

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3.	We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4.	Attachments must match the questions they are associated with.
5.	Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.
6.	If you cannot read the attachment, it is likely we cannot read it either.
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
	. We must be able to read everything you want us to consider in any attachment.
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	Homeless Preference	09/28/2022
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Deadline	Yes	Local Competition...	09/23/2022
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/23/2022
1E-2a. Scored Renewal Project Application	Yes	Scored Forms for ...	09/23/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/23/2022
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/23/2022
1E-5b. Final Project Scores for All Projects	Yes	Final Project Sco...	09/23/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Web Posting CoC-A...	09/27/2022
1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Notification of C...	09/27/2022
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	09/27/2022

3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/27/2022
3C-2. Project List for Other Federal Statutes	No		

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families from the waiting list. The PHAs policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Tenant Selection. This part describes the policies that guide the PHA in selecting families from the waiting list as units become available.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process.

4-I.B. APPLYING FOR ASSISTANCE

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application [Notice PIH 2009-36].

PHA Policy

Families may obtain pre-application forms from the central office during normal business hours. Families may also obtain forms on the PHA website or request by telephone forms to be mailed via first class mail. Completed pre-application forms must be returned to the PHA by mail, fax or submitted in person during normal business hours. When the pre-application form is received it will be date and time stamped in the order it is received at the PHA central office. The initial pre-application will be entered into the PHA system at this time for further eligibility processing. Applicants will be contacted in writing by the date and time of their pre-application for an interview and be advised what documentation will be needed at that time. All adult family members are required to attend the interview.

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program. During the interview process the family will be required to provide all information necessary to establish family eligibility and to determine placement on the PHA waiting list. If further verifications are needed applicant will be given ten days in which to submit the needed information or the pre-application will be terminated.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2010-3].

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides

details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (see Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. The second appointment letter will state that failure to appear for the appointment without a request to reschedule will be interpreted to mean that the family is no longer interested and their application will be made inactive. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination, therefore the PHA will not offer an informal hearing. Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process.

Disabled Populations [24 CFR 8; PH Occ GB, p. 68]

The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides equal access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. The PHA must place on the waiting list families for whom the list is open unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

Ineligible for Placement on the Waiting List

PHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of completion of the application and all PHA required documentation. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

Eligible for Placement on the Waiting List

PHA Policy

The PHA will send written notification of the preliminary eligibility determination within 10 business days of completion of the application and all PHA required documentation.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to PHA preference(s) and the date and time their initial application was received by the PHA.

The PHA will assign families on the waiting list by the city they select, according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to PHA standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding the type of waiting list it will utilize as well as the various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

PHA Policy

The waiting list will contain the following information for each applicant listed:

- Names and social number for the head of household
- Unit size required (number of family members)
- Amount and source of annual income
- Accessibility requirement, if any
- Date and time of application and application number
- Household type (family, elderly, disabled)
- Admission preference, if any
- Race and ethnicity of the head of household
- The specific city/cities selected

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

PHA Policy

The PHA will maintain a waiting list for the City of Middletown and a waiting list for the City of Hamilton for its developments. An applicant can elect to be put on both waiting lists. Within the list, the PHA will designate subparts to easily identify who should be offered the next available unit (i.e. local preferences, mixed populations, general occupancy, unit size, and accessible units).

The PHA at this time will not adopt site based waiting lists. This is subject to change in the future.

HUD directs that a family that applies to reside in public housing must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs [24 CFR 982.205(a)(1)].

PHA Policy

The PHA will not merge the public housing waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST

Closing the Waiting List

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fill its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit. [PH Occ GB, p. 31].

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing applicants on the list reaches 12 months for the most current applicants or the number of applicants in the applicant pool is determined to be adequate according to the projected amount of vacant units. Where the PHA has particular preferences or other criteria (ie: certain availability of specific unit size) that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

The PHA will post a notice in the Central Office, notify local Social Services agencies and provide notice on the PHA website of the closing of the waiting list. If the list remains open to certain categories of families, this information will be in the notice.

Reopening the Waiting List

If the waiting list has been closed, it may be reopened at any time. The PHA will post a notice in the lobby of the PHA Central Office, notify the Social Services agencies and provide notice on the PHA website to inform the Public of the reopening of the waiting list. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

The PHA will post a notice at the Central Office stating the required information, notify all Social Service agencies and provide the information on the PHA website.

4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]

The PHA should conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that the PHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the PHA to serve a specified percentage of extremely low income families, the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for public housing.

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

PHA Policy

While the family is on the waiting list, the family must inform the PHA, within 10 business days, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

4-II.F. UPDATING THE WAITING LIST

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list [24 CFR 960.202(a)(2)(iv)].

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

PHA Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.

When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the PHA from making an eligibility determination; therefore no informal hearing is required.

If a family is removed from the waiting list for failure to respond, the Housing Manager may reinstate the family if s/he determines the lack of response was due to PHA error, or to circumstances beyond the family's control.

Removal from the Waiting List

PHA Policy

The PHA will remove applicants from the waiting list if they have requested that their name be removed. This request must be made in writing to the PHA. In such cases no informal hearing is required.

If the PHA determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

PHA Policy

When an applicant or resident family requests a copy of the PHA's tenant selection policies, the PHA will provide copies to them free of charge.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

PHA Policy

The PHA will use the following local preferences and each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

- 1) **Veterans/Family of a Veteran-** The veteran or serviceman must reside in the household, be assigned to active duty or be deceased for the family to receive this preference. **Point Value-1000**
- 2) **Employed/Full Time Student-**Families whose head, spouse, co-head, or sole member is employed at least twenty hours per week or attending school full time in Butler County. **Point Value-800**
- 3) **Domestic Violence-** A family that includes a family member who is a victim of domestic violence, dating violence, sexual assault and/or stalking. Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family must have occurred within the past sixty days or be of a continuing nature. The family must have been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval. **Point Value-700**
- 4) **Elderly/Disabled** -Families whose head, spouse, co-head, or sole member is disabled or has a family member who is disabled and their source of income reflects this disability or is verified disabled according to the HUD definition of disabled. To qualify for the elderly preference head, spouse or co-head must be 62 years of age or older. **Point Value- 600**
- 5) **Homeless/Substandard-**Families who lack a fixed, regular and adequate nighttime residence that is a supervised shelter providing nighttime accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence intended to be institutionalized or a public or private place not ordinarily used as a sleeping accommodation for human beings. **Point Value-500**
- 6) **Residency-**Applicants who reside in Butler County or non-residents who work in Butler County or have been notified they have been hired to work a minimum of twenty hours per

week or attend school full time in Butler County, shall be determined as residents of the County. Verification of employment or school enrollment is required. **Point Value- 400**

If two applicants have similar preferences, date and time of application will be deciding factor. Applicants can qualify for more than one preference.

