



# **OCEAN for Supportive Housing Programs (SHP)**

## **Application Preparer User Guide**

May 28, 2015

Version 1.0



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## Document Overview

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### OCEAN for Supportive Housing Program (SHP)

Welcome to OCEAN. The purpose of this user guide is to instruct you on how to navigate and user the OCEAN application software.

This guide is designed for Application Preparers for the SHP program. This guide will instruct you on how to perform the following functions in OCEAN:

- Logging in to OCEAN
- Changing your password and/or organization
- Completing an application for SHP
- Logging out of OCEAN

### Technical Requirements

To access the OCEAN application, you will need:

- A high-speed internet connection
  - 4 MB or greater download speed
  - 1 MB or greater upload speed
  - Visit <http://www.speedtest.net/> to test your current internet speeds
- Internet Explorer version 7 or greater
  - Disable pop-up blocking software

# OCEAN for SHP Process Diagrams

## Transitional Housing

| OCEAN Section | Elements of Section | Description of User Activities   |   |
|---------------|---------------------|--|---|
|               |                     |  |   |
| 1             |                     | <ul style="list-style-type: none"> <li>Administrative Agency</li> <li>Administrative Contact Information</li> </ul>                                    | <ul style="list-style-type: none"> <li>Define Administrative Contact</li> <li>Initiate an Application</li> </ul>              |
| 2             |                     | <ul style="list-style-type: none"> <li>Program Description</li> <li>Program Narrative</li> </ul>   | <ul style="list-style-type: none"> <li>Add/Edit Program Description</li> <li>Delete Program Description</li> </ul>            |
| 3             |                     | <ul style="list-style-type: none"> <li>Leveraged Fund Providers</li> <li>Fund Amounts</li> </ul>   | <ul style="list-style-type: none"> <li>Add/Edit Leveraged Funds</li> <li>Delete Leveraged Funds</li> </ul>                    |
| 4             |                     | <ul style="list-style-type: none"> <li>Project Type</li> <li>Project Budget</li> <li>Target Populations</li> </ul>                                     | <ul style="list-style-type: none"> <li>Add/Edit Project Details</li> <li>Delete Project Details</li> </ul>                    |
| 5             |                     | <ul style="list-style-type: none"> <li>Type of Housing Units</li> <li>Existing and Planned Unit Info</li> </ul>  | <ul style="list-style-type: none"> <li>Edit Housing Details</li> </ul>  |
| 6             |                     | <ul style="list-style-type: none"> <li>HMIS Generated CoC APR Info</li> <li>Households Served Details</li> <li>Homeless Participant Details</li> </ul> | <ul style="list-style-type: none"> <li>Edit TH Details Historical</li> </ul>  |
| 7             |                     | <ul style="list-style-type: none"> <li>HIC Beds and Capacity</li> <li>Projected Household Info</li> <li>Service Area Counties</li> </ul>               | <ul style="list-style-type: none"> <li>Edit TH Details Proposed</li> </ul>  |
| 8             |                     | <ul style="list-style-type: none"> <li>Activity Class &amp; Name</li> <li>Activity Budget</li> <li>Short Activity Description</li> </ul>               | <ul style="list-style-type: none"> <li>Add/Edit Activity Details</li> <li>Delete Activity Details</li> </ul>                  |
| 9             |                     | <ul style="list-style-type: none"> <li>Activity Leveraged Funds</li> </ul>   | <ul style="list-style-type: none"> <li>Add/Edit Activity Leveraged Funds</li> <li>Delete Activity Leveraged Funds</li> </ul>  |
| 10            |                     | <ul style="list-style-type: none"> <li>Required and Non-Required Documentation</li> <li>Add Document Upload</li> </ul>                                 | <ul style="list-style-type: none"> <li>View Document Templates</li> <li>Attach Documents</li> <li>Delete Documents</li> </ul> |
| 11            |                     | <ul style="list-style-type: none"> <li>Print All Application Pages</li> <li>Available Application Reports</li> </ul>                                   | <ul style="list-style-type: none"> <li>View Reports</li> <li>Save/Print Reports</li> </ul>                                    |
| 12            |                     | <ul style="list-style-type: none"> <li>View Prior Amendment Details</li> </ul>   | <ul style="list-style-type: none"> <li>View Revisions</li> </ul>  |
| 13            |                     | <ul style="list-style-type: none"> <li>User Commentary</li> </ul>  | <ul style="list-style-type: none"> <li>Add/Edit Comments</li> <li>Delete Comments</li> </ul>                                  |

## Permanent Supportive Housing

| OCEAN Section | Elements of Section | Description of User Activities   |   |
|---------------|---------------------|--|---|
|               |                     |  |   |
| 1             |                     | <ul style="list-style-type: none"> <li>Administrative Agency</li> <li>Administrative Contact Information</li> </ul>                                    | <ul style="list-style-type: none"> <li>Define Administrative Contact</li> <li>Initiate an Application</li> </ul>              |
| 2             |                     | <ul style="list-style-type: none"> <li>Program Description</li> <li>Program Narrative</li> </ul>   | <ul style="list-style-type: none"> <li>Add/Edit Program Description</li> <li>Delete Program Description</li> </ul>            |
| 3             |                     | <ul style="list-style-type: none"> <li>Strategic Planning Objectives</li> <li>Actual and Proposed Numeric Achievements</li> </ul>                      | <ul style="list-style-type: none"> <li>Add/Edit Program Description</li> <li>Delete Program Description</li> </ul>            |
| 4             |                     | <ul style="list-style-type: none"> <li>Leveraged Fund Providers</li> <li>Fund Amounts</li> </ul>   | <ul style="list-style-type: none"> <li>Add/Edit Leveraged Funds</li> <li>Delete Leveraged Funds</li> </ul>                    |
| 5             |                     | <ul style="list-style-type: none"> <li>Project Type</li> <li>Project Budget</li> <li>Target Populations</li> </ul>                                     | <ul style="list-style-type: none"> <li>Add/Edit Project Details</li> <li>Delete Project Details</li> </ul>                    |
| 6             |                     | <ul style="list-style-type: none"> <li>Type of Housing Units</li> <li>Existing and Planned Unit Info</li> </ul>  | <ul style="list-style-type: none"> <li>Edit Housing Details</li> </ul>  |
| 7             |                     | <ul style="list-style-type: none"> <li>HMIS Generated CoC APR Info</li> <li>Households Served Details</li> <li>Homeless Participant Details</li> </ul> | <ul style="list-style-type: none"> <li>Edit PSH Details Historical</li> </ul>   |
| 8             |                     | <ul style="list-style-type: none"> <li>HIC Beds and Capacity</li> <li>Bridge Funding Details</li> <li>Service Area Counties</li> </ul>                 | <ul style="list-style-type: none"> <li>Edit PSH Details Proposed</li> </ul>   |
| 9             |                     | <ul style="list-style-type: none"> <li>Activity Class &amp; Name</li> <li>Activity Budget</li> <li>Short Activity Description</li> </ul>               | <ul style="list-style-type: none"> <li>Add/Edit Activity Details</li> <li>Delete Activity Details</li> </ul>                  |
| 10            |                     | <ul style="list-style-type: none"> <li>Activity Leveraged Funds</li> </ul>   | <ul style="list-style-type: none"> <li>Add/Edit Activity Leveraged Funds</li> <li>Delete Activity Leveraged Funds</li> </ul>  |
| 11            |                     | <ul style="list-style-type: none"> <li>Required and Non-Required Documentation</li> <li>Add Document Upload</li> </ul>                                 | <ul style="list-style-type: none"> <li>View Document Templates</li> <li>Attach Documents</li> <li>Delete Documents</li> </ul> |
| 12            |                     | <ul style="list-style-type: none"> <li>Print All Application Pages</li> <li>Available Application Reports</li> </ul>                                   | <ul style="list-style-type: none"> <li>View Reports</li> <li>Save/Print Reports</li> </ul>                                    |
| 13            |                     | <ul style="list-style-type: none"> <li>View Prior Amendment Details</li> </ul>   | <ul style="list-style-type: none"> <li>View Revisions</li> </ul>  |
| 14            |                     | <ul style="list-style-type: none"> <li>User Commentary</li> </ul>  | <ul style="list-style-type: none"> <li>Add/Edit Comments</li> <li>Delete Comments</li> </ul>                                  |

## Accessing and Logging into OCEAN

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Requirements for access to the OCEAN application:

- Complete the “Going Online with ODSA – OCD Intake Forms” file
  - This document must be signed by your Organization’s CEO and a Notary Public
  - Submit your completed form through one of the following three options:
    - Email: scan and email completed and signed forms to [David.Kale@development.ohio.gov](mailto:David.Kale@development.ohio.gov)
    - Fax: 614-955-1465 attn: David Kale
    - Mail: David Kale  
77 South High Street  
P.O. Box 1001  
Columbus, OH 43216-1001
  - Once your forms have been received by OCD, they will be forwarded to the OCEAN Help Desk for processing. For any new User accounts created, the User will receive an email once the account has been created. The email will include a link to the OCEAN website as well as login information.
- User ID and Password

## Login Screen

The screen below is the login screen for OCEAN.

The screenshot shows the login interface for the Ohio Community and Energy Assistance Network (OCEAN). At the top left is the Ohio Development Services Agency logo. The main heading is "Ohio Community and Energy Assistance Network (OCEAN) Login". Below this, there are instructions: "Instructions: You must disable your pop-up blocker to use this application. Please enter your User Name and Password and click the Login button." The form contains two input fields: "User Name:" and "Password:". The "User Name:" field has a red asterisk to its right. The "Password:" field has a red asterisk and the text "\* - Required" to its right. Below the input fields is a "Login" button. At the bottom of the form area, there is a blue hyperlink: "[I forgot my User Name and/or Password](#)".

Username and Password are required. If you forget your username or password, click on the "[I forgot my User Name and/or Password](#)" link to reset it.

## OCEAN Navigation and Menu

### Welcome Screen and Notification Center

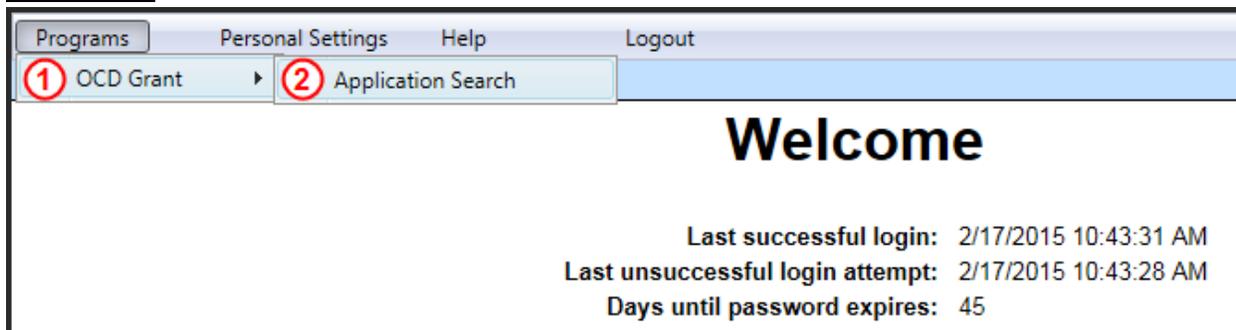
The screenshot displays the OCEAN application's welcome screen. At the top, there is a navigation menu with four items: 'Programs' (1), 'Personal Settings' (2), 'Help' (3), and 'Logout' (4). The main heading is 'Welcome'. Below the heading, it shows the last successful login (2/17/2015 10:43:31 AM) and the last unsuccessful login attempt (2/17/2015 10:43:28 AM), along with 45 days until the password expires. A notification grid (5) is shown with columns for 'Received' (6), 'Urgency Icon' (7), 'Type' (8), and 'Title' (8). The first notification (10) is dated 2/9/2015 12:00 AM and is a system message about OCA program updates, including an attachment (11). Below the notification grid is a 'My Tickets' grid (12) with columns for 'Ticket ID', 'Title', 'Status', 'Date Created', 'Created By', 'Master Ticket', 'Set Master', and 'Edit Ticket'. The grid currently shows 'No records to display'.

This is the OCEAN Welcome Screen. The Welcome Screen has the menu navigation across the top of the page. The Notification Center and My Tickets grids are also displayed.

| Menu/Field            | Purpose   |
|-----------------------|---|
| 1. Programs           | Used to access the OCD grant menu options.                      |
| 2. Personal Settings  | Used to change your password and/or organization.               |
| 3. Help               | Used to access grant document templates and user guide manuals. |
| 4. Logout             | Used to sign out and exit the OCEAN application.                |
| 5. Date/Time Received | Sortable column of notification messages date and time.         |
| 6. Urgency Icon       | Sortable column identifying the message as urgent.              |
| 7. Type               | Target audience – either system, organization, or role-based.   |
| 8. Title              | Short description of the message.                               |
| 9. Show/Hide Outdated | Click to reveal/hide past or outdated messages.                 |

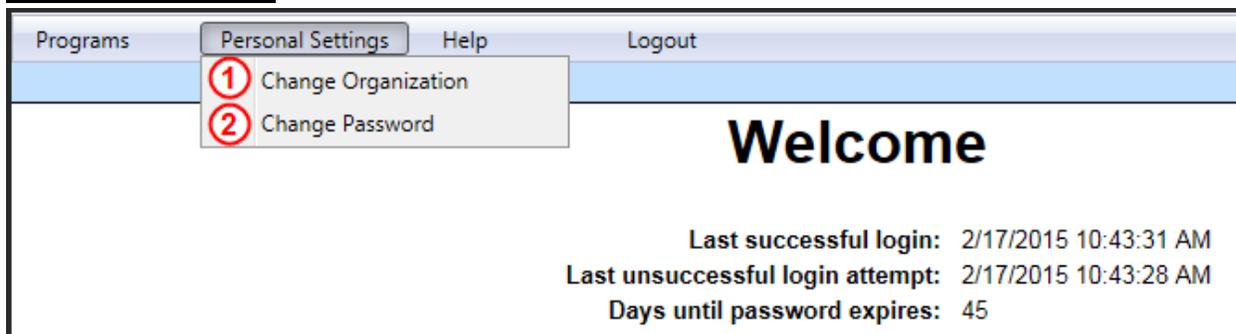
|                         |   |
|-------------------------|---|
| <b>10. Message Line</b> | Click on arrow to expand and view communications in regards to OCEAN. |
| <b>11. Print Icon</b>   | Click to print the message to your local printer.                     |
| <b>12. Tickets</b>      | Shows tickets entered to the OCEAN Help Desk.                         |

**Programs**



| Menu                         | Purpose  |
|------------------------------|--|
| <b>1. OCD Grant</b>          | Choose this option to see a list of OCD Grant pages in OCEAN.  |
| <b>2. Application Search</b> | Choose this option to navigate to the Application Search page for viewing/editing existing applications and adding new applications. |

