

**OHIO**  
Balance of State  
Continuum of Care

# Coordinated Entry Application and Request for LOIs

## Office Hours

May 6, 2024

Coalition on Homelessness and Housing in Ohio | 175 S. Third St. Suite 580 Columbus, OH 43215

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## Meeting Information

Mute your audio.

Use the chat to submit questions.

This training recording and slide deck will be posted to [cohhio.org](http://cohhio.org)

This training is being recorded.

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The organizational chart features a central COHHIO logo with the text "Coalition on Homelessness and Housing in Ohio". Surrounding this are several interconnected circles representing different programs and initiatives:

- Advocacy**
- Race Equity**
- Youth Housing Initiative**
- COHHIO Training and Technical Assistance**
- Housing Ohio**
- Fair Housing & Tenant Information**
- SOAR Ohio**
- Healthy Beginnings at Home**
- COHHIO Housing Response Intervention System**
- OHIO Balance of State Continuum of Care**

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## Ohio BoSCoC Staff

<b>Erica Mulryan</b> CoC Director	<b>Carolyn Hoffman</b> System Administrator
<b>Hannah Basting</b> CoC Coordinator	<b>Trevin Flickinger</b> Data Analyst
<b>Erin Hachtel</b> CoC Coordinator	<b>Matt Dicks</b> System Administrator and Training Specialist
	<b>Monica Tillis</b> System Administrator

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## Agenda

1. Request for LOIs Overview
2. Review CE Application Eligible Activities
3. Review Match Requirements
4. Plan for Project Implementation
5. Questions and Discussion

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## Overview of CoC Program



HUD, the largest federal program to assist households experiencing homelessness, awards nearly \$3 billion through the annual CoC Competition.

Ohio BoSCoC is awarded approximately \$28 million annually for over 90 projects across the state.

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## ODOD and COHHIO



ODOD, the Collaborative Applicant, submits the consolidated CoC Application on behalf of Ohio BoSCoC.

COHHIO manages all work related to the CoC process. Applicants and/or providers will primarily work with COHHIO throughout the process.

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## Coordinated Entry Application

### Project Application Design and Eligible Activities

- Application will seek to support CE Access Point work exclusively
- COHHIO has been designated as the project applicant and will solicit sub-recipients
  - Final funding request will be determined based on selected sub-recipients and their funding requests
- Eligible CE Access Points (CE APs) may submit Letters of Interest with funding requests for eligible activities for inclusion in the application
- The CoC may submit additional CE project applications in future years as well

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## Coordinated Entry Application

### Request for Letters of Interest

#### Letters of Interest

- LOI forms due 6/5/24

#### Eligible Respondents

- Current non-profit CE APs

#### Eligible Activities and Requirements

- Funding request to support CE AP responsibilities
- Supportive Services and HMIS funding requests only
  - Admin costs will be shared
- Must obtain 25% match

#### Funding Request Limitations

- Grant Term = 1 year
- Maximum sub-recipient funding request = \$200,000

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## Coordinated Entry Project Application

### Submission Process

#### Letter of Interest

- Use required form – Due 6/5/24

#### Sub-Recipient Selection

- As needed, CoC team may request meetings with applicants to discuss LOIs

#### New Project Application

- Selected applicants will be incorporated into the New CE Project Application with approved funding requests after the CoC Competition opens

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## Coordinated Entry Application

### Sub-Recipient Selection

- Eligibility under this Request for LOIs
- Experience with and ability to effectively manage federal and/or state grant funds
- Evidence of being in good standing with all current grants
- A track record of good grant management
- The ability to administer a reimbursement-based grant
- A clear understanding of the Ohio BoSCoC CE system and CE AP responsibilities
- Evidence of compliant CE AP work
- HMIS participation for CE AP work
- Volume of CE AP enrollments in HMIS
- A reasonable and realistic funding request

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## Coordinated Entry Application

### Project Application Eligible Activities

- CE AP Responsibilities
  - Staff CE AP to respond to calls and in-person visits for assistance
    - Follow-up must be done within 2 business days
  - Be available at least 7 hours each weekday
  - Ensure staff fulfill training requirements
  - Establish Standard Operating Procedures to guide CE AP work, in compliance with the Sub-Recipient agreement/contract and CoC Program Rule
  - Maintain and distribute CE AP advertising materials
  - Engage in some street outreach to unsheltered households
  - Maintain a list of community resources to support diversion efforts
  - Conduct diversion screenings and engage in diversion, as appropriate
  - Comply with HMIS requirements and workflows

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## Coordinated Entry Application

### Project Application Design

- Sub-recipients will be responsible for:
  - Fulfilling CE AP responsibilities, as outlined in Sub-Recipient contract
  - Meeting regularly with Recipient to ensure compliant project implementation
  - Engaging in grant monitoring at least annually
  - Providing evidence of eligible match at least quarterly
  - Requesting funding reimbursement at least quarterly

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## Coordinated Entry Application

### Project Application Eligible Activities

- Supportive Services
  - Annual Assessment of Service Needs
  - Case Management
  - Outreach
- HMIS
  - Hardware
  - Staff salaries to complete data entry, etc

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## Coordinated Entry Application

### Supportive Services - detailed

- Annual Assessment of Service Needs
  - Completing VI-SPDATs
  - Completing Diversion Screening Tools
- Case Management
  - Engaging in diversion activities
  - Helping household in crisis connect to local shelter or housing provider
- Outreach
  - Distributing CE AP marketing materials to community stakeholders
  - Street Outreach to those unsheltered

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## Coordinated Entry Application

### HMIS - detailed

- Hardware
  - Computers and laptops used for HMIS data entry
- Staff salaries to complete data entry, etc
  - Appropriate % of staff salary

