

AGENDA
Columbus and Franklin County, Ohio
Continuum of Care Meeting
 Thursday, June 9, 2022
 12:00pm – 2:00pm
 Virtual Meeting

Time	Item	Presenter	Action
12:00pm	Welcome and Agenda Review	Michelle Heritage	
12:05pm	Administrative Issues < Approve minutes from January 26, 2022 meeting (A) < CoC Membership Recommendations (A) (R) < Governance and Policy Statements and Annual Plan (A) (R) < Conflict of Interest Forms	Michelle Heritage Lianna Barbu Gillian Gunawan	✓ ✓ ✓
12:30pm	Strategic Issues < Program Evaluation Results (A) < Annual Funding Strategy (A) (R) < Annual Funding Allocations (A) (R) < DEI Strategy (A) < FY21 CoC Program Competition Debriefing (A) < Review of PH Concept Papers and funding for supportive services (A) < Prioritization of new projects for FY22 CoC Competition (A) (R)	Lianna Barbu	✓ ✓ ✓ ✓
1:30pm	System & Community Framework Updates < Review updated Community Plan (A) < COVID-19 Update < System and Program Indicator Report (A)	Steve Skovensky Lianna Barbu	
2:00pm	Adjourn		

Next Meeting: TBD

(A) = Attachment (H) = Handout (P) = Previously Distributed (R) = Resolution

SUMMARY

Columbus and Franklin County, Ohio

Continuum of Care Meeting

Thursday, June 9, 2022

12:00pm – 2:00pm

Virtual Meeting

The full meeting packet is posted on the CoC website [here](#).

Administrative Issues

CoC Membership Recommendations

Decision required – review CoC Board's recommendations for approval

Each spring prior to the start of the fiscal year, the CoC reviews CoC membership and governance to make any necessary changes. The CoC Board's recommendations are in the packet.

Governance and Policy Statements and Annual Plan

Decision required – review CoC Board's recommendations for approval

These documents are reviewed and updated annually.

- < CSB is proposing minor clarifications and updates throughout the document.
- < The Annual Plan follows the HUD schedule and the Governance. There are no substantive changes.

Conflict of Interest Forms

All CoC members must complete a conflict of interest disclosure form annually by July 1 to continue participation. Click [here](#) to complete your disclosure.

Strategic Issues

Program Evaluation Results

Overall, the Program Evaluation for FY22 indicates a good level of performance and service provision throughout the homelessness system. COVID-19 negatively affected program performance over the last year so CSB only assigned performance ratings to Continuum of Care-funded programs which require a rating. Out of 77 projects, 40 were not rated because of COVID-19, not being open the entire reporting period, or being too new to be evaluated.

Annual Funding Strategy & Allocations

Decision required – review CoC Board's recommendations for approval

Many of the recommended funding levels are consistent with last year's allocations.

Changes for FY23 include:

- < Addition of Crisis Services funding for shelter and housing programs.
- < Reduction in shelter and housing programs funding due to decreased COVID-19 funding.

Diversity, Equity, and Inclusion (DEI) Strategy

Decision required – review CoC Board's recommendations for approval

The CoC will discuss final updates to the DEI Strategy to make sure the CoC routinely assesses membership to ensure participation is representative of the people served and includes all voices that can contribute to efforts to reduce homelessness.

FY21 CoC Program Competition Debriefing

CSB will review this document which summarizes the scores HUD awarded to the Columbus and Franklin County CoC Application during the FY21 CoC Program Competition.

Review of PH Concept Papers and funding for supportive services

Decision required – review CoC Board’s recommendations for approval of Project Plan development

CSB received four new Concept Papers, one updated Concept Paper, and three updated Project Plans for consideration. The CoC will consider the CoC Board’s recommendations for requested Project Plans in preparation for the FY22 CoC Competition and/or 2023 Ohio Housing Finance Agency (OHFA) prioritization.

Prioritization of new projects for FY22 CoC Competition

Decision required – review CoC Board’s CoC application prioritization recommendations for approval

CSB will review PSH projects in the development pipeline that have requested prioritization for CoC competition funds. The CoC Board has recommended a prioritization of projects for the CoC competition. The CoC will determine OHFA prioritization in the winter.

System & Community Framework Updates

Community Plan

Steve will review the update to the Community Plan.

COVID-19 Updates

Steve will provide updates on COVID-19 system operations.

System and Program Indicator Report

CSB will review highlights from the Third Quarter System & Program Indicator Report, which includes data from January 1, 2022 to March 31, 2022.

Meeting Minutes

Continuum of Care Meeting

Wednesday, January 26, 2022

12:00pm – 1:30pm

Virtual Meeting

Continuum of Care (CoC) Members in attendance: Andy Keller, Ben Sears, Beth Fetzer-Rice, Carl Landry, Christopher Maitland, Donna Mayer, Emerald Hernandez-Parra, Felisha Lyons, Frank Beel, Jeff Pattison, Keith McCormish, Kelsey Strausbaugh, Kim Stands, Sue Villilo, Lisa Patt-McDaniel, Jim Schimmer, Mason Laurie, Michael Wilkos, Lisa Phillips, Michelle Heritage, Orvell Johns, Scott Scharlach, Sheila Prillerman, Lark Mallory, Sue Darby, Kenya Taylor, Terri Power, Tiara Ross, Tina Rutherford

CoC Members not in attendance: Buck Bramlish (Veterans Service Commission), Debbie Donahey (OhioHealth), Dennis Jeffrey (Columbus Police Department), Dion Robinson (Citizens Advisory Council), Emily Savors (The Columbus Foundation), Hannah Estabrook (Sanctuary Night), Jerome Johnson (Citizens Advisory Council), John Edgar (Church and Community Development for All People), Jon Cardi (CSB Board), Jonathan Welty (Ohio capital Corporation for Housing), Tatyanna Lucas (Youth Action Board)

Community Shelter Board (CSB) staff: Lianna Barbu, Steve Skovensky, Heather Notter, Gillian Gunawan

Guests: Sierra Faris (Franklin County)

Administrative Issues

Minutes

Keith McCormish asked for any corrections to or comments on the minutes from the November 4, 2021 CoC meeting. Michelle Heritage moved to approve the minutes, Lisa Patt-McDaniel seconded, and the CoC agreed.

Annual Financial Report

Lianna Barbu presented the annual financial report for FY21 which summarizes system-wide sources and uses of funds and analyzes costs per households served and costs per successful outcomes for all program types.

- < Some of the City, County, and State revenues show variances between budgeted and actual amounts because these grants' contract periods do not align with CSB's fiscal year. The variances do not indicate changes in funding amounts. There are no concerns about actual grants.
- < Jim Schimmer asked why County ERA funds do not have a value in the budgeted section. Lianna explained that these are COVID-19 funds CSB received from the County *during* FY21, after budgets were approved.
- < On the use of funds, it's been an unusual year because of the pandemic. Some programs underutilized available funding and some programs used more than originally allocated. Rapid Re-housing (RRH) programs in particular underutilized

available funds because of the affordable housing crisis and because they are struggling with hiring and maintaining sufficient staffing.

- ⟨ Keith asked if COVID-19 funders have been lenient about timely utilization of funds. Lianna explained that the City, County, and private funders are understanding and flexible. Federal funding sources are less flexible due to grant term restrictions.
- ⟨ Overall, there are no serious concerns. Programs continue to try to keep people safe and use as much of the available funding as possible.

Strategic Issues

CMHA Concept Paper – McKinley Manor

Columbus Metropolitan Housing Authority (CMHA) submitted a Concept Paper for McKinley Manor, a new permanent supportive housing (PSH) project with 44 units. Lianna summarized the Concept Paper with input from Scott Scharlach.

- ⟨ McKinley Manor will be located in Franklinton. The project will focus on individuals aged 55 and older. CMHA will cover operating costs and has a plan for raising the development costs. CMHA is requesting prioritization from the CoC for supportive services funding. CMHA would contract with a service provider for services. McKinley Manor is slated for completion in July 2023.
- ⟨ Lianna reported that YMCA and CMHA agreed on changes to the Concept Paper CMHA originally submitted. YMCA 40 West Long Street PSH is closing and will be replaced by CHN Touchstone Field Place I and II. These projects won't replace all the units currently at 40 West Long Street.
- ⟨ CMHA agreed to set aside all units for clients aged 55 and older transitioning from YMCA 40 West Long St. All 44 units in the project will be designated for people experiencing homelessness.
- ⟨ Christopher Maitland asked what community engagement is taking place with the project and if the project will require City Council to pass an ordinance. Scott explained that McKinley Manor is still in its early stages of design and these details have not been finalized. Scott will follow-up with Christopher with additional information.
- ⟨ Terri Powers asked if individuals aged 55 and over are still the client base. Lianna said yes and clarified that McKinley Manor will absorb clients over 55 from 40 West Long St. and clients under 55 will go to CHN Touchstone Field Place I and II.

Keith requested a motion on the resolution to approve the Concept Paper. Sheila Prillerman motioned for approval, Lisa seconded, and the CoC agreed. Scott, Sue Darby, and Lark Mallory abstained from the vote.

Diversity, Equity, and Inclusion (DEI) Strategy

At the November 4, 2021 meeting, the CoC decided to survey CoC members to inform next steps to help the CoC better reflect the people served. Keith presented the results of the survey and facilitated the discussion.

- ⟨ Keith highlighted that white people are overrepresented on the CoC, as compared to the population served in the homelessness system. He noted that Black people are underrepresented, and that the CoC is majority Non-Hispanic.

- ⟨ He emphasized that while the survey captured some points, it did not consider other DEI criteria the CoC wanted to consider.

At the January 5, 2022 CoC Board meeting, the Board discussed the survey results and discussed a draft aspirational goal and initial strategy. Keith presented the Proposed DEI Approach to the CoC for discussion and approval.

- ⟨ The aspirational goal is for the CoC membership to be more consistent with the demographics of people experiencing homelessness and housing instability in our community. The first step will be to move the CoC membership composition closer to the characteristics of the Franklin County population as a whole. During the annual CoC membership nomination process, the CoC will explicitly request diverse nominations and ask that CoC members actively recruit diverse candidates.
- ⟨ Keith asked whether there are additional characteristics the CoC should consider.
- ⟨ Mason Laurie suggested considering age and generation. He noted that Franklin County Department of Jobs and Family Services staff tend to skew older. Keith agreed to adding age as a criterion to explore for diversity.
- ⟨ Beth Fetzer-Rice noted that some seats on the CoC are filled through designation. She suggested CoC members be strategic in succession planning, asking agencies to look internally for diverse candidates.
- ⟨ Felisha Lyons suggested that the CoC explicitly orient and define expectations for members. She pointed out that some people may not have experience in a public service role. The CoC will need to provide additional support to ensure all voices are heard.
- ⟨ Keith supported Felisha's ideas and suggested asking DEI professionals for further advice.
- ⟨ Michelle Heritage informed the CoC of CSB's newly hired DEI Director. The DEI Director will develop a practice community of other DEI experts who can advise the CoC. She echoed Felisha's sentiments and asked the group how the CoC should train new members. She asked the CoC to email their suggestions to Heather Notter.
- ⟨ Terri Powers suggested including an acknowledgement that the CoC is continuing to learn and will pursue its aspirational goal with cultural humility.
- ⟨ Mason will reach out to the Chief DEI Officer at the Franklin County Office of Diversity, Equity, and Inclusion for additional input.