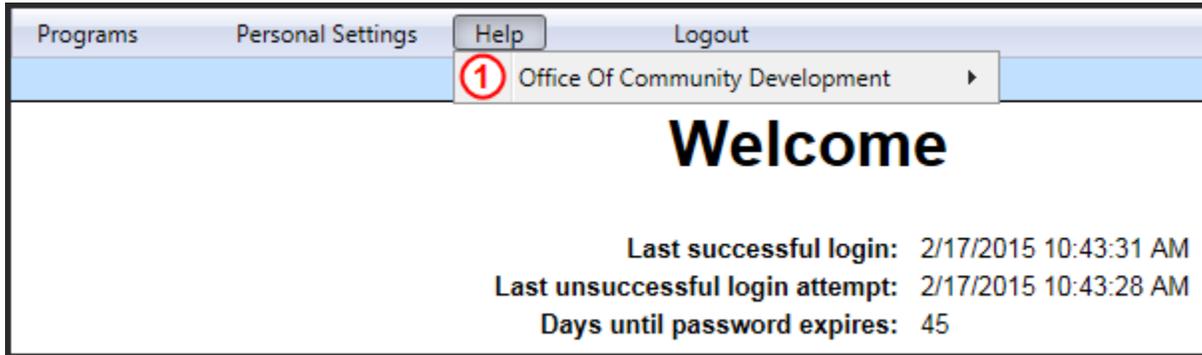
**Personal Settings**



| Menu                          | Purpose   |
|-------------------------------|---|
| <b>1. Change Organization</b> | Choose this option to navigate to a page for selecting another organization that you are working with. You will only be able to access the organizations that you have been added as an authorized user using the “Going Online with ODSA – OCD Intake Forms” file. If you have access to a single organization, then this menu option will not be available for you. |

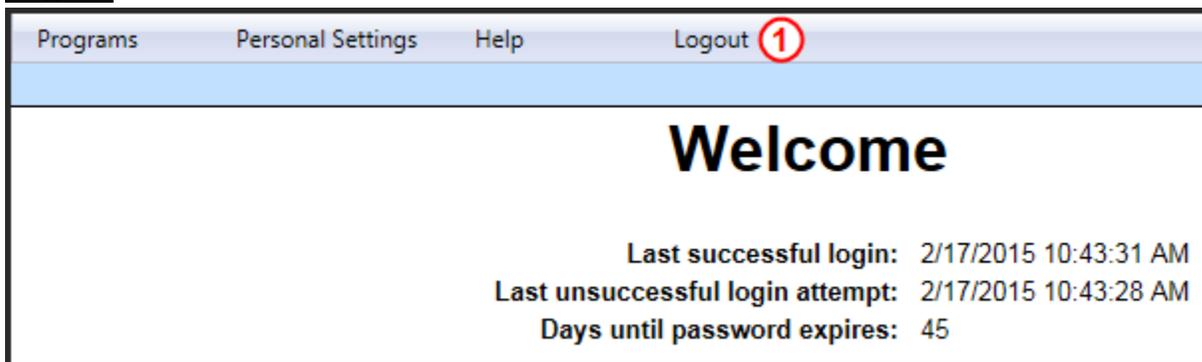
|                           |   |
|---------------------------|---|
| <b>2. Change Password</b> | Choose this option to change your OCEAN password. |
|---------------------------|---|

**Help**



| Menu                                      | Purpose   |
|---|---|
| 1. <b>Office of Community Development</b> | Choose this option to view grant document templates and user guides for each grant type you have access to. |

**Logout**



| Menu             | Purpose  |
|------------------|--|
| 1. <b>Logout</b> | Choose this option to logout and exit your session with the OCEAN application. |

## Completing an Application for SHP

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The following section describes the process for creating an application for the Supportive Housing Programs (SHP) in OCEAN.

To begin an application, you must first navigate to the Active Application Search page. Choose the following menus to display the Active Application Search page:

Applications → Active Application Search

## Application Request Search

The screenshot shows the 'Application Request Search' interface. It includes several dropdown menus and buttons. The fields are: Program Year (2015), Application Type (Community Development Program), Application Number, and Status. Below these are buttons for 'Reset', 'Add New Grant Request', and 'Search'. At the bottom, there is a table with columns for Application Period, Application Number, Application Type, Program, Organization Name, Status, Edit, and Delete. The table contains one row of data: 1/1/2015 to 4/1/2015, 492, CD, Community Development Program, In Process, and Edit/Delete icons.

| Button/Field             | Description   |
|--------------------------|---|
| 1. Program Year          | Use this dropdown to select the program year of an application you would like to add or search for an existing application. The dropdown contains the current year as well as the previous ten years.   |
| 2. Application Type      | Use this dropdown to select the application type you would like to add or search for an existing application. The list of application types will be limited by the applications that can be created by your organization as well as your own security permissions.  |
| 3. Application Number    | Use this dropdown to refine the search results to an application number for the program year and application type selected.   |
| 4. Status                | Use this dropdown to refine your search results to display applications that are currently in the selected status.  |
| 5. Reset                 | Choose this option to reset the search criteria and begin a new search.   |
| 6. Add New Grant Request | Choose this option to begin a new grant request. Prior to clicking this button, you must first select a program year and application type.<br>*Note: If this button is disabled, then either:<br>1. You have reached the maximum number of requests allowable for the program year and application type selected.<br>or<br>2. It is past the application period and you can no longer create applications for the program year and application type selected. |
| 7. Search                | Choose this option to display search results based on the search criteria defined above.  |
| 8. Application Period    | Displays the period when applications can be submitted to OCD.  |
| 9. Application Number    | Displays a unique assigned number for your application.   |
| 10. Application Type     | Displays the type of application for the record.  |
| 11. Program              | Displays the program type and program name.   |

|                              |  |
|------------------------------|--|
| <b>12. Organization Name</b> | Displays the name of the organization that created the application request.  |
| <b>13. Status</b>            | Displays the current status of the application.  |
| <b>14. Edit</b>              | Click the pencil icon to edit the application.<br>*Note: Applications can only be edited when they are in an 'In Process' or 'Returned for Revision' status. If they have been 'Submitted' to OCD or have been 'Approved,' then the application would open and be read only. |
| <b>15. Delete</b>            | Click the red "x" icon to delete the application.<br>*Note: Applications can only be deleted when they are in an 'In Process' status. Once they have been 'Submitted' to OCD, the applications can no longer be deleted.   |

The functions available from the Application Search page are listed below with steps for performing each function:

***Search for an Application:***

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.

***Add a New Application:***

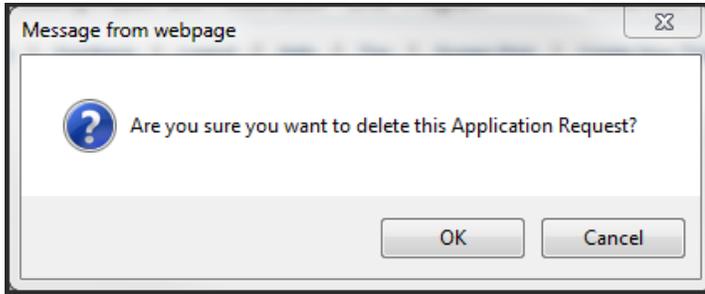
1. Select a **Program Year** and an **Application Type**.
2. Click the **Add New Grant Request** button.
3. You will navigate to the **Grant Request** page for adding a new application.

***Edit an Existing Application:***

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.
4. Click the **Edit** icon next to an application that is in an 'In Process' status.
5. You will navigate to the **Grant Request** page for editing an existing application.

***Delete an Existing Application:***

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.
4. Click the **Delete** icon next to an application that is in an 'In Process' status.
5. A message displays asking if you are sure you want to delete this Application Request.



6. Click **OK** to delete the application.

## Grant Request

The screenshot shows the 'Grant Request' application interface. On the left is a navigation panel (1) with options like 'Program Description' and 'Grant Request Checklist'. At the top is a button bar (2) with 'Save' and 'Save/Close' buttons. The main area is divided into a summary section (3) and a form section (4). The summary section displays application details such as 'Application Number: 492', 'Organization: OCEAN Organization', and 'Grant Request Status: In Process'. The form section contains dropdown menus for 'Administrative Agency', 'Administrative Contact', 'Address', 'Administrator's Phone', 'Administrator's Fax', and 'Administrator's Email'.

The Grant Request process is broken into four main sections:

1. **Left Navigation Panel** – This section lists the individual pages that will be completed as part of the application process. Clicking on an item in the left navigation updates section 4 with the details to be collected.
2. **Button Bar** – These buttons allow the user to save the application as additional details are entered up until the time it is ready to be submitted. Applications that are not completed will be saved as an “In Process” status. The buttons available in the button bar include:
  - **Save** – Saves the application in an “In Process” status and runs validations on the application for Community Development. Any validation messages will be displayed for review and corrected prior to the application being ready for submission.

| Validation Message  | Definition   |
|---|--|
| All of the documents that are required have not been attached.  | A document is listed on the Grant Request Documents page that has the checkbox checked for “Required,” but no response document has been uploaded. Upload your response document to clear this validation. |
| Total funds across activities (\$\$\$) must equal \$\$\$\$ for the <<provider name>> provider leveraged fund. | All activity leveraged funds must total to the amounts you defined on the Financing Data page. Reallocate leveraged funds for this provider across the appropriate activities to clear this validation.    |
| Project <<project name>>’s activity budget totals to \$\$ but should be \$\$\$.                               | All activity budgets must total to the overall project budget. Reallocate activity budget dollars under this project to clear this validation.   |

|   |  |
|---|--|
| Housing Details: <<project and type of housing unit>> must be filled in to submit the Grant Request | Click the Housing Details link in the left navigation, edit each type of housing unit record, entering data in all fields, and clicking the 'Update' button.   |
| TH Details Historical <<project>> must be filled in to submit the Grant Request.                    | This message only displays for the Transitional Housing program. Click on the TH Details Historical link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.                 |
| TH Details Proposed <<project>> must be filled in to submit the Grant Request.                      | This message only displays for the Transitional Housing program. Click on the TH Details Proposed link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.                   |
| PSH Details Historical <<project>> must be filled in to submit the Grant Request.                   | This message only displays for the Permanent Supportive Housing program. Click on the PSH Details Historical link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.        |
| PSH Details Proposed <<project>> must be filled in to submit the Grant Request.                     | This message only displays for the Permanent Supportive Housing program. Click on the PSH Details Proposed link in the left navigation, edit the record, entering data in all fields, and clicking the 'Update' button.          |
| Activity <<project and activity name>> needs at least one outcome measurement.                      | All activities need an outcome measurement (if applicable). Click the Activity Outcomes and Leveraging link in the left navigation and associate at least one outcome in the outcome grid to each activity that tracks outcomes. |

Table 1

- **Save/Close** – Saves the application in an “In Process” status and returns you to the Application Request Search page.
  - **Submit** – Submits the grant request.
  - **Return to Search** – Returns you to the Active Application Search page.
3. **Header Details** – The header details section remains throughout the application. It gives an overview of the application, including:
- **Application Number** – unique assigned number to the application
  - **Organization** – organization creating the application
  - **Grant Request Type** – program the application is being created for
  - **Grant Funding Requested** – total CDBG funds requested across all projects on this application
  - **Total Leveraged Funds** – total leveraged funds defined on the financing data page
  - **Application Period** – application period for submitting applications
  - **Grant Request Status** – current status of the application
  - **Program Name** – displays the name of the program you entered on the Program Description page
  - **Assigned To** – name of the administrator assigned to the grant
4. **Page Details** – This section shows the specific details to be entered for the page

selected in the left navigation panel. The following pages detail each of these pages and the functions available for entering your application data.

## Supportive Housing Programs

There are two types of Supportive Housing programs that you can create an application for:

- Transitional Housing
- Permanent Supportive Housing

Each program will be added as a separate application.

The following sections are broken down into these two programs and will detail the process for creating each type of application.

## Transitional Housing

Start from the Application Request Search page and click to **Add New Grant Request**.

### Community & Program Information

| Grant Request                                     |   |                        |                     |
|---|---|------------------------|---------------------|
| Grant Request                                     |   | <b>Save</b> Save/Close |                     |
| Community & Program Information                   |   |                        |                     |
| Application Number:                               | 492   | Application Period:    | 4/1/2015 - 6/6/2015 |
| Organization:                                     | OCEAN Organization                              | Grant Request Status:  | In Process          |
| Grant Request Type:                               | 2015 Community Development Program              |                        |                     |
| Grant Funding Requested:                          | \$0.00  | Total Project Costs:   | \$0.00              |
| Total Leveraged Funds:                            | \$0.00  |                        |                     |
| Administrative Agency:                            | <input type="text" value="OCEAN Organization"/> |                        | ①                   |
| Administrative Contact:                           | <input type="text"/>                            |                        | ②                   |
| Address:  | <input type="text"/>                            |                        | ③                   |
| Administrator's Phone:                            | <input type="text"/>                            |                        | ④                   |
| Administrator's Fax:                              | <input type="text"/>                            |                        | ⑤                   |
| Administrator's Email:                            | <input type="text"/>                            |                        | ⑥                   |
| * Please click 'Save' to initiate an application. |   |                        |                     |

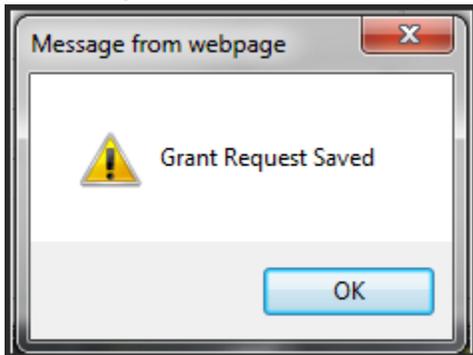
| Field                            | Description  |
|----------------------------------|--|
| <b>1. Administrative Agency</b>  | Displays your current organization as the administrative agency.   |
| <b>2. Administrative Contact</b> | Use this dropdown to select the administrative contact from your organization for the SHP application.   |
| <b>3. Address</b>                | This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.                             |
| <b>4. Administrator's Phone</b>  | This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown. |
| <b>5. Administrator's Fax</b>    | This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.       |
| <b>6. Administrator's Email</b>  | This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.           |

The functions available from the Community & Program Information page are listed below with steps for performing each function:

#### *Initiate an Application – Save*

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** are selected.

3. Click the **Save** button in the top button bar to initiate the application.
4. A message will display to inform you that the grant request has been saved.



5. Click **OK** in the message box to continue.
6. The remaining pages of the grant application will be displayed in the left navigation panel.

