

Ohio Balance of State Continuum of Care 2017 CoC Competition and Application Training



OHIO

Balance of State
Continuum of Care

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Webinar Information

- Webinar is muted
- Submit questions through the chat/questions feature in GoToWebinar control panel
 - Questions will be answered during the webinar or after
- Will record webinar
- Powerpoint and materials posted at:
<http://cohhio.org/member-services-2/boscoc/boscoc-competition/>

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Overview of Webinar

- 2017 CoC Competition Process and Submission Dates for Ohio BoSCoC
- Overview of Key Changes in 2017 CoC Competition
- 2017 Funding Availability
- TA Resources
- Completing Project Applications

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Role of ODSA & COHHIO

- ODSA is Collaborative Applicant
 - Submits the consolidated CoC Application on behalf of Ohio BoSCoC
- COHHIO manages all work related to the CoC process
 - Applicants/providers will primarily work with COHHIO throughout the process

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Goals for 2017 CoC Competition

- Submit an application that meets threshold and maximizes available funding for the BoSCoC
- Fund projects that meet community needs
- Fund projects that are cost effective and maximize program and mainstream resources
- Fund projects that successfully end homelessness
- Promote the use of best practices
- Fund projects that help achieve goals to end homelessness for veterans, the chronically homeless, families, and youth

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Overview of CoC Competition Process

FY2017 CoC Competition includes:

- Evaluation of renewal CoC projects
- Submission of new projects for CoC consideration
- Submission of all approved project applications in e-snaps (completed by project applicants)
- Completion of consolidated CoC Application (completed by ODSA/COHHIO)

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Overview of CoC Competition Process

FY2017 CoC Competition

- Ohio BoSCoC Renewal Projects:
 - All renewals permitted to submit renewal applications and will be included in project listing
- Ohio BoSCoC New Projects:
 - 2 approved conversion projects can submit applications
 - 1 CoC-wide RRH project will be submitted

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2017 CoC Competition Process & Submission Dates

CoC Competition

July 14:

- Competition opens

July 18:

- Project applications available in e-snaps

September 28:

- CoC Consolidated Application, including all renewal, new, and conversion applications, due to HUD (ODSA submits)

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2017 CoC Competition Process & Submission Dates

Renewal Project Applications

August 11:

- Draft application completed in e-snaps
- PDF of draft application due to CoC staff for review

August 25:

- CoC staff provides feedback on needed corrections to application

September 1:

- Final/corrected application due in e-snaps

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2017 CoC Competition Process & Submission Dates

Approved New and Conversion Project Applications

August 25:

- Draft application completed in e-snaps
- PDF of draft application due to CoC staff for review

September 1:

- CoC staff provides feedback on needed corrections to application

September 8:

- Final/corrected application due in e-snaps

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Key Changes in 2017 CoC Competition

- Permanent Housing Bonus funds available
 - Up to \$952,000 for Ohio BoSCoC
- Renewal project applications can be submitted with 'no changes'

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2017 Funding Availability

- \$2 billion (approx) available nationally
- CoCs must rank projects in two tiers
- Ohio BoSCoC funding:
 - \$15,832,855 = annual renewal demand (ARA)
 - \$14,882,884 = amount in Tier 1
 - \$952,185 = maximum PH Bonus amount

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Project Applications: Before You Get Started

- Review available e-snaps training modules
- Review Frequently Asked Questions
- Enter data only as yourself
 - If you do not have a username and password, create a profile and have your Authorized Rep add you as a registrant

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Project Applications: Before You Get Started

Review Instructional Guides:

- <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>

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Project Applications: Certifications of Consistency with Con Plan

Some grantees need to complete certifications of consistency with local Con Plans.