The CoC asked CSB staff to update the strategy language based on the CoC's discussion. The CoC will consider the revised DEI strategy for approval at the next CoC meeting on June 9, 2022.

System & Community Framework Updates

FY22 Q1 System and Program Indicator Report

Lianna provided highlights from the FY22 Quarter 1 System and Program Indicator Report which includes data from 7/1/21 – 9/30/21.

- ⟨ There was a 6-percentage point increase in families needing shelter when compared to the same period in FY21. The number of families in shelter is still lower than the numbers before the pandemic. The number of men served in shelter also increased, while the number of women served in shelter decreased.

- < On the Men's System report, Mason asked if the percent working at entry (29%) was higher than usual. Lianna explained that this is 7-percentage points higher than FY21, but not significantly higher historically.
- < Overall, lengths of stay in shelter increased to an average of 52 days, the highest number of days historically. Lack of sufficient affordable housing makes it difficult for households to find stable housing and exit shelter quickly.
- < A high percentage of people in shelter have a self-reported disability. The average age for heads of household is slowly increasing.
- < Homelessness prevention programs are operating very effectively. The number of households served increased 196 percent compared to the same period last year. The number of pregnant women served increased 115 percent. Successful housing outcomes are high at 92 percent.
- < RRH programs are challenged by the affordable housing crisis and insufficient staffing. The number of households served and successful housing outcomes decreased while the average length of participation increased.
- < Michelle invited Beth to provide some perspective on Home for Families' challenges in housing and hiring. Beth stated that hiring has been incredibly challenging. Positions remain vacant for longer than usual and applicants are not as qualified. To compete in the current job market, HFF shortened its hiring process and hired applicants with less experience who had to receive more rigorous internal training. These challenges leave gaps in staffing and services, compounded by families entering shelter with increasingly high barriers, which result in higher length of time in shelter.
- < In terms of housing, HFF is struggling to find decent, affordable housing that clients can eventually afford themselves. Because of the affordable housing crisis, HFF's homelessness prevention programs are sometimes unable to prevent clients from entering shelter, which makes it more difficult for clients to start on a path to stability.
- < PSH programs continue to operate effectively. The 88 percent occupancy rate reflects the affordable housing crisis and the challenges for people with subsidies in finding scattered sites units to rent.
- < Lianna highlighted the Special Populations dashboards. CSB added a new section with the breakdown of successful housing outcomes by race and gender.
- < Keith asked about the cost of a client entering shelter versus being prevented from becoming homeless. Lianna referred to the FY21 Annual Financial Report and highlighted the annual costs to serve households with homelessness prevention versus shelter and re-housing interventions. Homelessness prevention costs less on average than the cost of sheltering and re-housing a client.

Community Plan Update

Steve provided a community plan update as follow-up from the November 4, 2021 CoC meeting.

- < November and December consisted of robust system-to-system meetings among CMHA, Social Security Administration, Franklin County Office on Aging, and Franklin County Office of Justice Policy and Programs. CSB hopes to partner with these agencies.

- ⟨ The three most common themes in these discussions were (1) the need for additional client support after exiting shelter, (2) the need for more homelessness prevention services for single adults, and (3) on-going challenges with staffing and hiring.
- ⟨ There will be one more listening session, specifically for grassroots organizations who have not been historically involved. About 35 organizations have shown interest. After this session, Steve will finalize the Plan. He aims to have this completed by March 2022.

Point-in-Time Count Update

Steve provided an update on the Point-in-Time count.

- ⟨ The Point-in-Time count will take place tomorrow, January 27, 2022.
- ⟨ More than 13 teams will conduct the land count. Other volunteers will be at magnet sites, such as drop-in and warming centers.
- ⟨ Kroger gift cards and a roaming food truck will encourage engagement.

COVID-19 and Overflow Update

Steve provided an update on COVID-19 operations.

- ⟨ Steve acknowledged the work of shelter partners to keep clients safe during the surge in COVID-19 cases.
- ⟨ Over the past one-and-a-half months, the homelessness system reactivated its command center approach, holding daily meetings and ramping up testing at multiple locations.
- ⟨ The last big spike occurred early January. Additional isolation and quarantine space were opened to accommodate demand. Overall cases have now begun to decrease.
- ⟨ The homelessness system is working with public health, the City, the County, and Federally Qualified Health Centers on testing and vaccination. Lower Lights Christian Health Center is providing a roaming Registered Nurse who can administer vaccines and provide education in shelters.

Meeting Adjourned.

Continuum of Care

*=rotating consideration

HUD required membership	Organization	Member
Non-profit homeless assistance providers*	Community Shelter Board YMCA of Central Ohio	Michelle Heritage Sue Darby
Youth homeless organizations*	Homeless Families Foundation Home for Families	Beth Fetzer-Rice
Victim service providers/Advocates*	Lutheran Social Services CHOICES for Victims of Domestic Violence	Dr. Maria Houston Kenya Taylor
Faith-based organizations*	Community of Caring Foundation Church and Community Development for All People	Adam Troy Reverend John Edgar
Local Governments/ESG Entitlement	Columbus City Council Columbus Mayor's Office City of Columbus Franklin County	Shayla D. Favor Priscilla Tyson TBD Emerald Hernandez-Parra Kim Stands Jim Schimmer
Street Outreach*	Mount Carmel Health System Street Medicine	Ben Sears
Businesses	The Columbus Foundation CSB Board Member CSB Board Member CSB Board Member	Emily Savors Jon Cardi Sheila Prillerman Steve Smith Andy Keller
Advocates and other homeless subpopulation advocates*	Columbus Coalition for the Homeless Corporation for Supportive Housing Legal Aid Society of Columbus	Keith McCormish Jim Rose Terri Power Donna Mayer
Agencies that serve survivors of human trafficking*	Sanctuary Night	Hannah Estabrook
Public Housing Authorities	Columbus Metropolitan Housing Authority	Scott Scharlach for Charles Hillman
School administrators/Homeless liaisons	Columbus City Schools – Project Connect	Felisha Lyons
Employment services*	Workforce Development Board of Central Ohio	Lisa Patt McDaniel Kier Scott
Social Service Providers	Franklin County Children Services and Committee to Address Youth Experiencing Homelessness Franklin County Department of Job and Family Services Franklin County Office on Aging United Way of Central Ohio	Chip Spinning Mason Laurie Joy Bivens Michael Wilkos for Lisa Courtice
Disability service organizations/Disability advocates	Franklin County Board of Developmental Disabilities	Jeff Pattison
Mental Health and Substance Abuse	ADAMH Board	Erika Clark Jones

Service Organizations/Advocates*	Twin Valley Behavioral Healthcare	Frank Beel
Hospitals*	OhioHealth	Debbie Donahey
Universities*	Columbus State Community College	Lisa Phillips
Affordable Housing Developers	Affordable Housing Trust Corporation Ohio Capital Corporation for Housing	Lark Mallory Jonathan Welty
Law Enforcement	Columbus Police Department	Lt. Dennis Jeffrey
Local Jails/Courts	Office of the Columbus City Attorney	Tiara Ross
Veterans Organizations	Veterans Administration Veterans Service Commission	Carl Landry Robert Bramlish
Homeless or formerly homeless persons	Citizens Advisory Council Citizens Advisory Council	Jerome Johnson Dion Robinson <u>Sheila Prillerman</u>
Youth Advocates	Youth Action Board	TBD
LGBTQ+-serving Organization/Advocates*	Equitas Health	Kelsey Strausbaugh

Continuum of Care Board

Organization	Member
City of Columbus	Kim Stands
Franklin County	Jim Schimmer
Citizens Advisory Council	Jerome Johnson
ADAMH	Erika Clark Jones
Columbus Metropolitan Housing Authority	<u>Scott Scharlach</u> for Charles Hillman
United Way of Central Ohio	<u>Lisa Courtice</u> <u>Michael Wilkos</u> for <u>Lisa Courtice (Chair)</u>
The Columbus Foundation	Emily Savors
Columbus Coalition for the Homeless	<u>Jim Rose</u> <u>Keith McCormish (Chair)</u>
Affordable Housing Trust Corporation	Lark Mallory
Ohio Capital Corporation for Housing	Jonathan Welty
Community Shelter Board	Michelle Heritage

**Columbus and Franklin County, Ohio
Continuum of Care**

Resolution for CoC Membership

WHEREAS, in accordance with the Columbus and Franklin County Continuum of Care Governance and Policy Statements for the Continuum of Care (CoC) membership, the CoC Board is to propose annually new member participation for the CoC;

WHEREAS, the CoC Board recommends that Community of Caring Development Foundation (Adam Troy) replace Church and Community Development for All People (Reverend John Edgar) in the faith-based organizations category;

WHEREAS, the CoC Board recommends that Dr. Maria Houston replace Kenya Taylor as representative from Lutheran Social Services CHOICES for Victims of Domestic Violence in the victim service providers/advocates category;

WHEREAS, the CoC Board recommends that Councilmember Shayla D. Favor replace Priscilla Tyson as representative from Columbus City Council in the local governments/ESG entitlement category;

WHEREAS, the CoC Board recommends that [TBD] replace Emerald Hernandez-Parra as representative from the Columbus Mayor's Office in the local governments/ESG entitlement category;

WHEREAS, the CoC Board recommends that Kier Scott replace Lisa Patt-McDaniel as representative from the Workforce Development Board of Central Ohio in the employment services category;

WHEREAS, the CoC Board recommends that Steve Smith replace Sheila Prillerman as representative from the CSB Board in the businesses category;

WHEREAS, the CoC Board recommends that Sheila Prillerman replace Dion Robinson as representative of the Citizens Advisory Council in the homeless or formerly homeless persons category;

WHEREAS, the CoC Board recommends that [TBD] serve as the primary representative and [TBD] serve as the alternative representative from the Youth Action Board in the Youth Advocates category;

WHEREAS, the CoC Board recommends that Jim Rose replace Keith McCormish as representative of the Columbus Coalition for the Homeless in the advocates and other homeless subpopulation advocates category;

WHEREAS, the CoC Board recommends that Homeless Families Foundation be updated to Home for Families, to reflect the organization's recent name change;

WHEREAS, the CoC Board recommends that Michael Wilkos (United Way of Central Ohio) replace Keith McCormish (Columbus Coalition for the Homeless) as CoC and CoC Board Chair for the term beginning July 1, 2022.

