

Addendum to 2019 CoC Competition Plan and Timeline

Ohio Balance of State Continuum of Care

Updated July 16, 2019



OHIO

Balance of State
Continuum of Care

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Background and Introduction

Organization of the Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care (BoSCoC) is comprised of the 80 rural counties in Ohio and represents diverse populations, needs, and capabilities. The 80 counties within the Ohio BoSCoC are further organized into 17 Homeless Planning Regions that engage in collaborative planning around homeless programming. A map of the Ohio BoSCoC Homeless Planning Regions can be found at <https://cohhio.org/boscoc/gov-pol/>

The Ohio BoSCoC Board, which is comprised in part of one representative from each BoSCoC Homeless Planning Region, guides the policy and planning direction of the continuum. The CoC Board has designated the Ohio Development Services Agency, Office of Community Development (ODSA), as the Collaborative Applicant for the Ohio BoSCoC. In this role, ODSA is responsible for submitting the annual consolidated application for CoC Program funding on behalf of the Ohio BoSCoC. In turn, ODSA has contracted with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide primary staff support to the Ohio BoSCoC.

HUD's Continuum of Care Program and the Annual Continuum of Care Competition

Every year, the U.S. Department of Housing and Urban Development (HUD) makes available federal resources for homeless programming to communities around the country through its Continuum of Care (CoC) Program and its annual CoC Competition. Continuums access these funds by completing consolidated applications on behalf of the federally funded homeless programs in their CoC. For the Ohio BoSCoC, the Collaborative Applicant (ODSA) and COHHIO facilitate this process and submit the consolidated application. Any organization located within the 80 counties of the Ohio BoSCoC that wishes to access new or renewal CoC Program funds must participate in local homeless planning efforts and the annual BoSCoC CoC Competition to do so.

The Ohio BoSCoC receives about \$17 million annually for new and renewing homeless programs, representing nearly 100 transitional and permanent housing programs across 80 counties.

Target Audience

This 2019 CoC competition plan and timeline is only applicable to HUD CoC-funded projects renewing their CoC project funding in 2019, or those organizations interested in applying for funding for a new CoC-funded project.

Purpose of this Document

This document provides Ohio BoSCoC members with basic information about the Ohio BoSCoC 2019 CoC Competition, including the following:

- Priorities for new and renewal projects
- The renewal project evaluation process
- The process for completion of renewal and new project applications
- The process for completion of the 2019 Ohio BoSCoC consolidated application
- Preliminary priorities for ranking renewal and new CoC projects in the consolidated application

Goals and Priorities for the 2019 Ohio BoSCoC CoC Competition

The Ohio BoSCoC Board has identified the following funding priorities for the 2019 Ohio BoSCoC Competition:

- Submit a consolidated application that meets threshold and maximizes available funding
- Fund projects that meet community needs
 - Including project conversions and new PH projects
- 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 will help the CoC achieve the federal strategic plan goals of ending homelessness for veterans, chronically homeless, families, youth, and all other populations

In addition, the CoC Board has identified the following goal and priorities to guide final ranking of new and renewal projects in the 2019 CoC Consolidated application:

- Project Ranking Goal: To rank Ohio BoSCoC new and renewal projects in a way that helps us continue to meet local homeless needs, while also helping the CoC maximize CoC Program funds and ensure ongoing national competitiveness
 - To that end, the following priorities, in no particular order, will help guide development of a final ranking approach:
 - The CoC may seek to preserve low-ranking projects at risk of losing funding where those projects represent the only CoC Program funding in their communities
 - The CoC may seek to preserve low-ranking Permanent Housing (PH) projects at risk of losing funding where those projects represent the only CoC Program funded PH in their communities
 - The CoC may prioritize projects that have demonstrated the use of Housing First practices
 - The CoC may consider reducing funding requests for the lowest ranked projects as a means to preserve funding for higher ranked projects, if needed, and keeping in line with other priorities
 - The CoC may consider ranking new projects higher than some renewal projects, where the CoC believes doing so will better help the CoC meet the ranking goal outlined above

Renewal CoC Project Evaluation Process

The Ohio BoSCoC evaluated all renewal CoC projects in spring 2019 and the results of the evaluation inform the CoC Project ranking. Results of the project evaluation and preliminary project rankings were released in June 2019 and posted to COHHIO's website at <https://cohhio.org/boscoc/coc-program/>

CoC Project Application Submission Process

Project Application Technical Assistance

In addition to reading Ohio BoSCoC guidance documents related to the 2019 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/>.

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 2019 CoC Competition Plan and Timeline.

