

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.
8. Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	10/28/2024
1C-7. PHA Moving On Preference	No		
1D-10a. Lived Experience Support Letter	Yes	Lived Experience ...	10/28/2024
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	10/28/2024
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	10/28/2024
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	10/28/2024
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	10/28/2024
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	10/28/2024
1E-5b. Local Competition Selection Results	Yes	Local Competitio...	10/28/2024
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		

2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD's HDX Competi...	10/28/2024
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Lived Experience Support Letter

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Forms for One Project

Attachment Details

Document Description: Notification of Projects Rejected, Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Local Competition Selection Results

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HUD's HDX Competition Report

Attachment Details

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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 opens 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.

Preferences [24 CFR 983.251(d) , FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

Although the PHA is prohibited from granting preferences to persons with a specific disability, the PHA may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with more than 25 percent of the units receiving project-based assistance because those projects include “excepted units” (units specifically made available for elderly or disabled families, or families receiving supportive services), the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b)].

PHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, qualifying families for “excepted units,” mobility impaired persons for accessible units). The PHA will not offer any additional preferences for the PBV program or for particular PBV projects or units, with the following exceptions:

- a. The site based waiting list for Grove Street Permanent Supportive Housing shall adopt preferences for the following groups which shall be applied in the following order:
 1. Current residents of Hope House wishing to move to Grove Street Permanent Supportive Housing
 2. Eligible homeless individuals who have been referred to the PHA by City Gospel Mission
 3. Other eligible homeless individuals as defined by McKinney- Vento Homeless Act, 42 USC 11302
- b. The site based waiting list for YWCA Goodman Place PSH shall adopt preferences for the following groups which shall be applied in the following order:
 1. Current resident of YWCA Goodman Place of Hamilton

2. Current resident of YWCA Dove House of Hamilton
 3. Currently on the waiting list for YWCA Goodman Place of Hamilton
 4. Currently experiencing homelessness as defined by McKinney-Vento Homeless Act, 42 USC 11302
 5. Currently receiving support services from the YWCA Goodman Place of Hamilton
- c. The site based waiting list for YWCA of Hamilton PSH shall adopt preferences for the following groups which shall be applied in the following order:
1. Current resident of YWCA Goodman Place of Hamilton
 2. Currently receiving support services from the YWCA of Hamilton staff, including domestic violence shelter occupants in YWCA Hamilton Dove House
 3. Currently experiencing homelessness as defined by McKinney-Vento Homeless Act, 42 USC 11302

LOCAL PREFERENCES

A. LOCAL PREFERENCES

ALL APPLICANTS CLAIMING A PREFERENCE MUST BE ELIGIBLE FOR THAT PREFERENCE AT THE TIME OF HOUSING. APPLICANTS NOT QUALIFYING FOR A PREFERENCE WILL HAVE THEIR PREFERENCE REMOVED, BUT WILL NOT LOSE THEIR ORIGINAL APPLICATION DATE. THE APPLICANT MAY HAVE THE PREFERENCE RESTORED AT ANYTIME PROVIDED THEY HAVE PROVIDED WRITTEN DOCUMENTATION TO MANAGEMENT AND THE PREFERENCE HAS BEEN VERIFIED.

1. A preference will be given to families who have at least one adult member employed, provided the employed adult is working at least 10 hours per week at the Federal Minimum Wage. *

All applicants claiming this preference must provide documentation of employment prior to being housed. Families who claim a preference at application and are not employed at the time their name nears the top of the list, will be just cause to skip over the application to meet the de-concentration efforts of the housing authority.

TMHA Staff will change the status of the application in the system thereby placing the applicant in the proper order for the following month's offers. If the applicant or any adult member becomes employed prior to the beginning of the next month and verifies employment with TMHA Staff, the preference will be restored.

2. With proper documentation, a preference will be given to current members of the U.S. Armed Forces, their families, veterans or surviving spouses of veterans.
3. With proper documentation, a preference will be given to existing public housing and HCVP participants who are victim of federally declared disasters. For the purpose of this preference, natural disasters include but are not limited to victims of floods, tornadoes, hurricanes, tsunamis and earthquakes. Proper documentation includes, but is not limited to written statements from disaster relief agencies such as Federal, State or local Emergency Management Agencies, The Red Cross and other Federal, State or local agencies either within or outside the jurisdiction where the federally declared natural disaster occurred.
4. With proper documentation, a preference will be given to:
Homeless: Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. Has a primary nighttime residence that is a public or private place not meant for human habitation. ***Must be verified and written observation documentation received from a PATH Coordinator via Help Network of Northeast Ohio.***
 - b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs for low income individual or families)
Applicants qualifying for this preference must have proper, written documentation by shelter, housing or service provider

Changes in preference status will take effect at the beginning of the next month.