### *Initiate an Application – Save / Close*

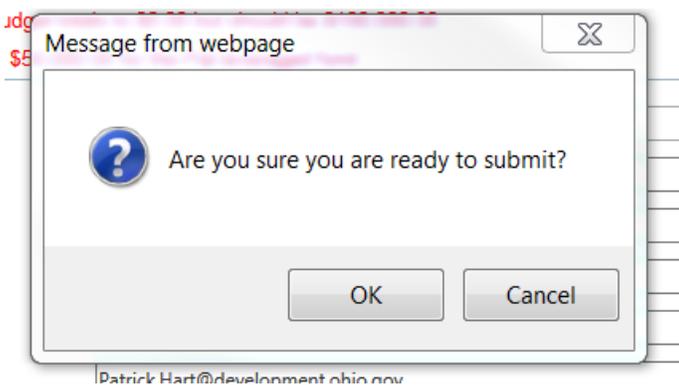
1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** is selected.
3. Click the **Save / Close** button in the top button bar to save the application.
4. The Active Application Search page is displayed.

### *Return to Application Search*

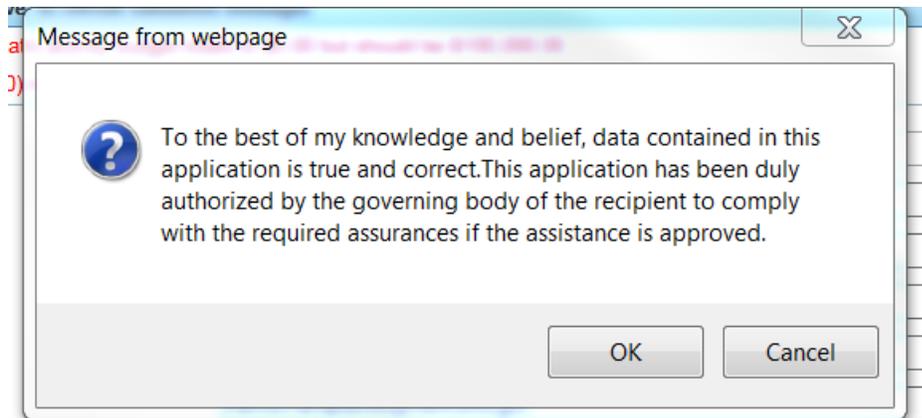
1. Click the Return to Search button from the top button bar.
2. The Active Application Search page is displayed and no information is saved.

### *Submit a New Application*

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** is selected.
3. Click the **Submit** button in the top button bar to submit the application. Note, any validation messages must be resolved before the application can be successfully submitted.
4. A message will display to confirm the submit:



5. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
6. Another message box will be displayed to confirm the accuracy of the information:



7. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
8. The application will be submitted when **OK** is clicked and there are no validation messages.

### *Cancel Initiating a New Application*

1. Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2. A new application will not be created.

## Program Description

The screenshot shows the 'Program Description' form in the SHP Application Preparer User Guide. The form is titled 'Grant Request' and includes a navigation bar with 'Save', 'Save/Close', 'Submit', and 'Return to Search'. The main content area is divided into two sections: 'Application Information' and 'Program Description'. The 'Application Information' section includes fields for Application Number (021), Organization (Mansfield-2HS), Application Period (1/1/2015 - 12/31/2015), Grant Request Type (2016 Supportive Housing Program), Grant Request Status (In Process), Grant Funding Requested (\$100,000.00), Total Leveraged Funds (\$50,000.00), and Program Name (Transitional Housing). The 'Program Description' section includes a table with columns for Program Type, Program Name, Grant Term (Year), Edit, and Delete. The 'Program Type' dropdown is set to 'Transitional Housing' and is highlighted with a red circle and the number 1. The 'Grant Term (Years)' dropdown is set to 'Select Number of Years' and is highlighted with a red circle and the number 2. The 'Counties in Service Area' list is highlighted with a red circle and the number 3. The list includes checkboxes for State-Wide, Adams, Allen, Ashland, AshTabula, Athens, and Auglaize. A warning message states: 'Data is not saved until Update button is clicked'. The bottom of the page has a navigation bar with links for Home, Feedback, Logout, Help, Top, Screen Print, and Create New Ticket.

| Field                       | Description  |
|-----------------------------|--|
| 1. Program Type             | This dropdown contains the type of program for which the grant is being requested. For SHP, there are two available programs: <ul style="list-style-type: none"> <li>Transitional Housing</li> <li>Permanent Supportive Housing</li> </ul> |
| 2. Grant Term (years)       | Provides you with the ability to select from a drop down the length of the grant – either one or two years.  |
| 3. Counties in Service Area | Provides you with the ability to select which counties are in your service area (also the ability to select all counties).   |

The functions available from the Program Description page are listed below with steps for performing each function:

### Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Grant Term and Counties in Service Area**.
4. Click the **Update** button.
5. Program description details are updated.

### Cancel Editing Program Description

1. Click to **Edit** an existing program description in the grid.
2. The grid expands for editing a program description.
3. Click the **Cancel** button.
4. Changes are not saved.

### *Delete Program Description*

1. Click on the **Delete** icon next to an existing program description record in the grid.
2. Program description record is deleted from the grid. \*Note: When deleting a program description, all related Project Details, Housing Details, TH Details Historical, TH Details Proposed, Activity Information, and Activity Leveraging will be deleted as well.

## Financing Data

**Grant Request**

Grant Request

Community & Program Information

Program Description

Community Development Details

**Financing Data**

Project Details

Grant Request Documents

Grant Request Checklist

Revision

Comments

Save
Save/Close

|                          |                                    |                       |                     |
|--------------------------|------------------------------------|-----------------------|---------------------|
| Application Number:      | 492                                | Application Period:   | 4/1/2015 - 6/6/2015 |
| Organization:            | OCEAN Organization                 | Grant Request Status: | In Process          |
| Grant Request Type:      | 2015 Community Development Program | Program Name:         | CD Allocation       |
| Grant Funding Requested: | \$0.00                             | Total Project Costs:  | \$0.00              |
| Total Leveraged Funds:   | \$0.00                             |                       |                     |

+
Add Leveraged Fund

| Provider  | Leveraged Fund Category | Leveraged Fund Type | Amount | Term | Interest Rate | Edit | Delete |
|---|-------------------------|---------------------|--------|------|---------------|------|--------|
| Leveraged Fund Provider <input style="width: 90%;" type="text" value=""/>   |                         |                     |        |      |               |      |        |
| Leveraged Fund Category <input style="width: 90%;" type="text" value=""/>   |                         |                     |        |      |               |      |        |
| Leveraged Fund Type <input style="width: 90%;" type="text" value=""/>       |                         |                     |        |      |               |      |        |
| Amount <input style="width: 90%;" type="text" value="\$0"/>                 |                         |                     |        |      |               |      |        |
| <input type="button" value="Insert"/> <input type="button" value="Cancel"/> |                         |                     |        |      |               |      |        |

\*Data is not saved until Insert button is clicked

No Leveraged Funds to display.

| Field                             | Description  |
|-----------------------------------|--|
| <b>1. Leveraged Fund Provider</b> | Enter the name of the leveraged fund provider in the textbox.  |
| <b>2. Leveraged Fund Category</b> | Select the category for the leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> <li>Other Federal</li> <li>Other Funds</li> <li>Private Funds</li> <li>State and Local Funds</li> </ul> |
| <b>3. Leveraged Fund Type</b>     | Select the type of leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> <li>Grant</li> <li>In Kind</li> <li>Cash</li> </ul>  |
| <b>4. Amount</b>                  | Enter the dollar amount of leveraged funds for the provider entered.   |

The functions available from the Financing Data page are listed below with steps for performing each function:

### Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update (Insert)** button.
5. Leveraged fund details are updated.

### *Cancel Editing Leveraged Fund*

1. Click to **Edit** an existing leveraged fund in the grid.
2. The grid expands for editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

### *Delete Leveraged Fund*

1. Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid. \*Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

## Project Details

The screenshot displays the 'Project Details' form within a web application. The form is titled 'Add Project Details' and contains several input fields and a text area. Red circles are placed over the following elements:

- 1:** The 'Project Type' dropdown menu, which is currently set to 'Housing Unit / Building'.
- 2:** The 'Project Name' text input field, containing the text 'Transitional Housing for DV'.
- 3:** The 'Project Budget' text input field, containing the value '\$100,000'.
- 4:** The 'Target Population 1' dropdown menu, set to 'Single Females and Households with Children'.
- 5:** The 'Target Population 2' dropdown menu, set to 'Domestic Violence Victims'.
- 6:** The text area for 'Describe how the target population for this project addresses the goal of ending homelessness in your community', containing the text 'Projects assists homeless women fleeing domestic violence'.

At the bottom of the form, there are 'Update' and 'Cancel' buttons, and a red warning message: 'Data is not saved until Update button is clicked'.

| Field                         | Description  |
|-------------------------------|--|
| <b>1. Project Type</b>        | Select the project type from the dropdown. For the Supportive Housing – Transitional Housing program, the only available project type is: <ul style="list-style-type: none"> <li>Housing Unit / Building</li> </ul> A maximum of 5 projects can be added to the application.   |
| <b>2. Project Name</b>        | Enter a name for the project that uniquely identifies this project from all other Supportive Housing projects.   |
| <b>3. Project Budget</b>      | Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.  |
| <b>4. Target Population 1</b> | Select the target population from the dropdown. Available options include: <ul style="list-style-type: none"> <li>Single Males (18 years and older)</li> <li>Single Females (18 years and older)</li> <li>Single Males and Females (18 years and older)</li> <li>Couples Only, No Children</li> <li>Single Males and Households with Children</li> <li>Single Females and Households with Children</li> <li>Households with Children</li> <li>Unaccompanied Young Males (under 18)</li> <li>Unaccompanied Young Females (under 18)</li> <li>Unaccompanied Young Males and Females (under 18)</li> <li>Single Male and Female and Households with Children</li> </ul> |

|  |  |
|--|--|
| <p><b>5. Target Population 2</b></p>   | <p>Select the target population from the dropdown. Available options include:</p> <ul style="list-style-type: none"> <li>• Domestic Violence Victims</li> <li>• Veterans</li> <li>• Persons with HIV / AIDS</li> <li>• Chronically Homeless</li> <li>• Not Applicable; your program targets none of the above</li> </ul> |
| <p><b>6. Describe how the target population for this project addresses the goal of ending homelessness in your community</b></p> | <p>Enter text that answered the question.</p>  |

The functions available from the Project Details page are listed below with steps for performing each function:

***Edit Project Detail***

1. Click on the **Edit** icon next to an existing project detail record in the grid.
2. The grid expands for editing the project detail record.
3. Edit the project detail information.
4. Click the **Update** button.
5. Project detail information is updated.

***Cancel Editing Project Detail***

1. Click to **Edit** an existing project detail record in the grid.
2. The grid expands for editing a project detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

***Delete Project Detail***

1. Click on the **Delete** icon next to an existing project detail record in the grid.
2. Project detail record is deleted from the grid. \*Note: When deleting a project detail record, all related Housing Details, TH Details Historical, TH Details Proposed, Activity Information, and Activity Leveraging records will be deleted as well.

## Housing Details

| Field   | Description   |
|---|---|
| 1. <b>Type of Housing Units</b>                           | Displays the type of housing unit for data to be entered.   |
| 2. <b>Capacity of existing units (housing)</b>            | Enter the capacity of existing housing units.   |
| 3. <b>No. of Existing Units</b>                           | Enter the number of existing units for the type of housing unit displayed and project selected.   |
| 4. <b>Capacity of Existing Units (Beds)</b>               | Enter the capacity of existing units (beds) for the type of housing unit displayed and project selected.  |
| 5. <b>No. of New Planned Units</b>                        | Enter the number of new planned units for the type of housing unit displayed and project selected.  |
| 6. <b>Capacity of Planned Units (Beds)</b>                | Enter the capacity of planned units (beds) for the type of housing unit displayed and project selected.   |
| 7. <b>If New Planned Housing Units, list Opening Date</b> | If No. of New Planned Units were entered, then click the calendar icon and select the opening date for the type of housing unit displayed and project selected. |

The functions available from the Housing Details page are listed below with steps for performing each function:

### Edit Housing Details

1. Select a project from the **Project Type** dropdown above the housing units grid.
2. Click on the **Edit** icon next to an existing housing unit record in the grid.

3. The grid expands for editing the housing unit record.
4. Edit the housing unit details.
5. Click the **Update** button.
6. Housing unit details are updated.
7. Repeat Steps 2 – 6 for each housing unit record for the project type selected.
8. Repeat Steps 1 – 7 for each project type in the project dropdown until housing unit details have been added for all projects.

### *Cancel Editing Housing Details*

1. Click to **Edit** an existing housing unit record in the grid.
2. The grid expands for editing a housing unit record.
3. Click the **Cancel** button.
4. Changes are not saved.

### TH Details Historical

The TH Details Historical page only displays after a program has been added on the Program Description page for 'Transitional Housing.'

**Grant Request**

Save Save/Close Submit Return to Search

Community & Program Information  
 Application Number: 821  
 Organization: Mansfield-2HS  
 Grant Request Type: 2015 Supportive Housing Program  
 Grant Funding Requested: \$100,000.00  
 Total Leveraged Funds: \$50,000.00

Application Period: 1/1/2015 - 12/31/2015  
 Grant Request Status: In Process  
 Program Name: Transitional Housing

Assigned To:

Please complete the information below using data from your program's HMIS generated CoC APR for the last calendar year (11/1/2014 - 12/31/2014). If your HMIS system standard APR is for a different 12-month period, enter the date range.

From: 1/1/2014 To: 12/31/2014

Average Length of Stay (days): Goal: 365 Actual: 280

Project Type: Transitional Housing for DV - \$100,000.00

| Number of Households Served | Number of Households Exited | Number of Households Served per Night | No. of Persons Served | No. of Persons Exited | No. of Persons Served per Night | No. of Adults Served | No. of Adults Exited |
|-----------------------------|-----------------------------|---------------------------------------|-----------------------|-----------------------|---------------------------------|----------------------|----------------------|
| 17                          | 8                           | 11                                    | 14                    | 10                    | 14                              | 11                   | 6                    |

Number of households served: 17  
 Number of households exited (if applicable): 8  
 Number of households served per night: 11  
 Number of persons served: 14  
 Number of persons exited: 10  
 Number of persons served per night: 14  
 Number of adults served (if applicable): 11  
 Number of adults exited (if applicable): 6

| Performance - Historical Measure                  | Continuum's Goal (Percentage) | Actual Number | Units      | Percentage |
|---|-------------------------------|---------------|------------|------------|
| Receipt of Non-cash Benefits and Health Insurance | 5                             | 5             | Households | 83 %       |
| Employment and Income Growth                      | 3                             | 2             | Households | 12 %       |
| Returns to Homelessness within Six Months         | 0                             | 0             | Households | 0 %        |
| Returns to Homelessness within Twenty-Four Months | 0                             | 0             |            |            |
| Exits to Permanent Housing                        | 5                             | 4             | Households |            |

Explain any measure in which the program did not meet the continuum's performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit", state the performance measure being reported is "Receipt of Non-Cash Benefits."

