

**Addendum to
2017 CoC Competition Plan and Timeline
July 31, 2017**

Ohio Balance of State Continuum of Care



Purpose of this Document

This document is intended to provide supplemental information about the Ohio BoSCoC 2017 CoC Competition and should be used in conjunction with the *2017 CoC Competition Plan and Timeline* document.

Funding Availability for 2017 Ohio BoSCoC Projects

Approximately \$2 billion is available nationally in the FY 2017 CoC Program Competition. The Ohio BoSCoC has access to \$15.8 million in renewal project funding (our Annual Renewal Demand amount), and approximately \$950,000 in Permanent Housing (PH) Bonus funds for new projects.

Ohio BoSCoC CoC Project Ranking and Funding Decisions

All BoSCoC renewal CoC projects were evaluated and ranked in 2017, and all will be included in the CoC's project listing. HUD is requiring that projects be ranked in two tiers: Tier 1 is equal to 94% of the Annual Renewal Demand (ARD) and Tier 2 is equal to the difference between Tier 1 and the CoC's ARD plus the permanent housing bonus. Projects ranked in Tier 2 are not guaranteed to be funded by HUD.

CoC Project Evaluation

Renewal CoC Project Evaluation

The Ohio BoSCoC evaluated all renewal CoC projects in spring of 2017 and the results of the evaluation inform the CoC Project ranking. Results of the project evaluation process and preliminary project rankings were released in June 2017 and posted on COHHIO's website at <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>

CoC Project Application Submission

Project Application Technical Assistance

In addition to reading Ohio BoSCoC guidance documents related to the 2017 CoC Competition and participating in any available webinars or trainings, Ohio BoSCoC grantees are encouraged to read all relevant guidance materials available at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>. HUD has created numerous documents to help applicants learn about e-snaps and how to successfully submit project applications.

Ohio BoSCoC grantees can contact Erica Mulryan, CoC Director (ericamulryan@cohhio.org), or Barbara Miller, CoC Coordinator (barbaramiller@cohhio.org), with any questions about project applications or the Ohio BoSCoC 2017 CoC Competition Plan and Timeline.

Project Application Submittal Process*

***Please note that this process is different than in past years- please read the following directions carefully**

Confirming Approved Project Budgets and Total CoC Program Funding Request

Grantees are only permitted to submit funding requests that exactly match the amounts listed in the 2017 *Ohio BoSCoC Project Funding Info* document available at <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>. The project funding request amounts align with HUD's approved Grant Inventory Worksheet. All grantees must review this document and ensure their submitted project application funding requests match what is listed. The document also provides information on expiring grant numbers, operating years, etc.

Submitting Project Applications in e-snaps and Project Review by COHHIO

All Ohio BoSCoC renewal project grantees and approved new/conversion project applicants must complete a project application in e-snaps and submit it to COHHIO for review. This process is as follows:

Renewal Projects- Applications are due to COHHIO for review no later than August 11, 2017:

1. Complete/update all necessary sections of the project application and apply for the correct approved amount of funding in e-snaps, but do not hit the “submit” button.
2. Export your project application to a PDF file, using the following naming convention: Applicant Name_Project Name
3. Submit the application to COHHIO at: ohioboscoc@cohhio.org:
 - a. Provide the full Applicant Name and Project Name in the email Subject line.
 - b. Submit only one application per email.
4. COHHIO staff will review each project application and provide feedback via email no later than August 25, 2017.
5. After reviewing feedback from COHHIO, make any needed corrections to the application in e-snaps, generate a new PDF of the final application, and email it to COHHIO using the same process as outlined above in step 4.
 - a. At this point you can hit the “submit” button in order to finalize the application process in e-snaps. **Final applications must be “submitted” in e-snaps by September 1, 2017.**

New/conversion Projects- Applications are due to COHHIO for review no later than August 25, 2017:

1. Complete all sections of the project application and apply for the correct approved amount of funding in e-snaps, but do not hit the “submit” button.
2. Export your project application to a PDF file, using the following naming convention: Applicant Name_Project Name
3. Submit the application to COHHIO at: ohioboscoc@cohhio.org:
 - a. Provide the full Applicant Name and Project Name in the email Subject line.
 - b. Submit only one application per email.
4. COHHIO staff will review each project application and provide feedback via email no later than September 1, 2017.
5. After reviewing feedback from COHHIO, make any needed corrections to the application in e-snaps, generate a new PDF of the final application, and email it to COHHIO using the same process as outlined above in step 4.
 - a. At this point you can hit the “submit” button in order to finalize the application process in e-snaps. **Final applications must be “submitted” in e-snaps by September 8, 2017.**

Supplementary Information

In addition to the project application, some additional information/documents may need to be provided or kept on file for the project. The following section identifies the various supplementary items that grantees and applicants must attend to.

Documentation of Project Leverage

Ohio BoSCoC grantees and applicants are strongly encouraged to obtain **at least 100% leverage (cash and in-kind) for their projects**. Remember, leverage includes all cash/in-kind contributions to the project over and beyond the required 25% match. Ohio BoSCoC grantees and applicants are required to have match and leverage commitment letters by the time project applications are submitted. These commitment letters must be signed between May 1, 2017 and September 28, 2017 and must be attached to the project application in e-snaps.

MOU's

As part of the CoC Program regulations, HUD requires all CoC Program grantees/applicants to develop Memoranda of Understanding (MOUs) with any partner agencies that will provide services to program participants. MOUs are particularly important when the partner agency will provide services that the grantee plans to document as match. MOUs must include the following components:

- Unconditional commitment by the partner agency to provide the services
- List of specific services to be provided
- Profession of the people providing the services
- The hourly cost of the services to be provided

Ohio BoSCoC grantees and applicants are required to have MOUs by the time project applications are submitted. These MOUs must be signed between May 1, 2017 and September 28, 2017 and must be attached to the project application in e-snaps.

Education Policies

All projects serving homeless families are required to ensure that their program policies and procedures are consistent with the laws related to providing education services to homeless families. Additionally projects serving families are required to have a designated staff person to ensure that children are enrolled in school and receive educational services as appropriate.

These written policies do NOT need to be submitted at this time. However, copies may be requested at a later point.

Final Submission of the Ohio BoSCoC Consolidated CoC Application

After all approved new/conversion and renewal projects have been received and reviewed, the Ohio BoSCoC Collaborative Applicant (ODSA with assistance from COHHIO) will prepare the CoC Project Listing on behalf of the Ohio BoSCoC. Once the Ohio BoSCoC Board has approved the listing, ODSA will electronically submit the project applications via e-snaps to HUD by September 28, 2017.

Any questions about the Ohio BoSCoC 2017 CoC Competition Process Plan or Timeline can be directed to Erica Mulryan at ericamulryan@cohhio.org or 614.280.1984 ext 118 or Barbara Miller at barbaramiller@cohhio.org or 614.280.1984 ext 135.

Ohio BoSCoC 2017 CoC Competition Timeline

Following is the updated timeline for the 2017 CoC Competition and supersedes the one published in the *2017 CoC Competition Plan and Timeline* document. All BoSCoC members should refer to this document for critical dates and deadlines.