Special conditions for applicants at the Beacon Pointe Mixed Finance Development

In accordance with the Consent Decree in *Givens vs. BMHA*, and the MOU executed by BMHA and the Bambo Harris and Riverside Homes Resident Council on January 31, 2007, residents of Bambo Harris Homes on or after January 1, 2000, shall be given preference for units at Beacon Pointe Townhomes. This preference will supersede all other preferences for applications considered for the Beacon Pointe Mixed Finance Development.

Income Targeting Requirement [24 CFR 960.202(b)] In order to bring higher income families into public housing, the PHA will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference

HUD requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during the PHA’s fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA’s HCV program during a PHA fiscal year that exceed the 75% minimum target requirement for the voucher program, shall be credited against the PHA’s basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA’s housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

Mixed Population Developments [24 CFR 960.407]

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

Units Designated for Elderly or Disabled Families [24 CFR 945]

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

PHA Policy

The PHA does not have designated elderly or designated disabled housing at this time.

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

Order of Selection [24 CFR 960.206(e)]

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

PHA Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

When selecting applicants from the waiting list the PHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and PHA policy.

4-III.C. NOTIFICATION OF SELECTION

When the family has been selected from the waiting list, the PHA must notify the family.

PHA Policy

The PHA will notify the family first by telephone to advise them a unit is available and their name has been selected from the waiting list. (The date and time of call will be documented in the applicant file) A date and time will be established with the applicant for the offering of the unit and the applicant will be advised of any verification needed for this appointment. If the applicant is unavailable by the telephone numbers they provided on their application, a notification letter will be mailed immediately via first class for them to contact the PHA within 10 days to verify the applicant is still interested in housing. If there is a unit still available when the letter is responded to, an appointment will be scheduled, if not the application will be returned to the waiting list for the next available unit. The PHA will immediately call the next qualified applicant on the waiting list for the available unit. If there is no response from an applicant who has been sent a 10 day notification letter to contact the PHA by a specific deadline date, the PHA will remove the applicant from the waiting list. In contacting of applicants, the PHA will consider in this process any reasonable accommodation requested by an applicant with disabilities. In addition, if there is a speech, hearing or language barrier, the PHA at the time of the initial call to applicant will take into consideration any interpreters that may be needed.

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the PHA from making an offering for an available unit; therefore no informal hearing will be offered.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA administers the following types of targeted funding:

Non- Elderly / Disabled (NED Vouchers)

Mainstream Vouchers (under 62, disabled homeless or at risk of homelessness

Permanent Supportive Housing (PSH) Vouchers

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

- The PHA will offer a **Veterans preference** to a Veteran (or family of a veteran) that was honorably discharged.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

CoC Program

Homelessness Prevention

Coordinated Entry

HIC and PIT

Performance and Monitoring

Special Initiatives

HMIS

Training and Templates

Contact Us

Documents

2022 Unsheltered and Rural Homelessness Notice of Funding Availability

Ohio BoSCoC Unsheltered and Rural Homelessness Funding Opportunity Application Plan – July 2022

Ohio BoSCoC Unsheltered and Rural Homelessness Letter of Interest Template – due to ohioboscoc@cohhio.org by August 12, 2022

Unsheltered and Rural Homelessness Funding Opportunity Information Session Presentation – July 27, 2022

Unsheltered and Rural Homelessness Funding Opportunity Information Session Recording – July 27, 2022 – passcode to access recording = @03=56ia

Unsheltered and Rural Homelessness Funding Opportunity: Proposal Work Session Presentation – August 3, 2022

List of Ohio BoSCoC Counties Not Currently Served by a CoC Program Project – July 28, 2022

2022 CoC Competition

Ohio BoSCoC: RFP for New Projects to Serve Victims of Domestic Violence – RFPs due to ohioboscoc@cohhio.org by 8/26/22

Ohio BoSCoC: FY22 CoC Competition Training announcement – August 5, 2022 – training on 8/12/22 at 1pm; meeting link – https://us06web.zoom.us/j/85395020734

Ohio BoSCoC Grant Inventory Worksheet (GIW)

Listserv Message – Ohio BoSCoC FY2022 GIW Review Process

Ohio BoSCoC FY2022 Preliminary Renewal CoC Project Ranking, June 7, 2022

Listserv Message – Ohio BoSCoC FY2022 Renewal CoC Project Preliminary Ranking Results – June 7, 2022

Ohio BoSCoC Final FY2022 Project Evaluation Scores, Part 1 (of 2 parts) – review Part 2 of project evaluation data in Rme

Listserv Message – Ohio BoSCoC: Final FY2022 Project Evaluation Data Available – May 27, 2022

Ohio BoSCoC CoC Competition Plan and Timeline – updated May 20, 2022

Racial Disparities Analysis Template Instructions

Racial Disparities Analysis Template

2021 CoC Competition

Ohio BoSCoC FY2021 CoC Project Listing and Awards – March, 15, 2022

Ohio BoSCoC Final FY2021 Consolidated CoC Application, updated, for official posting, 11.11.21

Ohio BoSCoC Final FY2021 CoC Application Attachments, for official posting, 11.11.21

Ohio BoSCoC Final FY2021 CoC Project Ranking, updated, for official posting, 11.11.21

Subject: Ohio BoSCoC: FY22 CoC Competition Training Announcement
Date: Friday, August 5, 2022 at 2:45:07 PM Eastern Daylight Time
From: Erica Mulryan
To: boscoc@cohhio.org

Ohio Balance of State Continuum of Care FY2022 CoC Competition Training Announcement

Purpose of this Listserv Message

This message announces an upcoming training for Ohio Balance of State Continuum of Care (BoSCoC) members about the FY2022 CoC Competition.