Project Application Submission 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 2019 *Grant Inventory Worksheet* document available at <https://cohhio.org/boscoc/coc-program/>. 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 due August 2, 2019:

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 16, 2019
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 23, 2019.**

DV Bonus Projects – Proposals due August 16, 2019:

1. Complete all sections of the Request for Proposal and submit via email to ohioboscoc@cohhio.org no later than August 16, 2019
 - a. The RFP can be found at: <https://cohhio.org/boscoc/coc-program/>
2. Selected applicants will be notified no later than August 28, 2019. Additional information may be requested at that 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 September 6, 2019 (see below for details about submitting approved applications in e-snaps).

New Projects – Approved New Project Applications due September 6, 2019:

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 13, 2019.
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 20, 2019.**

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 commitment letters by the time project applications are submitted. These commitment letters must be signed between May 1, 2019 and September 30, 2019 and must be attached to the project application in e-snaps. All projects must obtain 25% match. *****Please note, CoC staff are currently communicating with HUD to determine if HUD requires grantees to attach match letters to their renewal project applications or not. Further guidance will be shared once it's available.***

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, 2019 and September 30, 2019 and must be attached to the project application in e-snaps. If they include all the required MOU and match letter information, MOUs may be used to document both match and the partnership for provision of services. ***Please note, CoC staff are currently communicating with HUD to determine if HUD requires grantees to attach match letters to their renewal project applications or not. Further guidance will be shared once it's available.*

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 30, 2019.

Any questions about the Ohio BoSCoC 2019 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 2019 CoC Competition Timeline

DEADLINE	ACTIVITY and ENTITY RESPONSIBLE (Renewal and New Project Applicant Responsibilities in BOLD)
May 2019	
5/10/19	CoC Staff <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)
June 2019	
6/3/19	New Project Applicants <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
6/7/19	CoC Staff <ul style="list-style-type: none"> • Final CoC project ranking of renewal projects released
July 2019	
7/3/19	<ul style="list-style-type: none"> • FY2019 CoC Competition Opens
7/11/19	<ul style="list-style-type: none"> • Project Applications Available in e-snaps
7/19/19	CoC Staff <ul style="list-style-type: none"> • Ohio BoSCoC CoC Application Training and DV Bonus RFP Released <ul style="list-style-type: none"> ○ Register at https://register.gotowebinar.com/register/7690116666244393485
7/22/19	CoC Staff <ul style="list-style-type: none"> • CoC Board meeting to make new CoC project selections
7/24/19	CoC Staff <ul style="list-style-type: none"> • New CoC project selections released and applicants notified <ul style="list-style-type: none"> ○ <i>All renewal projects also notified of the CoC's intention to accept and rank their applications</i>
August 2019	
8/2/19	Renewal Project Grantees <ul style="list-style-type: none"> • Renewal applications due in e-snaps
8/16/19	New Project Applicants (DV Bonus) <ul style="list-style-type: none"> • New DV Bonus proposals due to CoC team
8/16/19	CoC Staff <ul style="list-style-type: none"> • CoC team review of renewal applications & notification of needed corrections
8/23/19	CoC Staff <ul style="list-style-type: none"> • CoC Board meeting to approve new DV Bonus project recommendations
8/23/19	Renewal Project Grantees <ul style="list-style-type: none"> • Corrections to renewal project applications due in e-snaps
8/28/19	CoC Staff <ul style="list-style-type: none"> • New DV Bonus Projects selections released applicants notified

September 2019	
9/6/19	<p>New Project Applicants (all)</p> <ul style="list-style-type: none"> • New Project Applications due in e-snaps <ul style="list-style-type: none"> ○ New project applicants that are not submitting DV Bonus applications (ie, those submitting traditional new projects) should strive to submit applications in e-snaps earlier than this deadline
9/11/19	<p>CoC Staff</p> <ul style="list-style-type: none"> • TENTATIVE – CoC Board meeting to review draft CoC Consolidated application and make final ranking decisions about project listing <ul style="list-style-type: none"> ○ Final project ranking posted to COHHIO’s website
9/20/19	<p>New Project Applicants (all)</p> <ul style="list-style-type: none"> • Corrections approved New Project Applications and New DV Bonus Applications due in e-snaps
9/23/19	<p>CoC Staff</p> <ul style="list-style-type: none"> • CoC Board meeting to approve final project ranking/listing and CoC Application
9/24/19	<p>CoC Staff</p> <ul style="list-style-type: none"> • CoC Application and priority listing posted on COHHIO’s website
9/27/19	<p>CoC Staff</p> <ul style="list-style-type: none"> • Final Ohio BoSCoC Project Applications and the CoC Application Submitted to HUD via e-snaps (ODSA/COHHIO to complete)