



Development  
Services Agency

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# 2016 Homeless Crisis Response Program Application Instructions

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# 2016 Homeless Crisis Response Program APPLICATION INSTRUCTIONS

## Community Program Information

Select Community Program Information in the left hand column under **Grant Request**. Pull down the desired contact person to populate the Address, Administrator's Phone and Administrator's Email. Click **Save** to initiate the application.

## Program Description

Select Program Description in the left hand column under **Grant Request** and click on the "Add Program Description" icon (+). Use the *Program Type* drop down menu to select either Emergency Shelter Program or Housing Stability Program. Type in the appropriate *Homeless Planning Region* in the space provided. Use the *Grant Term (Years)* drop down menu to select number of years. Select 2 Years unless the project received a waiver to apply for a one-year grant, or directed by OCD.

Select the appropriate county(s) in which the Emergency Shelter or Housing Stability Program is located. Click the *Insert* button to save the data entered and then click **Save**.

Please note that applicants do not enter a Program Narrative in OCEAN. All narratives will be uploaded as an attachment based on the questions in 2016 HCRP Attachments.

## Financing Data

Applicants should enter each source of leveraged funds. Emergency shelter applicants are required to meet the match requirement of at least \$1 in local public or private resources for every two dollars in HCRP funds. While there are no matching requirements for Housing Stability programs, applicants are encouraged to demonstrate match for those activities. To begin adding sources of leveraged funds, click on the "Add Leveraged Fund" icon (+)

**Leveraged Fund Provider** Enter source of leverage funds.

**Example:** "Beta County United Way"

**Example:** "Volunteer Hours"

**Leveraged Fund Category:** From the dropdown menu, select one of the following options: Other Federal, Other Funds, Private Funds, State and Local Funds. Please note that those options are consistent with the categories found on the Office of Community Development's Status and Final Performance Reports.

**Example:** "Beta County United Way" select Other Funds

**Example:** “Volunteer Hours” select Private Funds

### **Leveraged Fund Type**

From the dropdown menu, select one of the following options: Grant, In Kind, Cash.

**Example:** “Beta County United Way” select Cash

**Example:** “Volunteer Hours” select In Kind

Click **Save** to save the application

## **Project Details (Emergency Shelter)**

A project is defined as an emergency shelter listed in the Ohio Balance of State or local entitlement community’s Housing Inventory Chart (HIC) for which the agency can generate a separate HMIS report. Emergency Shelters applying for new projects not currently listed in either the Ohio Balance of State or local entitlement HIC should contact their Supportive Housing representative.

Emergency shelter applicants with more than one project can add additional projects by clicking on the “Add Project Details” icon () then entering the requested project information.

**Project Type:** The “Project Type” dropdown menu defaults to Emergency Shelter.

**Project Name** (35 Character Limit): The project name should be the same as listed in the Ohio Balance of State or local entitlement community’s Housing Inventory Chart.

**Project Budget:** Enter the total amount of grant funds requested for the project. Do not include other sources of matching funds.

**Target Population 1:** Select from the dropdown menu the option that fully describes the eligible household type. For instance, a project that primarily serves single females, but occasionally serves single females with children should select Single Females and Households with Children.

**Target Population 2:** Using the dropdown menu, select the option that describes the project’s target population or select “Not Applicable” if the project serves (on average) fewer than 75% of persons in this population.

Click the *Insert* button to save the data entered and then click **Save**.

## **Project Details (Housing Stability)**

**Project Type:** The “Project Type” dropdown menu defaults to Housing Stability.

**Project Name** (35 Character Limit): Balance of state Housing Stability applicants should list their project name as: Region number Housing Stability Program (e.g. Region 35 Housing Stability Program). Non balance of state Housing Stability applicants should list project name as: County Housing Stability Program (e.g. Zeta County Housing Stability Program).

**Project Budget:** Enter the total amount of HCRP funds requested for the Housing Stability project. Do not include other sources of matching funds.

Click the *Update* button to save the data entered and then click **Save**.

## Performance - Historical (Emergency Shelter)

Enter the date range of the HUD CoC APR that will be used to complete the historical information questions. In most cases, the date range will be from 1/1/2015 – 12/31/2015). However, if your HMIS standard is for a different 12-month period, enter that date range. Enter the start date of the report in the *From* box. Based on the start date OCEAN will automatically calculate and fill in the *To* box.

In the *Goal* box, enter the applicable performance standard for length of participation based on either the Ohio Balance of State Performance Plan or the local entitlement’s community’s performance plan. In the *Actual* box, enter Average Length of Stay for Leavers and Median Length of Stay for Leavers from the HUD CoC APR; Question 27.

