

# **FY2023 CoC Competition Guide**

**Ohio Balance of State Continuum of Care**

**July 2023**



**OHIO**

Balance of State  
Continuum of Care

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## Background and Introduction

### Organization of the Ohio Balance of State Continuum of Care

The Ohio Balance of State Continuum of Care (BoSCoC) is comprised of the 80 rural counties in Ohio and represents diverse populations, needs, and capabilities. The 80 counties within the Ohio BoSCoC are further organized into 17 Homeless Planning Regions that engage in collaborative planning around homeless programming. A map of the Ohio BoSCoC Homeless Planning Regions can be found [here](#).

The Ohio BoSCoC Board, which is comprised in part of one representative from each BoSCoC Homeless Planning Region, guides the policy and planning direction of the continuum. The CoC Board has designated the Ohio 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 over \$20 million annually for new and renewing homeless programs, representing over 100 transitional and permanent housing programs across 80 counties.

## Target Audience

The 2023 CoC competition plan and timeline is only applicable to HUD CoC-funded projects renewing their CoC project funding in 2023, or those organizations applying for funding for a new CoC-funded project.

## Purpose of this Document

This document provides Ohio BoSCoC members with basic information about the Ohio BoSCoC 2023 CoC Competition, including the following:

- Priorities for new and renewal projects
- Key CoC Program policies for the Ohio BoSCoC
- The renewal project evaluation process and timeline
- The process for completion of the 2023 Ohio BoSCoC consolidated application
- Preliminary priorities for ranking renewal and new CoC projects in the consolidated application

## Goals and Priorities for the Ohio BoSCoC CoC Competition

The Ohio BoSCoC Board has identified the following funding priorities for the 2023 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

In addition, the CoC Board has identified the following goal and priorities to guide final ranking of new and renewal projects in the 2023 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 2023 and the results of the evaluation inform the CoC Project ranking. Results of the project evaluation and 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 new projects in spring 2023. The CoC will communicate new project selections by July 25, 2023. Final rank order of all projects in the CoC Project Listing be communicated by September 7, 2023.

### New Project Opportunity for PSH Projects Coordinating with PHAs

In the FY2023 Continuum of Care (CoC) Competition, HUD will award additional points to CoCs that submit new Permanent Supportive Housing (PSH) project applications for CoC Program funding that leverage partnerships with Public Housing Authorities (PHAs).

The Ohio BoSCoC solicited new project proposals in spring 2023. However, no proposals submitted at that time leveraged a partnership with a PHA, so the CoC released another RFP on July 25, 2023, to seek new PSH project proposals that coordinate with local PHAs to utilize local housing subsidies or subsidized housing units not funded through the CoC Program.

Applicants interested in submitting a new PSH project proposal must document the partnership between the applicant organization and the PHA for the proposed project, the following must be submitted with the project proposal:

- Written commitment from the PHA or an MOU/MOA between the parties that identifies:
  - The number of subsidies or units provided by the PHA for the project
  - The total number of new PSH units the proposed project will provide
    - The PHA commitment must equal at least 25% of the total units to be provided

New PSH project proposals are due to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) by August 25, 2023. The RFP template can be found here: <https://cohhio.org/boscoc/coc-program/>

## Scoring and Ranking of New CoC Project Applications

Submitted new project applications will be reviewed and scored. Once all new 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 2023 CoC Competition and participating in trainings, Ohio BoSCoC grantees are encouraged to read all relevant guidance materials available at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>.

Ohio BoSCoC grantees can contact the CoC team at [ohiobosoco@cohhio.org](mailto:ohiobosoco@cohhio.org) with any questions about project applications or the Ohio BoSCoC 2023 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 2023 *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 and Approved New Projects - **Applications are due to COHHIO for review no later than August 28, 2023:**

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](mailto: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 5, 2023.
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 3.
  - 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 12, 2023.**

New PSH Projects Coordinating with PHAs (aka RFP #2) – **Proposals are due to COHHIO for review no later than August 25, 2023:**

1. Complete all sections of the Request for Proposal and submit via email to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) no later than August 25, 2023
  - a. The RFP can be found at: <https://cohhio.org/boscoc/coc-program/>
2. Applicants will be notified no later than September 7, 2023 if their project has been accepted for inclusion in the CoC Project Listing. 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 18, 2023 (see below for details about submitting approved applications in e-snaps).
  - a. 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.**

- b. Export your project application to a PDF file, using the following naming convention:  
Applicant Name\_Project Name
- c. Submit the application to COHHIO at: [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org):
  - a. Provide the full Applicant Name and Project Name in the email Subject line.
  - b. Submit only one application per email.

### **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 ranked CoC Project Listing on behalf of the Ohio BoSCoC. Once the Ohio BoSCoC Board has approved the listing and the full consolidated application, 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 FY2023 CoC Competition Process Plan or Timeline can be directed to [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org).