THEREFORE, be it resolved that the CoC approves the CoC membership as recommended by the CoC Board.

Approved by voice vote.

Witnessed by:

Michelle Heritage, Interim Chair

Date

Columbus and Franklin County Continuum of Care Governance and Policy Statements

Continuum of Care Structure under the HEARTH Act

The Continuum of Care (CoC) is composed of representatives of relevant organizations that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and homelessness prevention strategies to address the various needs of persons experiencing homelessness or at risk of experiencing homelessness for a specific geographic area. The CoC is responsible for coordinating and implementing a system for its geographic area to meet the needs of the homeless population and subpopulations within the geographic area.

The CoC's primary responsibilities under the HEARTH Act include the following:

- ⟨ Operating the CoC
- ⟨ Designating and operating a Homeless Management Information System (HMIS)
- ⟨ CoC planning

In Columbus and Franklin County, Ohio, the CoC provides stewardship for all the strategies developed under *A Place to Call Home* and *A Place to Call Home for Youth* (frameworks for action to address homelessness in Columbus and Franklin County). The CoC provides funding for the capital, services, and operations of housing in Columbus and Franklin County, coordinates activities for the frameworks, promotes collaboration to achieve goals and strategies, and secures resources for programs and projects.

The policy statements below govern the work of the CoC. The CoC annually reviews and approves these policies and an annual plan.

- I. Structure
- II. CoC Responsibilities
- III. CoC Board Responsibilities
- IV. Community Shelter Board (CSB) Activities
- V. HMIS Activities
- VI. Partner Agency Activities
- VII. Citizens Advisory Council and Youth Action Board Activities
- VIII. Committees, Subcommittees, and Workgroups

I. Structure

The CoC membership comports with HUD requirements as listed below. The CoC annually reviews and approves its membership, inclusive of new members. A CoC Board, with representatives from the CoC, meets regularly and is authorized by the CoC to make decisions on its behalf.

A public invitation for new members to join the CoC is issued annually. The CoC Board reviews nominations (including self-nominations) and recommends members for participation on the CoC. A total of 40 members are annually approved for participation. Rotation of members is considered if and when appropriate, using the table below. 24 CFR Part 578.7(a)(2)

CoC Structure	Organizational Representative
Non-profit homeless providers (rotating consideration)	Community Shelter Board YMCA of Central Ohio
Youth homeless organizations (rotating consideration)	Homeless Families Foundation Home for Families
Victim service providers/Advocates (rotating consideration)	Lutheran Social Services CHOICES for Victims of Domestic Violence
Faith-based organizations (rotating consideration)	Community of Caring Foundation Church and Community Development for All People
Local Governments/ESG Entitlement	City of Columbus Columbus Mayor's Office Columbus City Council Franklin County
Street Outreach (rotating consideration)	Mount Carmel Health System Street Medicine
Businesses	The Columbus Foundation CSB Board Member CSB Board Member CSB Board Member
Advocates and other homeless subpopulation advocates (rotating consideration)	Columbus Coalition for the Homeless Corporation for Supportive Housing Legal Aid Society of Columbus
Agencies that serve survivors of human trafficking (rotating consideration)	Sanctuary Night
Public Housing Authorities	Columbus Metropolitan Housing Authority
School administrators/Homeless liaisons	Columbus City Schools – Project Connect
Employment Services	Workforce Development Board of Central Ohio
Social Service Providers	Franklin County Children Services and Committee to Address Youth Experiencing Homelessness

	Franklin County Dept of Job and Family Services Franklin County Office on Aging United Way of Central Ohio
Disability service organizations/Disability advocates	Franklin County Board of Developmental Disabilities
Mental Health and Substance Abuse Service Organizations/Advocates <i>(rotating consideration)</i>	ADAMH Board Twin Valley Behavioral Healthcare
Hospitals <i>(rotating consideration)</i>	OhioHealth
Universities <i>(rotating consideration)</i>	Columbus State Community College
Affordable Housing Developers	Affordable Housing Trust Corporation Ohio Capital Corporation for Housing
Law Enforcement	Columbus Police Department
Local Jails/Courts	Office of the Columbus City Attorney
Veterans Organizations	Veterans Administration Veterans Service Commission
Homeless or formerly homeless persons <i>(rotating consideration for individual representatives)</i>	Citizens Advisory Council (CAC) Citizens Advisory Council (CAC)
Youth Advocates <i>(rotating consideration for individual representatives)</i>	Youth Action Board (YAB)
LGBTQ+-serving Organization/Advocates <i>(rotating consideration)</i>	Equitas Health

The CoC Board is formed with representatives from the CoC. The group meets regularly and is given authority by the CoC to make decisions on its behalf. The CoC Board is the CoC's Executive Committee, comprised of the following organizational representatives:

1. City of Columbus
2. Franklin County
3. Citizens Advisory Council (homeless or formerly homeless representative)
4. ADAMH Board
5. Columbus Metropolitan Housing Authority
6. United Way of Central Ohio
7. The Columbus Foundation
8. Columbus Coalition for the Homeless
9. Affordable Housing Trust Corporation
10. CSB Board Member
11. CSB Executive Director

The Chair of both the CoC and CoC Board is elected from the membership of the CoC Board by a majority of the CoC Board members, taking effect July 1 for the following two fiscal years.

1. Membership

For CoC membership, the CoC Board proposes new/replacement member participation each year. The CoC Board receives recommendations for consideration from the CAC, YAB, CSB Board, and the Columbus Coalition for the Homeless for their respective organizations' representation. CSB posts on the CoC website by March 1 of each year that nominations for CoC membership are open and sends an email soliciting nominations to a wide array of community stakeholders. The nomination period remains open until the May CoC Board meeting. The CoC Board considers the nominations at the May meeting. The CoC Board must reach consensus when recommending new/replacement members for the CoC. In this context, consensus means that first a unanimous vote will be attempted. If unanimity cannot be achieved, a positive vote by two-thirds (2/3) of the members (7) is needed for a new/replacement member to be recommended. The CoC votes on the CoC Board recommendations at the May/June CoC meeting. The CoC also must strive for consensus when adding new/replacement members. First, a unanimous vote will be attempted. If unanimity cannot be achieved, a positive vote by two-thirds (2/3) of the members (27) is needed for a new/replacement member to be recommended. The new membership takes effect July 1 for the following fiscal year. *24 CFR Part 578.7(a)(2)*

For CoC Board membership, the CoC Board receives recommendations for consideration from the CAC, CSB Board, and the Columbus Coalition for the Homeless for their respective organizations' representation. These representatives must be members of the CoC. The CoC Board must reach consensus when recommending replacement members for the CoC Board. In this context, consensus means that first a unanimous vote will be attempted. If unanimity cannot be achieved, a positive vote by two-thirds (2/3) of the members (7) is needed for a replacement member to be recommended. The CoC Board membership will not exceed 11. In proposing replacement members, the CoC Board will be mindful that the CoC Board membership must be free of any factual or perceived conflict of interest. The recommendations are made at the May CoC Board meeting. The CoC will vote on the CoC

Board recommendations at the May/June CoC meeting with the new membership taking effect July 1 for the following two fiscal years. *24 CFR Part 578.7(a)(3)*

2. Meetings

The CoC is expected to meet at least in January, May/June, ~~August~~, and ~~November/December~~late summer/fall of each year. CoC meetings are open to the public. The CoC Board is expected to meet at least in January, April, May, ~~August~~, and ~~November/December~~late summer/fall of each year, in closed meetings. CSB may, from time to time, request the CoC Board to meet more frequently to meet HUD requirements. Regular attendance in both CoC and CoC Board meetings is expected by the representative or their delegate, as long as the delegate holds decision-making authority. If a delegate is needed for a meeting, the official member must inform CSB as soon as possible ahead of the meeting so that CSB can ensure there are no conflicts of interest. Meetings can occur in person or virtually. *24 CFR Part 578.7(a)(1)*

CSB staff gives notice of each meeting of the CoC and CoC Board, to each member of the CoC and CoC Board, by mailing or emailing the same to each member at least seven (7) days prior to the holding of such meeting and posting the CoC meeting agenda on the CoC's website. CSB provides staff support for the CoC and CoC Board.

A majority of the CoC and the CoC Board members shall constitute a quorum at all meetings thereof. Voting shall only occur if a quorum has been achieved during the meeting. Robert's Rules of Order will be followed and a simple majority vote is necessary for any resolution of the committee to be passed.

3. Community Framework Activities

The CoC does not serve as the convener for the Community Frameworks' strategies, but provides stewardship and oversight for the Community Frameworks.

The role of the Strategy Conveners is as follows:

- < Form a planning group
- < Report progress to the CoC
- < May or may not serve as lead implementing agency
- < Suggest resources for implementation
- < Assist the CoC with securing resources

Throughout the implementation of the Community Frameworks, evaluation efforts will assess the degree to which the frameworks are executed and will track the success of each strategy. Our community's HMIS is used as the primary data source and enhances data collection activities related to the Community Frameworks. It is also used as a monitoring, outcomes measurement, and performance-based contracting tool across systems, to inform the community about the progress of the Community Frameworks, and to meet HUD requirements.

4. Conflict of Interest and Code of Conduct

Any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this

policy. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should abstain from voting on any issue in which they may have a conflict. An individual with a conflict of interest who is also the committee chair shall yield that position during discussion and abstain from voting on the item. No CoC Board or CoC member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Annual written disclosure statements will be provided by each member by June 30. Members will not be permitted to participate in meetings until the statement is on file at CSB. *24 CFR Part 578.7(a)(5)*

5. Appeals

For CoC- and Emergency Solutions Grant (ESG)-funded programs, if a Partner Agency is not satisfied with a decision made by CSB, the agency can appeal to the CoC Board. If the agency is not satisfied with the CoC Board's decision on the appeal, the agency can appeal to the CoC. The CoC's decision is final. For CSB-funded programs, if a Partner Agency is not satisfied with a decision made by CSB, the agency can appeal to CSB's Board of Trustees.