Trumbull MHA – Admin Plan Excerpt re: admissions preferences

C. LOCAL PREFERENCES [24 CFR 982.207]

The PHA will offer public notice when changing its preference system and the notice will be publicized using the same guidelines as those for opening and closing the waiting list.

The PHA uses the following local preference system:

Elderly and disabled families

Natural disaster victims

Families that have a child under the age of six that have an elevated blood-level

The preference would be limited to individuals or families who are referred to us by a partnering homeless service organization or consortium of organization that refers people transition out of a shelter or temporary housing program.

Veteran and Veteran's family

For persons whose FIY youth assistance voucher is expiring

October 10, 2024

To Whom It May Concern:

We are members of the Ohio Balance of State Continuum of Care (BoSCoC) Lived Experience Advisory Board (LEAB). This is a formal workgroup of the CoC through which the input of people with lived experience of homelessness is obtained to inform all aspects of the CoC's work. Our members reside and work in five different communities within the 17 planning regions of the CoC. One of our members serves on the CoC Board and one served on the Evaluation Planning workgroup.

The LEAB meets monthly with a member of the BoSCoC staff to discuss CoC policies and processes. We have also taken online training to support our work. We reviewed how the BoSCoC sets up its program standards so that programs know how to follow the CoC Program Rule in their projects and individuals and families with the highest needs can be prioritized.

In September 2024, we had the opportunity to meet weekly to review the overall CoC Application and discuss the process used in the BoSCoC to review project applications. We talked through the way the BoSCoC evaluates and determines project ranking, especially in the areas of Housing First, Coordinated Entry, and Racial Equity.

Over this last year, the LEAB has also spent time in our meetings discussing the way that the BoSCoC uses Coordinated Entry in our 80-county area to understand how people can get help in our local homeless response programs. We have looked at the state map showing the access points that are available in our areas and talked about we can use our experience to improve outreach to people in need of housing help. Based on this work, we understand and support the need for a new project dedicated to funding CE Access Points in the BoSCoC.

We believe that the BoSCoC has good and effective policies and plans in place to serve people experiencing homelessness, and we support this CoC Application.

Sincerely,

John Bombard

Homeless Planning Region 17

Sonia Holycross

Homeless Planning Region 13

gwyn stetler

Homeless Planning Region 10

Willie Darby

Homeless Planning Region 2

Marcie Kasmarcik

Homeless Planning Region 5

APPENDIX B: FY2024 Project Evaluation Specifications and Points Structure

PSH Projects

Reporting Period = 1/1/23 - 12/31/23

Project: Butler County PSH Expansion

Project Evaluation Item	Goal	Points Possible	Data Source & Where Available
Project Participant Impact (Maximum Points = 25)		25	
Housing Stability			
% heads of household who were served in the date range and remained in project as of end of reporting period or exited to PH during the reporting period Butler PSH = 100%	≥90%	10	HMIS & Rme
	≥85% - <90%	8	
	≥80% - <85%	4	
	<80%	0	
Accessing Mainstream Resources and Income			
% adult participants who entered the project during the date range with 1+ source of non-cash benefits or health insurance at exit Butler PSH = 100%	≥85%	8	HMIS & Rme
	≥80% - <85%	6	
	≥75% - <80%	4	
	<75%	0	
% adult participants who gained or increased their total income (from all sources) as of the end of the reporting period or at program exit Butler PSH = 100%	≥30%	2	HMIS & Rme
	≥24% - <30%	1	
	<24%	0	
Rapid Placement into Housing			
Average length of time it takes to move households from homelessness into permanent housing during the reporting period Butler PSH = N/A b/c no entries in reporting period	≤30 days	5	HMIS & Rme
	>30 days	0	
Meeting Community Need (Maximum Points = 35)		35	
Serving Those with More Severe Needs and Longest Homeless Histories			
% adult who entered project during the date range and came from streets/emergency shelter only Butler PSH = 97.1%	≥85%	8	HMIS & Rme
	≥80% - <85%	6	
	≥75% - <80%	4	
	<75%	0	
% adult who entered project during the date range with no income Butler PSH = 54.3%	≥40%	7	HMIS & Rme
	≥37% - <40%	5	
	≥34% - <37%	3	
	<34%	0	
Median Homeless History Index score for adult who entered project during the date range who entered during the reporting period (Homeless History Index is based on number of past homeless episodes and total duration of homelessness) Butler PSH = 7	6 - 7	10	HMIS & Rme
	5	9	
	3 - 4	8	
	2	5	
	1	2	
	0	0	
% entries of long-term homeless entries into PSH for adult participants who entered the project during the reporting period Butler PSH = 82.9%	≥90%	5	HMIS & Rme
	≥75% - <90%	4	
	≥50% - <75%	3	
	≥30% - <50%	2	
	≥20% - <30%	1	
% heads of household who entered the project during the date range and had a VI-SPDAT recorded in HMIS (excludes clients for whom a current episode of DV was reported or who reported as currently fleeing) Butler PSH = 94.3%	100%	5	HMIS & Rme
	≤90% - >100%	2	
	<90%	0	
Implementing Best Practices (Maximum Points = 25)		15	
Housing First Practices			
Removed Barriers to Entry (list not exhaustive) *Minimum income and/or employment not required at entry *Sobriety and/or drug testing not required for entry *Past interaction with homeless services is not a reason for denial of assistance *Only violent and very recent criminal histories may be a reason for denial of assistance *People with greater needs are prioritized for assistance		up to 5 points	Program Documents