Home | Feedback | Logout | Help | Top | Screen Print | Create New Ticket

https://oceantest.ohio.gov/OCEAN/Programs/Grants/OcdGrantRequestPopup.aspx?OcdGrantRequestID=...

| Performance - Historical Measure                  | Continuum's Goal (Percentage) | Actual Number | Units      | Percentage |
|---|-------------------------------|---------------|------------|------------|
| Receipt of Non-cash Benefits and Health Insurance | 5                             | 5             | Households | 83 %       |
| Performance - Historical Measure                  | Continuum's Goal (Percentage) | Actual Number | Units      | Percentage |
| Receipt of Non-cash Benefits and Health Insurance | 5                             | 5             | Households | 83 %       |
| Employment and Income Growth                      | 3                             | 2             | Households | 12 %       |
| Returns to Homelessness within Six Months         | 0                             | 0             | Households | 0 %        |
| Returns to Homelessness within Twenty-Four Months | 0                             | 0             |            |            |
| Exits to Permanent Housing                        | 5                             | 4             | Households |            |

Explain any measure in which the program did not meet the continuum's performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit", state the performance measure being reported is "Receipt of Non-Cash Benefits."

Average Occupancy Rate (percentage of units) 1.19 %

Explain the reason if the average occupancy rate is less than 90%

Please click the 'Save' button above after making changes.

| Field  | Description  |
|--|--|
| <b>1. From</b>   | Enter the calendar year from date, note the system defaults to 1/1/2014.   |
| <b>2. To</b>   | Enter the calendar year to date, note the system defaults to 12 calendar months from the From date.                                |
| <b>3. Average Length of stay (days), goal and actual</b> | Enter the goal and actual numbers that reflect the average length of stay expressed in days.                                       |
| <b>4. Project Type</b>                                   | Select the project type amount from the drop down.   |
| <b>5. Number of households served</b>                    | Enter the total number of households served.   |
| <b>6. Number of households exited</b>                    | Enter the number of households that exited if applicable.  |
| <b>7. Number of households served per night</b>          | Enter the total number of households served per night.   |
| <b>8. Number of persons served</b>                       | Enter the number of persons served.  |
| <b>9. Number of persons exited</b>                       | Enter the number of persons exited.  |
| <b>10. Number of persons served per night</b>            | Enter the applicable number of the adults served per night.  |
| <b>11. Enter the number of adults served</b>             | Enter the applicable number of the adults that were served..   |
| <b>12. Number of adults exited</b>                       | Enter the applicable number of the adults that exited.   |
| <b>13. Continuum's Goal</b>                              | Enter the continuum's goal as a percentage of households for each of the historical performance measures.                          |
| <b>14. Actual Number</b>                                 | Enter the actual number of exits households for each of the historical performance measures.                                       |
| <b>15. Units</b>   | Express the units measurement from the dropdown as persons, adults, or households for each of the historical performance measures. |

|  |  |
|--|--|
| <p><b>16. Explain any measure in which the program did not meet the continuum’s performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include “health insurance” with “non-cash benefit,” state the performance measure being reported is “Receipt of Non-Cash Benefits.”</b></p> | <p>Explain any measure which did not meet the continuum’s performance standard goal</p>            |
| <p><b>17. Explain the reason of the average occupancy rate is less than 90%</b></p>  | <p>Enter the reason (s) why the Average Occupancy Rate (percentage of units) is less than 90%.</p> |

The functions available from the TH Details Historical page are listed below with steps for performing each function:

***Edit TH Details Historical***

1. Select a project from the **Project Type** dropdown above the three grids.
2. Click on the **Edit** icon next to an existing record.
3. The grid expands for editing the record.
4. Edit the record.
5. Click the **Update** button.
6. Record details are updated.
7. Repeat the necessary steps for each record for the project type selected.
8. Repeat the necessary steps for each project type in the project dropdown until details

have been added for all projects.

***Cancel Editing TH Details Historical***

1. Click to **Edit** an existing record in one of the three grids on this page.
2. The grid expands for editing the record.
3. Click the **Cancel** button.
4. Changes are not saved.

## TH Details Proposed

The TH Details Proposed page only displays after a program has been added on the Program Description page for 'Transitional Housing.'

| Field   | Description  |
|---|--|
| <b>1. Project Type</b>                                | Select the project type amount from the drop down.           |
| <b>2. Number of households to be served</b>           | Enter the total number of households to be served.           |
| <b>3. Number of to households to exit</b>             | Enter the number of households to exit.                      |
| <b>4. Number of households to be served per night</b> | Enter the total number of households to be served per night. |
| <b>5. Number of persons to be served</b>              | Enter the number of persons to be served.                    |

|                                     |  |
|-------------------------------------|--|
| <b>6. Number of persons to exit</b> | Enter the number of persons to exit.   |
| <b>7. Percentage</b>                | Enter the percentage desired (for the units specified) for the proposed measure.   |
| <b>8. Units</b>                     | Enter the proposed units measurement from the dropdown as persons, adults, or households for each of the proposed performance measures.. |

The functions available from the TH Details Proposed page are listed below with steps for performing each function:

***Edit TH Details Proposed***

1. Select a project from the **Project Type** dropdown above the grid.
2. Click on the **Edit** icon next to the record in the grid.
3. The grid expands for editing the record.
4. Edit the record.
5. Click the **Update** button.
6. Record details are updated.
7. Repeat the necessary steps for each record for the project type selected.
8. Repeat the necessary steps for each project type in the project dropdown until details have been added for all projects.

***Cancel Editing TH Details Proposed***

1. Click to **Edit** an existing record in the grid on this page.
2. The grid expands for editing the record.
3. Click the **Cancel** button.
4. Changes are not saved.

## Activity Information

| Field                         | Description  |
|-------------------------------|--|
| 1. Activity Class             | Select an activity class for the new activity. The available activity class options include: <ul style="list-style-type: none"> <li>Housing</li> <li>Administration</li> </ul>                     |
| 2. Activity Name              | Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See <a href="#">Table 2</a> below for potential activity names per activity class. |
| 3. Activity Budget            | Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.   |
| 4. Short Activity Description | Enter your short activity description narrative here.  |

| Activity Class | Activities   |
|----------------|--|
| Administration | <ul style="list-style-type: none"> <li>General Admin</li> </ul>  |
| Housing        | <ul style="list-style-type: none"> <li>Data Collection &amp; Eval.</li> <li>Operating Expenses / CHDO</li> <li>Rental / Housing Assistance</li> <li>Supportive Serv. w/ Housing</li> </ul> |

Table 2

The functions available from the Activity Information page are listed below with steps for performing each function:

### *Add Activity*

1. Select a project from the **Project Type** dropdown above the activity grid.
2. The activity grid refreshes to show all activities currently associated with the selected project.
3. Click on the **Add Activity** button in the grid.
4. The grid expands for adding an activity record.
5. Enter all activity details.
6. Click the **Update** button.
7. Activity details are saved.
8. Repeat Steps 3 – 7 for each activity you need to add for the project type selected.
9. Repeat Steps 1 – 8 for each project type in the project dropdown until activities have been added for all projects.

### *Edit Activity*

1. Click on the **Edit** icon next to an existing activity record in the grid.
2. The grid expands for editing the activity record.
3. Edit the activity details.
4. Click the **Update** button.
5. Activity details are updated.

### *Cancel Adding/Editing Activity*

1. Click to either **Add Activity** or **Edit** an existing activity record in the grid.
2. The grid expands for adding/editing an activity record.
3. Click the **Cancel** button.
4. Changes are not saved.

### *Delete Activity*

1. Click on the **Delete** icon next to an existing activity record in the grid.
2. Activity record is deleted from the grid. \*Note: When deleting an activity record, all related Activity Leveraging records will be deleted as well.

## Activity Leveraging

| Field                           | Description  |
|---------------------------------|--|
| 1. <b>Leveraged Fund Source</b> | Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page. |
| 2. <b>Leveraged Fund Amount</b> | Enter the amount of leveraged funds from this provider that will be funding the activity selected.   |

The functions available from the Activity Leveraging page are listed below with steps for performing each function:

### Add Leveraged Fund

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3. Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4. The grid expands for adding a leveraged fund record.
5. Enter all leveraged fund details.
6. Click the **Insert** button.
7. Leveraged fund details are saved.
8. Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

### Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
1. The grid expands for editing the leveraged fund record.

2. Edit the leveraged fund details.
3. Click the **Update** button.
4. Leveraged fund details are updated.

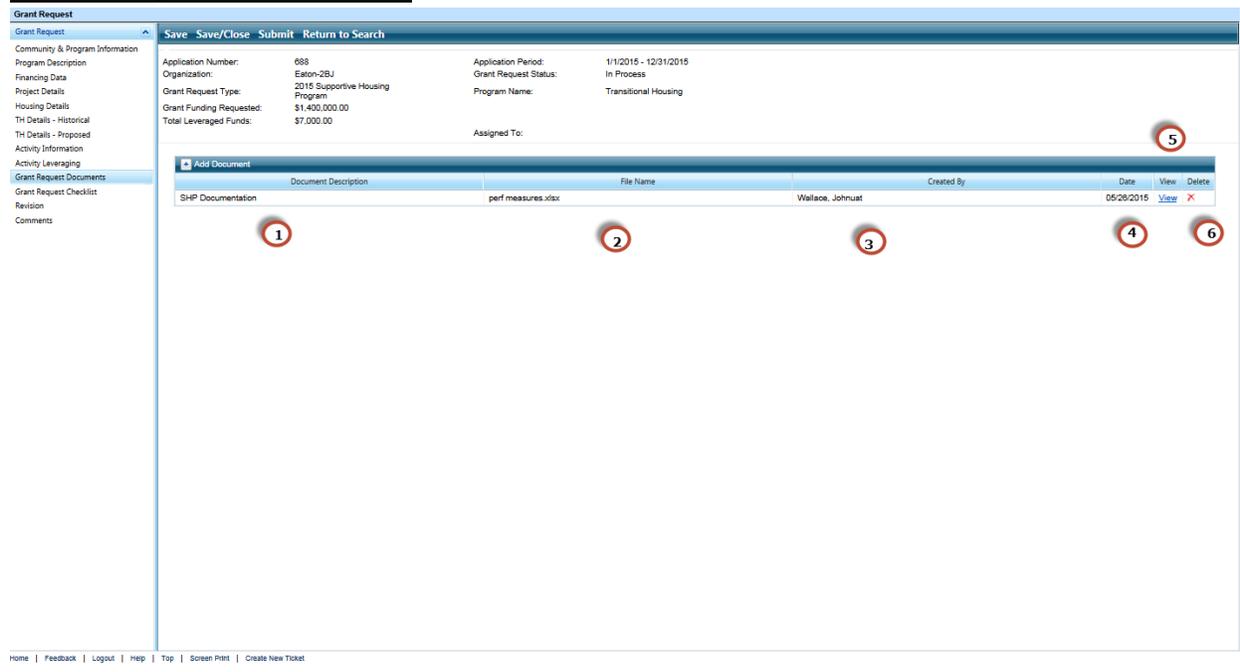
#### *Cancel Adding/Editing Leveraged Fund*

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

#### *Delete Leveraged Fund*

1. Click on the **Delete** icon next to a leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid.

## Grant Request Documents



| Field                          | Description   |
|--------------------------------|---|
| 1. <b>Document Description</b> | Displays the name of the document that was uploaded.                        |
| 2. <b>File Name</b>            | Displays the name of the file, including the extension, which was uploaded. |
| 3. <b>Created By</b>           | Displays the username of the user who uploaded the file.                    |
| 4. <b>Date</b>                 | Displays the date of the upload.  |
| 5. <b>View</b>                 | Use this link to view/download the document.                                |
| 6. <b>Delete</b>               | Click this icon to delete the document.                                     |

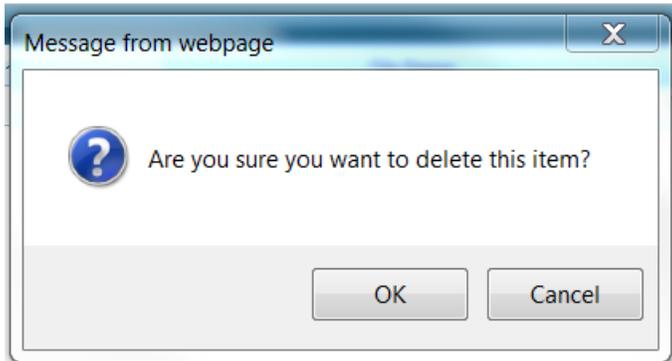
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

### View Document in Grant Request Documents

1. Click the **View** link next to the provided template and/or instruction form or next to your response document.
2. A new window displays with the document details displayed.
3. Click the **Open** to open the document or **Save / Save As** to save the document to your computer.

### Delete Document from Grant Request Documents

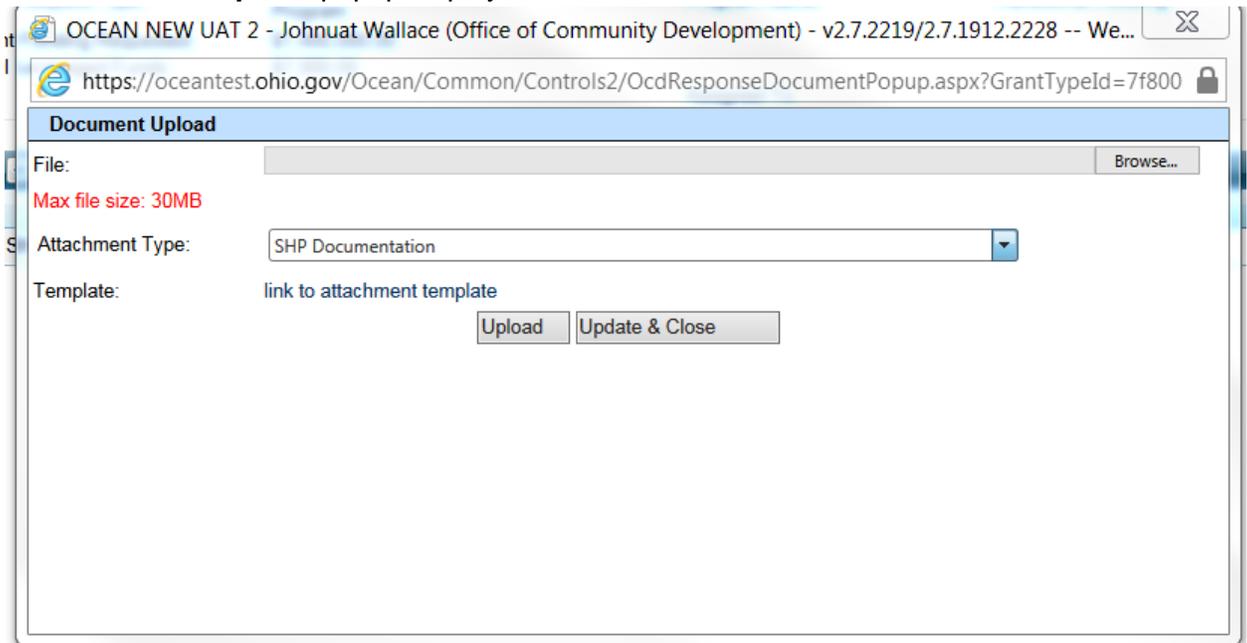
1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Confirm that the document can be deleted by clicking **OK**.