- Douglas Argue, COHHIO, will work with grantees individually to get these completed

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Key Terms

- Applicant - the organization applying for funding who is ultimately responsible for project oversight and implementation
- Project Application – the application submitted for new or renewal projects
- CoC Application- the consolidated application submitted to HUD on behalf of the entire CoC
- e-snaps - the online system which contains the application forms to be submitted to HUD under the CoC NOFA for Homeless Assistance Programs

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E-snaps

Overview

- e-snaps contains the applications forms to be submitted to HUD during the annual CoC competition
- In e-snaps, Collaborative Applicants(ODSA) complete the CoC Registration, an Applicant Profile, and the consolidated Application and project listing
- Homeless assistance providers complete an Applicant Profile and one or more project applications

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E-snaps

Project Applications

- Click 'Save' frequently
- Provide correct answers in drop-down boxes, as those responses shape the rest of the project application
- Click on 'show' next to Instructions when you need more information about a formlet
- You can work on your project application over time as long as you save your work. Access the in-process project application by logging into e-snaps, selecting 'Submissions' from the left menu, and clicking on your project

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Steps to Complete Project Applications

- Create or Update Applicant Profile
- Register for the 2017 Funding Opportunity
- Create your Project Application
 - Renewals should import data from previous application
- Work on Project Application
 - Including updated signed versions of all required attachments

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Complete or Update Applicant Profile

- Complete Applicant Profile
 - Select 'Applicants' from left menu
 - All applicants (new and renewals) must complete/update the Applicant Profile
 - This includes contact info for the applicant
 - Make sure you hit the 'complete' button at the bottom of the last page
- Required forms have been moved from Applicant Profile to Project Application

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Authorized Representative Changes

If you have a change in Authorized Representative you must formally request a change in authorized representative to gain access to e-snaps application

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Register for the Funding Opportunity

- Select 'Funding Opportunity Registrations' from left menu
- Choose the appropriate Funding Opportunity Name
 - New Project Application FY2017 or
 - Renewal Project Application FY2017
- Register for funding opportunity

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Create Project Application

- Select 'Projects' from left menu
- Select correct funding opportunity from the drop-down box in the center of the page
 - Funding Opportunity Name = New or Renewal Project Application FY2017
- Add your project via the 'add' icon

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Create Project Application

- Enter the name of project just as it appears in the Ohio BoSCoC CoC Projects Info document
 - Renewal projects import data from previous application

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Project Applications

- The *Ohio BoSCoC CoC Projects Info* document includes key information for renewing and new projects
 - Approved funding requests and budget amounts
 - Expiring grant numbers
- Renewal projects must refer to this document when completing project applications

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Project Applications

Submission Without Changes

- Renewal applicants with no changes may choose 'Submission without Changes'
 - Will still need to update 1A – 1J
 - Make selection on 'Submission Without Changes' screen to submit without changes
 - Can only edit the following screens:
 - 3C (to report all beds as Chronic dedicated)
 - 6D (sources of Match)
 - 7A (attachments)
 - 7B (certifications)

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Project Applications

Submission Without Changes

- PSH Projects
 - On 3C, you MUST report 100% of your PSH beds as Chronic Dedicated (not DedicatedPLUS), since our CoC has adopted HUD's orders of priority for PSH projects.
 - Review 4B
 - If not showing 100% of beds as chronic dedicated, then you must choose to make changes to this screen and update accordingly

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Project Application Reminders: Part 1

Must fully complete Part 1 of project application in order to generate the rest of the application

- Must certify that information is accurate by checking the required boxes

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Project Application Reminders: Part 1

1D: Congressional District

- #17 Proposed Start Date
 - Should align with your operating year as reported in the Ohio BoSCoC CoC Projects Info

1E: Compliance

- #19 – select 'program is subject to EO 12372 but has not been selected by the State for review'

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Project Application Reminders: Part 2

2A: Recipient and Subrecipients Information

- Subrecipients = sponsors

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**Project Application Reminders:
Part 3**

3B: Project Description

- #1 - Project description

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**Project Application Reminders:
Part 3**

3B: Project Description

- #3 – Housing First

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**Project Application Reminders:
Part 4**

4A: Supportive Services for Participants

- #1 – Supportive Services
 - Report on type of services provided, the service provider, and frequency of service provision

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**Project Application Reminders:
Part 4**

4B: Housing Type and Location

- All PSH projects should have 100% of beds reported as chronic dedicated
 - 'dedicated' actually means dedicated or prioritized

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**Project Application Reminders:
Part 5**

5A: Project Participants - Households

- Households
 - Number of adult households with children
 - Number of adult households without children
 - Number of households with ONLY children
- Characteristics
 - Adults age 18 to 24 (disabled/non-disabled)
 - Adults over age 24 (disabled/non-disabled)
 - etc