APPENDIX B: FY2024 Project Evaluation Specifications and Points Structure

Voluntary Supportive Services <i>(all the following practices must be documented and in place)</i> *The only requirement is participation in basic case management for purposes of developing and making progress on a housing plan *Participation in parenting classes, budgeting classes, AA, etc are all voluntary	up to 5 points	Program Documents	
Housing Focused Assistance <i>(all the following practices must be documented and in place)</i> *Primary goal of project is to move people into permanent housing, regardless of other personal issues or concerns *To the extent able, services and assistance are provided in an individualized manner based on client needs and desires	up to 5 points	Program Documents	
<i>If required program documents are not submitted, 10 points may be deducted from the overall project evaluation score.</i>		<i>minus 10 points</i>	
Prioritizing Chronically Homeless	10		
Program follows the Order of Priority for PSH Project Outlined in Ohio BoSCoC Homeless Program Standards (chronic dedicated projects will receive 5 points minimum; they will receive the full 10 points if their P&P demonstrate full compliance with the PSH Order of Priority outlined in the Program Standards)	10	Program Documents	
<i>If required program documents are not submitted, 5 points may be deducted from the overall project evaluation score.</i>		<i>minus 5 points</i>	
Analyzing and Addressing Racial Disparities and Advancing Race Equity (Max Points = 5)	5		
Assessment of Racial Disparities and Development of Action Plans			
project. Narrative response should include the following at minimum: 1. The data reviewed to determine if racial disparities exist in program enrollments or outcomes, and what the data show. If you used the Assessment of Racial Disparities Template to guide your assessment of racial disparities in your project, provide the completed tool as your response to #1. 2. Description of how you assessed your project to determine what programmatic barriers to entry might exist for potential clients. This type of assessment could involve surveys of past clients, interviews with people who have experienced homelessness in your system, and/or discussions with direct service staff to identify possible barriers. 3. What, if any, disparities were identified. 4. If disparities were identified, describe the action steps the project will take to address those disparities and the plan and timeline for taking those steps. 5. Describe how the project will conduct disparities analyses on an ongoing, regular basis. **If you used the Assessment of Racial Disparities Template to guide your assessment of racial disparities in your project, provide the completed tool in response to #1 above AND provide a narrative response for items #2 - #5.	up to 5 points	Required narrative submitted by grantee	
<i>If the required narratives are not provided, up to 2 points may be deducted from the overall project evaluation score.</i>		<i>minus 2 points</i>	
CoC Program Compliance (Maximum Points = 45)	20.5		
SOP Compliance			
Standard Operating Procedures (SOPs) demonstrate compliance with CoC Program Rule - See CoC Program Compliance Checklist for details of what will be reviewed, and review Appendices to determine which grantees are required to submit SOPs	up to 25 points	Program Documents	
<i>If required program documents are not submitted, 25 points may be deducted from the overall project evaluation score.</i>		<i>minus 25 points</i>	
Client Documentation	14.5		
Submitted client files include all required documentation and demonstrate compliance with CoC Program Rule	up to 20 points	Client Files	
<i>If required documents are not submitted, 20 points may be deducted from the overall project evaluation score.</i>		<i>minus 20 points</i>	
Coordinated Entry Compliance (Maximum Points = 5)	5		
Prioritization Workgroup Evidence			
Project staff participate in local Prioritization Workgroup meetings/processes and identify eligible households for prioritization through that process only. Evidence of CE compliant prioritization process includes Prioritization Workgroup meeting notes, written confirmation from Prioritization Workgroup members, etc.	5	Evidence submitted by grantees	
Organizational Capacity (Maximum Points = 10)	10		
HMIS Data Quality			
% of HMIS client records with errors	0% errors	5	Rme
	> 0% and ≤ 2% errors	4	
	> 2% and ≤ 5% errors	3	
	> 5% and ≤ 8% errors	2	