3. Your response document will be deleted.

### Add Document

1. Click the **Add Document** button in the documents grid to attach a file that is not listed in the grant request documents grid.
2. The **Document Upload** popup displays.



3. Click the **Upload** or **Upload and Close** buttons.
4. Click **Browse**.
5. The **Windows File Explorer** popup displays.
6. Navigate to the file you would like to attach on your local machine and click the **Open** button.
7. The name of the file will be displayed in the **File** field on the document upload popup.

8. Select the **Attachment Type** from the dropdown list (only option available will be ‘SHP Documentation’).
9. Click the **Upload or Upload and Close** buttons to upload your document to the documents grid.

### ***Grant Request Checklist***

| Grant Request  |                                 |                       |                       |
|--|---------------------------------|-----------------------|-----------------------|
| Save Save/Close Submit Return to Search                    |                                 |                       |                       |
| Application Number:  | 688                             | Application Period:   | 1/1/2015 - 12/31/2015 |
| Organization:  | Eaton-2BJ                       | Grant Request Status: | In Process            |
| Grant Request Type:  | 2015 Supportive Housing Program | Program Name:         | Transitional Housing  |
| Grant Funding Requested:                                   | \$1,400,000.00                  |                       |                       |
| Total Leveraged Funds:                                     | \$7,000.00                      |                       |                       |
| Assigned To:   |                                 |                       |                       |
| OCD Application Report <a href="#">View</a>                |                                 |                       |                       |
| OCD Supportive Housing Profile Report <a href="#">View</a> |                                 |                       |                       |

The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

#### ***View***

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

## Revision

| Grant Request   |  |   |      |                 |        |  |      |   |            |   |  |
|---|--|---|------|-----------------|--------|--|------|---|------------|---|--|
| <ul style="list-style-type: none"> <li>Grant Request</li> <li>Community &amp; Program Information</li> <li>Program Description</li> <li>Financing Data</li> <li>Project Details</li> <li>Housing Details</li> <li>TH Details Historical</li> <li>TH Details Proposed</li> <li>Activity Information</li> <li>Activity Leveraging</li> <li>Grant Request Documents</li> <li>Grant Request Checklist</li> <li><b>Revision</b></li> <li>Comments</li> </ul> | <p>Save Save/Close</p> <p>Application Number: 113      Application Period: 6/30/2014 - 8/1/2014</p> <p>Organization: OCEAN Organization      Grant Request Status: In Process</p> <p>Grant Request Type: 2014 Supportive Housing Program      Program Name: TH Program</p> <p>Grant Funding Requested: \$0.00      Total Project Costs: \$0.00</p> <p>Total Leveraged Funds: \$0.00</p> <table border="1"> <thead> <tr> <th>Revision Number</th> <th>Status</th> <th></th> <th>View</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>In Process</td> <td></td> <td></td> </tr> </tbody> </table> |   |      | Revision Number | Status |  | View | 0 | In Process |  |  |
| Revision Number   | Status   |   | View |                 |        |  |      |   |            |   |  |
| 0   | In Process   |  |      |                 |        |  |      |   |            |   |  |

The functions available from the Revision page are listed below with steps for performing each function:

### View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. \*Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

## Comments

| Field             | Description   |
|-------------------|---|
| 1. <b>Comment</b> | Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments. |

The functions available from the Comments page are listed below with steps for performing each function:

### Add Comment

1. Click on the **Add New Comment** button in the grid.
2. The grid expands for adding a comment record.
3. Enter comment details.
4. Click the **Insert** button.
5. Comment details are saved.

### Edit Comment

1. Click on the **Edit** icon next to a comment that you created. \*Note: Comments can only be edited by the user who created them.
2. The grid expands for editing the comment record.
3. Edit the comment details.
4. Click the **Update** button.
5. Comment details are updated.

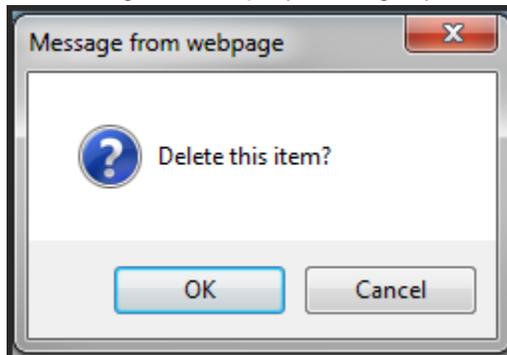
### Cancel Adding/Editing Comment

1. Click to either **Add New Comment** or **Edit** an existing comment record in the grid.

2. The grid expands for adding/editing a comment record.
3. Click the **Cancel** button.
4. Changes are not saved.

### *Delete Comment*

1. Click on the **Delete** icon next to an existing comment record in the grid. \*Note: Comments can only be deleted by the user who created them.
2. A message will display asking if you are sure you want to delete this item.



3. Click **OK**.
4. Comment record is deleted from the grid.

## Permanent Supportive Housing

Start from the Application Request Search page and click to **Add New Grant Request**.

### Community & Program Information

| Grant Request                                     |                                    |                       |                     |
|---|------------------------------------|-----------------------|---------------------|
| Grant Request                                     |                                    | Save Save/Close       |                     |
| Community & Program Information                   |                                    |                       |                     |
| Application Number:                               | 492                                | Application Period:   | 4/1/2015 - 6/6/2015 |
| Organization:                                     | OCEAN Organization                 | Grant Request Status: | In Process          |
| Grant Request Type:                               | 2015 Community Development Program |                       |                     |
| Grant Funding Requested:                          | \$0.00                             | Total Project Costs:  | \$0.00              |
| Total Leveraged Funds:                            | \$0.00                             |                       |                     |
| Administrative Agency:                            | OCEAN Organization                 |                       | ①                   |
| Administrative Contact:                           |                                    |                       | ②                   |
| Address:  |                                    |                       | ③                   |
| Administrator's Phone:                            |                                    |                       | ④                   |
| Administrator's Fax:                              |                                    |                       | ⑤                   |
| Administrator's Email:                            |                                    |                       | ⑥                   |
| * Please click 'Save' to initiate an application. |                                    |                       |                     |

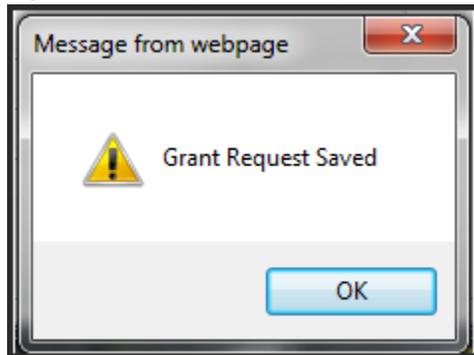
| Field                            | Description  |
|----------------------------------|--|
| <b>1. Administrative Agency</b>  | Displays your current organization as the administrative agency.   |
| <b>2. Administrative Contact</b> | Use this dropdown to select the administrative contact from your organization for the SHP application.   |
| <b>3. Address</b>                | This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.                             |
| <b>4. Administrator's Phone</b>  | This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown. |
| <b>5. Administrator's Fax</b>    | This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.       |
| <b>6. Administrator's Email</b>  | This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.           |

The functions available from the Community & Program Information page are listed below with steps for performing each function:

#### *Initiate an Application – Save*

- 1) Select an **Administrative Contact** from the dropdown.
- 2) Verify the correct **Address** and **Email** is selected.

- 3) Click the **Save** button in the top button bar to initiate the application.
- 4) A message will display to inform you that the grant request has been saved.



- a.
- 5) Click **OK** in the message box to continue.
- 6) The remaining pages of the grant application will be displayed in the left navigation panel.

### *Initiate an Application – Save / Close*

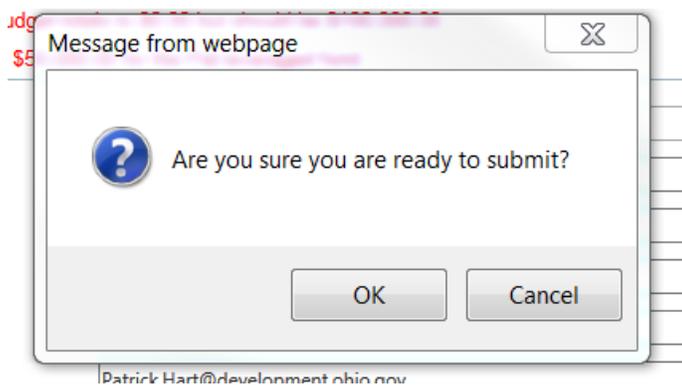
- 1) Select an **Administrative Contact** from the dropdown.
- 2) Verify the correct **Address** and **Email** is selected.
- 3) Click the **Save / Close** button in the top button bar to save the application.
- 4) The Active Application Search page is displayed.

### *Return to Application Search*

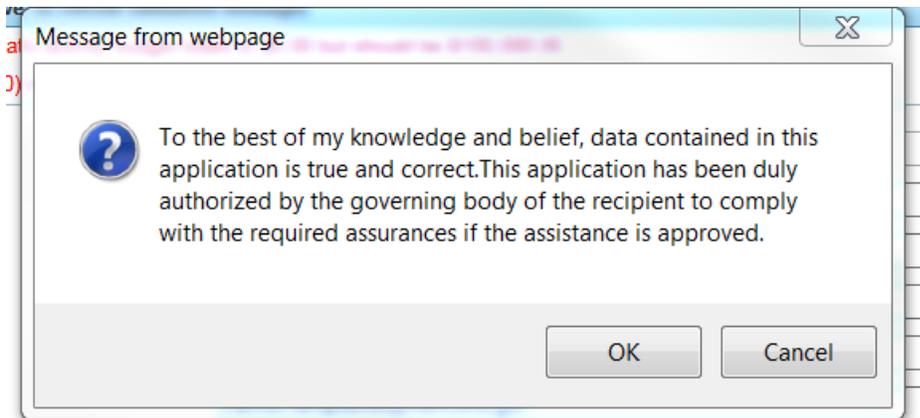
- 1) Click the Return to Search button from the top button bar.
- 2) The Active Application Search page is displayed and no information is saved.

### *Submit a New Application*

- 1) Select an **Administrative Contact** from the dropdown.
- 2) Verify the correct **Address** and **Email** is selected.
- 3) Click the **Submit** button in the top button bar to submit the application. Note, any validation messages must be resolved before the application can be successfully submitted.
- 4) A message will display to confirm the submit:



5. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
6. Another message box will be displayed to confirm the accuracy of the information:



7. Click **OK** in the message box to continue. Click **Cancel** to exit from the message box with no action taken.
8. The application will be submitted when **OK** is clicked and there are no validation messages.

### *Cancel Initiating a New Application*

- 1) Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
- 2) A new application will not be created.

## Program Description

The screenshot shows the 'Program Description' form in the SHP Application Preparer User Guide. The form is titled 'Grant Request' and includes a navigation bar with 'Save', 'Save/Close', 'Submit', and 'Return to Search'. The main content area is divided into two sections: 'Community & Program Information' and 'Program Description'. The 'Program Description' section contains a table with columns for 'Program Type', 'Program Name', and 'Grant Term (Year)'. The 'Program Type' dropdown is set to 'Transitional Housing' (circled 1). The 'Grant Term (Years)' dropdown is set to 'Select Number of Years' (circled 2). Below the table is a section for 'Counties in Service Area' with a list of counties: State-Wide, Adams, Allen, Ashland, AshTabula, Athens, and Auglaize (circled 3). The form also includes 'Update' and 'Cancel' buttons and a warning message: '\* Data is not saved until Update button is clicked'.

| Field                              | Description  |
|------------------------------------|--|
| 1. <b>Program Type</b>             | This dropdown contains the type of program for which the grant is being requested. For SHP, there are two available programs: <ul style="list-style-type: none"> <li>• Transitional Housing</li> <li>• Permanent Supportive Housing</li> </ul> |
| 2. <b>Grant Term (years)</b>       | Provides you with the ability to select from a drop down the length of the grant – either one or two years.  |
| 3. <b>Counties in Service Area</b> | Provides you with the ability to select which counties are in your service area (also the ability to select all counties).   |

The functions available from the Program Description page are listed below with steps for performing each function:

### Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Grant Term and Counties in Service Area**.
4. Click the **Update** button.
5. Program description details are updated.

### Cancel Editing Program Description

- 1) Click to **Edit** an existing program description in the grid.
- 2) The grid expands for editing a program description.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

### *Delete Program Description*

- 1) Click on the **Delete** icon next to an existing program description record in the grid.
- 2) Program description record is deleted from the grid. \*Note: When deleting a program description, all related Project Details, Housing Details, PSH Details Historical, PSH Details Proposed, Activity Information, and Activity Leveraging will be deleted as well.