DATE COMPLETE	ACTIVITY
3/8/17	<ul style="list-style-type: none"> Ohio BoSCoC: 2017 CoC Competition Training
TBD	<ul style="list-style-type: none"> Ohio BoSCoC Grant Inventory Worksheet finalized (ODSA/COHHIO to complete)
3/17/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO runs preliminary <i>Project Evaluation 2017 Report</i> <ul style="list-style-type: none"> Reporting period = 1/1/16 – 12/31/16
3/24/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO releases preliminary <i>Project Evaluation 2017 Report</i>
3/24/17 – 3/31/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> Recipients correct HMIS data as needed
3/31/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> Recipients submit Project Budget Information Recipients submit Housing First Information Recipients submit Chronic Homelessness Information Recipients submit Additional Match Fund information (if necessary) <ul style="list-style-type: none"> Submit to ohioboscoc@cohhio.org Non-HMIS Projects submit APRs, if not already submitted
4/7/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO runs final <i>Project Evaluation 2017 Reports and HMIS Data Quality</i> reports <ul style="list-style-type: none"> Reporting Period = 1/1/16 - 12/31/16 period
4/7/17	<ul style="list-style-type: none"> Project Conversion and New CoC Project Proposals due to ODSA/COHHIO scott.gary@development.ohio.gov & ohioboscoc@cohhio.org <ul style="list-style-type: none"> Project Proposal form must be used
4/21/17	<ul style="list-style-type: none"> Written Project Proposal Feedback Provided to Project Conversion and New CoC Project Applicants
5/12/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO releases project evaluation results and preliminary CoC project ranking (renewals only)
5/19/17	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> Recipients submit any appeals of the final project evaluation results and ranking <ul style="list-style-type: none"> Submit to ohioboscoc@cohhio.org
6/2/17	<ul style="list-style-type: none"> Ohio BoSCoC Steering Committee will communicate decisions re: all received appeals <ul style="list-style-type: none"> Ohio BoSCoC Steering Committee decisions are FINAL
6/9/17	<ul style="list-style-type: none"> Final CoC project ranking released

7/14/17	<ul style="list-style-type: none"> • FY2017 CoC Competition Opens
7/18/17	<ul style="list-style-type: none"> • Project Applications Available in e-snaps
7/24/17	<ul style="list-style-type: none"> • Ohio BoSCoC Board Meeting to Approve Final Project Funding Request for Renewal and New Project Applications
7/31/17	<ul style="list-style-type: none"> • Ohio BoSCoC CoC Application Training <ul style="list-style-type: none"> ○ Final scores and ranking for CoC project conversions and new CoC projects released
8/11/17	<ul style="list-style-type: none"> • Renewal Applications Due <ul style="list-style-type: none"> ○ Email pdf of application for review to ohioboscoc@cohhio.org
8/21/17	<ul style="list-style-type: none"> • Ohio BoSCoC Board Meeting to Approve Final Project Ranking
8/25/17	<ul style="list-style-type: none"> • CoC Staff Review of Renewal Applications <ul style="list-style-type: none"> ○ Applicants notified of needed corrections • Approved Project Conversion and New Project Applications Due <ul style="list-style-type: none"> ○ Email pdf of application for review to ohioboscoc@cohhio.org
9/1/17	<ul style="list-style-type: none"> • Corrected Renewal Project Applications Due <ul style="list-style-type: none"> ○ Email pdf of application for review to ohioboscoc@cohhio.org and submit in e-snaps • CoC Staff Review of Approved Conversion and New Project Applications
9/8/17	<ul style="list-style-type: none"> • Approved Conversion and New Project Applications Due <ul style="list-style-type: none"> ○ Email pdf of application for review to ohioboscoc@cohhio.org and submit in e-snaps
9/18/17	<ul style="list-style-type: none"> • Ohio BoSCoC Board Meeting to Approve CoC Application and Project Applications
9/28/17	<ul style="list-style-type: none"> • Final Ohio BoSCoC Project Applications and CoC Application Submitted to HUD via e-snap (ODSA/COHHIO to complete)

APPENDIX A

Housing First is a model of housing assistance that centers on providing people experiencing homelessness with housing as quickly as possible, and then providing services as needed. Assistance is offered without preconditions or service participation requirements.

Housing First programs share critical elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without time limits
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis
- A standard lease agreement – housing is not contingent on compliance with services

Additionally, Housing First programs should actively work to ensure there are minimum barriers to entering their programs, particularly for those most in need. For example, Housing First programs should not require sobriety as a condition of housing, they should not require drug testing, and they should not require a minimum level of income.

Additional information about Housing First practices can be found at the following links.

- http://www.endhomelessness.org/pages/housing_first
- http://usich.gov/usich_resources/solutions/explore/housing_first
- <http://www.desc.org/housingfirst.html>