



Development
Services Agency

PY 2016 Supportive Housing Program

Application Guidelines

Prepared By:
Ohio Development Services Agency
Community Services Division
Office of Community Development

John R. Kasich, Governor of Ohio
David Goodman, Director
Ohio Development Services Agency

Program Year 2016 Supportive Housing Program Application Guidelines

Summary

The Supportive Housing Program (SHP) provides transitional housing to move homeless persons to permanent housing and provides long-term permanent supportive housing to homeless persons with disabilities.

Eligible applicants include nonprofit organizations, local governments, public housing authorities and consortia of any eligible applicants for project-based transitional housing and permanent supportive housing activities that meet the housing needs of homeless families and individuals. The grant period will be two years and will start on January 1, 2017. The Office of Community Development (OCD) reserves the right to award one-year grants.

Funds will be awarded to eligible transitional housing and permanent supportive housing providers on a competitive basis. While the SHP is a competitive program, preference in the review process will be given to programs currently funded by OCD that are meeting the applicable Balance of State (BOS) or entitlement performance standards for transitional housing and permanent supportive housing. Projects not currently funded by OCD are advised to contact Robert Johnson, OCD, at (614) 752-8096 to discuss the proposed project and the availability of competitive funds.

SHP grantees are required to apply Housing First principles to their programs to help homeless persons quickly access and maintain permanent housing. Transitional housing and permanent supportive housing must be provided without pre-conditions such as income, employment or sobriety. While programs must offer case management and other supportive services, those services must be flexible, individualized, housing focused and voluntary. Clients cannot be discharged or evicted for failing to comply with case-management services or for violation of a program rule, such as use of alcohol or drugs. In the rare cases when an eviction is necessary, transitional housing clients must be referred to a more appropriate placement, such as a hospital or treatment program and not be exited to homelessness. Permanent Supportive Housing clients can only be evicted if the client commits a lease violation and is evicted by a Court of law.

Transitional housing providers must target homeless persons with high barriers such as domestic violence, early recovery, families with children, mental illness, and transition age youth that prevent them from immediately entering permanent housing. Applicants must provide documentation including HMIS reports or other data demonstrating that the population served has high barriers to permanent housing.

Waiver Requests: FY 2015 Supportive Housing Program award recipients that received a two-year award for transitional housing or permanent supportive housing activities are **not** eligible to apply for PY 2016 SHP funds, unless a waiver is requested and approved by the Office of Community Development. Those agencies may request a waiver if the applicant: opened a new transitional housing or permanent supportive housing program or expanded an existing Office of Community Development funded SHP program after January 1, 2016 and/or the agency is planning to open a new transitional housing or permanent supportive housing program or expand an existing Office of Community Development funded SHP program prior to December 31, 2017. Those agencies may also request a waiver based on other factors which place future operations in jeopardy. **Waiver requests must be submitted in writing and received by the Office of Community Development** to the attention of Bob Johnson, Supportive Housing Specialist, at Robert.Johnson@development.ohio.gov on or before **June 3, 2016 by 5 p.m.**

The Ohio Development Services Agency is prohibited by state law from awarding more than 20 percent of the Ohio Housing Trust Fund allocation for Supportive Services. Consequently, Supportive Housing Program applicants are strongly encouraged to keep requests for this activity to a minimum.

The PY 2016 Supportive Housing Program application submission deadline is July 1, 2016.

2. Request Amounts

Funding requests must be cost effective and reasonable based on the previous SHP award, community need, cost per household served, cost per outcome, local resources, etc. Current grantees are encouraged to request no more than their existing award, unless the agency has expanded or increased the capacity of its funded program.

Applicants for programs not currently funded by OCD should contact OCD for guidance in determining request amounts that take competitive factors into consideration. **Funding requests that are not cost effective and reasonable will not score as high during the review process.** Applicants are advised that funding is limited and that OCD reserves the right to fund applicants for less than the requested amount.

3. Required Match

Applicants must provide at least one dollar (\$1) in local public or private resources for every two dollars (\$2) in SHP funds (a ratio of 1:2, other funds to SHP funds). Grants or loans from the Ohio Development Services Agency (ODSA) cannot be used as match. An applicant may use any of the following as match, provided the match is properly documented:

- Cash resources of the applicant organization;
- Cash in the form of a grant or donation from a third party, including private sector, nonprofit sector, and federal, state and local government sources;
- Rental income;
- In-kind contribution of a leasehold interest in property;
- Volunteer time, at a value of \$10 per hour for all program-related activities. Volunteers (with appropriate expertise and training) providing professional services such as financial, medical or legal services are valued at the reasonable and customary rate in the community. Staff support or supportive services provided on-site by other local nonprofit agencies may be valued at a cost verified in writing by the providing agency; and
- Contributed materials needed for the implementation of the program.