APPENDIX B: FY2024 Project Evaluation Specifications and Points Structure

	> 8% and ≤ 10% errors		1	
	> 10% errors		0	
Incorporating PLE into Program Design				
Project demonstrates inclusion of feedback from People with Lived Experience (PLE) of homelessness and current/former clients into program design. Grantees must provide the following to demonstrate inclusion of PLE feedback:			5	Evidence submitted by grantees
1. Narrative describing how PLE and/or current/former client feedback is included in program review and design				
2. Blank survey tool used to collect feedback from current/former clients				
3. Survey tool from CY2023 completed by current/former client to provide feedback, with all PII redacted				
Grant Expenditures				
% of FY21 grant funds expended at end of grant term	≥95%		0	HUD eLOCCS Info
	≥90% - <95%		-5	
	≥80% - <90%		-10	
	≥70% - <80%		-15	
	<70%		-20	
% of FY20 grant funds expended at end of grant term	<80%		-10	HUD eLOCCS Info
Timely Submission of APRs				
Overdue or rejected APRs since 2019. <i>Each overdue or rejected APR will result in a 10 point deduction</i> , up to 50 points total could be deducted			0	SAGE
TOTAL PROJECT SCORE (Maximum Points = 150)			136	

Tuesday, October 22, 2024 at 16:11:50 Eastern Daylight Time

Subject: FY2024 New Project Proposal decisions
Date: Tuesday, August 20, 2024 at 4:45:44 PM Eastern Daylight Time
From: Erica Mulryan
To: Laura Baxter
Attachments: PW project decision letter, 8.20.24.pdf, image001.jpg

Attached, please find the CoC Board's decision regarding your FY2024 New Project Proposal submission.

Thank you.

--

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



COHHIO operates on a four-day work week, Monday-Thursday

August 20, 2024

Laura Baxter
Project Woman of Ohio
lbaxter@projectwomanohio.org

Subject: New Project Proposal Decisions, FY2024 CoC Competition

Dear Ms. Baxter:

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 – *PW Supportive Housing Solutions*. The CoC Board has declined to include this project in the FY2024 CoC Project listing. The CoC Board arrived at this decision because of the project's failure to meet the project evaluation score threshold for the past two years and because the project has significantly underspent its CoC Program grant for at least the past two years. The CoC Board feels that a current grantee should demonstrate strong grant administration/management abilities before being awarded another CoC grant.

If you have questions regarding this notification, or would like to receive additional feedback on the submitted proposal, 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: FW: Ohio BoSCoC: FY2024 CoC Competition - Notification of Renewal Projects Acceptance and Ranking on CoC Project Listin

Date: Wednesday, August 28, 2024 at 3:06:33 PM Eastern Daylight Time

From: Erica Mulryan

To: Jennifer Lefik, Brandy Barone, Tammy Weaver, Kyser, Terrie, Marti Grimm, NaShea Davis, Icobbs@springfieldohio.gov, Heidi Shaffer, Stacey Johnson, Jenn Matlack, Barb Holman, Sue Lehman, jmausser@geauga.org, Jackson, Samantha, Ragan Claypool, Cindy Anderson, Fred Berry, Heather Hall, Jamie Blanchard, Ashton Fielding, Karen McLeod, Trina Woods, Jody Hull-Arthur, bhabony@mharslc.org, Kerry Dreyer, Kelly Parker, Jon Brown, carrier@newhousingohio.org, Mindy Wright, Jamie Huber, Amber Lester, Nicole Killinger, Carolyn Budd, Amy Raynes, Laura Baxter, Tammie Ector, Kendall Lankord, Pam Crawford, drauch@wmcap.org, Jaimie Jaggars, Debbie Matheson, LaRaun Clayton, Jacqueline Adkins, Jeanine Donaldson, Sue Sepela

CC: Hannah Basting, Erin Hachtel

Attachments: image001.jpg

Hi All – I'm forwarding the listserv message below to ensure that all CoC Program renewing grantees have been informed of the Ohio BoSCoC's decision to allow you to renew your CoC Program grant funding and the CoC's intent to rank your projects on the project listing submitted to HUD during this FY2024-2025 CoC Competition.