II. CoC Responsibilities

1. Operations of the CoC

- ⟨ Adopt and follow a written process to select the CoC Board. The process must be reviewed, updated, and approved at least once every 5 years. *24 CFR Part 578.7(a)(3)*
- ⟨ Appoint members to the CoC Board. *24 CFR Part 578.7(a)(3)*
- ⟨ Renew authority of the CoC Board. *24 CFR Part 578.7(a)(3)*
- ⟨ Review and approve annual membership inclusive of new members. *24 CFR Part 578.7(a)(3)*
- ⟨ Review and approve the Annual Plan and the CoC Governance and Policy Statements.
- ⟨ Lead, develop, follow, and update annually a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board. *24 CFR Part 578.7(a)(5)*
- ⟨ Appoint additional committees, subcommittees, or work groups. *24 CFR Part 578.7(a)(4)*
- ⟨ Review, as needed, decisions made by the CoC Board, inclusive of:
 - Population- and program-specific performance targets for subrecipients
 - Partner Agency performance and outcomes of ESG and CoC-funded programs
 - Actions against poor performers *24 CFR Part 578.7(a)(6)*
- ⟨ In consultation with recipients of ESG program funds, establish and operate a coordinated assessment system for individuals and families experiencing homelessness, with specifications for the needs of individuals and families fleeing domestic violence, dating violence, sexual assault, or stalking (delegated to CSB). *24 CFR Part 578.7(a)(8)*
- ⟨ Establish and consistently follow written standards for the provision of ESG and CoC assistance (delegated to CSB). *24 CFR Part 578.7(a)(9)*

2. CoC Planning

- ⟨ Receive community and public policy updates relevant to homelessness issues.
- ⟨ Receive updates on the Community Frameworks.
- ⟨ Coordinate the implementation of a Columbus/Franklin County housing and service system that encompasses outreach, engagement, assessment, shelter, housing, supportive services, and homelessness prevention. *24 CFR Part 578.7(c)(1)*
- ⟨ Plan and conduct a sheltered and unsheltered point-in-time count of homeless persons (delegated to CSB). *24 CFR Part 578.7(c)(2)*
- ⟨ Conduct annual gaps analyses of homeless needs and services (delegated to CSB). *24 CFR Part 578.7(c)(3)*
- ⟨ Provide required information to complete the local Consolidated Plan(s) (delegated to CSB). *24 CFR Part 578.7(c)(4)*
- ⟨ Review and act on the annual funding allocations, inclusive of ESG and CoC funds, and establish funding priorities. *24 CFR Part 578.7(c)(5)*
- ⟨ Design, operate, and follow a collaborative process for the development of applications (delegated to CSB). *24 CFR Part 578.9(a)(1)*
- ⟨ Review, act on, and approve the HUD CoC Application, including all relevant charts and tables. *24 CFR Part 578.9(a)(1) and 578.9(b)*
- ⟨ Review and act on any programs that should be removed from HUD funding and subsequent funding reallocations.
- ⟨ Review and make final determination on Partner Agency appeals, if a Partner Agency is not in agreement with the CoC Board determination.
- ⟨ Establish priorities for funding projects. Review and act annually on new and renewal project(s) for prioritization for the CoC Application. *24 CFR Part 578.9(a)(2)*
- ⟨ Receive a presentation from any new project developer about its proposal(s).
- ⟨ Make a final determination on project priorities for the annual Ohio Housing Finance Agency tax credit application.
- ⟨ Designate a Collaborative Applicant and select it to apply to HUD to be designated as the UFA for the Continuum.
- ⟨ Review and act on any other CoC Board recommendations, as needed.

3. HMIS Operations (delegated to the CoC Board)

- ⟨ Designate a single HMIS for the CoC. *24 CFR Part 578.7(b)(1)*
- ⟨ Designate an HMIS Lead. *24 CFR Part 578.7(b)(2)*
- ⟨ Ensure consistent participation of subrecipients in HMIS (delegated to CSB). *24 CFR Part 578.7(b)(4)*
- ⟨ Ensure the HMIS compliance with HUD requirements (delegated to CSB). *24 CFR Part 578.7(b)(5)*
- ⟨ Review and approve the HMIS policies and procedures, privacy plan, security plan and data quality plan. *24 CFR Part 578.7(b)(3)*

4. A Place to Call Home for Youth

- ⟨ Oversee implementation of A Place to Call Home for Youth (the local Plan to Prevent and End Youth Homelessness) and ensure appropriate and sufficient funding for plan implementation.

- ⟨ Oversee implementation of the programs under HUD's Youth Homelessness Demonstration Project (YHDP) grant.
- ⟨ Operate the Committee to Address Youth Experiencing Homelessness as a standing committee under the CoC.
- ⟨ Operate the Youth Action Board as a standing committee under the CoC.
- ⟨ Monitor the progress of efforts to prevent and end youth homelessness and the performance of programs implemented under A Place to Call Home for Youth.

III. CoC Board Responsibilities

1. Operations of the CoC Board

- ⟨ Review and recommend annual membership to the CoC. *24 CFR Part 578.7(a)(2)*
- ⟨ Review and recommend membership to the CoC Board. *24 CFR Part 578.7(a)(3)*
- ⟨ Select the CoC and CoC Board Chair bi-annually. *24 CFR Part 578.7(a)(3)*
- ⟨ Review and recommend to the CoC the Annual Plan and the CoC Governance and Policy Statements. *24 CFR Part 578.7(a)(5)*

2. CoC Planning

- ⟨ Receive community and public policy updates relevant to homelessness issues.
- ⟨ Receive updates on the Community Framework and take actions that will move the framework forward.
- ⟨ Provide required information to complete the local Consolidated Plan(s) (delegated to CSB). *24 CFR Part 578.7(c)(4)*
- ⟨ Review and recommend CoC action on annual funding allocations, inclusive of ESG and CoC funds, and establish funding priorities. *24 CFR Part 578.7(c)(5)*
- ⟨ Review and recommend CoC action on the HUD CoC Application, including all relevant charts and tables. *24 CFR Part 578.9(a)(1)*
- ⟨ Review and act on Partner Agency appeals as necessary.
- ⟨ Review and act on the annual Point in Time Count. *24 CFR Part 578.7(2)*
- ⟨ Review and act on the annual Housing Inventory Chart and Gap Analyses. *24 CFR Part 578.7(2) and 24 CFR Part 578.7(3)*
- ⟨ Review and act on any other HUD-mandated activity.

3. Performance Monitoring

- ⟨ Review the performance and evaluate outcomes of existing CoC- and ESG-funded projects, taking into account HUD System Performance Measures, and recommend actions to the CoC, including consideration for and inclusion in the consolidated HUD CoC application. *24 CFR Part 578.7(a)(7)*
- ⟨ Review and recommend to the CoC any programs that should be removed from HUD funding and any subsequent funding reallocations.
- ⟨ Recommend to the CoC actions against poor performers. *24 CFR Part 578.7(a)(6)*
- ⟨ Review ongoing projects that have participated in Quality Improvement Intervention (QII) at the request of the Partner Agency and/or CSB.

- ⟨ In consultation with recipients of ESG program funds and sub-recipients, review and approve annual performance standards and evaluation of outcomes for programs funded under the ESG and CoC programs. *24 CFR Part 578.7(a)(9)*

4. New Programs

- ⟨ Review and incorporate feedback from Partner Agencies on new projects and any other relevant topics.
- ⟨ Review and incorporate feedback from the CAC on new projects and any other relevant topics.
- ⟨ Receive a presentation from any new project developer about its proposal(s) for prioritization for the HUD CoC Application.
- ⟨ Review proposed new project(s) and make recommendations to the CoC for consideration, action, inclusion, and prioritization in the consolidated HUD CoC application. *24 CFR Part 578.9(a)(2)*
- ⟨ Review and recommend to the CoC the permanent supportive housing priority for consideration by the Ohio Housing Finance Agency.

5. HMIS Operations

- ⟨ Designate a single HMIS for the CoC *24 CFR Part 578.7(b)(1)*
- ⟨ Designate an HMIS Lead *24 CFR Part 578.7(b)(2)*
- ⟨ Ensure consistent participation of subrecipients in HMIS (delegated to CSB) *24 CFR Part 578.7(b)(4)*
- ⟨ Monitor that all recipients of financial assistance under the CoC and ESG programs are using the HMIS to collect client-level data on persons served (delegated to CSB) *24 CFR Part 578.7(b)(4)*
- ⟨ Ensure HMIS compliance with HUD requirements (delegated to CSB) *24 CFR Part 578.7(b)(5)*
- ⟨ Review and approve the HMIS policies and procedures, privacy plan, security plan, and data quality plan for the operation and administration of the local HMIS *24 CFR Part 578.7(b)(3)*

6. A Place to Call Home for Youth

- ⟨ Make recommendations to the CoC on implementation of A Place to Call Home for Youth (the local Plan to Prevent and End Youth Homelessness and ensure appropriate and sufficient funding for plan implementation).
- ⟨ Oversee implementation of the programs under HUD's Youth Homelessness Demonstration Project (YHDP) grant.
- ⟨ Monitor the progress of efforts to prevent and end youth homelessness and the performance of programs implemented under A Place to Call Home for Youth.

IV. Community Shelter Board Responsibilities

CSB is the primary organization supporting all of the groups involved with moving the Community Frameworks forward. In addition to its roles as a convener of some of the Community Frameworks' strategies, CSB is responsible for the following, per CoC delegation.

1. Operations of the CoC

- ⟨ Serve as the CoC fiscal agent.
- ⟨ Provide staffing support to the CoC and CoC Board.
- ⟨ Issue annually a public request for new CoC member nominations. *24 CFR Part 578.7(a)(2)*
- ⟨ Act as the Collaborative Applicant for the Columbus and Franklin County CoC, per the HEARTH legislation. *24 CFR Part 578.9(a)(3)*
- ⟨ Act as the Collaborative Applicant for the HUD Youth Homelessness Demonstration Program.
- ⟨ Act as the Unified Funding Agency for the Columbus and Franklin County CoC, per the HEARTH legislation.
- ⟨ Act as the HMIS Lead for the Columbus and Franklin County CoC, per the HEARTH legislation. *24 CFR Part 578.7(b)(2)*
- ⟨ Act as the subrecipient of ESG funds for the Columbus and Franklin County CoC.