### Strategic Planning

| Grant Request   |   |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
|---|---|------------------------------|----------------|---|----------------|------|---|--|--|--|--|------------------------------|--|--|--|--|--|------------------------|--|--|--|-----------------------------------|------------------------|--|--|--|-----------------------------------|------------------------|--|--|--|---|--|--|--|--|---|--|--|--|--|--|--|--|--|---|--|--|--|--|---|--|--|--|--|---|
| <ul style="list-style-type: none"> <li>Grant Request</li> <li>Community &amp; Program Information</li> <li>Program Description</li> <li><b>Strategic Planning</b></li> <li>Financing Data</li> <li>Project Details</li> <li>Housing Details</li> <li>PSH Details Historical</li> <li>PSH Details Proposed</li> <li>Activity Information</li> <li>Activity Leveraging</li> <li>Grant Request Documents</li> <li>Grant Request Checklist</li> <li>Revision</li> <li>Comments</li> </ul> | <p><b>Save Save/Close</b></p> <p>Application Number: 113      Application Period: 6/30/2014 - 8/1/2014<br/>           Organization: OCEAN Organization      Grant Request Status: In Process<br/>           Grant Request Type: 2014 Supportive Housing Program      Program Name: PSH Program<br/>           Grant Funding Requested: \$0.00      Total Project Costs: \$0.00<br/>           Total Leveraged Funds: \$0.00</p> <table border="1"> <thead> <tr> <th>Strategic Planning Objective</th> <th>2013 Actual</th> <th>2015 Projected</th> <th>2016 Projected</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>Number of PSH beds dedicated for use by chronically homeless persons</b> </td> </tr> <tr> <td>Strategic Planning Objective</td> <td colspan="4">Number of PSH beds dedicated for use by chronically homeless persons ①</td> </tr> <tr> <td>2013 Actual Numeric Achievement and Baseline</td> <td><input type="text"/> ②</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2015 Proposed Numeric Achievement</td> <td><input type="text"/> ③</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2016 Proposed Numeric Achievement</td> <td><input type="text"/> ④</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"><input type="button" value="Update"/> <input type="button" value="Cancel"/></td> </tr> <tr> <td colspan="5"><i>* Data is not saved until Update button is clicked</i></td> </tr> <tr> <td>Number of PSH beds not dedicated for use by chronically homeless persons</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number of PSH beds not dedicated to chronically homeless persons that are made available through annual turnover</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percentage of PSH beds not dedicated to chronically homeless persons made available through annual turnover that will be prioritized for use by chronically homeless persons</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Strategic Planning Objective | 2013 Actual    | 2015 Projected  | 2016 Projected | Edit | <b>Number of PSH beds dedicated for use by chronically homeless persons</b>  |  |  |  |  | Strategic Planning Objective | Number of PSH beds dedicated for use by chronically homeless persons ① |  |  |  | 2013 Actual Numeric Achievement and Baseline | <input type="text"/> ② |  |  |  | 2015 Proposed Numeric Achievement | <input type="text"/> ③ |  |  |  | 2016 Proposed Numeric Achievement | <input type="text"/> ④ |  |  |  | <input type="button" value="Update"/> <input type="button" value="Cancel"/> |  |  |  |  | <i>* Data is not saved until Update button is clicked</i> |  |  |  |  | Number of PSH beds not dedicated for use by chronically homeless persons |  |  |  |  | Number of PSH beds not dedicated to chronically homeless persons that are made available through annual turnover |  |  |  |  | Percentage of PSH beds not dedicated to chronically homeless persons made available through annual turnover that will be prioritized for use by chronically homeless persons |  |  |  |  |
| Strategic Planning Objective  | 2013 Actual   | 2015 Projected               | 2016 Projected | Edit  |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| <b>Number of PSH beds dedicated for use by chronically homeless persons</b>    |   |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| Strategic Planning Objective  | Number of PSH beds dedicated for use by chronically homeless persons ①  |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| 2013 Actual Numeric Achievement and Baseline  | <input type="text"/> ②  |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| 2015 Proposed Numeric Achievement   | <input type="text"/> ③  |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| 2016 Proposed Numeric Achievement   | <input type="text"/> ④  |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| <input type="button" value="Update"/> <input type="button" value="Cancel"/>   |   |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| <i>* Data is not saved until Update button is clicked</i>   |   |                              |                |   |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| Number of PSH beds not dedicated for use by chronically homeless persons  |   |                              |                |    |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| Number of PSH beds not dedicated to chronically homeless persons that are made available through annual turnover  |   |                              |                |    |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |
| Percentage of PSH beds not dedicated to chronically homeless persons made available through annual turnover that will be prioritized for use by chronically homeless persons  |   |                              |                |  |                |      |   |  |  |  |  |                              |  |  |  |  |  |                        |  |  |  |                                   |                        |  |  |  |                                   |                        |  |  |  |   |  |  |  |  |   |  |  |  |  |  |  |  |  |   |  |  |  |  |   |  |  |  |  |   |

| Field                                       | Description   |
|---|---|
| 1. <b>Strategic Planning Objective</b>      | <p>Displays the name of the strategic planning objective. This list of strategic planning objectives includes:</p> <ul style="list-style-type: none"> <li>• Number of PSH beds dedicated for use by chronically homeless persons</li> <li>• Number of PSH beds not dedicated for use by chronically homeless persons</li> <li>• Number of PSH beds not dedicated to chronically homeless persons that are made available through annual turnover</li> <li>• Percentage of PSH beds not dedicated to chronically homeless persons made available through annual turnover that will be prioritized for use by chronically homeless persons</li> </ul> |
| 2. <b>&lt;&lt;Prior Year&gt;&gt; Actual</b> | Enter the actual numeric achievement and baseline for last year.  |

|                                 |  |
|---------------------------------|--|
| 3. <<Next Year>><br>Projected   | Enter the proposed numeric achievement for next year.          |
| 4. <<Second Year>><br>Projected | Enter the proposed numeric achievement for two years from now. |

The functions available from the Strategic Planning page are listed below with steps for performing each function:

***Edit Strategic Planning Details***

1. Click on the **Edit** icon next to an existing strategic planning detail record in the grid.
2. The grid expands for editing the strategic planning detail record.
3. Edit the strategic planning details.
4. Click the **Update** button.
5. Strategic planning details are updated.

***Cancel Adding/Editing Strategic Planning Details***

1. Click to **Edit** an existing strategic planning detail record in the grid.
2. The grid expands for editing a strategic planning detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

## Financing Data

| Grant Request                   |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
|---------------------------------|---|---------------------|-------------------------|---------------------|---------------|------|---------------|------|--------|-------------------------|--|--|--|--|--|--|--|-------------------------|--|--|--|--|--|--|--|---------------------|--|--|--|--|--|--|--|--------|-----|--|--|--|--|--|--|
| Community & Program Information | <b>Save Save/Close</b>  |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Program Description             |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Strategic Planning              | Application Number: 492 Application Period: 4/1/2015 - 6/6/2015   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| <b>Financing Data</b>           | Organization: OCEAN Organization Grant Request Status: In Process   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Project Details                 | Grant Request Type: 2015 Community Development Program Program Name: CD Allocation  |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Housing Details                 | Grant Funding Requested: \$0.00 Total Project Costs: \$0.00   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| PSH Details - Historical        | Total Leveraged Funds: \$0.00   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| PSH Details - Proposed          |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Activity Information            | <b>+ Add Leveraged Fund</b>   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Activity Leveraging             | <table border="1"> <thead> <tr> <th>Provider</th> <th>Leveraged Fund Category</th> <th>Leveraged Fund Type</th> <th>Amount</th> <th>Term</th> <th>Interest Rate</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Leveraged Fund Provider</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Leveraged Fund Category</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Leveraged Fund Type</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Amount</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Provider            | Leveraged Fund Category | Leveraged Fund Type | Amount        | Term | Interest Rate | Edit | Delete | Leveraged Fund Provider |  |  |  |  |  |  |  | Leveraged Fund Category |  |  |  |  |  |  |  | Leveraged Fund Type |  |  |  |  |  |  |  | Amount | \$0 |  |  |  |  |  |  |
| Provider                        | Leveraged Fund Category   | Leveraged Fund Type | Amount                  | Term                | Interest Rate | Edit | Delete        |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Leveraged Fund Provider         |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Leveraged Fund Category         |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Leveraged Fund Type             |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Amount                          | \$0   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Grant Request Documents         | <input type="button" value="Insert"/> <input type="button" value="Cancel"/> <p><small>*Data is not saved until Insert button is clicked</small></p>   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Grant Request Checklist         | No Leveraged Funds to display.  |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Revision                        |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |
| Comments                        |   |                     |                         |                     |               |      |               |      |        |                         |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |                     |  |  |  |  |  |  |  |        |     |  |  |  |  |  |  |

| Field                             | Description  |
|-----------------------------------|--|
| <b>1. Leveraged Fund Provider</b> | Enter the name of the leveraged fund provider in the textbox.  |
| <b>2. Leveraged Fund Category</b> | Select the category for the leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> <li>Other Federal</li> <li>Other Funds</li> <li>Private Funds</li> <li>State and Local Funds</li> </ul> |
| <b>3. Leveraged Fund Type</b>     | Select the type of leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> <li>Grant</li> <li>In Kind</li> <li>Cash</li> </ul>  |
| <b>4. Amount</b>                  | Enter the dollar amount of leveraged funds for the provider entered.   |

The functions available from the Financing Data page are listed below with steps for performing each function:

### Edit Leveraged Fund

- 1) Click on the **Edit** icon next to an existing leveraged fund record in the grid.
- 2) The grid expands for editing the leveraged fund record.
- 3) Edit the leveraged fund details.
- 4) Click the **Update (Insert)** button.

- 5) Leveraged fund details are updated.

#### *Cancel Editing Leveraged Fund*

- 1) Click to **Edit** an existing leveraged fund in the grid.
- 2) The grid expands for editing a leveraged fund record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

#### *Delete Leveraged Fund*

- 1) Click on the **Delete** icon next to an existing leveraged fund record in the grid.
- 2) Leveraged fund record is deleted from the grid. \*Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

## Project Details

| Field                         | Description  |
|-------------------------------|--|
| <b>1. Project Type</b>        | Select the project type from the dropdown. A maximum of 5 projects can be added to the application.  |
| <b>2. Project Name</b>        | Enter a name for the project that uniquely identifies this project from all other Supportive Housing projects.   |
| <b>3. Project Budget</b>      | Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.  |
| <b>4. Target Population 1</b> | Select the target population from the dropdown. Available options include: <ul style="list-style-type: none"> <li>• Single Males (18 years and older)</li> <li>• Single Females (18 years and older)</li> <li>• Single Males and Females (18 years and older)</li> <li>• Couples Only, No Children</li> <li>• Single Males and Households with Children</li> <li>• Single Females and Households with Children</li> <li>• Households with Children</li> <li>• Unaccompanied Young Males (under 18)</li> <li>• Unaccompanied Young Females (under 18)</li> <li>• Unaccompanied Young Males and Females (under 18)</li> <li>• Single Male and Female and Households with Children</li> </ul> |

|  |  |
|--|--|
| <p><b>5. Target Population 2</b></p>   | <p>Select the target population from the dropdown. Available options include:</p> <ul style="list-style-type: none"> <li>• Domestic Violence Victims</li> <li>• Veterans</li> <li>• Persons with HIV / AIDS</li> <li>• Chronically Homeless</li> <li>• Not Applicable; your program targets none of the above</li> </ul> |
| <p><b>6. Describe how the target population for this project addresses the goal of ending homelessness in your community</b></p> | <p>Enter text that answered the question.</p>  |

The functions available from the Project Details page are listed below with steps for performing each function:

***Edit Project Detail***

- 1) Click on the **Edit** icon next to an existing project detail record in the grid.
- 2) The grid expands for editing the project detail record.
- 3) Edit the project detail information.
- 4) Click the **Update** button.
- 5) Project detail information is updated.

***Cancel Editing Project Detail***

- 1) Click to **Edit** an existing project detail record in the grid.
- 2) The grid expands for editing a project detail record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

***Delete Project Detail***

- 1) Click on the **Delete** icon next to an existing project detail record in the grid.
- 2) Project detail record is deleted from the grid. \*Note: When deleting a project detail record, all related Housing Details, PSH Details Historical, PSH Details Proposed, Activity Information, and Activity Leveraging records will be deleted as well.

## Housing Details

| Field  | Description   |
|--|---|
| 1. Type of Housing Units                           | Displays the type of housing unit for data to be entered.   |
| 2. Capacity of existing units (housing)            | Enter the capacity of existing housing units.   |
| 3. No. of Existing Units                           | Enter the number of existing units for the type of housing unit displayed and project selected.   |
| 4. Capacity of Existing Units (Beds)               | Enter the capacity of existing units (beds) for the type of housing unit displayed and project selected.  |
| 5. No. of New Planned Units                        | Enter the number of new planned units for the type of housing unit displayed and project selected.  |
| 6. Capacity of Planned Units (Beds)                | Enter the capacity of planned units (beds) for the type of housing unit displayed and project selected.   |
| 7. If New Planned Housing Units, list Opening Date | If No. of New Planned Units were entered, then click the calendar icon and select the opening date for the type of housing unit displayed and project selected. |

The functions available from the Housing Details page are listed below with steps for performing each function:

### Edit Housing Details

- 1) Select a project from the **Project Type** dropdown above the housing units grid.

- 2) Click on the **Edit** icon next to an existing housing unit record in the grid.
- 3) The grid expands for editing the housing unit record.
- 4) Edit the housing unit details.
- 5) Click the **Update** button.
- 6) Housing unit details are updated.
- 7) Repeat Steps 2 – 6 for each housing unit record for the project type selected.
- 8) Repeat Steps 1 – 7 for each project type in the project dropdown until housing unit details have been added for all projects.

#### *Cancel Editing Housing Details*

- 1) Click to **Edit** an existing housing unit record in the grid.
- 2) The grid expands for editing a housing unit record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

### PSH Details Historical

The PSH Details Historical page only displays after a program has been added on the Program Description page for 'Permanent Supportive Housing.'

**Grant Request**  
 Save Save/Close Submit Return to Search

Community & Program Information  
 Application Number: 821 Application Period: 1/1/2015 - 12/31/2015  
 Organization: Mansfield-2HS Grant Request Status: In Process  
 Grant Request Type: 2015 Supportive Housing Program Name: Transitional Housing  
 Grant Funding Requested: \$100,000.00  
 Total Leveraged Funds: \$50,000.00

Please complete the information below using data from your program's HMS generated CoC APR for the last calendar year (1/1/2014 - 12/31/2014). If your HMS system standard APR is for a different 12-month period, enter the date range.  
 From: 1/1/2014 To: 12/31/2014  
 Average Length of Stay (days): Goal: 365 Actual: 280  
 Project Type: Transitional Housing for DV - \$100,000.00

| Number of Households Served | Number of Households Exited | Number of Households Served per Night | No. of Persons Served | No. of Persons Exited | No. of Persons Served per Night | No. of Adults Served | No. of Adults Exited |
|-----------------------------|-----------------------------|---------------------------------------|-----------------------|-----------------------|---------------------------------|----------------------|----------------------|
| 17                          | 8                           | 11                                    | 14                    | 10                    | 14                              | 11                   | 6                    |

Number of households served: 17  
 Number of households exited (if applicable): 8  
 Number of households served per night: 11  
 Number of persons served: 14  
 Number of persons exited: 10  
 Number of persons served per night: 14  
 Number of adults served (if applicable): 11  
 Number of adults exited (if applicable): 6

| Performance - Historical Measure                  | Continuum's Goal (Percentage) | Actual Number | Units      | Percentage |
|---|-------------------------------|---------------|------------|------------|
| Receipt of Non-cash Benefits and Health Insurance | 5                             | 5             | Households | 83 %       |
| Employment and Income Growth                      | 3                             | 2             | Households | 12 %       |
| Returns to Homelessness within Six Months         | 0                             | 0             | Households | 0 %        |
| Returns to Homelessness within Twenty-Four Months | 0                             | 0             |            |            |
| Exits to Permanent Housing                        | 5                             | 4             | Households |            |

Explain any measure in which the program did not meet the continuum's performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits.")

