

Addendum to 2018 CoC Competition Plan and Timeline

Updated July 12, 2018

Ohio Balance of State Continuum of Care



Purpose of this Document

This document is intended to provide supplemental information about the Ohio BoSCoC 2018 CoC Competition and should be used in conjunction with the *2018 CoC Competition Plan and Timeline* document.

Funding Availability for 2018 Ohio BoSCoC Projects

Approximately \$2 billion is available nationally in the FY 2018 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. Additionally, this year the Ohio BoSCoC has access to approximately \$1.7 million in DV Bonus funds.

Ohio BoSCoC CoC Project Ranking and Funding Decisions

All BoSCoC renewal CoC projects were evaluated and ranked in 2018, 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 2018 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 2018 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 2018 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 Hannah Basting, CoC Coordinator (hannahbasting@cohhio.org) with any questions about project applications or the Ohio BoSCoC 2018 CoC Competition Plan and Timeline.

Project Application Submittal Process

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 2018 *Grant Inventory Worksheet* document available at <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>. 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, rental unit configurations, etc.

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

All Ohio BoSCoC renewal project grantees and approved new 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 July 20, 2018:**

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 3, 2018.
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 August 10, 2018.**

New Projects – Proposals are due no later than August 3, 2018

RRH Bonus Projects- Proposals are due to COHHIO for review no later than August 3, 2018:

1. Complete all sections of the Request for Proposal and submit via email to ohioboscoc@cohhio.org and scott.gary@development.ohio.gov no later than August 3, 2018.
 - a. The RFP can be found at: <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>.
2. Selected applicants will be notified no later than August 17, 2018. Additional information may be requested at this time and required changes to project proposals may be communicated.
3. After making any needed corrections to the proposal, applicants must submit approved project applications to HUD via e-snaps no later than August 24, 2018 (see below for details about submitting approved applications in e-snaps).

DV Bonus Projects – Proposals are due to COHHIO for review no later than August 3, 2018:

1. Complete all sections of the Request for Proposal and submit via email to ohioboscoc@cohhio.org and scott.gary@development.ohio.gov no later than August 3, 2018.
 - a. The RFP can be found at: <http://cohhio.org/member-services-2/boscoc/boscoc-competition/>.
2. Selected applicants will be notified no later than August 17, 2018. Additional information may be requested at this time and required changes to project proposals may be communicated.
3. After making any needed corrections to the proposal, applicants must submit approved project applications to HUD via e-snaps no later than August 24, 2018 (see below for details about submitting approved applications in e-snaps).

New Projects – Approved New Project Applications are due to COHHIO for review no later than August 24, 2018:

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 August 31, 2018.
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 7, 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 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, 2018 and September 28, 2018 and must be attached to the project application in e-snaps. All projects must obtain 25% match.

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, 2018 and September 28, 2018 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 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 18, 2018.

Any questions about the Ohio BoSCoC 2018 CoC Competition Process Plan or Timeline can be directed to Erica Mulryan at ericamulryan@cohhio.org or 614.280.1984 ext 118 or Hannah Basting at hannahbasting@cohhio.org or 614.280.1984 ext 117.

Ohio BoSCoC 2018 CoC Competition Timeline

Following is the updated timeline for the 2018 CoC Competition and supersedes the one published in the *2018 CoC Competition Plan and Timeline* document. All BoSCoC members should refer to this document for critical dates and deadlines.

DATE COMPLETE	ACTIVITY
3/12/18	<ul style="list-style-type: none"> Ohio BoSCoC: 2018 CoC Competition Training
5/8/18	<ul style="list-style-type: none"> Ohio BoSCoC Grant Inventory Worksheet finalized (ODSA/COHHIO to complete)
5/14/18	<ul style="list-style-type: none"> CoC Program Registration
3/16/18	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO runs preliminary <i>Project Evaluation 2018 Report</i> <ul style="list-style-type: none"> Reporting period = 1/1/17 – 12/31/17
3/23/18	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO releases preliminary <i>Project Evaluation 2018 Report</i> and <i>Returns to Homelessness Report</i>
3/23/18 – 3/30/18	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> Recipients correct HMIS data as needed
3/30/18	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> Recipients submit Housing First Information Recipients submit Chronic Homelessness Information Non-HMIS Projects submit APRs, if not already submitted
4/6/18	<ul style="list-style-type: none"> CoC Project Evaluation Process <ul style="list-style-type: none"> COHHIO runs final <i>Project Evaluation 2018 Report, Returns to Homelessness Report, and HMIS Data Quality reports</i> <ul style="list-style-type: none"> Reporting Period = 1/1/17 - 12/31/17 period
4/6/18	<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
4/20/18	<ul style="list-style-type: none"> Written Project Proposal Feedback Provided to Project Conversion and New CoC Project Applicants
5/11/18	<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)
5/18/18	<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
6/1/18	<ul style="list-style-type: none"> Project Conversion and New CoC Project Applications due to ODSA/COHHIO <ul style="list-style-type: none"> Email applications to scott.gary@development.ohio.gov & ohioboscoc@cohhio.org

6/1/18	<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
6/8/18	<ul style="list-style-type: none"> • Final CoC project ranking released <ul style="list-style-type: none"> ◦ Includes renewal CoC projects, project conversions, and new CoC projects
6/29/18	<ul style="list-style-type: none"> • Final scores and ranking for CoC project conversions and new CoC projects released
6/20/18	<ul style="list-style-type: none"> • FY2018 CoC Competition Opens
6/28/18	<ul style="list-style-type: none"> • Project Applications Available in e-snaps
7/12/18	<ul style="list-style-type: none"> • Ohio BoSCoC CoC Application Training
7/20/18	<ul style="list-style-type: none"> • Renewal Project Applications Due in e-snaps
8/3/18	<ul style="list-style-type: none"> • New Project Proposals (RRH Bonus and DV Bonus) due to CoC team
8/3/18	<ul style="list-style-type: none"> • Ohio BoSCoC Steering Committee Review of all Renewal Applications & Notification of Needed Corrections
8/10/18	<ul style="list-style-type: none"> • Corrections by Applicants to Renewal Project Applications Due in e-snaps
8/17/18	<ul style="list-style-type: none"> • New Project Applications Selected and All Applicants Notified
8/24/18	<ul style="list-style-type: none"> • Approved New Project Applications due in e-snaps
8/31/18	<ul style="list-style-type: none"> • Ohio BoSCoC Steering Committee Review of all New Project Applications & Notification of Needed Corrections
9/7/18	<ul style="list-style-type: none"> • Corrections by Applicants to Approved New Project Applications Due in e-snaps
9/14/18	<ul style="list-style-type: none"> • CoC Application, priority listing posted on COHHIO's website
9/18/18	<ul style="list-style-type: none"> • Final Ohio BoSCoC Project Applications submitted to HUD via e-snaps (ODSA/COHHIO to complete)