

2021 CoC Competition Plan and Timeline

Ohio Balance of State Continuum of Care

Updated August, 25 2021



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 [here](#).

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 (ODOD), as the Collaborative Applicant for the Ohio BoSCoC. In this role, ODOD is responsible for submitting the annual consolidated application for CoC Program funding on behalf of the Ohio BoSCoC. In turn, ODOD 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 (ODOD) 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 \$20 million annually for new and renewing homeless programs, representing over 100 transitional and permanent housing programs across 80 counties.

Target Audience

The 2021 CoC competition plan and timeline is only applicable to HUD CoC-funded projects renewing their CoC project funding in 2021, or those organizations interested in applying for funding for a new CoC-funded project.

Purpose of this Document

This document is intended to provide Ohio BoSCoC members with basic information about the Ohio BoSCoC 2021 CoC Competition, including the following:

- Priorities for new and renewal projects
- The renewal project evaluation process and timeline
- The process for completion of the 2021 Ohio BoSCoC consolidated application
- Preliminary priorities for ranking renewal and new CoC projects in the consolidated application

Goals and Priorities for the 2021 Ohio BoSCoC CoC Competition

The Ohio BoSCoC Board has identified the following funding priorities for the 2021 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 2021 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 2021 and the results of the evaluation inform the CoC Project ranking. Results of the project evaluation and preliminary project rankings are 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 the CoC team at ohiobosoco@cohhio.org with any questions about project applications or the Ohio BoSCoC 2021 CoC Competition Plan and Timeline.

Project Application Submission Process

Confirming Approved Project Budgets and Total CoC Program Funding Request

Renewal grantees are only permitted to submit funding requests that exactly match the amounts listed in the 2021 *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.

All renewal project grantees must also email to the CoC team the results of any HUD monitoring conducted between January 1, 2018 and August 31, 2021 (must be completed by August 31, 2021). Grantees should email the HUD monitoring report and closed findings letters, if applicable. If no monitoring was done in that timeframe, grantees must communicate that to the CoC. The CoC team will verify HUD monitoring with the HUD field office. **Communication about HUD monitoring must be submitted to ohioboscoc@cohhio.org by September 24, 2021.**

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 September 24, 2021:**

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 October 8, 2021.
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. Once approved by CoC staff, 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 October 22, 2021.**

DV Bonus Projects – Proposals are due to COHHIO for review no later than **October 1, 2021:**

1. Complete all sections of the Request for Proposal and submit via email to ohioboscoc@cohhio.org no later than October 1, 2021
 - a. The RFP can be found at: <https://cohhio.org/boscoc/coc-program/>
2. Selected applicants will be notified no later than October 13, 2021. 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 **October 22, 2021** (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 October 15, 2021:**

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 October 25, 2021.
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. Once approved by CoC staff, 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 November 5, 2021.**

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 during the CoC Competition window 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 in the CoC Competition window 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.

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 renewal projects and new CoC project applications have been received, reviewed, and ranked, the Ohio BoSCoC Collaborative Applicant (ODOD with assistance from COHHIO) will prepare the CoC Project Ranking list on behalf of the Ohio BoSCoC. Once the Ohio BoSCoC Board has approved the listing, ODOD will electronically submit the project applications and the Ohio BoSCoC Consolidated CoC Application via e-snaps to HUD.

Any questions about the Ohio BoSCoC FY2021 CoC Competition Process Plan or Timeline can be directed to the CoC team at ohioboscoc@cohhio.org.

Ohio BoSCoC 2021 CoC Competition Timeline

DEADLINE	ACTIVITY and ENTITY RESPONSIBLE (Renewal and New Project Applicant Responsibilities in BOLD)
April 2021	
4/1/21	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 2021	
6/25/21	New Project Applicants <ul style="list-style-type: none"> Project Conversion and New CoC Project Applications due to ODOD/COHHIO
August 2021	
9/3/21	CoC Staff <ul style="list-style-type: none"> Revised Preliminary CoC project ranking of renewal projects released
8/19/21	<ul style="list-style-type: none"> FY2021 CoC Competition Opens
8/19/21	<ul style="list-style-type: none"> Project Applications Available in e-snaps
September 2021	
9/3/21	CoC Staff <ul style="list-style-type: none"> Ohio BoSCoC CoC Application Training and DV Bonus RFP Released
9/13/21	CoC Staff <ul style="list-style-type: none"> CoC Board meeting to make new CoC project selections (excluding DV Bonus projects)
9/15/21	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>
9/24/21	Renewal Project Grantees <ul style="list-style-type: none"> Renewal applications due in e-snaps HUD monitoring results due to ohioboscoc@cohhio.org
October 2021	
10/1/21	New Project Applicants (DV Bonus) <ul style="list-style-type: none"> New DV Bonus proposals due to CoC team
10/8/21	CoC Staff <ul style="list-style-type: none"> CoC team review of renewal applications and notification of needed corrections
10/11/21	CoC Staff <ul style="list-style-type: none"> CoC Board meeting to approve new DV Bonus project recommendations
10/13/21	CoC Staff <ul style="list-style-type: none"> New DV Bonus Projects selections released and applicants notified
10/15/21	New Project Applicants <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
10/18/21	CoC Staff <ul style="list-style-type: none"> Final project ranking posted to COHHIO's website
10/22/21	New Project Applicants (DV Bonus) <ul style="list-style-type: none"> New DV Bonus Project Applications due in e-snaps
10/22/21	Renewal Project Grantees

	<ul style="list-style-type: none"> • Corrections to renewal project applications due in e-snaps
November 2021	
10/29/21	CoC Staff <ul style="list-style-type: none"> • CoC team review approved new project applications and provide notification of needed corrections
11/5/21	New Project Applicants (all) <ul style="list-style-type: none"> • Corrections to approved New Project Applications and New DV Bonus Applications due in e-snaps
11/8/21	CoC Staff <ul style="list-style-type: none"> • CoC Board meeting to approve final project ranking/listing and CoC Application
11/9/21	CoC Staff <ul style="list-style-type: none"> • CoC Application and priority listing posted on COHHIO's website
11/12/21	CoC Staff <ul style="list-style-type: none"> • Final Ohio BoSCoC Project Applications and the CoC Application Submitted to HUD via e-snaps (ODOD/COHHIO to complete)