at hand. These members will refrain from voting on items where a conflict exists.

Review of Ohio BOSCOC Board Requirements and Processes

All requirements related to operation of The Board laid out in this section are subject to review, update, and approval at least every five years. Ohio BOSCOC members will vote on approving reviewed/updated BOSCOC Board requirements and processes at the in-person full membership meeting.

Designation of the Ohio BOSCOC Collaborative Applicant and CoC Staff Lead
Collaborative Applicant Designation
Annually, The Board will elect an entity to serve as the Collaborative Applicant (CA) for the Ohio BOSCOC. The CA is responsible for submitting to HUD the annual CoC Competition consolidated application and project priority listing. The annual election of the CA should occur at the first official Board meeting immediately following the submission of the most recent CoC Application, thus allowing a full year for the CA to lead planning efforts and work associated with preparation for the annual CoC Program Competition. For example, if the annual CoC Application was submitted in November and the next scheduled Board meeting occurs in January, then the CA for the next CoC Program Competition should be elected at that January meeting.

If at any point in time the currently elected CA significantly fails in its duties, The Board has the authority to hold an emergency meeting, as agreed to by a majority of current Board members, and elect a new CA.

As of the adoption of this Governance Charter, ODSA currently serves as the Ohio BOSCOC's Collaborative Applicant.

CoC Staff Lead Designation
As of the adoption of this Governance Charter, COHHIO serves as the CoC Staff Lead for the Ohio BOSCOC. ODSA contracts with COHHIO to provide a CoC Director and Coordinator for the Ohio BOSCOC and to manage all aspects of the CoC, including work for the annual CoC Program Competition, and ensuring all federal CoC Program requirements are met. If at any point in time the CoC Staff Lead significantly fails in its duties, The Board, in conjunction with the CA, may consider options for terminating or revising the contract with the CoC Staff Lead.

OHIO BOSCOC COMMITTEES AND WORKGROUPS

The Ohio BOSCOC has four standing committees/workgroups, as outlined below. Unless explicitly given permission in advance by the BOSCOC Board, no standing or ad-hoc committee or workgroup can take action on behalf of the BOSCOC Board without approval by the BOSCOC Board.

The CoC Director/Coordinator (or their designee) provides staff support to all committees and workgroups identified here.

Ohio BOSCOC Steering Committee
- Role and Responsibilities: The Ohio BOSCOC Steering Committee (also referred to as the Steering Committee) is responsible for managing the day to day work of the Ohio BOSCOC. Steering Committee work that involves funding recommendations, the annual CoC consolidated application, or the development of new policies or products requires final approval by the BOSCOC Board.

- Membership: Membership of the BOSCOC Steering Committee is as follows:
  - ODSA representatives
    - One to two representatives
  - Ohio MHAS representative
  - COHHIO representatives
    - Two to three representatives
      - Includes one COHHIO HMIS staff person
  - Board Chair