2. CoC Planning

- ⟨ Implement the requirements of the HEARTH legislation as mandated by HUD.
- ⟨ Guided by the CoC, implement a housing and service system that meets the needs of persons experiencing homelessness that includes outreach, engagement, and assessment; emergency shelter, housing, and supportive services; and homelessness prevention. *24 CFR Part 578.7(c)(1)*
- ⟨ Prepare and present to the CoC Board and CoC annual funding allocations, inclusive of ESG, CoC, and YHDP funds and annual updates on funding allocations.
- ⟨ Provide program and system level performance monitoring and evaluations of outcomes appropriate for population and program type. *24 CFR Part 578.7(a)(7)*
- ⟨ Report on and evaluate the performance of ESG program recipients and subrecipients. *24 CFR Part 578.7(c)(5)*
- ⟨ Establish and operate a coordinated assessment system for homeless individuals and families. *24 CFR Part 578.7(a)(8)*
- ⟨ Consult with sub-recipients to propose performance targets appropriate for population and program type. *24 CFR Part 578.7(a)(6)*
- ⟨ Establish and consistently follow written standards for the provision of ESG, CoC, and YHDP assistance, including policies and procedures for evaluating individuals' and families' eligibility for assistance; policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance, rapid re-housing assistance, and permanent supportive housing assistance; policies and procedures for emergency transfers that comply with VAWA requirements under 578.99(j)(8); and standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance. *24 CFR Part 578.7(a)(9) and 24 CFR Part 578.7(d)*

- 〈 Communicate Community Framework progress to the community.
- 〈 Meet HUD record keeping requirements, inclusive of CoC and ESG records.
- 〈 Plan and conduct a sheltered and unsheltered point-in-time count of homeless persons. *24 CFR Part 578.7(c)(2)*
- 〈 Plan and conduct an annual Housing Inventory Count and Gap Analyses. *24 CFR Part 578.7(c)(3)*
- 〈 Provide required information to complete the local Consolidated Plan(s). *24 CFR Part 578.7(c)(4)*
- 〈 Certify the applicants and projects for Ohio Development Services Agency grants.

3. HMIS Operations

- 〈 Ensure consistent subrecipient participation in HMIS. *24 CFR Part 578.7(b)(4)*
- 〈 Ensure HMIS compliance with HUD requirements. *24 CFR Part 578.7(b)(5)*
- 〈 Prepare the HMIS policies and procedures, privacy plan, security plan and data quality plan. *24 CFR Part 578.7(b)(3)*
- 〈 Prepare annually System Performance Measures, Annual Performance Reports, Longitudinal Systems Analysis, and Analysis of National and Local Homelessness Data. *24 CFR Part 578.7(a)(7)*
- 〈 Operate as the HMIS Lead and make system-wide decisions regarding the HMIS that impact all covered homeless organizations. HMIS Lead means the entity designated by the CoC Board to operate the Continuum's HMIS on the CoC's behalf. *24 CFR Part 578.7(b)(2)*

4. Point in Time Count Plan

Consistent with HUD requirements, an annual Point-in-Time Count is conducted. Participation in the Homeless Count Work Group is open to all interested. The CoC Board reviews and approves the Point-in-Time Count Plan annually and empowers CSB to lead coordination efforts to conduct the count.

5. HUD Application Process

The CoC meets annually to review and act on the HUD CoC Application, including all relevant charts and tables. CSB coordinates the submission of CoC project applications, prepares the CoC Application for CoC review, and submits the consolidated Application on behalf of the CoC. CSB coordinates the submission of YHDP project applications, prepares the YHDP application, and submits the application(s) on behalf of the CoC. *24 CFR Part 578.9(a)(1) and 578.9(a)(3)*

6. Ohio Department of Development (ODOD) ODSA Application Processes

To fulfill the ODOD ODSA Homeless Assistance programs application processes, CSB certifies applicants/projects on behalf of the CoC Board and makes recommendations to ODOD ODSA. Agencies that disagree with CSB can appeal to the CoC Board via an electronic appeal.

7. Letters of Support or Certification

Programs and services which meet the needs of families and individuals experiencing homelessness in Franklin County, Ohio are eligible to request letters of support or certification from the CoC Board and CSB. The CoC Board will only provide letters of support

or certification to agencies which have a record of providing quality services to persons who are experiencing homelessness or at risk of experiencing homelessness, and for projects that are consistent with the local priorities established by the CoC. New agencies must demonstrate the ability to provide high quality services. Projects may receive letters of support or certification if they:

- ⟨ Document the need for the program;
- ⟨ Provide a clearly defined program with attainable outcomes;
- ⟨ Demonstrate collaboration with other community-based organizations;
- ⟨ Demonstrate the provision of high-quality services; and
- ⟨ Deliver services in a highly cost-effective manner.

8. Program Performance Standards

Program performance standards are established by CSB and recommended to the CoC Board for approval annually and incorporate HUD requirements and local standards. CSB consults with recipients and sub-recipients to establish performance targets appropriate for population and program type and incorporates these standards into annual program agreements with each Partner Agency (sub-recipient). An annual Program Outcome Plan (POP) is part of the agreement. If CSB and the agency disagree on the annual POP, the agency may appeal to the CoC Board (if CoC- or ESG-funded) or CSB Board Chair (if CSB-funded). CSB monitors program performance, evaluates outcomes, and provides monthly, quarterly, semi-annual, and annual data reports that are widely disseminated to Partner Agencies, funders, and stakeholders. Performance data and outcome reports are submitted to HUD, as required. *24 CFR Part 578.7(a)(6) and 578.7(a)(7)*

9. Quality Improvement Plans

CSB addresses programs of ongoing concern through a Quality Improvement (QI) Plan process. The QI Plan process is based on one-on-one dialogues between CSB and the Partner Agency and considers agency plans and progress on addressing program issues. CSB and the Partner Agency enter into a QI Plan if a program experiences long-standing and/or serious program issues and/or systemic agency concerns. If the agency and/or CSB find that the QI Plan process is not working, either may refer the concerns/issues to the CoC Board. The Partner Agency will be given an opportunity to present its case to the CoC Board, at the CoC Board's request. If the partner agency is not in agreement with the CoC Board's decision, the partner agency can appeal to the CoC. The CoC will review the CoC Board's decision and make the final determination on partner agency appeals.

10. Performance Ratings

Through its evaluative work, CSB annually establishes performance ratings of each CoC- and ESG-funded and CSB-funded program. Based on these ratings, CSB recommends to the CoC Board programs that should not continue to receive funding through the annual HUD application process because of underperformance. All programs rated as "Low" performers through CSB's annual Program Evaluation are discussed by the CoC Board. CSB recommends to the CoC Board funding reallocations based on program performance and need. The CoC is the final decision maker regarding any programs that should be removed from HUD funding and any subsequent funding reallocations. *24 CFR Part 578.7(a)(7)*

11. Meeting Support

CSB provides meeting support for the CoC and CoC Board and all other committee meetings. by scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to www.columbusfranklincountycoc.org.

- ⟨ CoC and CoC Board members may suggest agenda items.
- ⟨ Agenda and meeting materials are released one week prior to meetings.
- ⟨ The agenda is reviewed and adopted at the start of the meeting; changes may be offered for consideration.
- ⟨ Meeting notes are produced within 30 days of the meeting and approved at the following meeting.
- ⟨ Materials are posted on the website for all CoC and CoC Board members.

12. Costs

Every effort is made to keep process costs to the minimum necessary to achieve full funding. CSB works to raise funds to support the processes of the CoC, including central administrative requirements related to HMIS and the Point-in-Time Count.

V. HMIS (CSP) Lead Roles and Activities

CSB, as the CoC-designated HMIS Lead, maintains the community's HMIS – Community Services Portal – in compliance with HUD's 2017 HMIS data standards and coordinates all related activities including training, maintenance, and technical assistance to agencies. Each participating agency or Contributing HMIS Organization (CHO) is expected to participate in the CSP Administrators Group which oversees CSP operations. Annually, CSB conducts an anonymous Administrator/User survey.

CSB has the following roles:

1. Make decisions about HMIS management and administration.
2. Designate a single information system as the official HMIS software for the geographic area.
3. Develop an HMIS governance charter and document all assignments and designations consistent with the governance charter. The charter is to contain, at the minimum:
 - ⟨ A requirement that the HMIS Lead enter into written HMIS Participation Agreements with each Contributing Homeless Organization (CHO) requiring the CHO to comply with this part and imposing sanctions for failure to comply;
 - ⟨ The participation fee charged by the HMIS; and
 - ⟨ Such additional requirements as may be issued by notice from time to time.
4. Ensure that recipients of CoC, ESG, YHDP funds and funds from the other programs authorized by Title IV of the McKinney-Vento Act participate in the HMIS. CSB duties include establishing the HMIS; conducting oversight of the HMIS; taking corrective action, if needed, to ensure that the HMIS is compliant with all HUD requirements; ensuring that all recipients of financial assistance under the CoC and ESG programs use the HMIS to collect client-level data on persons served.

5. Develop written HMIS policies and procedures for all CHOs for the operation of the HMIS.
6. Execute a written HMIS Participation Agreement with each CHO, which includes the obligations and authority of the HMIS Lead and CHO, the requirements of the security plan with which the CHO must abide, the requirements of the privacy policy with which the CHO must abide, the sanctions for violating the HMIS Participation Agreement (e.g. imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution), and an agreement that the HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreement. The HMIS Participation Agreement may address other activities to meet local needs.
7. Serve as the applicant to HUD for grant funds to be used for HMIS activities for the CoC's geographic area, as directed by the CoC, and, if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities.
8. Monitor and enforce compliance by all CHOs with the requirements of this part and report on compliance to CoC Board and HUD.
9. Submit a security plan, a data quality plan, and a privacy policy to the CoC Board annually for approval. Review and update the plans and policy at least annually. During this process, seek and incorporate feedback from the CoC Board and CHO. Implement the plans and policy immediately after approval by the CoC Board.
10. At a minimum, the privacy policy includes data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice.
11. The security plan meets the minimum requirements for a security plan as established by HUD in notice.
12. Designate one staff member as the HMIS security officer to be responsible for ensuring compliance with applicable security standards.
13. Ensure that each CHO designates a security officer and conducts workforce security measures.
14. Conduct workforce security screening; ensure that each CHO conducts criminal background checks on the HMIS security officer and on all administrative users. Unless otherwise required by HUD, background checks may be conducted only once for administrative users.

15. Report security incidents. Implement a policy and chain of communication for reporting and responding to security incidents, including a HUD-determined predefined threshold when reporting is mandatory, as established by HUD in notice.
16. Develop and establish a disaster recovery plan, which includes at a minimum, protocols for communication with staff, the CoC Board, and CHOs and other requirements established by HUD in notice.
17. Conduct an annual security review to ensure the implementation of the security requirements for itself and CHOs. This security review includes completion of a security checklist ensuring that each of the security standards is implemented in accordance with the HMIS security plan.
18. Ensure that each user completes security training at least annually and prior to being given access to the HMIS.
19. Ensure that each CHO conducts an annual security review.
20. Set data quality benchmarks including bed coverage rates and service-volume coverage rates.
21. Archive data in the HMIS and follow standards published in the Federal Register notices.
22. At least annually or upon request from HUD, submit an unduplicated count of clients served and an analysis of unduplicated counts.
23. Submit reports to HUD as required.