## Ohio BoSCoC 2023 CoC Competition Timeline

DATE COMPLETE	ACTIVITY
4/5/23	<ul style="list-style-type: none"> <li>Ohio BoSCoC: 2023 CoC Competition Training</li> </ul>
TBD	<ul style="list-style-type: none"> <li>Ohio BoSCoC Grant Inventory Worksheet finalized (ODOD/COHHIO to complete)</li> </ul>
4/5/23	<ul style="list-style-type: none"> <li>CoC Project Evaluation Process               <ul style="list-style-type: none"> <li><i>Project Evaluation Data</i> available in R minor elevated (Rme)</li> </ul> </li> </ul>
4/5/23 – 5/2/23	<ul style="list-style-type: none"> <li>CoC Project Evaluation Process               <ul style="list-style-type: none"> <li>Recipients correct HMIS data as needed</li> <li>Corrections must be finalized by 11:59pm on 5/2/23</li> </ul> </li> </ul>
4/28/23	<ul style="list-style-type: none"> <li>CoC Project Evaluation Process               <ul style="list-style-type: none"> <li>The following documents are due to <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a> <ul style="list-style-type: none"> <li>Non-HMIS Projects submit APRs</li> <li>Project SOPs</li> <li>Additional documents that will be evaluated for Housing First evidence and chronic homeless prioritization</li> <li>Analyzing and Addressing Racial Disparities and Advancing Race Equity narratives</li> <li>CE Compliance - Evidence of PH Prioritization meetings</li> </ul> </li> </ul> </li> </ul>
5/3/23	<ul style="list-style-type: none"> <li>CoC Project Evaluation Process               <ul style="list-style-type: none"> <li>Final <i>Project Evaluation Data</i> available in Rme</li> </ul> </li> </ul>
5/17/23	<ul style="list-style-type: none"> <li>New Project Proposals due to <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a></li> </ul>
5/24/23	<ul style="list-style-type: none"> <li>CoC Project Evaluation Process               <ul style="list-style-type: none"> <li>COHHIO releases preliminary CoC project ranking (renewals only)</li> <li>Projects not meeting 70% score threshold are notified</li> </ul> </li> </ul>
6/5/23	<ul style="list-style-type: none"> <li>CoC Project Evaluation Process               <ul style="list-style-type: none"> <li>If needed, recipients submit appeals of project evaluation results and ranking to <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a></li> </ul> </li> </ul>
6/9/23	<ul style="list-style-type: none"> <li>Ohio BoSCoC Steering Committee</li> <li>communicates decisions re: appeals</li> </ul>
6/9/23	<ul style="list-style-type: none"> <li>Improvement Action Plans (IAPs) submitted to <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a> for those projects not meeting the 70% score threshold</li> </ul>
7/5/23	<ul style="list-style-type: none"> <li>FY2023 CoC Competition Opens</li> </ul>
TBD	<ul style="list-style-type: none"> <li>Project Applications Available in e-snaps</li> </ul>
7/24/23	<ul style="list-style-type: none"> <li>RFP # 2 for New Project Proposals released               <ul style="list-style-type: none"> <li>Solicits new project proposals for new PSH that include a partnership with a local housing provider</li> <li>Proposals due 8/25/23</li> </ul> </li> </ul>
7/24/23	<ul style="list-style-type: none"> <li>CoC Board meeting to make new and renewal CoC project selections</li> </ul>
7/25/23	<ul style="list-style-type: none"> <li>Project Notifications               <ul style="list-style-type: none"> <li>New projects notified of the CoC's intention to preliminarily accept and rank their projects. Final decisions about new projects and rank order will be made after review of proposals received in response to RFP #2</li> </ul> </li> </ul>

8/2/23	<ul style="list-style-type: none"> <li>• Ohio BoSCoC CoC Application Training <ul style="list-style-type: none"> <li>○ Updated CoC Competition Guide and updated timelines posted to CoC website</li> </ul> </li> </ul>
8/7/23	<ul style="list-style-type: none"> <li>• Revised Preliminary CoC project ranking of renewal projects released</li> </ul>
8/25/23	<ul style="list-style-type: none"> <li>• New project proposals in response to RFP #2 due to <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a></li> </ul>
8/28/23	<ul style="list-style-type: none"> <li>• Renewal &amp; approved new project applications due in e-snaps <ul style="list-style-type: none"> <li>○ Excludes proposals submitted in response to RFP #2</li> </ul> </li> </ul>
9/5/23	<ul style="list-style-type: none"> <li>• CoC team review of project applications and notification of needed corrections</li> </ul>
9/6/23	<ul style="list-style-type: none"> <li>• CoC Board meeting to approve new project recommendations (RFP #2) and make final project ranking decisions</li> </ul>
9/7/23	<ul style="list-style-type: none"> <li>• Project Notifications <ul style="list-style-type: none"> <li>○ All new and renewal project applicants notified of final decisions re: CoC Board's intent to reject or accept their applications and include in the CoC project listing</li> <li>○ Final project ranking posted to COHHIO's website</li> </ul> </li> </ul>
9/12/23	<ul style="list-style-type: none"> <li>• Corrections to renewal and approved new project applications due in e-snaps (excludes RFP #2 approved new projects)</li> </ul>
9/18/23	<ul style="list-style-type: none"> <li>• Approved RFP #2 approved new projects due in e-snaps</li> </ul>
9/25/23	<ul style="list-style-type: none"> <li>• CoC Board meeting to approve consolidated CoC Application</li> </ul>
9/26/23	<ul style="list-style-type: none"> <li>• CoC Application and priority listing posted to COHHIO's website</li> </ul>
9/28/23	<ul style="list-style-type: none"> <li>• Final Ohio BoSCoC Project Applications Submitted to HUD via e-snaps (ODOD/COHHIO to complete)</li> </ul>