4. Threshold Requirements

- Proposals must include documentation that the program(s) is supported by the local Continuum of Care (CoC). Agencies in communities that do not have a formal CoC, must explain the efforts the agency is making to coordinate with other agencies in the community to establish a formal CoC. Applications that do not include written verification that the agency is an active participant in its local CoC or equivalent organization, as

appropriate, or whose project is not supported by the local CoC may not be reviewed. Please note documented support from the HCRP region lead is not required.

- Applicants must be participating in the appropriate Homeless Management Information System (HMIS) or, if not a current OCD grantee, agree to participate if awarded funding.
- Proposals must include documentation verifying sufficient matching funds commitment to meet the match requirements for transitional housing and permanent supportive housing programs.
- All program activities must be targeted at people who are homeless according to the HUD definition, excluding category 3.
- Applications must be complete and include essential information and exhibits.

5. Rating Criteria for competitive program applications

Rating Criteria: OCD will rate competitive applications on the following criteria.

1. Administrative Capacity (10 points): Extent to which the applicant demonstrates the ability to successfully implement the proposed activities. Items to be considered include the organization's history and descriptions of key staff involved in the project. Past monitoring visits may be taken into account.
2. Program Design (15 points): Extent to which proposal is well designed and is likely to accomplish the stated objectives and proposed outcomes. The proposal demonstrates consistency with program requirements including, but not limited to, Housing First.
3. Targeting (10 points): The extent to which the project provides income eligibility requirements restricting participation to households up to 35 percent of Area Median Income and the agency will document that persons served by the program are homeless. Facility-based transitional housing programs should be able to demonstrate that they are targeting harder-to-serve populations including; victims of domestic violence, persons with severe and persistent mental illness, persons re-entering a community from an institution or in recovery from substance abuse or that comply with a national best practice or research-supported design.
4. Need (10 points): Extent to which the project demonstrates through local COC data or other statistics that a significant gap would exist in the continuum if the program does not receive funding.
5. HMIS/Outcomes (30 points): Based on data entered into HMIS, applicants must demonstrate acceptable performance based on performance standards. At a minimum specific performance measures will include the following:
 - Number of persons and households served
 - Occupancy rates
 - Average length of stay
 - Percentage of leavers exiting to a permanent destination (Transitional Housing)
 - Percentage of persons maintaining housing or exiting to a permanent destination (Permanent Supportive Housing)
 - Percentage of persons exiting with income growth and non-cash benefits

In addition, OCD will evaluate the HMIS data quality including, but not limited to null and missing. OCD will review the extent to which the agency's data is included in the Ohio Human Services Data Warehouse.

6. Program Feasibility (15 points): Extent to which the proposal is reasonable and cost effective based on request amount, need, proposed outcomes, historic funding levels and amount requested.
7. Budget Accuracy/Reasonableness (10 points): Extent to which the application meets all program thresholds and contains all required exhibits and budget figures are accurate, consistent and reasonable.

6. Definitions

Administration – expenses such as the accounting of grant funds, preparing reports, obtaining program audits and other costs directly related to the administration of the grant. Administrative costs can also include training for staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about the Supportive Housing Program. Please note those costs must be incurred within the grant's work completion period and that all costs incurred prior to the grant start date such as writing the application are ineligible. **Administration request cannot exceed 5 percent of the Supportive Housing Program grant award.**

After Care Services – supportive services that assist persons leaving transitional housing programs in maintaining independent permanent housing. OCD will only fund up to six months of after care.

Bridge Funding for Permanent Supportive Housing – time-limited, rental subsidy for homeless, disabled persons awaiting a housing subsidy in Permanent Supportive Housing.

- Program participants must be homeless, disabled and at or below 35 percent of Area Median Income (AMI).
- Rental subsidy may not exceed six months.
- Applicant must provide proof (e.g. a Shelter Plus Care or SHP PSH grant award letter, construction schedule, etc.) that a subsidized PSH unit will be available at the end of the subsidy term.
- Subsidy period may not be extended.

Chronically Homeless Person Individual that is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been homeless and living in a place not meant for human habitation, a safe haven, or a shelter continuously for at least one year OR on at least four separate occasions in the last three years, where the cumulative total of those occasions is at least one year.

Continuum of Care – a planning process that helps communities plan for and develop a strategy to end homelessness. Provides a full range of emergency shelter, transitional housing, supportive housing, permanent supportive housing and supportive service resources to address the various needs of homeless persons.

Data Collection and Evaluation – appropriate and reasonable costs associated with data collection and reporting through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database. Eligible costs include the purchase of HMIS software and/or user licenses; leasing or purchasing needed computer equipment for providers and the central server; costs associated with data collection, entry and analysis; and staffing associated

with the operation of HMIS, including training. These costs are eligible to pay for HMIS-related charges by the HMIS implementation.

Disabling Condition – a diagnosable substance abuse disorder, serious mental illness, HIV/AIDS, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.