VI. Partner Agency Activities

1. Partner Agency Input

The CoC values input and participation by Partner Agencies in all processes, including:

- ⟨ Designated seats on all committees.
- ⟨ The opportunity to review and comment on new projects prior to CoC Board review.
- ⟨ The opportunity to review and comment on CoC annual plan, policies, and program standards.

2. Partner Agency Program Requirements and Rights

Partner Agencies are the cornerstone of success for the implementation of the Community Frameworks. A collaborative, streamlined system with clear goals and objectives will result in continued success for Partner Agencies. Partner Agency roles include the following:

- ⟨ Continue to develop and implement high-quality programs and services.
- ⟨ Work with conveners, collaborators, and funders to build support for programs.
- ⟨ Share and implement best practices and collaborate with other Partner Agencies.
- ⟨ Work with funders to evaluate programs and engage in quality improvement activities.
- ⟨ Participate in advocacy efforts.

The CoC expects that Partner Agencies will meet requirements to receive CoC and ESG funding and intends to treat all Partner Agencies fairly in evaluating performance. These requirements include:

- ⟨ Meet relevant program and HUD standards and achieve program outcome goals.
- ⟨ Submit an annual program outcome plan in line with HUD and CoC requirements and update program descriptions through the annual CSB Gateway process.
- ⟨ Submit CoC project application per HUD timeline.
- ⟨ Submit required data through the HMIS.
- ⟨ Submit HUD APR data to CSB, as needed.

The CoC also establishes certain rights of Partner Agencies, including the rights to:

- ⟨ Participate in QI Plans prior to HUD funds being reduced or eliminated by the CoC.
- ⟨ Appeal to the CoC if it disagrees with a recommendation by the CoC Board.
- ⟨ Request a waiver from compliance with specific program performance standards.
- ⟨ Submit Concept Papers and Project Plans for new projects, for the consideration of the CoC Board and the CoC, in accordance with the standards for development of new projects found at www.csb.org.

VII. Citizens Advisory Council and Youth Action Board Activities

The CoC values input and participation by persons who are experiencing or have experienced homelessness. The Citizens Advisory Council will have the following opportunities:

- ⟨ Two seats on the CoC and one seat on the CoC Board;
- ⟨ The opportunity for designated seats on all committees;
- ⟨ The opportunity to review and comment on new projects prior to CoC Board review;
- ⟨ The opportunity to review and comment on CoC annual plan, policies, and program standards; and
- ⟨ The opportunity to review and comment on the Community Frameworks and other system strategy materials.

The Youth Action Board will have the following opportunities:

- ⟨ One seat on the CoC;
- ⟨ The opportunity for designated seats on all committees, particularly committees addressing youth homelessness;
- ⟨ The opportunity to review and comment on new projects prior to CoC Board review; particularly projects addressing youth homelessness;
- ⟨ The opportunity to review and comment on CoC annual plan, policies, and program standards; and
- ⟨ The opportunity to review and comment on the Community Frameworks and other system strategy materials.

VIII. Committees, Subcommittees, and Workgroups

The following committees are currently operational. These committees are also staffed by CSB representatives.

1. Adult System Operations Workgroup (ASOW)

A Partner Agency group comprised of representatives of non-profit agencies operating emergency shelters for single adults, the coordinated point of access to emergency shelter, rapid re-housing providers, and outreach providers. The group meets at least monthly (more often during the winter overflow season) to further the provision of services for single adults experiencing homelessness.

2. Family System Operations Workgroup (FSOW)

A Partner Agency group comprised of representatives of non-profit agencies operating emergency shelters for families, the local domestic violence agency, the coordinated point of access to emergency shelter, rapid re-housing providers, and homelessness prevention providers. The group meets at least monthly to further the provision of services for families and pregnant women experiencing homelessness.

3. Permanent Supportive Housing Roundtable

A Partner Agency group comprised of representatives of non-profit agencies operating permanent supportive housing programs in the community, the local mental health and substance abuse board, and the local public housing authority. The group meets quarterly to improve the provision of permanent supportive housing system and services for formerly homeless single adults and families.

4. ~~HMIS (CSP) Administrators Group~~

A Partner Agency group comprised of representatives of non-profit agencies using the local homeless management information system, ~~HMIS Community Services Portal (CSP)~~. Each agency that has access to ~~HMIS CSP~~ must have a designated ~~two primary and backup administrators~~. Both are invited to participate at ~~this~~ quarterly meetings where new HMIS developments are discussed and improvements to the system are proposed and implemented.

5. Citizens Advisory Council (CAC)

The Citizens Advisory Council is a CSB-sponsored group with membership comprised of homeless and formerly homeless individuals. This group meets monthly. The CoC values input and participation by the CAC in all processes.

6. Point-in-Time Count Workgroup

A group comprised of representatives of non-profit agencies operating emergency shelters, the coordinated point of access to emergency shelter, outreach, rapid re-housing, local homeless advocacy groups, and other social service agencies. The group meets starting in the fall of each year and until the annual Point-in-Time count occurs and all the counting is finalized. The purpose of the group is to plan and implement the annual Point in-Time count of unsheltered homeless individuals.

7. Committee to Address Youth Experiencing Homelessness

A group that oversees implementation of the local plan to prevent and end youth homelessness and coordinates development and submission of project applications for the HUD YHDP. The Committee includes nonprofit organizations that serve youth experiencing homelessness, Franklin County Children Services, the Local Education Agency, City and County governments, recipient(s) of federal Runaway and Homeless Youth funding, the Youth Action Board, and CSB.

8. Youth Action Board (YAB)

The YAB is comprised of at least three youth members (age 24 and younger), at least two-thirds of whom are homeless or formerly homeless. The YAB plans and participates in the implementation of the local plan to prevent and end youth homelessness. The YAB reviews and approves all project applications submitted under the YHDP grant and provides feedback to the Committee to Address Youth Experiencing Homelessness. YAB is an active member of the Committee to Address Youth Experiencing Homelessness and the CoC. YAB provides feedback to the Committee and the CoC on programs implemented through the YHDP and the local plan to prevent and end youth homelessness.

9. Veteran System Operations Workgroup

A group that oversees implementation of the local policies and procedures to end veteran homelessness. The group includes the U.S. Department of Veterans Affairs, Veterans Service Commission, Supportive Services for Veteran Families providers, and other entities that serve veterans experiencing homelessness. The group meets weekly to further the provision of services for veterans.

10. Homelessness Prevention Network Partner Operations Workgroup (HPN POW)

A group comprised of representatives of HPN partner agencies who deliver prevention services. The group meets bi-weekly in a learning exchange format to further the provision of services for families at risk of experiencing homelessness.

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Updated 5.20.14
Updated 10.14.14
Updated 6.03.15
Updated 1.08.16
Updated 6.1.16
Updated 11.14.16
Updated 5.16.17
Updated 6.19.17
Updated 7.5.17
Updated 6.5.18
Updated 5.29.19
Updated 6.4.20
Updated 5.24.21
Updated 6.9.22

recurring agenda item for each meeting
meeting requirement
new item

Continuum of Care (CoC) Responsibilities

Operations of the CoC	
Month	Activity
Jun-22	Adopt and follow a written process to select the CoC Board. The process must be reviewed, updated, and approved at least once every 5 years.
Jun-22	Appoint members to the CoC Board.
Jun-22	Select the CoC and CoC Board Chair bi-annually.
Jun-22	Review and approve the Annual Plan and CoC Governance and Policy Statements
Jun-22	Review and approve annual membership, including new members
Jun-22	Renew authority of the CoC Board
Jun-22	Submit conflict of interest disclosure statements
Jun-22	Review progress made on Diversity, Equity, and Inclusion strategy
Ongoing	Appoint additional committees, subcommittees, or work groups
Ongoing	Review, as needed, decisions made by the CoC Board, including performance targets, Partner Agency performance, outcomes of ESG and CoC funded programs, and actions against poor performers.
CoC Planning	
Month	Activity
Dec-21	Review annual financial reports
Jun-22	Review and approve annual funding allocations, including ESG and CoC funds, and establish funding priorities
TBD - per HUD schedule	Review and act on the HUD CoC Application, including all relevant charts and tables
TBD - per HUD schedule	Review and act on any programs that should be removed from HUD funding and any subsequent funding reallocations, per CoC Board recommendation
TBD - per HUD schedule	Renew the authority of the Unified Funding Agency and review compliance with HUD regulations
Ongoing	Review quarterly systems and programs performance reports
Ongoing	Review and make final determination on Partner Agency appeals, if Partner Agency is not in agreement with the CoC Board determination
Ongoing	Receive updates on <i>A Place to Call Home: A Framework for Action to Address Homelessness in Columbus and Franklin County</i> (Community Framework) and <i>A Place to Call Home for Youth: Our Coordinated Community Plan for Youth Facing Homelessness in Columbus and Franklin County</i> (Youth Plan)
Ongoing	Receive community and public policy updates relevant to homelessness issues
Ongoing	Review and act on any other CoC Board recommendations
New Programs	
Dec-21	Review and act on new permanent supportive housing priority for consideration by the Ohio Housing Finance Agency
TBD - per HUD schedule	Review and act annually on proposed new supportive housing CoC bonus projects
Ongoing	Review and incorporate feedback from Partner Agencies on new projects and any other relevant topics
Ongoing	Review and incorporate feedback from the Citizens Advisory Council on new projects and any other relevant topics
Ongoing	Receive presentation from any new project developer about its proposal.