If you do not currently receive listserv messages, please let me know ASAP so we can add you. Otherwise, no response is needed.

Reach out with any questions. Thank you.

Erica

From: Erica Mulryan <ericamulryan@cohhio.org>
Date: Wednesday, August 21, 2024 at 11:23 AM
To: boscoc@lists.cohhio.org <boscoc@lists.cohhio.org>
Subject: Ohio BoSCoC: FY2024 CoC Competition - Notification of Renewal Projects Acceptance and Ranking on CoC Project Listin

**Ohio Balance of State Continuum of Care
FY2024 CoC Competition – Notification of Renewal Projects Acceptance and Ranking
on the CoC Project Listing**

Purpose of this Listserv Message

This message notifies renewing CoC project grantees of their project applications' acceptance and ranking on the CoC Project Listing.

Target Audience

Renewing CoC project grantees.

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

homeless programs through its Continuum of Care (CoC) Program. The 60 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 FY24 Notice of Funding Opportunity (NOFO) for the CoC Program in late July 2024; the competition closes October 30, 2024. The NOFO and other CoC Competition materials can be found on [HUD's CoC Program Competition webpage](#).

Renewal CoC Projects Accepted and Ranked

The Ohio BoSCoC Board met on August 19, 2024 and made its final decisions regarding the acceptance, denial, and/or reallocation of all renewal projects and some new projects. All applicants that submitted new project proposals have been notified directly of the CoC's intention to accept and rank or deny their project applications. This listserv message provides formal notification to renewing project grantees that the CoC Board has voted to accept all renewal project applications and to rank them all in the FY2024 CoC Project Listing.

The final FY2024 CoC Project Listing, which includes the rank order of all projects, will be posted to the [CoC website](#) no later than October 28, 2024.

Questions about the CoC Competition can be emailed 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



COHHIO operates on a four-day work week, Monday-Thursday

Tuesday, October 22, 2024 at 16:14:38 Eastern Daylight Time

Subject: FY2024 New Project Proposal Decisions
Date: Tuesday, August 20, 2024 at 4:44:48 PM Eastern Daylight Time
From: Erica Mulryan
To: Heather Hall
Attachments: image001.jpg, ISBH PSH final project decision letter, 8.20.24.pdf

Attached, please find the CoC Board's decision regarding your FY2024 New Project Proposal submission.

Thank you.

--

Erica Mulryan (*she/hers*)
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August 20, 2024

Heather Hall
Integrated Services for Behavioral Health
hhall@isbh.org

Subject: New Project Proposal Funding Decisions, FY2024 CoC Competition

Dear Ms. Hall:

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 – *Region 16 PSH*. This letter formally notifies you that the CoC Board has accepted the new project and will rank it in the FY2024 CoC Project listing as it is currently proposed. Additionally, if sufficient funding is available, the CoC Board has approved you to potentially increase the funding request to serve more households and maximize new project funding in the CoC. The CoC team will work with you on project application development and determining the final funding request.

The final ranked CoC Project Listing will be posted online at <https://cohhio.org/boscoc/coc-program/> no later than October 28, 2024.

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



Tuesday, October 22, 2024 at 16:16:35 Eastern Daylight Time

Subject: FY2024 New Project Proposal Decisions
Date: Tuesday, August 20, 2024 at 4:45:14 PM Eastern Daylight Time
From: Erica Mulryan
To: Krista Kidney
Attachments: ODVN final project decision letter, 8.20.24.pdf, image001.jpg

Attached, please find the CoC Board's decision regarding your FY2024 New Project Proposal submission.

Thank you.

--

Erica Mulryan (*she/hers*)
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August 20, 2024

Krista Kidney
Ohio Domestic Violence Network
kristak@odvn.org

Subject: New Project Proposal Funding Decisions, FY2024 CoC Competition

Dear Ms. Kidney:

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 – *REACH 2.0 Expansion*. This letter formally notifies you that the CoC Board has accepted the new project and will rank it in the FY2024 CoC Project listing as it is currently proposed. The CoC team will work with you on project application development, as things move forward.

The final ranked CoC Project Listing will be posted online at <https://cohhio.org/boscoc/coc-program/> no later than October 28, 2024.