Select Project Type from dropdown. Click  to complete the charts based on information from the HUD CoC APR for the period selected. Refer to the chart below for assistance on completing the HMIS Details charts.

| Question  | Source of Information  | Notes   |
|---|--|---|
| No. of Households Served                        | HUD CoC APR;<br>Question 9   | Enter total Households                                      |
| No. of Persons Served                           | HUD CoC APR;<br>Question 8   | Total Persons Served During the Operating Year              |
| No. of Adults Served                            | HUD CoC APR;<br>Question 7   | Enter Total number of records for Adults Only               |
| No. of Persons Exited                           | HUD CoC APR;<br>Question 7   | Enter Total number of records for Leavers                   |
| No. of Persons Exited to Permanent Destinations | HUD CoC APR;<br>Question 7   | Enter Total number of records for Leavers                   |
| No. of Persons Exited with Non-Cash Benefits    | HUD CoC APR;<br>Question 26a2 1+ Sources                               | Enter No. of Persons Exited with Non-Cash Benefits          |
| No. of Adults Exited                            | To be determined   | Enter No. of Adults Exited                                  |
| No. of Persons Served per Night                 | HUD CoC APR;<br>Question 8   | Enter Total for Average Number of Persons Served Each Night |
| No. of Beds in HIC                              | Ohio Balance of State or Entitlement Community Housing Inventory Chart | Enter total number of beds                                  |

Occupancy rate will calculate automatically based on the No. of Beds from HIC and No. of Persons Served per Night.

Click  to complete the chart. For *Continuum Goal* enter the appropriate performance standard from either the Ohio Balance of State Performance Plan or the local entitlement's community's performance plan. If the entitlement community's performance plan does include a specific performance standard, include the applicable Ohio Balance of State performance standard. For *Exits to Permanent Destinations and Receipt of Non-cash Benefits and Health Insurance*, *Percentage* will calculate automatically based on previously entered data.

| Performance Standard                              | Continuum Goal            | Percentage   |
|---|---------------------------|--|
| Exits to Permanent Destinations                   | Enter applicable Standard | Percentage will be calculated automatically  |
| Receipt of Non-cash Benefits and Health Insurance | Enter applicable Standard | Percentage will be calculated automatically  |
| Returns to Homelessness within Six Months         | Enter applicable Standard | BOS of applicants should obtain number from Recurrence Report for the period selected. Applicants from entitlement communities should consult their CoC lead agency. |
| Returns to Homelessness within 24 Months          | Enter applicable Standard | BOS of applicants should obtain number from Recurrence Report for the period selected. Applicants from entitlement communities should consult their CoC lead agency. |

## **Performance - Historical (Housing Stability)**

Enter the date range of the HUD CoC APR that will be used to complete historical information questions. In most cases, the date range will be from 1/1/2015 – 12/31/2015). However, if your HMIS standard is for a different 12-month period, enter that date range. Enter the start date of the report in the *From* box. Based on the start date OCEAN will automatically calculate and fill in the *To* box.

For **Homelessness Prevention**, use data from the HUC CoC APR to enter: No. Households Served, Persons Served, Average Length of Stay Leavers and Median Length of Stay Leavers in the boxes provided. Use information from HUD CoC APR Question 27 to complete Average and Median Length of Stay Leavers.

For **Rapid Rehousing** use data from the HUC CoC APR to enter the following information:

| Question                 | Source of Information   | Notes  |
|--------------------------|-------------------------|--|
| No. of Households Served | HUD CoC APR; Question 9 | Enter total Households                         |
| No. of Persons Served    | HUD CoC APR; Question 8 | Total Persons Served During the Operating Year |

|   |  |  |
|---|--|--|
| No. of Adults Served                            | HUD CoC APR;<br>Question 7               | Enter Total number of records for Adults Only      |
| No. of Persons Exited                           | HUD CoC APR;<br>Question 7               | Enter Total number of records for Leavers          |
| No. of Adults Exited                            | To be determined                         | Enter No. of Adults Exited                         |
| No. of Persons Exited to Permanent Destinations | HUD CoC APR;<br>Question 7               | Enter Total number of records for Leavers          |
| No. of Adults Exited                            | To be determined                         | Enter No. of Adults Exited                         |
| No. of Persons Exited to Permanent Destinations | HUD CoC APR;<br>Question 7               | Enter Total number of records for Leavers          |
| No. of Adults Exited with Income Growth         | To be determined                         | Enter No. of Adults Exited with Income Growth      |
| No. of Persons Exited with Non-Cash Benefits    | HUD CoC APR;<br>Question 26a2 1+ Sources | Enter No. of Persons Exited with Non-Cash Benefits |

For **Rapid Rehousing** enter Length of Participation (Average), Length of Participation (Median), Length of Time Homeless (Average), and Length of Time Homeless (Median) along with the corresponding Continuum goal.