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## Match Requirements

### Match Requirements

- All funding requests must be matched at 25% with cash or in-kind match sources
- Any eligible SSO-CE cost may be counted as match
- Non-CoC grant funds supporting eligible CE activities can be counted as cash match
- Match commitment letters must be provided with LOI
- Sub-recipients must provide evidence of match at least quarterly

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## Match Requirements

### Match Requirements - Examples

- Supportive Services
  - Annual Assessment of Need
    - Time spent by non-CoC funded agencies, including non-funded CE APs and outreach and shelter projects, to complete VI-SPDATs
    - Time spent by non-funded CE APs to complete Diversion Screening Tool
  - Case Management
    - Time spent by providers in PH Prioritization Workgroup meetings
    - Time spent by non-funded CE APs to engage in diversion

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## Match Requirements

### Match Requirements - Examples

- HMIS
  - Hardware
    - Other funds that help purchase computers/laptops for HMIS use for CE
  - Staff Time spent on data entry
    - Staff time spent doing HMIS data entry for CE that was paid for by another funding source

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## Match Requirements

### Match Requirements

- Match commitment cannot be provided to multiple LOI applicants for the same match activities

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## Project Implementation

- COHHIO will execute contracts with all sub-recipients
- COHHIO will establish regular meeting schedule for implementation monitoring and annual formal monitoring
- COHHIO will require submission of match documentation quarterly
- COHHIO will require submission of invoices and other documentation prior to reimbursement of CE AP costs

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## Coordinated Entry Application

**More Information**

- Detailed Request for Letters of Interest and Letter of Interest form - <https://cohhio.org/hoscoc/coc-program/>

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## Agenda

1. Overview of CoC Program and CoC Competition
2. Requirements for CoC Competition
3. Ohio BoSCoC FY2024 CoC Competition Policies, Priorities, and Goals
4. Renewal Project Evaluation
5. Request for New Project Proposals and LOIs
6. Timelines

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## FY2024 CoC Competition Timeline

Date	Activity
4/22/24	Ohio BoSCoC: CoC Competition Training
TBD	Ohio BoSCoC Grant Inventory Worksheet finalized (ODOD/COHHIO to Complete)
4/22/24	Project Evaluation Data available in Rme **Reporting Period = 1/1/23 – 12/31/23
4/22/24-5/21/24	Projects review data and address data quality concerns as needed
5/6/24	SSO-CE Project Application Office Hours
5/16/24	Non-HMIS projects submit APRs
5/16/24	Renewal Projects Submit Required Documents <ul style="list-style-type: none"> <li>o SOPs and additional docs for HF and chronic prioritization evaluation</li> <li>o CE Compliance documentation (PH Prioritization Mtgs)</li> <li>o Analyzing and Addressing Racial Disparities and Advancing Race Equity narratives</li> <li>o Client file documentation for 2 clients</li> <li>o Evidence of PLE Feedback</li> </ul>

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## FY2024 CoC Competition Timeline

Date	Activity
5/22/24	Final Project Evaluation Data available in Rme
6/5/24	New CoC Project Proposals and LOIs due to COHHIO at <a href="mailto:ohiobosccc@cohhio.org">ohiobosccc@cohhio.org</a>
6/19/24	Preliminary renewal project ranking posted • Projects not achieving 70% score threshold notified
6/28/24	Projects submit project evaluation appeals to <a href="mailto:ohiobosccc@cohhio.org">ohiobosccc@cohhio.org</a>
7/8/24	Appeals decisions communicated
7/15/24	Improvement Action Plans (IAPs) due to <a href="mailto:ohiobosccc@cohhio.org">ohiobosccc@cohhio.org</a>
TBD	CoC staff release FINAL project evaluation scores and preliminary ranking

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## FY2024 CoC Competition Timeline – TBD Activities

Date	Activity
TBD	FY2024 CoC Competition Opens
TBD	Project Applications Available in e-snaps
TBD	Ohio BoSCoC CoC Application Training
TBD	Project Selection Notifications Sent
TBD	Renewal and New CoC Project Applications due in e-snaps
TBD	Ohio BoSCoC Steering Committee Review of all Applications & Notification of Needed Corrections
TBD	Corrections by Renewal Project Applicants & Selected New Project Applications due in e-snaps
TBD	Final Ohio BoSCoC Project Applications Submitted to HUD via e-snaps (ODOD/COHHIO to complete)

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## Additional Resources

### HUD

<https://www.hudexchange.info/programs/coc/>

### COHHIO

Ohio BoSCoC: FY2024 CoC Competition Guide  
<https://cohhio.org/bosccc/coc-program/>

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## Contact Information



CoC Correspondence  
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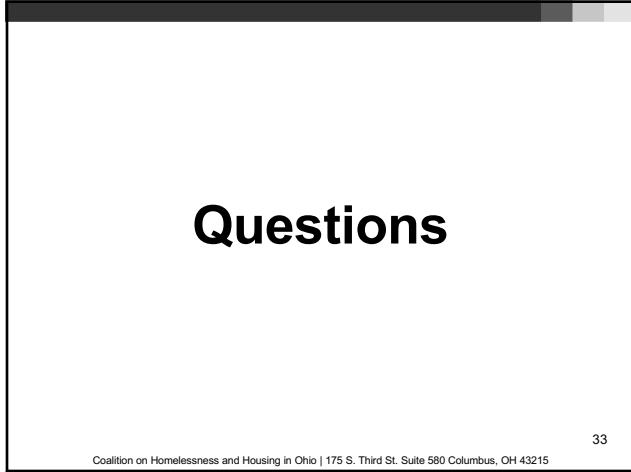
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