CoC Board Responsibilities

Operations of the CoC

Month	Activity
May-22	Review and recommend annual membership to the CoC
May-22	Review and recommend membership to the CoC Board
May-22	Approve bi-annually the Chair of the CoC and CoC Board
May-22	Review and recommend to the CoC the Annual Plan and the CoC Governance and Policy Statements
May-22	Review progress made on Diversity, Equity, and Inclusion strategy

CoC Planning

Month	Activity
TBD - per HUD schedule	Receive and review HUD score for annual CoC application
Nov-21	Provide feedback and information as needed to the local government (City/County) on their Consolidated Plan
Nov-21	Approve plan/process for unsheltered Point-in-Time count
Nov-21	Review annual financial reports
Jan-22	Review and approve Monitoring Guide for Subrecipients (required for HUD CoC Registration)
Jan-22	Review and approve Procedures for High-Risk Subgrantee Management (required for HUD CoC Registration)
Apr-22	Review and approve the annual Housing Inventory Chart
Apr-22	Review and approve the annual Point in Time Count
May-22	Review and recommend CoC action on annual funding allocations, including ESG and CoC funds, and recommend funding priorities
May-22	Receive annual Program Evaluation
TBD - per HUD schedule	Review and approve Prioritization Options for annual HUD CoC application
TBD - per HUD schedule	Review and approve CoC Process for Funding Reallocation (electronic approval)
TBD - per HUD schedule	Approve HUD CoC application schedule (electronic approval)
TBD - per HUD schedule	Review and recommend CoC action on the HUD CoC Application, including all relevant charts and tables
Ongoing	Review quarterly systems and programs performance reports and occupancy reports
Ongoing	Review and act on any other HUD-mandated activity
Ongoing	Review and act on Partner Agency appeals as necessary
Ongoing	Receive updates on the Community Framework and take actions to move the framework forward
Ongoing	Receive community and public policy updates relevant to homelessness issues

Performance Monitoring

Month	Activity
Jan-22	Review and approve annual performance standards and evaluation outcomes for ESG- and CoC-funded programs (required for annual CoC Registration)
TBD - per HUD schedule	Review existing projects and make recommendations to the full CoC for its consideration, action, and inclusion in the consolidated HUD CoC application
Ongoing	Review and recommend to the CoC any programs that should be removed from HUD funding and any subsequent funding reallocations
Ongoing	Review existing programs and recommend actions to the CoC
Ongoing	Recommend to the CoC actions against poor performers
Ongoing	Review ongoing projects that have participated in QII at the request of the Partner Agency and/or CSB

Columbus and Franklin County, Ohio Continuum of Care

FY23 Annual Plan (7/1/22 - 6/30/23)

Revised 6/9/2022

New Programs	
Month	Activity
Dec-21	Review and recommend to the CoC the permanent supportive housing priorities for consideration by the Ohio Housing Finance Agency
TBD - per HUD schedule	Make recommendations to the full CoC for its consideration and inclusion in the HUD CoC application of proposed new supportive housing bonus project(s)
Ongoing	Receive and review quarterly updates on new project developments
Ongoing	Review and incorporate feedback from Partner Agencies on new projects and any other relevant topics
Ongoing	Review and incorporate feedback from the Citizens Advisory Council on new projects and any other relevant topics
Ongoing	Receive presentation from any new project developer about its proposal.
HMIS Operations	
Month	Activity
Apr-22	Designate a single HMIS for the CoC
Apr-22	Designate a HMIS lead
Apr-22	Review and approve the HMIS policies and procedures, privacy plan, security plan and data quality plan for the operation and administration of the local HMIS

Community Shelter Board (CSB) Responsibilities

Operations of the CoC	
Month	Activity
Jun-21	Issue conflict of interest disclosure statements
Ongoing	Staff the CoC and CoC Board and provide support
Ongoing	Act as the Collaborative Applicant for the Columbus and Franklin County CoC, per HEARTH Act
Ongoing	Act as the Unified Funding Agency for the Columbus and Franklin County CoC, per HEARTH Act
Ongoing	Act as the HMIS Lead for the Columbus and Franklin County CoC, per HEARTH Act
Ongoing	Act as the subrecipient of the ESG funds for Columbus and Franklin County
CoC Planning	
Month	Activity
Oct-21	Participate in Agency and CSB one-on-one meetings (individually scheduled)
Nov-21	Provide required information to complete the local Consolidated Plan(s)
Nov-21	Prepare and present to the CoC Board annual financial reports
Nov-21	Submit to HUD the CoC Annual Performance Reports
Nov-21	Submit to HUD and present to the CoC Board and CoC Longitudinal Systems Analysis (LSA) Data
Jan-22	Establish annual program performance standards and provide for CoC Board review and approval
Jan-22	Plan and conduct a sheltered and unsheltered Point-in-Time count of homeless persons
Feb-22	Issue Program Outcome Plans to agencies, as part of the annual Gateway process
TBD - per HUD schedule	Announce HUD project awards
Apr-22	Process appeals for CSB funded programs
Apr-22	Submit annual Housing Inventory Chart to CoC Board for approval
Apr-22	Submit annual Point-in-Time Count data to CoC Board for approval
Apr-22	Submit Housing Inventory Chart data to HUD via Homelessness Data Exchange (HDX)
Apr-22	Submit Point-in-Time Count data to HUD via Homelessness Data Exchange (HDX)
Apr-22	Participate in Partner Agency and CSB one-on-one meetings (individually scheduled)
Apr-22	Handle POP appeals for CoC-funded Partner Agencies (non-CSB funded agencies)
Apr-22	Present to the CoC Board annual Program Review and Certification Summary
May-22	Present to the CoC Board and CoC annual funding allocations, including ESG and CoC funds
May-22	Present to the CoC Board and CoC System Performance Measures
Jun-22	Certify the applicants/projects for ODOD grants
Jun-22	Report on OHFA decision on new supportive housing programs receiving tax credits

Columbus and Franklin County, Ohio Continuum of Care

FY23 Annual Plan (7/1/22 - 6/30/23)

Revised 6/9/2022

TBD - per HUD schedule	Receive and review HUD score for annual CoC application
TBD - per HUD schedule	Registration for CoC Application
TBD - per HUD schedule	Review CoC NOFA
TBD - per HUD schedule	Prepare Draft CoC Application
TBD - per HUD schedule	Review CoC Project Applications
TBD - per HUD schedule	Finalize CoC Application after CoC approval
TBD - per HUD schedule	Submit Consolidated CoC Application to HUD
Ongoing	Issue letters of support or certification on behalf of the CoC and CoC Board
Ongoing	Meet HUD record keeping requirements, including CoC records
Ongoing	Provide program and system level performance monitoring and evaluations of outcomes
Ongoing	Implement the requirements of the HEARTH Act as mandated by HUD
Ongoing	Communicate progress on the Community Framework
Ongoing	Establish and operate a coordinated assessment system for homeless individuals and families
Ongoing	Establish and consistently follow written standards for provision of ESG and CoC assistance
Ongoing	Provide Quality Improvement Intervention and review programs participating in agency/CSB Quality Improvement Interventions or "of concern" and make recommendations to the CoC Board, as needed
Ongoing	Review new projects and programs and recommend actions to the CoC Board
HMIS Operations	
Month	Activity
Ongoing	Ensure consistent participation in HMIS. Monitor that all recipients of financial assistance under the CoC and ESG programs are using the HMIS to collect client-level data on persons served.
Ongoing	Ensure the HMIS compliance with HUD requirements
Ongoing	Prepare the HMIS policies and procedures, privacy plan, security plan, and data quality plan for the operation and administration of the HMIS
Ongoing	Operate as the HMIS Lead and make system-wide decisions regarding the HMIS that impact all covered homeless organizations. HMIS Lead means the entity designated by the CoC Board with 24 CFR part 580 to operate the CoC's HMIS on the CoC's behalf.

Partner Agency Responsibilities

Month	Activity
Oct-21	Participate in Partner Agency and CSB 1-on-1 meetings (individually scheduled)
Apr-22	Participate in Partner Agency and CSB 1-on-1 meetings (individually scheduled)
TBD - per HUD schedule	Submit CoC Project Applications
Ongoing	Review and comment on new projects prior to CoC Board review
Ongoing	Review and comment on CoC annual plan, policies, and program standards
Ongoing	Continue to develop and implement high-quality programs and services
Ongoing	Work together with conveners, collaborators, and funders to build support for programs
Ongoing	Share and implement best practices and collaborate with other Partner Agencies
Ongoing	Work together with funders to evaluate programs and engage in quality improvement activities
Ongoing	Participate in advocacy efforts
Ongoing	Meet relevant program and HUD standards and achieve program outcome goals
Ongoing	Submit an annual Program Outcome Plan consistent with HUD and CoC requirements and update Program Descriptions through the annual CSB Gateway process
Ongoing	Submit required data through HMIS
Ongoing	Provide data to CSB for HUD APR requirements, as needed
Ongoing	Participate in Quality Improvement Intervention (QII) prior to HUD funds being reduced or eliminated by the CoC
Ongoing	Appeal to the CoC if it disagrees with a recommendation by the CoC Board
Ongoing	Request a waiver from compliance with specific program performance standards
Ongoing	Submit Concept Papers and Project Plans for new supportive housing projects, for the consideration of the CoC Board and the CoC, in accordance with the standards for development of new projects, found at www.csb.org

Citizens Advisory Council & Youth Action Board Responsibilities

Month	Activity
May-22	Submit membership recommendations to the CoC Board
Ongoing	Review and comment on new projects prior to CoC Board review

**Columbus and Franklin County, Ohio
Continuum of Care**

**Resolution for Approval of the Governance Structure and the
Annual Plan of the Continuum of Care**

WHEREAS, through the HEARTH legislation, the Continuum of Care (CoC) is asked to make a number of decisions regarding the role of the CoC and the governance of the CoC;

WHEREAS, the CoC Board recommends that the CoC accept the updated Columbus and Franklin County Continuum of Care Governance and Policy Statements as presented, inclusive of the CoC membership, the CoC Board membership, and its authority and the written process to select new members and the Chair for the CoC and CoC Board;

WHEREAS, the CoC Board recommends that the CoC accept the FY23 Annual Plan as presented;

WHEREAS, the CoC Board recommends that the CoC agrees to reauthorize the CoC Board to act on its behalf according to the responsibilities outlined in the Columbus and Franklin County Continuum of Care Governance and Policy Statements and the FY23 Annual Plan;

WHEREAS, the CoC Board recommends that the CoC agrees to reauthorize Community Shelter Board (CSB) to be the Collaborative Applicant for the community, as defined by the U.S. Department of Housing and Urban Development (HUD) through the HEARTH legislation and apply for HUD funding on its behalf;

WHEREAS, the CoC Board recommends that the CoC agrees to reauthorize CSB as the Unified Funding Agency for the community, as defined by HUD through the HEARTH legislation and its implementation as required by HUD.

THEREFORE, be it resolved that the CoC approves the updated Columbus and Franklin County Continuum of Care Governance and Policy Statements as presented, inclusive of the CoC membership, the CoC Board membership, and its authority and the written process to select new members and the Chair for the CoC and CoC Board;

THEREFORE, be it resolved that the CoC approves the FY23 Annual Plan as presented;

THEREFORE, be it resolved that the CoC approves reauthorization of the CoC Board to act on its behalf according to the responsibilities outlined in the Columbus and Franklin County Continuum of Care Governance and Policy Statements and the FY23 Annual Plan;

THEREFORE, be it resolved that the CoC approves reauthorization of Community Shelter Board (CSB) to be the Collaborative Applicant for the community, as defined

by the U.S. Department of Housing and Urban Development (HUD) through the HEARTH legislation and apply for HUD funding on its behalf;

THEREFORE, be it resolved that the CoC approves reauthorization of CSB as the Unified Funding Agency for the community, as defined by HUD through the HEARTH legislation and its implementation as required by HUD.