Target Audience

Current CoC-funded projects as well as organizations interested in submitting new project proposals for DV Bonus funding.

Background Information

Every year, the U.S. Department of Housing and Urban Development (HUD) provides funding for homeless programs through its Continuum of Care (CoC) Program. The 80 counties within the Ohio BoSCoC access these funds by completing a consolidated annual CoC application; the Ohio Department of Development (ODOD) and the Coalition on Homelessness and Housing in Ohio (COHHIO) submit the application on behalf of the Ohio BoSCoC.

HUD released the FY22 Notice of Funding Opportunity (NOFO) for the CoC Program, which includes the CoC application, on August 1, 2022. The competition will close on September 30, 2022. The NOFO and other CoC Competition materials can be found on [HUD's CoC Program Competition webpage](#).

RFPs for New DV Bonus Projects

In the FY2022 CoC Competition, HUD is competitively funding new projects via a Domestic Violence (DV) Bonus. The Ohio BoSCoC is releasing a Request for Proposals (RFPs) to identify project applications to submit to HUD for the bonus funding. You can find the RFP here - <https://cohhio.org/boscoc/coc-program/>. CoC staff will discuss this opportunity more in the upcoming training. Interested organizations can read more about eligible DV Bonus projects and activities in the posted RFP as well as in the [CoC Competition NOFO](#).

Training Information

This training will cover key changes to the FY2022 CoC Competition application process, as well as the Ohio BoSCoC process and timeline for project application submission.

More details about the DV Bonus RFP will be provided as well.

The updated *Ohio BoSCoC: FY2022 CoC Competition Process and Timeline* document and related materials will be posted on COHHIO's website closer to the training date.

Training Details

Date: Friday, August 12, 2022
Time: 1:00pm – 2:30pm
Meeting Link: <https://us06web.zoom.us/j/85395020734>

Questions can be directed to ohioboscoc@cohhio.org.

--
Erica Mulryan (*she/hers*)
Continuum of Care Director

Coalition on Homelessness and Housing in Ohio (COHHIO)

C: 614.571.6350

F: 614.463.1060

email: ericamulryan@cohhio.org

www.cohhio.org

2022 CoC Competition Plan and Timeline

Ohio Balance of State Continuum of Care

Updated August 2022



Table of Contents

Background and Introduction	3
Target Audience.....	3
Purpose of this Document.....	3
Goals and Priorities for the 2022 Ohio BoSCoC CoC Competition	3
Renewal CoC Project Evaluation Process.....	4
Funding Opportunities and New Project Application Process.....	4
CoC Project Application Submission Process	4
Final Submission of the Ohio BoSCoC Consolidated CoC Application	6

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 Department of 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 2022 CoC competition plan and timeline is only applicable to HUD CoC-funded projects renewing their CoC project funding in 2022, or those organizations 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 2022 CoC Competition, including the following:

- Priorities for new and renewal projects
- The renewal project evaluation process and timeline
- The process for completion of the 2022 Ohio BoSCoC consolidated application
- Preliminary priorities for ranking renewal and new CoC projects in the consolidated application

Goals and Priorities for the 2022 Ohio BoSCoC CoC Competition

The Ohio BoSCoC Board has identified the following funding priorities for the 2022 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 2022 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
 - The CoC may consider unresolved HUD monitoring findings when making final ranking decisions for low scoring projects

Renewal CoC Project Evaluation Process

The Ohio BoSCoC evaluated all renewal CoC projects in spring 2022 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/>

Funding Opportunities and New Project Application Process

The Ohio BoSCoC solicited new projects for CoC Program funding, including for prospective DV Bonus funding, in spring 2022. The CoC will communicate new project selections by August 17, 2022. Final rank order of all projects, including new projects, will be communicated by September 9, 2022.

DV Bonus Projects Opportunity

The Ohio BoSCoC solicited new DV Bonus project proposals for new RRH or Joint TH-RRH project types in spring 2022. However, no proposals were submitted at that time, so the CoC released another RFP when the FY2022 CoC Competition opened in August 2022.

Applicants seeking funding through the DV Bonus Project opportunity must commit to serving survivors of dating violence, domestic violence, sexual assault, or stalking, and must commit to using policies and practices that are trauma-informed and client-centered. Applicants do not necessarily need to be victim service provider, but must have demonstrated experience working with survivors.

DV Bonus funding proposals are due to ohioboscoc@cohhio.org by August 26, 2022. The RFP template can be found here: <https://cohhio.org/boscoc/coc-program/>

Scoring and Ranking of New CoC Project Applications

Submitted Project Applications will be reviewed and scored. Once all Project Applications and renewal CoC projects are reviewed they will be ranked together according to their scores and the CoC's ranking priorities.

CoC Project Application Submission Process

Project Application Technical Assistance

In addition to reading Ohio BoSCoC guidance documents related to the 2022 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 ohioboscoc@cohhio.org with any questions about project applications or the Ohio BoSCoC 2022 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 2022 *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 are due to COHHIO for review no later than August 26, 2022:**

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 September 2, 2022
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 September 16, 2022.**

DV Bonus Projects – **Proposals are due to COHHIO for review no later than August 26, 2022:**

1. Complete all sections of the Request for Proposal and submit via email to ohioboscoc@cohhio.org no later than August 26, 2022
 - a. The RFP can be found at: <https://cohhio.org/boscoc/coc-program/>
2. Selected applicants will be notified no later than September 7, 2022. 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 21, 2022 (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 September 2, 2022:**

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 16, 2022.