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**Project Application Reminders:
Part 5**

5B: Project Participants - Subpopulations

- Age Categories
 - Adults age 18 to 24 (disabled/non-disabled)
 - Adults over age 24 (disabled/non-disabled)
- Non-mutually exclusive and persons not represented
- Mutually Exclusive Categories
 - Chronically Homeless Non-Veteran
 - Chronically Homeless Veteran
 - Non-Chronically Homeless Veterans

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Project Application Reminders: Part 5

5C: Outreach for Participants

- Locations reflect homeless definition, including
 - Difference options based on project type
 - PH projects can only select locations reflecting literally homeless status
 - TH projects can select locations reflecting imminently at risk status

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Project Application Reminders: Part 5

5C: Outreach for Participants

- TH projects only: Persons at imminent risk of losing their night time residence
 - If you reported any people coming from this location, then you must explain how those people are eligible and verify that they will become literally homeless within 14 days if you don't assist them.

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Project Application Reminders: Part 6

Budgets

- Remember match requirements and leverage goals
 - (25% required match, 100% match/leverage goal for project)
- Budget amounts need to match the Ohio BoSCoC CoC Projects Info document
- The number of units for which you request rental assistance should match exactly what is listed in the CoC Projects Info document

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Project Application Reminders: Part 6

Match and Leverage

- Match (cash or in-kind) must be used for eligible program costs only and must be at least 25% of total request
- Leverage (cash or in-kind) is the contribution in excess of the minimum match requirement
- Remember *leverage* goal is 100% for each project (match must account for at least 25% of total CoC program funding request)
 - Total documented leverage should equal 100% of total CoC program funding request

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Project Application Reminders: Part 6

Match and Leverage

- Match and leverage commitment letters must be attached and dated between 5/1/17 and 9/28/17

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Project Application Reminders: Part 6

Match Commitment Letters Must Contain:

- Name of project, recipient and sub-recipient
- Name of organization providing contribution
- Date contribution is available (should coincide with project year)
- Value of contribution and how value was determined

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**Project Application Reminders:
Part 6**

MOUs

- When services provided by a third party, MOUs must be in place prior to grant execution
- MOUs must include
 - Unconditional commitment to provide services
 - Services to be provided
 - Hourly cost of services

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**Project Application Reminders:
Part 6**

What is NOT Match

- TANF, SNAP, or any other benefit directly received by a program participant
- Cash or in-kind contribution used as match for another grant
- CoC funds
 - CANNOT match other CoC funds

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Project Applications

After completing project application:

1. Export to PDF and save using the following file naming convention: Agency Name_Project Name
Example:
Athens MHA_Athens Shelter Plus Care
2. Email to ohioboscoc@cohhio.org-
 - Put the Applicant Name and Project Name in the Subject Line
 - Send only one application per email

DO NOT submit the application in e-snaps until approved to do so

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Reminder

All renewal project applications are due to CoC staff by August 11, 2017

All new and conversion project applications are due to CoC staff by August 25, 2017

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Project Application Reviews and Corrections

CoC staff will review all new and renewal project applications

- Applicants will receive notification if corrections are needed as well as a list of the identified errors
- Failure to make required corrections could result in loss of project funding

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Reminder

All final renewal project applications must be 'submitted' in e-snaps by September 1, 2017

All final new and conversion project applications must be 'submitted' in e-snaps by September 8, 2017

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2017 CoC Competition Resources

HUD CoC Program Information:

- <https://www.hudexchange.info/programs/coc/>

E-snaps:

- <https://esnaps.hud.gov/grantium/frontOffice.jsf>

E-snaps Training Resources:

- <https://www.hudexchange.info/programs/e-snaps/guides/coc-program-competition-resources/#general-resources>

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2017 CoC Competition Resources

BoSCoC Competition Resources:

- COHHIO website: <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>:
 - *2017 CoC Competition Plan and Timeline*
 - *Addendum to 2017 CoC Competition Plan and Timeline*
 - *2017 Ohio BoSCoC Project Funding Info*
 - *HUD Field Office CoC Match and Leverage Training*

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