Entitlement Communities – those cities and counties that receive McKinney-Vento Emergency Solutions Grant funds directly from the U. S. Department of Housing and Urban Development (HUD). Entitlement areas in Ohio are: Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Lakewood, Springfield, Toledo, Youngstown and Cuyahoga, Franklin, Hamilton and Montgomery counties.

Homeless Management Information System (HMIS) – a computerized database that allows organizations that provide services to people experiencing homelessness to collect client information electronically and easily produce required reports.

Homeless

For the SHP the homeless definition is comprised of three categories:

1. Literally homeless individuals/families
 - a. Literal homelessness is further defined as homeless individuals/families who lack a fixed, regular, and adequate nighttime residence, meaning:
 - i. Sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation
 - ii. Living in an emergency shelter or transitional housing designated to provide temporary living arrangements
2. Individuals/families who will imminently (within 14 days) lose their primary nighttime residence with no subsequent residence AND no resources or support networks
3. Individuals/families fleeing or attempting to flee domestic violence with no subsequent residence, resources or support networks

Housing First -- a homeless assistance approach that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible without preconditions and barriers to entry, and then providing voluntary supportive services as needed.

Housing Units – the number of congregate facilities, apartments or bedrooms within a single-family home to be provided by the program.

Operating – the recurring costs of operating a transitional housing or permanent supportive housing program. This includes staff costs to operate the program including the portion of administrators' time associated with program oversight/operations, front desk, security, maintenance and overnight staff, cooks and program personnel who do not perform supportive services. Non-staff operating costs include utilities, equipment, insurance, office supplies and furnishings. Costs of staff who have shared duties (operating and supportive services) should be prorated accordingly.

Permanent Supportive Housing – long-term housing targeted to homeless persons with disabilities including mental illness, chemical dependency, AIDS/HIV related diseases, or serious permanent physical disabilities. Housing provided by this activity must be permanent and not time limited. Programs must provide residents access to supportive services to help them maintain housing stability and successfully live in the community.

- Persons served must have a Disabling Condition (see definition).
- New permanent supportive housing projects can only apply for operating funds or bridge funding, if applicable.

- Funding requests for existing OCD-funded units may include activities currently funded.
- Preference will be given to programs that target chronically homeless persons.
- Persons entering programs that target chronically homeless persons must come from the street, a shelter or safe haven.
- Persons entering permanent supportive housing from transitional housing must have come from a shelter or the streets upon entering transitional housing.
- Permanent supportive housing programs should maintain an average occupancy rate of at least 90 percent.

Rental Assistance – rent payments to support the operation of transitional housing, and permanent supportive housing projects. (see note below)

Supportive Services – includes, but is not limited to services including: case management/coordination; transportation; goal planning; permanent housing placement; referrals to education and training programs; referrals to employment opportunities; referrals to health care; referrals to treatment of substance abuse and mental health problems; assistance in obtaining financial aid; and child care which may be provided directly by the applicant or by arrangement with public or private service providers. (see note below)

Note: Permanent supportive housing projects that are not currently funded by OCD and projects that currently receive only operating funds are NOT eligible to apply for rental assistance or supportive services.

Transitional Housing – provides from four to 24 months of housing and supportive services to facilitate the movement of homeless individuals and families to permanent housing. Preference will be given to programs whose average length of stay is between four and eight months. Programs with an average length of stay of greater than eight months will need to explain why participants in their program need to remain in the program for more than eight months. The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other public or private agencies. Transitional housing can be provided in one structure or several structures, at one site or in multiple sites. This type of housing must serve a hard to serve population consistent with national best practices and research. Priority will be given to projects that serve homeless youth, families with young children, victims of domestic violence, persons re-entering a community from an institution or recovery from substance abuse, or that comply with a national best practice or research supported design.

- Transitional housing programs should maintain an average occupancy rate of at least 90 percent.
- Programs must have a clearly defined **exit strategy** that will result in the household moving to a permanent destination at exit.
- At a minimum, 83 percent of the households should exit to a permanent destination.
- At least 55 percent of households exiting the program should show increased income from time of entry.
- SHP funds may not be used to pay for: mental health services, drug/alcohol treatment, job training, AIDS clinical treatment, medical/dental treatment or prescription drug costs.
- Agencies are required to complete three- and six-month follow-ups to ensure that households maintain permanent housing.

- Programs must have a working relationship with their school system and familiarity with the McKinney-Vento Act in relation to actions relating to education for homeless youth.

8. Submission Instructions

Interested eligible applicants should fully and concisely complete the SHP application through the OCEAN System and upload the required attachments. The SHP application and instructions are available online at ocean.ohio.gov. The application is designed so that applicants complete most narrative portions of the application using Microsoft Word and upload them as attachments in OCEAN. Applicants must use a 10-point or larger font size to complete the application attachments. The OCEAN portion of the application includes formulas that automatically calculate and fill in budget totals and totals for program specific charts and tables. Applicants will be responsible for printing out the OCEAN application and attachments for their own records, if they so desire.

The application must be submitted through OCEAN by the submission deadline of July 1, 2016.