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 September 21, 2022.**

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 FY2022 CoC Competition Process Plan or Timeline can be directed to ohioboscoc@cohhio.org.

Ohio BoSCoC 2022 CoC Competition Timeline

DEADLINE	ACTIVITY and ENTITY RESPONSIBLE (Renewal and New Project Applicant Responsibilities in BOLD)
June 2022	
6/3/22	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)
6/25/22	New Project Applicants <ul style="list-style-type: none"> Project Conversion and New CoC Project Applications due to ODOD/COHHIO
August 2022	
8/1/22	<ul style="list-style-type: none"> FY2022 CoC Competition Opens
8/12/22	CoC Staff <ul style="list-style-type: none"> Revised Preliminary CoC project ranking of renewal projects released DV Bonus RFP Released
TBD	<ul style="list-style-type: none"> Project Applications Available in e-snaps
8/12/22	CoC Staff <ul style="list-style-type: none"> Ohio BoSCoC CoC Application Training
8/16/22	CoC Staff <ul style="list-style-type: none"> CoC Board meeting to make new CoC project selections (excluding DV Bonus projects)
8/17/22	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>
8/26/22	Renewal Project Grantees <ul style="list-style-type: none"> Renewal applications due in e-snaps
8/26/22	New Project Applicants (DV Bonus) <ul style="list-style-type: none"> New DV Bonus proposals due to CoC team
September 2022	
9/2/22	CoC Staff <ul style="list-style-type: none"> CoC team review of renewal applications and notification of needed corrections
9/2/22	New Project Applicants <ul style="list-style-type: none"> New Project Applications due in e-snaps <p>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</p>
9/7/22	CoC Staff <ul style="list-style-type: none"> CoC Board meeting to approve new DV Bonus project recommendations
9/7/22	CoC Staff <ul style="list-style-type: none"> New DV Bonus Projects selections released and applicants notified
9/9/22	CoC Staff <ul style="list-style-type: none"> Final project ranking posted to COHHIO's website
9/16/22	New Project Applicants (DV Bonus) <ul style="list-style-type: none"> New DV Bonus Project Applications due in e-snaps
9/16/22	Renewal Project Grantees <ul style="list-style-type: none"> Corrections to renewal project applications due in e-snaps
9/21/22	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

9/23/22	CoC Staff <ul style="list-style-type: none"> • CoC Board meeting to approve final project ranking/listing and CoC Application
9/27/22	CoC Staff <ul style="list-style-type: none"> • CoC Application and priority listing posted on COHHIO's website
9/30/22	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)

Subject: New CoC Project Decisions
Date: Wednesday, August 17, 2022 at 2:03:13 PM Eastern Daylight Time
From: Erica Mulryan
To: Chelsie Wilkinson
CC: Hannah Basting
Attachments: MVCAP New Project decision 8.17.22.pdf, image001.jpg

Attached, please find communication regarding the Ohio BoSCoC Board's decision about the new project proposal your organization submitted. If you have questions, don't hesitate to let me know.

Thanks.

--
Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org



August 17, 2022

Ms. Chelsie Wilkinson
Miami Valley Community Action Partnership
chelsie.wilkinson@mvcap.com

Subject: New Project Proposal Funding Decisions, FY2022 CoC Competition

Dear Ms. Wilkinson:

The Ohio Balance of State Continuum of Care (BoSCoC) Board thanks you for your submission of a new Continuum of Care (CoC) project proposal this year. After review of proposal, the Ohio BoSCoC Board has determined that your new project cannot be included in the 2022 CoC application because Transitional Housing project types are not eligible for new project funding this year, per the FY2022 NOFO.

On behalf of the Ohio BoSCoC Board and Steering Committee, thank you for your ongoing commitment to ending homelessness in the Ohio BoSCoC.

Sincerely,



Erica Mulryan
CoC Director
COHHIO
ericamulryan@cohhio.org
614.280.1984 ext 118



Subject: Ohio BoSCoC: FY22 CoC Competition - Final Project Evaluation Results and Revised Preliminary Ranking Released

Date: Wednesday, August 17, 2022 at 2:35:21 PM Eastern Daylight Time

From: Erica Mulryan

To: boscoc@cohhio.org

Ohio Balance of State Continuum of Care FY2022 CoC Competition: Final Project Evaluation Results and Revised Preliminary Ranking Released

Purpose of this Listserv Message

This message announces the release of final 2022 CoC project evaluation scoring and revised preliminary ranking results for the Ohio BoSCoC CoC Program renewal projects.

Target Audience

CoC-funded projects in the Ohio BoSCoC.

Background Information

Details about the Ohio BoSCoC project evaluation process can be found in the *Ohio BoSCoC 2022 CoC Competition Plan and Timeline* document available at <https://cohhio.org/boscoc/coc-program/>.

Project Evaluation Results and Revised Preliminary Ranking

The revised, preliminary ranked list of Ohio BoSCoC CoC renewal projects and their final project evaluation scores can be found at <https://cohhio.org/boscoc/coc-program/>.

Where project evaluation scores were revised based on an appeal, those scores are in red font. As appropriate, the rank order of project was revised based on changes to final project evaluation scores based on those appeals.

Please note, this listserv message also serves as official notification to all renewal project recipients that the Ohio BoSCoC Board intends to include and rank all renewal projects in the CoC project listing. No renewal projects will be excluded unless the recipient seeks to reallocate their project funds.

Final Project Ranking

The Ohio BoSCoC Board has not yet made decisions about the final rank order of renewal and new CoC projects. Those decisions will be announced in the coming weeks.

Questions regarding this notice can be directed to Erica Mulryan, COHHIO, at ericamulryan@cohhio.org.

--

Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org

Subject: New CoC Project Decisions
Date: Wednesday, August 17, 2022 at 2:02:13 PM Eastern Daylight Time
From: Erica Mulryan
To: Mindy Muller
CC: Hannah Basting
Attachments: Butler Co. Bonus decision 8.17.22.pdf, image001.jpg

Attached, please find communication regarding the Ohio BoSCoC Board's decision about the new project proposal your organization submitted. If you have questions, don't hesitate to let me know.