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



FY2024 CoC Competition
CoC Application Attachment 1E-5a – Notification of Projects Accepted
10.23.24

In the FY2024 CoC Consolidated Application, the OH-507 (Ohio Balance of State CoC) included 2 new SSO-CE project applications in its project listing. COHHIO is the applicant for both project applications. The OH-507 CoC Board voted in March 2024 to approve submission of an SSO-CE project application in the FY24 CoC Competition and designated COHHIO as the applicant, given COHHIO's role as the CoC's designated CE Management Entity. Because the CoC Team at COHHIO supports all aspects of the CoC including facilitating all CoC Board, Cte, and Workgroup meetings, no additional written communication was sent to the CoC Team at COHHIO notifying them of the CoC Board's approval of the SSO-CE project application with COHHIO as the applicant. Instead, all COHHIO CoC Team members were present in the CoC Board meeting where the SSO-CE project application was approved and COHHIO designated as the applicant. Written notes from that CoC Board Meeting are included below

CoC Board Meeting

Ohio BoSCoC

Meeting Information

Date: Monday, March 25, 2024

Time: 3:00pm

Location: Zoom

Attending:

Region 1	present	Region 7	present	Region 13	present
Region 2	present	Region 8	absent	Region 14	present
Region 3	present	Region 9	present	Region 15	present
Region 4	present	Region 10	absent	Region 16	present
Region 5	present	Region 11	present	Region 17	present
Region 6	present	Region 12	present		
At – Large VA (Jim Kennelly)	present	At-Large (Mindy Wright)	present	At-Large CSH (Leah Werner)	absent
At-Large (Tammi Ector)	present			At – Large ODJFS (Sarah Shooter)	present
At-Large Mental Health (Sue Tafrate)	present	At-Large PSH (Fred Berry)	present	At-Large (Rachael Cremeans)	present
At-Large (Randall Hunt)	present	At-Large ODVN (Takara Sanders)	present	At – Large (Nichole Richardson)	absent
At-Large (Marcie Kasmarcik)	absent				
ODOD	Julie J.				
COHHIO/HMIS	Monica T.				
Others in attendance (non-voting)	Erica M., Hannah				

Meeting Agenda/Notes

1. YHDP Coordinated Community Plan

- a. Consider for Approval
 - i. Sue made motion to approve, Deb. T. seconded
 1. Abstain – Deb. T., Randall, Sue, Susan W., Nina H., Tammi E.
 2. Motion passed unanimously
- b. Next Steps
 - i. CoC team will collect final needed signatures and submit to HUD by 4/5/24.

2. FY2024 CoC Competition

- a. Ohio BoSCoC CoC Competition Policies and Priorities
 - i. FY 24 CoC Competition Policies
 1. Steph moved to approve, Fred seconded.
 - a. No opposition, no abstentions, motion passed unanimously
 2. Project Evaluation Process
 - a. Expenditures – added back in to project evaluation process
 - ii. New Project Proposal Consideration
 1. CE Project
 - a. Consensus to submit 1 CE project app for the CoC
 - b. Susan moved to designate COHHIO as the applicant for a prospective CE project application in the FY24 CoC Competition, Kim seconded
 - i. Monica abstained; no opposition, motion passed unanimously

3. CoC Planning Grant Monitoring

- a. Final report will be provided in a few weeks and will be shared with the CoC Board

4. Provider/Project Updates

- a. Hocking MHA
 - i. EM shared communication from HUD field office re: termination of HMHA FY21 CoC Grant; termination of the grant means funds could not be reallocated in the FY23 competition and will be removed from the CoC's annual renewal demand amount. This may mean not all our FY23 new projects will still be funded
 - ii. EM will ask about timeline for when we will know impact on our CoC and new projects, and will ask if there is any path we can pursue to help retain the grant funds for the CoC.
 - iii. Board directed CoC team to share the HUD communication with HMHA board members
 - iv. Board also directed CoC team to draft a letter from the Board to HMHA Board members outlining the history that brought us to this point and the impact of this loss to the CoC and the Region 17 community
 - 1. And consider sending also to county commissioners as well

5. Coordinated Entry Updates - TABLED

- a. Implementing CE Standards updates
- b. Changes to CEL responsibilities and reimbursement for training
- c. CE Core Team
 - i. Pilot project for New Common Assessment Tool

6. ODOB updates

- a. Will be changing the HCRP application process this year – official announcement going out this Friday

Next Meeting

Date: Monday, May 2024

Location: Zoom