Home | Feedback | Logout | Help | Top | Screen Print | Create New Ticket

https://oceantest.ohio.gov/OCEAN/Programs/Grants/OcdGrantRequestPopup.aspx?OcdGrantRequestID=...

| Performance - Historical Measure                  | Continuum's Goal (Percentage) | Actual Number | Units      | Percentage |
|---|-------------------------------|---------------|------------|------------|
| Receipt of Non-cash Benefits and Health Insurance | 5                             | 5             | Households | 83 %       |
| Performance - Historical Measure                  | Continuum's Goal (Percentage) | Actual Number | Units      | Percentage |
| Receipt of Non-cash Benefits and Health Insurance | 5                             | 5             | Households | 83 %       |
| Employment and Income Growth                      | 3                             | 2             | Households | 12 %       |
| Returns to Homelessness within Six Months         | 0                             | 0             | Households | 0 %        |
| Returns to Homelessness within Twenty-Four Months | 0                             | 0             |            |            |
| Exits to Permanent Housing                        | 5                             | 4             | Households |            |

Explain any measure in which the program did not meet the continuum's performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include "health insurance" with "non-cash benefit," state the performance measure being reported is "Receipt of Non-Cash Benefits.")

Average Occupancy Rate (percentage of units): 119 %

Explain the reason if the average occupancy rate is less than 90%

Please click the 'Save' button above after making changes.

| Field   | Description  |
|---|--|
| 1. From   | Enter the calendar year from date, note the system defaults to 1/1/2014.   |
| 2. To   | Enter the calendar year to date, note the system defaults to 12 calendar months from the From date.                                |
| 3. Average Length of stay (days), goal and actual | Enter the goal and actual numbers that reflect the average length of stay expressed in days.                                       |
| 4. Project Type                                   | Select the project type amount from the drop down.   |
| 5. Number of households served                    | Enter the total number of households served.   |
| 6. Number of households exited                    | Enter the number of households that exited if applicable.  |
| 7. Number of households served per night          | Enter the total number of households served per night.   |
| 8. Number of persons served                       | Enter the number of persons served.  |
| 9. Number of persons exited                       | Enter the number of persons exited.  |
| 10. Number of persons served per night            | Enter the applicable number of the adults served per night.  |
| 11. Enter the number of adults served             | Enter the applicable number of the adults that were served..   |
| 12. Number of adults exited                       | Enter the applicable number of the adults that exited.   |
| 13. Continuum's Goal                              | Enter the continuum's goal as a percentage of households for each of the historical performance measures.                          |
| 14. Actual Number                                 | Enter the actual number of exits households for each of the historical performance measures.                                       |
| 15. Units   | Express the units measurement from the dropdown as persons, adults, or households for each of the historical performance measures. |

|  |  |
|--|--|
| <p><b>16. Explain any measure in which the program did not meet the continuum’s performance standard (goal) for any of the Performance questions (include the corresponding number). Also for entitlement areas only, if the information captured in the performance measure is slightly different than the measurement listed above, describe the variation (e.g. if the entitlement continuum does not include “health insurance” with “non-cash benefit,” state the performance measure being reported is “Receipt of Non-Cash Benefits.”</b></p> | <p>Explain any measure which did not meet the continuum’s performance standard goal</p>            |
| <p><b>17. Explain the reason of the average occupancy rate is less than 90%</b></p>  | <p>Enter the reason (s) why the Average Occupancy Rate (percentage of units) is less than 90%.</p> |

The functions available from the PSH Details Historical page are listed below with steps for performing each function:

***Edit PSH Details Historical***

- 1) Select a project from the **Project Type** dropdown above the three grids.
- 2) Click on the **Edit** icon next to an existing record.
- 3) The grid expands for editing the record.
- 4) Edit the record.
- 5) Click the **Update** button.
- 6) Record details are updated.

- 7) Repeat the necessary steps for each record for the project type selected.
- 8) Repeat the necessary steps for each project type in the project dropdown until details have been added for all projects.

***Cancel Editing PSH Details Historical***

- 1) Click to **Edit** an existing record in one of the three grids on this page.
- 2) The grid expands for editing the record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

## PSH Details Proposed

The PSH Details Proposed page only displays after a program has been added on the Program Description page for 'Permanent Supportive Housing.'

| Field   | Description  |
|---|--|
| <b>1. Project Type</b>                                | Select the project type amount from the drop down.           |
| <b>2. Number of households to be served</b>           | Enter the total number of households to be served.           |
| <b>3. Number of to households to exit</b>             | Enter the number of households to exit.                      |
| <b>4. Number of households to be served per night</b> | Enter the total number of households to be served per night. |
| <b>5. Number of persons to be served</b>              | Enter the number of persons to be served.                    |

|                                     |  |
|-------------------------------------|--|
| <b>6. Number of persons to exit</b> | Enter the number of persons to exit.   |
| <b>7. Percentage</b>                | Enter the percentage desired (for the units specified) for the proposed measure.   |
| <b>8. Units</b>                     | Enter the proposed units measurement from the dropdown as persons, adults, or households for each of the proposed performance measures.. |

The functions available from the PSH Details Proposed page are listed below with steps for performing each function:

***Edit PSH Details Proposed***

- 1) Select a project from the **Project Type** dropdown above the grid.
- 2) Click on the **Edit** icon next to the record in the grid.
- 3) The grid expands for editing the record.
- 4) Edit the record.
- 5) Click the **Update** button.
- 6) Record details are updated.
- 7) Repeat the necessary steps for each record for the project type selected.
- 8) Repeat the necessary steps for each project type in the project dropdown until details have been added for all projects.

***Cancel Editing PSH Details Proposed***

- 1) Click to **Edit** an existing record in the grid on this page.
- 2) The grid expands for editing the record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

## Activity Information

| Field                         | Description  |
|-------------------------------|--|
| 1. Activity Class             | Select an activity class for the new activity.   |
| 2. Activity Name              | Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See <a href="#">Table 2</a> below for potential activity names per activity class. |
| 3. Activity Budget            | Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.   |
| 4. Short Activity Description | Enter your short activity description narrative here.  |

| Activity Class | Activities   |
|----------------|--|
| Administration | <ul style="list-style-type: none"> <li>General Admin</li> </ul>  |
| Housing        | <ul style="list-style-type: none"> <li>Data Collection &amp; Eval.</li> <li>Operating Expenses / CHDO</li> <li>Rental / Housing Assistance</li> <li>Supportive Serv. w/ Housing</li> </ul> |

Table 3

The functions available from the Activity Information page are listed below with steps for performing each function:

### Add Activity

- 1) Select a project from the **Project Type** dropdown above the activity grid.
- 2) The activity grid refreshes to show all activities currently associated with the selected

project.

- 3) Click on the **Add Activity** button in the grid.
- 4) The grid expands for adding an activity record.
- 5) Enter all activity details.
- 6) Click the **Update** button.
- 7) Activity details are saved.
- 8) Repeat Steps 3 – 7 for each activity you need to add for the project type selected.
- 9) Repeat Steps 1 – 8 for each project type in the project dropdown until activities have been added for all projects.

### *Edit Activity*

- 1) Click on the **Edit** icon next to an existing activity record in the grid.
- 2) The grid expands for editing the activity record.
- 3) Edit the activity details.
- 4) Click the **Update** button.
- 5) Activity details are updated.

### *Cancel Adding/Editing Activity*

- 1) Click to either **Add Activity** or **Edit** an existing activity record in the grid.
- 2) The grid expands for adding/editing an activity record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

### *Delete Activity*

- 1) Click on the **Delete** icon next to an existing activity record in the grid.
- 2) Activity record is deleted from the grid. \*Note: When deleting an activity record, all related Activity Leveraging records will be deleted as well.

## Activity Leveraging

| Field                           | Description  |
|---------------------------------|--|
| 1. <b>Leveraged Fund Source</b> | Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page. |
| 2. <b>Leveraged Fund Amount</b> | Enter the amount of leveraged funds from this provider that will be funding the activity selected.   |

The functions available from the Activity Leveraging page are listed below with steps for performing each function:

### Add Leveraged Fund

- 1) Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
- 2) The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
- 3) Click on the **Add Leveraged Fund** button in the leveraged funds grid.
- 4) The grid expands for adding a leveraged fund record.
- 5) Enter all leveraged fund details.
- 6) Click the **Insert** button.
- 7) Leveraged fund details are saved.
- 8) Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
- 9) Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

### Edit Leveraged Fund

- 1) Click on the **Edit** icon next to an existing leveraged fund record in the grid.
- 2) The grid expands for editing the leveraged fund record.

- 3) Edit the leveraged fund details.
- 4) Click the **Update** button.
- 5) Leveraged fund details are updated.

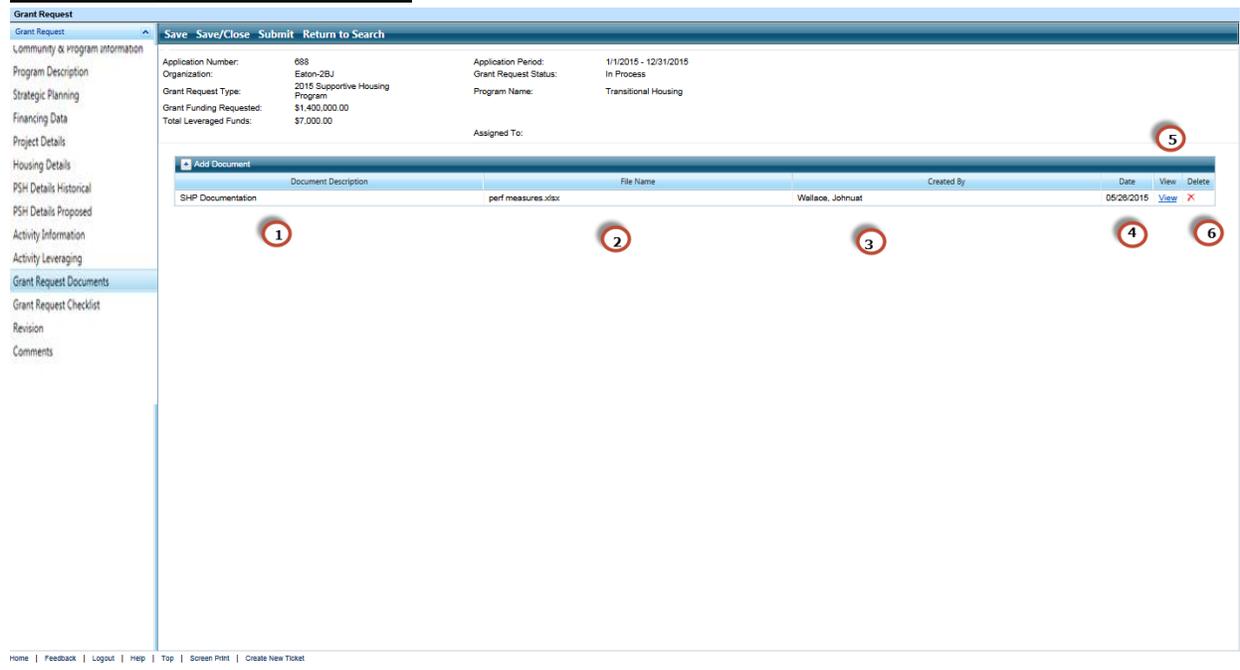
#### *Cancel Adding/Editing Leveraged Fund*

- 1) Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
- 2) The grid expands for adding/editing a leveraged fund record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

#### *Delete Leveraged Fund*

- 1) Click on the **Delete** icon next to a leveraged fund record in the grid.
- 2) Leveraged fund record is deleted from the grid.

## Grant Request Documents



| Field                          | Description   |
|--------------------------------|---|
| 1. <b>Document Description</b> | Displays the name of the document that was uploaded.                        |
| 2. <b>File Name</b>            | Displays the name of the file, including the extension, which was uploaded. |
| 3. <b>Created By</b>           | Displays the username of the user who uploaded the file.                    |
| 4. <b>Date</b>                 | Displays the date of the upload.  |
| 5. <b>View</b>                 | Use this link to view/download the document.                                |
| 6. <b>Delete</b>               | Click this icon to delete the document.                                     |

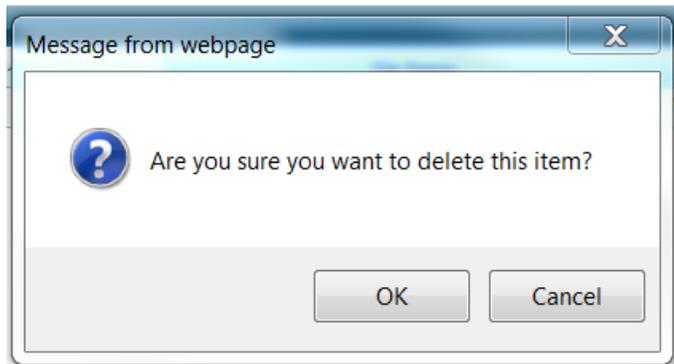
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

### View Document in Grant Request Documents

1. Click the **View** link next to the provided template and/or instruction form or next to your response document.
2. A new window displays with the document details displayed.
3. Click the **Open** to open the document or **Save / Save As** to save the document to your computer.

### *Delete Document from Grant Request Documents*

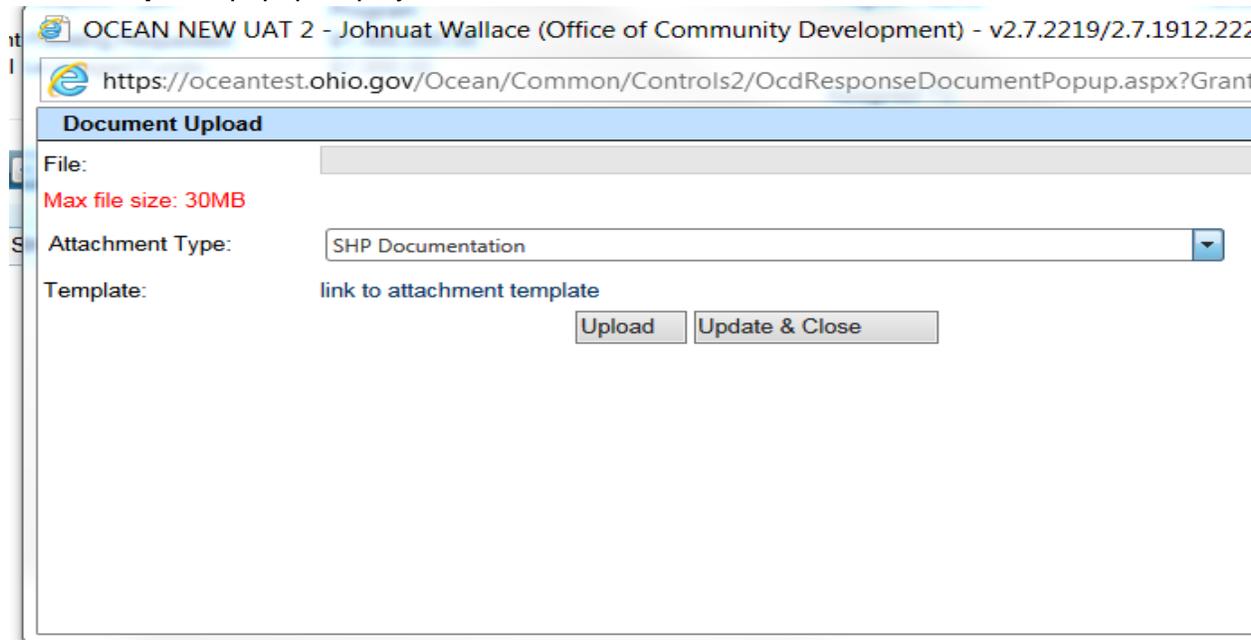
1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Confirm that the document can be deleted by clicking **OK**.