Thanks.

--
Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org



Subject: New CoC Project Decisions
Date: Wednesday, August 17, 2022 at 2:02:40 PM Eastern Daylight Time
From: Erica Mulryan
To: Deb Tegtmeyer
CC: Hannah Basting
Attachments: LCCH Bonus decision 8.17.22.pdf, image001.jpg

Attached, please find communication regarding the Ohio BoSCoC Board's decision about the new project proposal your organization submitted. If you have questions, don't hesitate to let me know.

Thanks.

--
Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org



August 17, 2022

Ms. Mindy Muller
Butler County
mindymuller@communitydevelopmentprofessionals.com

Subject: New Project Proposal Funding Decisions, FY2022 CoC Competition

Dear Ms. Muller:

The Ohio Balance of State Continuum of Care (BoSCoC) Board thanks you for your submission of a new Continuum of Care (CoC) project proposal this year. Your project has been reviewed, scored, and approved for new project funding. Please note that final decisions about new project ranking in the CoC Project Listing have not yet been made – the final ranked CoC Project Listing will be approved by the CoC Board and posted online at <https://cohhio.org/boscoc/coc-program/> no later than September 27, 2022.

Please review the following information regarding next steps and submission dates.

Next Steps:

- Start working on the new project application in e-snaps based on the full application submitted to the Ohio BoSCoC and the following notes:
 - Reduce the overall funding request to no more than 50 units for rental assistance, and adjust the supportive services request and admin costs request accordingly
 - Review match commitment from healthcare partners and strive to ensure that at least 25% of the total funding request is being matched by cash or in-kind commitments from healthcare partners
- Submit a PDF of the completed e-snaps application to ohioboscoc@cohhio.org by **September 2, 2022**

Because of the amount of funding available this year through the CoC Bonus, your project is permitted to apply for funding for an initial *grant term of 1 year*. Although this means you will start renewing this project before it has really become operational, the CoC commits to ranking the project within Tier 1 until the project has been operating long enough to be appropriately evaluated and ranked based on evaluation results.

If you have questions regarding this notification, please contact Erica Mulryan (COHHIO) at ericamulryan@cohhio.org.

On behalf of the Ohio BoSCoC Board and Steering Committee, thank you for your ongoing commitment to ending homelessness in the Ohio BoSCoC.

Sincerely,



Erica Mulryan
CoC Director
COHHIO
ericamulryan@cohhio.org
614.280.1984 ext 118



August 17, 2022

Ms. Deb Tegtmeyer
Licking County Coalition for Housing
dt egtmeyer@lcchousing.org

Subject: New Project Proposal Funding Decisions, FY2022 CoC Competition

Dear Ms. Tegtmeyer:

The Ohio Balance of State Continuum of Care (BoSCoC) Board thanks you for your submission of a new Continuum of Care (CoC) project proposal this year. Your project has been reviewed, scored, and approved for new project funding. Please note that final decisions about new project ranking in the CoC Project Listing have not yet been made – the final ranked CoC Project Listing will be approved by the CoC Board and posted online at <https://cohhio.org/boscoc/coc-program/> no later than September 27, 2022.

Please review the following information regarding next steps and submission dates.

Next Steps:

- Start working on the new project application in e-snaps based on the full application submitted to the Ohio BoSCoC
- Submit a PDF of the completed e-snaps application to ohioboscoc@cohhio.org by **September 2, 2022**

Because of the amount of funding available this year through the CoC Bonus, your project is permitted to apply for funding for an initial grant term of 1 year. Although this means you will start renewing this project before it has really become operational, the CoC commits to ranking the project within Tier 1 until the project has been operating long enough to be appropriately evaluated and ranked based on evaluation results.

If you have questions regarding this notification, please contact Erica Mulryan (COHHIO) at ericamulryan@cohhio.org.

On behalf of the Ohio BoSCoC Board and Steering Committee, thank you for your ongoing commitment to ending homelessness in the Ohio BoSCoC.

Sincerely,



Erica Mulryan
CoC Director
COHHIO
ericamulryan@cohhio.org
614.280.1984 ext 118



Subject: Re: [Boscoc] Ohio BoSCoC: FY22 CoC Competition Timeline Remidners
Date: Wednesday, September 14, 2022 at 5:05:16 PM Eastern Daylight Time
From: Erica Mulryan
To: Sue Sepela, Wendy Waters-Connell
Attachments: Expansion Coohio 10.2023 go 9.30.2024.pdf, image001.jpg, image002.png, image003.jpg, image004.png, image005.png, image007.png, image008.png, image009.png, image010.jpg, image011.png, image012.jpg, image013.png, image014.png, image015.png, image016.png, image017.jpg

I have reviewed the new project app and identified just a couple small things that need addressed (these are causing the error messages). My comments are in yellow sticky notes in the attached PDF.

Once you have made corrections, you can go ahead and hit the submit button in e-snaps.

If you have questions, just let me know.

Thanks!

--
Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org



From: Sue Sepela <ssepela@ywcahamilton.com>
Date: Wednesday, September 14, 2022 at 2:31 PM
To: Wendy Waters-Connell <wwatersconnell@ywcahamilton.com>, Erica Mulryan <ericamulryan@cohhio.org>
Subject: RE: [Boscoc] Ohio BoSCoC: FY22 CoC Competition Timeline Remidners

Hi Erica,
Here are the pdf's you requested. . . I hope.
Please let me know if you need something else.

It appears that the Expansion application, due 9.30.2022 is not yet complete. There are 4 red X's on the checklist. I cannot figure out how to fix the 4b Housing Type, 6I Match, 7A Attachments (none might be needed), and 7D Certification (we can figure this out).