Click  to complete the chart. For *Continuum Goal* enter the appropriate performance standard from either the Ohio Balance of State Performance Plan or the local entitlement's community's performance plan. If the entitlement community's performance plan does include a specific performance standard, include the applicable Ohio Balance of State performance standard. For *Exits to Permanent Destinations and Receipt of Non-cash Benefits and Health Insurance, Percentage* will calculate automatically based on previously entered data. For all other Performance Standards enter *Percentage* based on information from the HUD CoC APR. Please note that the requested information is for rapid re-housing only.

| Performance Standard                              | Continuum Goal            | Percentage   |
|---|---------------------------|--|
| Exits to Permanent Destinations                   | Enter applicable Standard | Percentage will be calculated automatically  |
| Receipt of Non-cash Benefits and Health Insurance | Enter applicable Standard | Percentage will be calculated automatically  |
| Returns to Homelessness within Six Months         | Enter applicable Standard | BOS of applicants should obtain number from Recurrence Report for the period selected. Applicants from entitlement communities should consult their CoC lead agency. |
| Returns to Homelessness within 24 Months          | Enter applicable Standard | BOS of applicants should obtain number from Recurrence Report for the period selected. Applicants from entitlement communities should consult their CoC lead agency. |

## Performance Proposed

Select Project type then click  to complete the chart with the proposed outcomes for the period 1/1/17 through 12/31/18. If the agency is applying for a one year grant, complete the chart for the period 1/1/17 through 12/31/17.

## **Activity Information (Emergency Shelter)**

To begin adding activities, select a project from the “Project Type” dropdown menu.

Click on the “Add Activity” icon () to begin adding activities to the selected project

**Activity Class:** The “Activity Class” dropdown menu defaults to Housing

**Activity Name:** Using the dropdown menu, select the activity type (e.g. General Admin, Shelter Operations, or Data Collection & Eval) associated with the activity.

**Activity Budget:** Enter the total amount of HCRP funds requested for the activity. Do not include any other source of funding in the activity budget.

**NOTE:** The Activity Budget for each activity added to a Project will be tabulated and presented as an “Activity Subtotal” next to the “Project Type” dropdown menu. This subtotal should match the dollar amount in the selected project.

**Short Activity Description** (300 Character Limit): In the space provided, describe how the agency is proposing to expend HCRP funds on the requested activity. For staff costs describe the staff positions and number of FTEs to be charged to the grant. Describe non-staff expenses to be charged to the grant etc. Provide the percentage of the funds to be used for supportive services.

**Example:** Funds will be used for operating expenses including 1.2 FTE for shelter maintenance and security staff as well as utility expenses including gas, water and electric. Funds will also be used to provide 1.5FTE case management staff and 0.3 FTE for administrative activities. Fifteen percent of the funds will be used for supportive services.

## **Activity Information (Housing Stability)**

To begin adding activities, select a project from the “Project Type” dropdown menu.

Click on the “Add Activity” icon () to begin adding activities to the selected project

**Activity Class:** The “Activity Class” dropdown menu defaults to Housing

**Activity Name:** Using the dropdown menu, select the activity type (e.g. General Admin, Homelessness Prevention, Data Collection & Eval., or Rapid Rehousing) associated with the activity.

**Activity Budget:** Enter the total amount of HCRP funds requested for the activity. Do not include any other source of funding in the activity budget.

**NOTE:** The Activity Budget for each activity added to a Project will be tabulated and presented as an “Activity Subtotal” next to the “Project Type” dropdown menu. This subtotal should match the dollar amount in the selected project.

**Short Activity Description** (300 Character Limit): In the space provided, describe how the agency is proposing to expend HCRP funds on the requested activity. For staff costs describe the staff positions and number of FTEs to be charged to the grant. Describe non-staff expenses to be charged to the grant etc. Provide the percentage of the funds to be used for supportive services.

**Example (Homelessness Prevention):** Funds will be used to provide direct assistance for homeless persons and for households at imminent risk for homelessness. Funds will also be used to provide 1.5FTE staff for intake and case management. Ten percent of the funds will be used for supportive services.

## Activity Leveraging

Select an activity from the “Activity” dropdown menu and click on the “Add Leveraged Funds” icon ()

**Leveraged Fund Amount:** From the dropdown menu, select a leverage source previously identified under the “Financing Data” section of the application. In the space provided, specify the amount of cash or in-kind funds the selected source has committed to the activity.

## Grant Request Documents

Click on the “Add Document” icon () to begin uploading attachments to the application. Use the *Attachment Type* drop down menu to select the type of document to be uploaded and click the [link to attachment template](#). The [link to attachment template](#) will provide instructions on the document to be uploaded or provide a template for a document to be completed by the applicant. Once the document has been saved, you may click the browse button to select the requested document or completed template and click the Upload button to upload the selected file.

OCEAN will display validation messages for documents that are required of **all** applicants until those required documents are uploaded. **However, please note** that documents required for only some applicants such as ‘Evidence of Local Coordination – Part B’ do not have corresponding validation messages since they are not required of all applicants. Therefore, applicants are advised to review all the documents on the Attachment Type drop down menu to determine which documents are required for the individual applicant. There are several documents required that do not appear as a validation message.