4. Your response document will be deleted.

### *Add Document*

1. Click the **Add Document** button in the documents grid to attach a file that is not listed in the grant request documents grid.
2. The **Document Upload** popup displays.

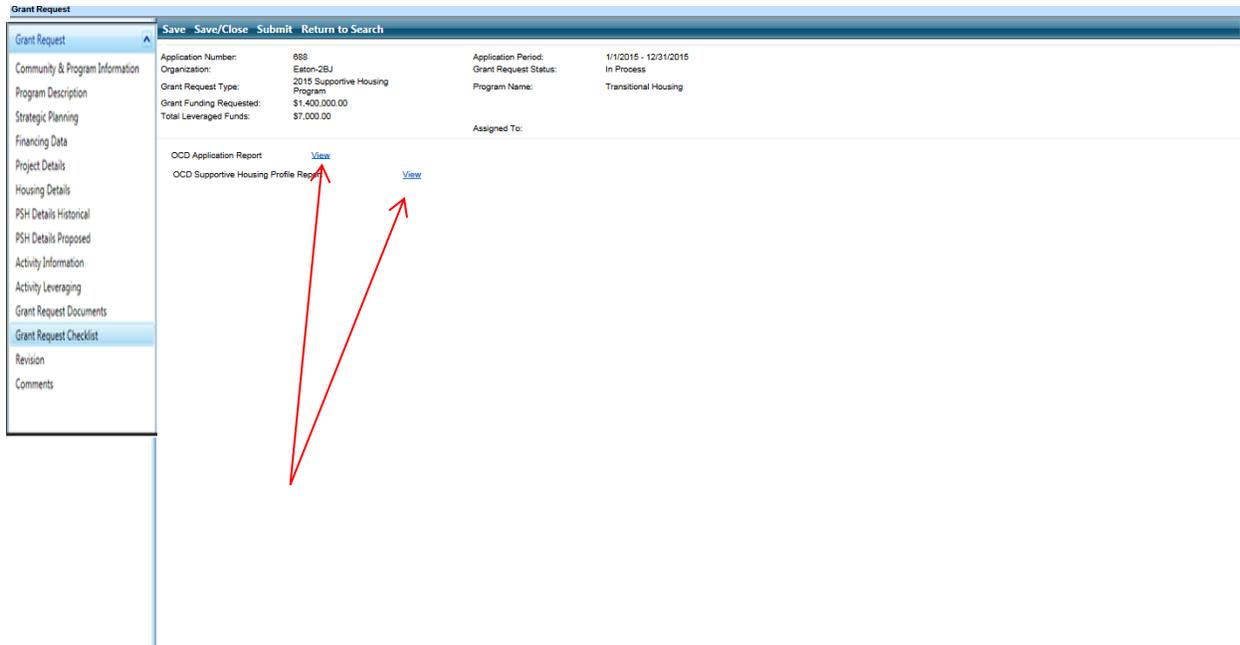


3. Click the **Upload** or **Upload and Close** buttons.
4. Click **Browse**.
5. The **Windows File Explorer** popup displays.
6. Navigate to the file you would like to attach on your local machine and click the **Open**

button.

7. The name of the file will be displayed in the **File** field on the document upload popup.
8. Select the **Attachment Type** from the dropdown list (only option available will be 'SHP Documentation').
9. Click the **Upload or Upload and Close** buttons to upload your document to the documents grid.

## **Grant Request Checklist**



The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

### ***View***

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

## Revision

| Grant Request  |  |   |      |                 |        |  |      |   |            |   |  |
|--|--|---|------|-----------------|--------|--|------|---|------------|---|--|
| <ul style="list-style-type: none"> <li>Grant Request</li> <li>Community &amp; Program Information</li> <li>Program Description</li> <li>Strategic Planning</li> <li>Financing Data</li> <li>Project Details</li> <li>Housing Details</li> <li>PSH Details Historical</li> <li>PSH Details Proposed</li> <li>Activity Information</li> <li>Activity Leveraging</li> <li>Grant Request Documents</li> <li>Grant Request Checklist</li> <li>Revision</li> <li>Comments</li> </ul> | <p>Save Save/Close</p> <p>Application Number: 113      Application Period: 6/30/2014 - 8/1/2014</p> <p>Organization: OCEAN Organization      Grant Request Status: In Process</p> <p>Grant Request Type: 2014 Supportive Housing Program      Program Name: TH Program</p> <p>Grant Funding Requested: \$0.00      Total Project Costs: \$0.00</p> <p>Total Leveraged Funds: \$0.00</p> <table border="1"> <thead> <tr> <th>Revision Number</th> <th>Status</th> <th></th> <th>View</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>In Process</td> <td></td> <td></td> </tr> </tbody> </table> |   |      | Revision Number | Status |  | View | 0 | In Process |  |  |
| Revision Number  | Status   |   | View |                 |        |  |      |   |            |   |  |
| 0  | In Process   |  |      |                 |        |  |      |   |            |   |  |

The functions available from the Revision page are listed below with steps for performing each function:

### View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. \*Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

## Comments

'. At the bottom, there are 'Insert' and 'Cancel' buttons, and the text 'No records to display.'"/>

| Field             | Description   |
|-------------------|---|
| 1. <b>Comment</b> | Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments. |

The functions available from the Comments page are listed below with steps for performing each function:

### Add Comment

- 1) Click on the **Add New Comment** button in the grid.
- 2) The grid expands for adding a comment record.
- 3) Enter comment details.
- 4) Click the **Insert** button.
- 5) Comment details are saved.

### Edit Comment

- 1) Click on the **Edit** icon next to a comment that you created. \*Note: Comments can only be edited by the user who created them.
- 2) The grid expands for editing the comment record.
- 3) Edit the comment details.
- 4) Click the **Update** button.
- 5) Comment details are updated.

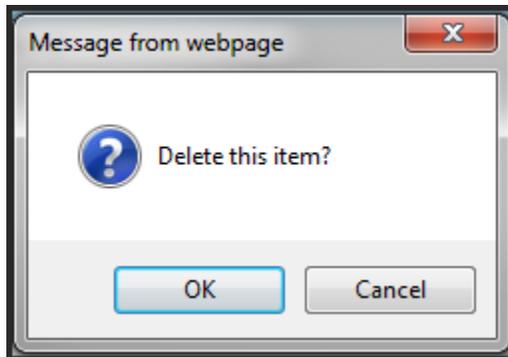
### Cancel Adding/Editing Comment

- 1) Click to either **Add New Comment** or **Edit** an existing comment record in the grid.

- 2) The grid expands for adding/editing a comment record.
- 3) Click the **Cancel** button.
- 4) Changes are not saved.

### *Delete Comment*

- 1) Click on the **Delete** icon next to an existing comment record in the grid. \*Note: Comments can only be deleted by the user who created them.
- 2) A message will display asking if you are sure you want to delete this item.



- 3) Click **OK**.
- 4) Comment record is deleted from the grid.

## Submitting an Application for SHP

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The following section describes the process for submitting an application to the Office of Community Development for the Supportive Housing Programs (SHP) in OCEAN.

To submit an application, you must first navigate to the Application Request Search page. Choose the following menus to display the Application Request Search page:

Programs → OCD Grant → Application Search

Search for an application that is in an “In Process” status. Review each section of the application as defined in the “Completing an Application for SHP” section and verify all validations pass successfully.

## Application Submission

**Grant Request**

Save Save/Close **Submit**

|                          |                                 |                       |                      |
|--------------------------|---------------------------------|-----------------------|----------------------|
| Application Number:      | 113                             | Application Period:   | 6/30/2014 - 8/1/2014 |
| Organization:            | OCEAN Organization              | Grant Request Status: | In Process           |
| Grant Request Type:      | 2014 Supportive Housing Program |                       |                      |
| Grant Funding Requested: | \$0.00                          | Total Project Costs:  | \$0.00               |
| Total Leveraged Funds:   | \$0.00                          |                       |                      |

Administrative Agency: OCEAN Organization

Administrative Contact: Admin Contact

Address: 77 S High St

Administrator's Phone:

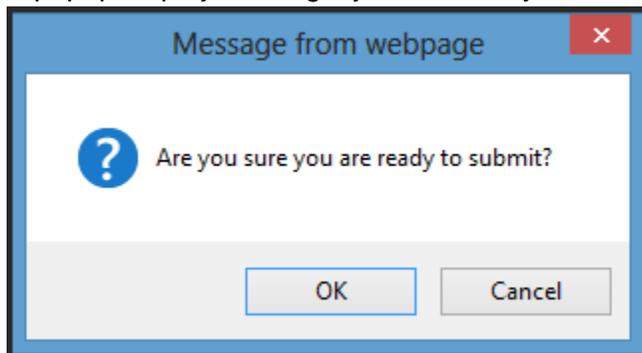
Administrator's Fax:

Administrator's Email: admin\_contact@mail.com

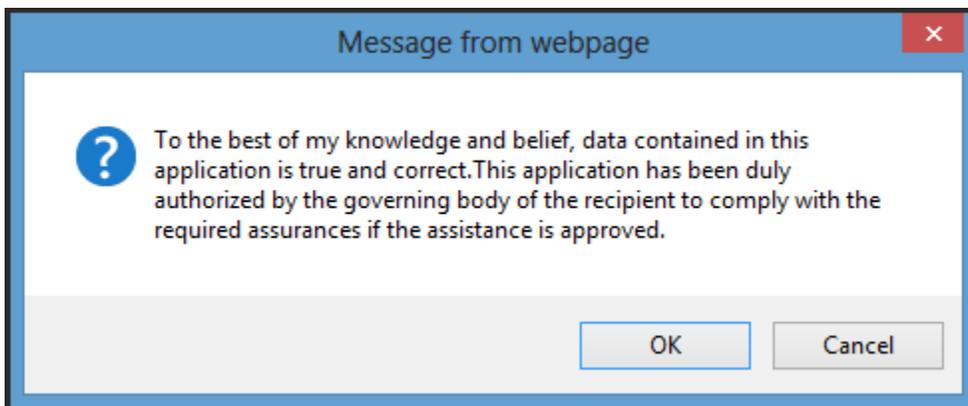
\* Please click 'Save' to initiate an application.

After reviewing the SHP application for completeness and verifying all validations pass successfully, complete the following steps for submitting your application to the Office of Community Development:

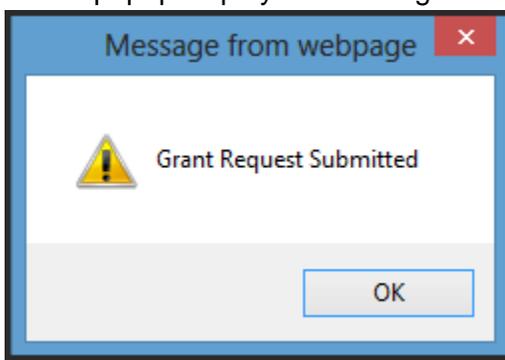
1. Click on the **Submit** button in the button bar.
2. A popup displays asking if you are sure you are ready to submit.



3. Click **OK** in the popup.
4. Another popup displays for you to confirm the statement is true prior to submitting your application.



5. Click **OK** in the popup.
6. A final popup displays confirming the submission of your application.



7. Click **OK** in this final popup.
8. Your application has now been submitted. The status of the application is updated to "Submitted" and you can no longer edit the details of the application.

## Application Review Process

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Applications that have been submitted to the Office of Community Development go through an internal review process. If the Office of Community Development sees an error or needs additional information for your SHP program application, then they reserve the ability to reject it back to you for additional clarification prior to the application end date (these details are defined below). SHP applications that are awarded funds will be updated to a status of “Approved.” SHP applications that are not awarded funds will be updated to a status of “Rejected.”

## Grant Request Review

Your SHP application may be rejected if issues are found that need to be corrected prior to completing the review of the application. These issues are displayed on the Grant Request Review page and your application will be in a “Return for Revision” status.

| Grant Request  |   |                  |      |                      |                |                  |                       |                       |  |  |  |
|--|---|------------------|------|----------------------|----------------|------------------|-----------------------|-----------------------|--|--|--|
| <ul style="list-style-type: none"> <li>Grant Request</li> <li>Community &amp; Program Information</li> <li>Program Description</li> <li>Financing Data</li> <li>Project Details</li> <li>Housing Details</li> <li>TH Details Proposed</li> <li>Activity Information</li> <li>Activity Leveraging</li> <li>Grant Request Documents</li> <li>Grant Request Checklist</li> <li><b>Grant Request Review</b></li> <li>Revision</li> <li>Comments</li> </ul> | <p><b>Save Save/Close</b></p> <p>Application Number: 113      Application Period: 6/30/2014 - 8/1/2014</p> <p>Organization: OCEAN Organization      Grant Request Status: In Process</p> <p>Grant Request Type: 2014 Supportive Housing Program      Program Name: PSH Program</p> <p>Grant Funding Requested: \$0.00      Total Project Costs: \$0.00</p> <p>Total Leveraged Funds: \$0.00</p> |                  |      |                      |                |                  |                       |                       |  |  |  |
| <p><b>Review</b></p> <table border="1"> <thead> <tr> <th>Condition</th> <th>Condition Date</th> <th>Date Met</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Records To Display</td> </tr> </tbody> </table>   |   |                  |      | Condition            | Condition Date | Date Met         | No Records To Display |                       |  |  |  |
| Condition  | Condition Date  | Date Met         |      |                      |                |                  |                       |                       |  |  |  |
| No Records To Display  |   |                  |      |                      |                |                  |                       |                       |  |  |  |
| <p><b>Request</b></p> <table border="1"> <thead> <tr> <th>Description of Issue</th> <th>Date Created</th> <th>Date Request Met</th> <th>User</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Records To Display</td> </tr> </tbody> </table>   |   |                  |      | Description of Issue | Date Created   | Date Request Met | User                  | No Records To Display |  |  |  |
| Description of Issue   | Date Created  | Date Request Met | User |                      |                |                  |                       |                       |  |  |  |
| No Records To Display  |   |                  |      |                      |                |                  |                       |                       |  |  |  |

| Field                       | Description   |
|-----------------------------|---|
| <b>1. Review Conditions</b> | This grid displays any conditions to the approval of your application (i.e. submitting a document by a certain date so as not to lose funding).   |
| <b>2. Request</b>           | This grid displays any issues found in your application. Each issue will need to be correct and re-submitted to the Office of Community Development prior to completing the review of your application. |