Please advise.
Thank you,
Sue



Erica Mulryan



Sep 8 2022, 09:10 AM

Public

Subject: Re: FVPC DV Bonus Application

To: Debbie.Matheson@violencefreefutures.org

Hi Debbie -

The Ohio Balance of State Continuum of Care (BoSCoC) Board thanks you for your submission of a new DV Bonus project proposal this year. Your project has been reviewed, scored, and approved for inclusion in the CoC project listing, pending some corrections and revisions to the project application. Please note that final decisions about ranking in the CoC Project Listing have not yet been made, but we hope to make those decisions by early next week. You will receive an updated communication at that time.

Next Steps:

- Start working on the new project application in e-snaps based on the project proposal submitted to the Ohio BoSCoC and the following notes:
 - Participate in a discussion with the CoC team re: revisions and corrections needed to several narrative responses in the project proposal
- Submit a PDF of the completed e-snaps application to ohioboscoc@cohhio.org by **September 16, 2022**

To set up a time to talk with CoC staff, you can simply respond to this email.

Thanks again!



Erica Mulryan



Sep 8 2022, 09:09 AM

Public

Subject: Re: 2022 ODVN DV Bonus Proposal

To: alaynaw@odvn.org

Hi Alayna - The Ohio Balance of State Continuum of Care (BoSCoC) Board thanks you for your submission of a new DV Bonus project proposal this year. Your project has been reviewed, scored, and approved for inclusion in the CoC project listing, pending discussion of some possible minor revisions. Please note that final decisions about ranking in the CoC Project Listing have not yet been made, but we hope to make those decisions be early next week. You will receive an updated communication at that time.

Next Steps:

- Start working on the new project application in e-snaps based on the project proposal submitted to the Ohio BoSCoC and the following notes:
 - Participate in a discussion with the CoC team re: the HMIS funding request and minor revisions to some narratives
- Submit a PDF of the completed e-snaps application to ohioboscoc@cohhio.org by **September 16, 2022**

To set up a time to talk with CoC staff, you can simply respond to this email.

Thanks again!

Erica

Subject: DV Bonus Project Acceptance Notification
Date: Tuesday, September 20, 2022 at 3:38:57 PM Eastern Daylight Time
From: Erica Mulryan
To: 'Deb Tegtmeier'
CC: Hannah Basting
Attachments: image001.jpg

Hi Deb – I am sending this communication to formally notify you that the Ohio BoSCoC Board approved your agency's DV Bonus proposal for inclusion in the CoC Project Listing. As you know, as a member of the CoC Board, the CoC approved your project's inclusion in the CoC Project Listing via email vote that concluded on 09/13/22. I should have formally communicated their approval on that day, 9/13/22, but in the swarm of activity and 2 NOFOs, I simply failed to do so. However, I understand that you were already aware of the CoC Board's decision given your seat on the CoC Board and the Board's previous discussion of this item in the 9/7/22 Board Meeting, and that we have been collaboratively working on the DV Bonus project app for e-snaps since last week.

Again, thank you for your patience with us during this process, and for your continued commitment to the work. .

--

Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org



Subject: Re: New DV Project for LCCH
Date: Thursday, September 15, 2022 at 4:22:46 PM Eastern Daylight Time
From: Erica Mulryan
To: Deb Tegtmeyer, Hannah Basting
Attachments: image001.jpg

Yes, it is an FY2022 New Project Application. We will designate it as a DV Bonus project on our end.

--

Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org



From: Deb Tegtmeyer <DTegtmeyer@lcchousing.org>
Date: Thursday, September 15, 2022 at 4:20 PM
To: Erica Mulryan <ericamulryan@cohhio.org>, Hannah Basting <hannahbasting@cohhio.org>
Subject: New DV Project for LCCH

Sorry – do I set this up as a new project application in the CoC FY2022 area in eSNAPS? I don't see anything that is a DV Bonus section in project choices.

Deb

Deb Tegtmeyer
Executive Director
Licking County Coalition for Housing
(740)345-1970 x 212
dtegtmeyer@lcchousing.org

[illegible]

Subject: [Boscoc] Ohio BoSCoC: CoC Application and Final Project Listing Approved and Posted
Date: Tuesday, September 27, 2022 at 12:55:34 PM Eastern Daylight Time
From: Boscoc on behalf of Erica Mulryan
To: boscoc@cohhio.org

Ohio Balance of State Continuum of Care FY2022 CoC Competition – CoC Application and Final CoC Project Listing Posted

Purpose of this Listserv Message

This listserv message informs CoC members of the posting of the FY2022 CoC Application and final CoC Project Listing for the Ohio BoSCoC.

Target Audience

CoC-funded projects in the Ohio BoSCoC.

Background

As part of CoC Competition, HUD requires CoCs to publicly post their final CoC Application and CoC Project listing prior to submitting to HUD. The due date for FY2022 CoC Applications is September 30, 2022.

Ohio BoSCoC FY2022 CoC Application and Project Listing

The Ohio BoSCoC FY2022 CoC Application, including attachments, and final CoC project listing has been posted to COHHIO's website and can be found at: <https://cohhio.org/boscoc/coc-program/>.

The Ohio BoSCoC Board approved all parts of the FY2022 CoC consolidated application for posting and submission to HUD on Monday, September 26, 2022.

As previously noted, all renewal CoC projects were permitted to submit renewal applications and were previously notified of their inclusion in the CoC project listing.

In the coming days, CoC staff and the Collaborative Applicant (ODSA) will submit all parts of the FY2022 CoC Application. CoC staff will send out notification once successfully submitted to HUD.

CoC staff will notify the CoC when HUD announces awards for CoC funding in the next few months.

Questions

Questions about this listserv message can be directed to Erica Mulryan, CoC Director, at ericamulryan@cohhio.org.

--

Erica Mulryan (*she/hers*)
Continuum of Care Director
Coalition on Homelessness and Housing in Ohio (COHHIO)
C: 614.571.6350
F: 614.463.1060
email: ericamulryan@cohhio.org
www.cohhio.org

Boscoc mailing list To unsubscribe or change email address send an email to ericamulryan@cohhio.org



Monday, August 29, 2022

Wendy Waters-Connell
CEO/ Executive Director
YWCA Hamilton
244 Dayton Street
Hamilton, OH 45011

RE: Butler Metropolitan Housing Authority and YWCA Partnership Letter


Dear Ms. Waters-Connell:

On August 27, 2020, the Butler Metropolitan Housing Authority Board of Commissioners unanimously approved the award of 45 Project Based Vouchers for the YWCA PSH LLC development. We are pleased to partner with the YWCA to provide must needed safe housing and supportive services to the residents of Butler County. The YWCA is an established organization in Butler County with a history of serving those experiencing homelessness, mental illness, or domestic violence; creating this larger building will enable the organization to serve an increased population.

The Butler Metropolitan Housing Authority Housing Choice Voucher Program has had a partnership with the YWCA of Hamilton for many years and have maintained regular weekly meetings beginning August 2020 to the present to ensure a collaborative effort in serving Butler County. These weekly meetings are used to discuss our current partnership with YWCA Goodman Place as well as plan for/address any questions for the opening of YWCA PSH LLC.

We look forward to this new development and our collaboration in serving the Butler County community.

Thank you,


Benjamin Jones
Executive Director
Butler Metropolitan Housing Authority



June 23, 2022

Ms. Susan Ellerhorst
Community Development Manager
Butler County
130 High Street
Hamilton OH 45011
E: Susan.Ellerhorst@bcoho.us

RE: Butler County PSH Expansion

Ms. Ellerhorst:

I am pleased to offer this letter of commitment on behalf of Transition Living Inc to support Butler County's PSH Expansion Program. PSH is an integral part of the community's continuum of care to those experiencing homelessness and we are so thankful for the County's commitment to seek more vouchers to meet the persistent need in our community.

Transitional Living Inc. will provide in in-kind support for this project by providing a minimum of 3,477 units (unit is defined as 15-minute increments) valued at \$21.33 unit (or current Medicaid reimbursable rate) for case management services with a value to equal or surpass \$74,172 over the program year of August 1, 2023 – July 31, 2024. This match will support activities required to make Butler County PSH successful, including housing search and placement and case management assistance.

Transitional Living Inc. already provides this same in-kind support for the current PSH available in Butler County and we value the partnership we have with Community Development Professionals and the other partners on the project. It is a much needed resource in our community that serves our most vulnerable population.

Thank you for the County's leadership in meeting the housing needs of its most vulnerable residents.

Sincerely,

A handwritten signature in black ink, appearing to read "Jillane Holland".

Jillane Holland, LISW-S
Executive Director
Transitional Living, Inc



June 14, 2022

Ms. Susan Ellerhorst
Community Development Manager
Butler County
130 High Street
Hamilton OH 45011
E: Susan.Ellerhorst@bcoho.us

RE: Butler County PSH Expansion

Ms. Ellerhorst:

I am pleased to offer this letter of commitment on behalf of Community Behavioral Health to support Butler County's PSH Expansion Program. PSH is an integral part of the community's continuum of care to those experiencing homelessness and we are so thankful for the County's commitment to seek more vouchers to meet the persistent need in our community.

Community Behavioral Health will provide in-kind support for this project by providing a minimum of 3,477 units (unit is defined as 15-minute increments) valued at \$21.33 unit (or current Medicaid reimbursable rate) for case management services with a value to equal or surpass \$74,173 over the program year of August 1, 2023 – July 31, 2024. This match will support activities required to make Butler County PSH successful, including housing search and placement and case management assistance.

Thank you for the County's leadership in meeting the housing needs of its most vulnerable residents.

Sincerely,

Brett Kirkpatrick
President & CEO

230 Ludlow Street | Hamilton, OH 45011 | (513) 785-4060 | www.Community-First.org



Butler Behavioral Health

Prevention. Healing. Wellbeing

1502 University Blvd. Suite D
Hamilton, OH 45011
Phone (513)881-7189 Fax (513)881-
7188

June 14, 2022

Ms. Susan Ellerhorst
Community Development Manager
Butler County
130 High Street
Hamilton OH 45011
E: Susan.Ellerhorst@bcoho.us

RE: Butler County PSH Expansion

Ms. Ellerhorst:

I am pleased to offer this letter of commitment on behalf of Butler Behavioral Health to support Butler County's PSH Expansion Program. PSH is an integral part of the community's continuum of care to those experiencing homelessness and we are so thankful for the County's commitment to seek more vouchers to meet the persistent need in our community.

Butler Behavioral Health will provide in-kind support for this project by providing a minimum of 3,477 units (unit is defined as 15-minute increments) valued at \$21.33 unit (or current Medicaid reimbursable rate) for case management services with a value to equal or surpass \$74,172 over the program year of August 1, 2023 – July 31, 2024. This match will support activities required to make Butler County PSH successful, including housing search and placement and case management assistance.

Thank you for the County's leadership in meeting the housing needs of its most vulnerable residents.

Sincerely,

Randy Allman
Chief Executive Officer

LCCH – PSH Licking County Program
Memorandum of Understanding

Memorandum of Understanding

The Licking County Coalition for Housing's (LCCH) Permanent Supportive Housing (PSH) Licking County Program (LCCH-PSH) will be funded by a grant from the United States Department of Housing and Urban Development (HUD). The program is targeted to chronically homeless adults and families living in Licking County, Ohio. The program includes the provision of permanent housing, case management services, financial assistance, and behavioral health care services. Service Provider, Integrated Services for Behavioral Health (ISBH) and the Licking County Coalition for Housing (LCCH) will work together to assist homeless adults and families in ending their chronic episodes of homelessness and to reach successful housing stability outcomes.

1. Agency Information

- **Grant Recipient's Identifying Information**

Licking County Coalition for Housing
Contact Person: Deborah L. Tegtmeier, Executive Director
PO Box 613
23 South Park Place, Suite 200
Newark, OH 43058-0613
T: (740) 345-1970 x 212
E: dtegtmeier@lcchousing.org

- **Service Provider's Identifying Information**

Integrated Services for Behavioral Health
Contact Person: Samantha Shafer, Chief Executive Officer
1950 Mt. St. Mary's Drive
Nelsonville, OH 45764
T: (740)300-0225
E: sshafer@isbh.org

2. Unconditional Commitment to Provide the Service

LCCH acknowledges the LCCH-PSH Licking County Program is a permanent supportive housing option for housing chronically homeless adults and families. To that end, LCCH agrees to continue to administer the LCCH-PSH program in accordance with published grant requirements and program guidelines outlined by the U.S. Department of Housing and Urban Development (HUD), Ohio Development Services Agency and its partners.

Service Provider provides behavioral health care and such case management required to support health care services for participants in the LCCH-PSH Program. Service Provider is committed to providing appropriate and exceptional services to the participants in the LCCH-

LCCH – PSH Licking County Program
Memorandum of Understanding

PSH program in accordance with program guidelines and commits to provide these services over the long-term, pending available resources.

3. Description of Services to be Provided

Licking County Coalition for Housing (LCCH) agrees to administer the LCCH-PSH Program in accordance with published grant requirements and program guidelines outlined by the U.S. Department of Housing and Urban Development, Ohio Department of Development and its partners. Specifically, LCCH will:

- Work with Service Provider staff to ensure expedited client processing approval.
- Coordinate with Service Provider staff to ensure holistic, individualized case management planning and service delivery for each LCCH-PSH client.
- Provide a single point of contact for client application processing and admissions.
- Monitor behavioral health services that will be provided by Service Provider.
- Collect all Homeless Management Information System (HMIS) required data elements for each client from Service Provider in a timely manner and submit those data elements in the Ohio Balance of State HMIS.
- Offer technical assistance to Service Provider as any problems arise.
- Conduct regular file reviews and program monitoring in accordance with LCCH-PSH program policies and procedures and Ohio Balance of State CoC program guidelines.
- Provide regular updates about LCCH-PSH program successes and challenges.
- Annually apply for, manage, and submit the Annual Performance Report (APR) for HUD Continuum of Care funding and other necessary funding to support the program.

Service Provider agrees to work cooperatively with LCCH and its assigned agents to provide a quality housing program for participants. Service Provider agrees to assist participants with the behavioral health intake and assessment process and provide appropriate behavioral health/case management services for clients of LCCH who are approved for participation in the LCCH-PSH Program. Specifically, Service Provider will:

- Ensure appropriate, qualified staff attend and complete all trainings, conduct timely assessments, and provide consistent, appropriate behavioral health services to be able to provide LCCH-PSH services in the community.
- Ensure staff member(s) that will provide behavioral health/case management services is/are adequately trained.
- Collect all pertinent HMIS required data elements/service delivery elements about each client and submit information to LCCH in a timely manner.
- Conduct regular file reviews in preparation for LCCH's annual LCCH-PSH monitoring visit.
- Collect and provide documentation of eligible cash and/or in-kind match, as required by the HUD CoC funding, in accordance with LCCH guidance documents.

LCCH – PSH Licking County Program
Memorandum of Understanding

4. Scope of Services to be Provided and by Whom

- **Specific contract to be matched:** HUD Project Number ***To Be Determined upon Award.***
- **Length of time services will be provided:** Services will be provided during the 12-month contract period for the above-referenced grant, July 1, 2023 through June 30, 2024.
- **Point-in-time number of clients receiving services:** LCCH anticipates enrolling 1-2 point-in-time adults and/or families over the contract term. Service Provider anticipates serving 1-2 adults and/or families over the contract term reported in the most recent point-in-time count.
- **Total clients receiving services over the grant term:** LCCH anticipates serving a minimum of 15 adults and/or families over the contract term. The number to be served by the Service Provider will fluctuate due to the nature of the program. The Service Provider anticipates serving a minimum of 15 adults and/or families over the contract term.
- **Qualifications of persons providing services:** LCCH staff has extensive experience administering HUD programs and grants, including long-term rental assistance projects similar to the LCCH-PSH Program.

The staff members of the Service Provider performing work under the LCCH-PSH Program are properly trained for the work to be performed under this agreement.

- **Estimated value of in-kind services provided:**

Service Provider estimates its value at \$83,550

Intake and assessment - \$4,050 (3 hours x 15 clients)

Behavioral health services - \$70,200 (52 hours x 15 clients)

Administrative and fiscal time - \$900 (10 hours)

Estimated cost of workstation(s) or space utilized for the LCCH-PSH program: \$8,400

5. Documentation of In-Kind Services Match:

- **Documentation requirements of Service Provider**
Service Provider will submit monthly reports for each case management client participating in the CoC Program (LCCH-PSH). LCCH will use these reports to monitor application of match against committed amount.

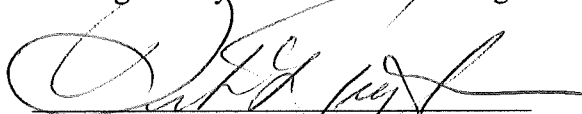
LCCH – PSH Licking County Program
Memorandum of Understanding

- **Timeliness standards of Service Provider for providing services to families**
Service Provider will meet with participants as deemed necessary by LCCH-PSH staff and in coordination with Service Provider staff to fulfill its service plan goals to provide quality behavioral health care/case management services. Each participant develops a unique housing plan with their case manager to ensure achievement and maintenance of housing stability. Service Provider agrees to make every effort to meet with participants and provide appropriate behavioral health services to give the participant every opportunity to stay stably housed.

Amendments. This MOU may be amended only in writing and authorized by the designated representative of the parties.

IN WITNESS WHEREOF, the Parties hereto have caused this agreement to be executed this
__21st__ day of __June____, 2022.

Licking County Coalition for Housing



Deborah L. Tegtmeier, Executive Director

Integrated Services for Behavioral Health

DocuSigned by:



Samantha Shafer, Chief Executive Officer