Approved by voice vote.

Witnessed by:

Michelle Heritage, Interim Chair

Date

Performance Ratings at a Glance

System/Project Name	Performance Rating
Family Emergency Shelter System	N/A ²
Men's Emergency Shelter System	N/A ²
Women's Emergency Shelter System	N/A ²
Emergency Shelter System	N/A ²
Prevention System	N/A ²
Rapid Re-housing System	N/A ²
Permanent Supportive Housing System	High
Homelessness Prevention	
Gladden Community House Family Homelessness Prevention	N/A ²
Gladden Community House Family Homelessness Prevention FCCS	N/A ²
HFF Homelessness Prevention for Expectant Mothers	N/A ²
HFF Housing for Pregnant Women (Celebrate One) Prevention and RRH	N/A ²
HFF Housing Now for Homeless Families	N/A ²
HFF Homelessness Prevention – Resiliency Bridge	N/A ¹
HFF Homelessness Prevention – Success Bridge	N/A ¹
HFF ODH TAY Homelessness Prevention	N/A ¹
VOAOI SSVF Prevention	N/A ²
Coordinated Point of Access	
Gladden Community House Family Diversion	N/A ²
Huckleberry House TAY Coordinated Access and Rapid Resolution	High
Netcare Access Family CPoA/Homeless Hotline	N/A ²
Netcare Access Single Adult CPoA/Homeless Hotline	N/A ²
Emergency Shelters	
YMCA Van Buren Family Shelter	N/A ²
YWCA Family Center	N/A ²
Huckleberry House Youth Shelter	N/A ²
LSS Faith Mission Single Adults (Grant, 8 th)	N/A ²
LSS Faith Mission VA Emergency Housing	N/A ²
Maryhaven Engagement Center – Safety	N/A ²
Maryhaven Engagement Center – Shelter2Housing	N/A ²
Southeast Friends of the Homeless Men's Shelter	N/A ²
VOAOI VA Emergency Housing	N/A ²
YMCA Men's and Women's Overflow/Social Distancing	N/A ²
YMCA Van Buren Women's Shelter	N/A ²
Outreach Programs	
Maryhaven Capital Crossroads Special Improvement District Outreach	N/A ²
Maryhaven Outreach	N/A ²
Southeast PATH	N/A ²
Rapid Re-housing	
Homefull Single Adult Rapid Re-housing	N/A ²
Home for Families Family Rapid Re-housing	N/A ²
Home for Families Family Rapid Re-housing Intensive	N/A ²
Home for Families TAY Rapid Re-housing	Low
Home for Families TAY Transition to Home Rapid Re-housing	Medium

¹ Project too new to evaluate

² Program not evaluated this reporting period due to Covid-19 effects on outcomes. Project not receiving HUD CoC funding

LSS Faith Mission SSVF Rapid Re-housing	N/A ²
The Salvation Army Family Rapid Re-housing	N/A ²
The Salvation Army Job2Housing	Medium
VOAOI SSVF Rapid Re-housing	N/A ²
VOAOI Family Rapid Re-housing	N/A ²
YMCA Single Adult Rapid Re-housing	N/A ²
YMCA Single Adult Rapid Re-housing Expansion	N/A ²
YMCA Family Rapid Re-housing	N/A ²
YMCA DV Rapid Re-housing	Low

Permanent Supportive Housing

Equitas TRA	Medium
Community Housing Network Briggsdale	Medium
Community Housing Network Cassady Avenue Apartments	High
Community Housing Network Creekside Place	N/A ¹
Community Housing Network East Fifth Avenue Apartments	High
Community Housing Network Family Homes	High
Community Housing Network Inglewood Court	High
Community Housing Network Marsh Brook Place	Medium
Community Housing Network North 22nd Street	High
Community Housing Network Parsons Place	High
Community Housing Network Safe Haven	Medium
Community Housing Network Southpoint Place	High
Community Housing Network Terrace Place	Medium
Community Housing Network Wilson	High
Homefull Leasing	Medium
Homefull SRA	Medium
Homefull TRA	High
Homefull TRA Mainstream	N/A ¹
Maryhaven Commons at Chantry	High
National Church Residences Commons at Buckingham	High
National Church Residences Commons at Grant	High
National Church Residences Commons at Livingston	High
National Church Residences Commons at Third	High
VA VASH	Medium
VOAOI Family Supportive Housing	Medium
VOAOI Van Buren Village	Medium
YMCA 40 West Long Street	Medium
YMCA 40 West Long Street SRA	Medium
YMCA Franklin Station	High
YMCA/Homefull Isaiah Project	High
YMCA Scattered Sites HOME	Medium
YWCA WINGS	Medium

Transitional Housing

Home for Families TAY Transition to Home	Low
Huckleberry House Transitional Living Project	Medium
Huckleberry House Transitional Living Project RHY	N/A ²
VOAOI Veterans Transitional Housing	N/A ²

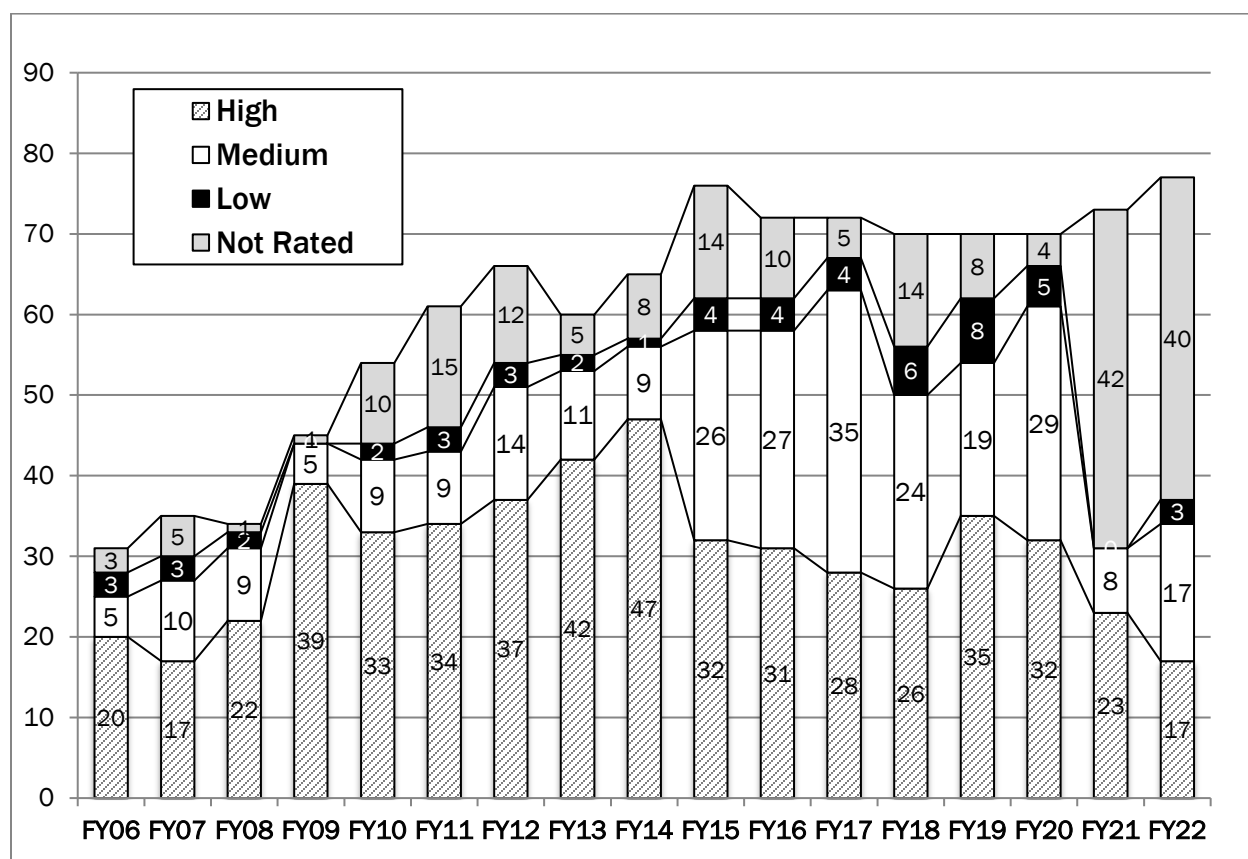
¹ Project too new to evaluate

² Program not evaluated this reporting period due to Covid-19 effects on outcomes. Project not receiving HUD CoC funding.

Conclusion

In FY2022, CSB decided not to rate the programs' performance for the July-December 2021 timeframe due to the negative impacts of the COVID-19 pandemic. The graph below illustrates the number of rated programs between fiscal years 2006 and 2022 by rating category. CSB commends partner agencies on their continued commitment to quality, responsive services, and housing for some of the most vulnerable members of our community – adults and children who are at risk of or experience homelessness, even during the most challenging circumstances. CSB looks forward to working with partner agencies in the coming year to further improve individual programs and system coordination.

Number of projects by rating category between FY2006 and FY2022



Acknowledgements

CSB thanks partner agency staff for their assistance in completing this evaluation and their responsiveness to CSB's requests for information. CSB appreciates the time and effort given by agency staff in order to make programs both successful and meaningful to those they serve and the broader community.

<div>Community Shelter Board</div> <div>Continuum of Care</div> <div>July 1, 2022 - June 30, 2023 Budget</div>					
Sources of Funds	Total	Leveraged Funds	HUD Continuum of Care Funding	CSB Portion	CSB and HUD % of Total
ADAMH/ODMH	\$ 1,732,178	\$ 1,732,178	\$ -	\$ -	0%
City of Columbus ESG	588,501	-	-	588,501	100%
City of Columbus Other	9,342,559	2,300,909	-	7,041,650	75%
Franklin County ESG	74,163	-	-	74,163	100%
Franklin County Other	6,025,490	711,000	-	5,314,490	88%
State of Ohio ESG	2,121,230	-	-	2,121,230	100%
US Department of Housing and Urban Development Continuum of Care	17,762,810	-	17,762,810	-	100%
Other Government Grants (State of Ohio PSH, HOME, FCCS, other leveraged)	2,834,112	2,174,712	-	659,400	23%
CMHA Section 8/PBV/HCV	7,928,238	7,928,238	-	-	0%
United Way of Central Ohio	750,000	15,000	-	735,000	98%
Medicare and Medicaid	529,652	529,652	-	-	0%
Tenant Rent/Fees	2,210,209	2,210,209	-	-	0%
Other Private Contributions/Grants	9,891,970	5,724,348	-	4,167,622	42%
Other (includes Covid-19 from City of Columbus, Franklin County, State of Ohio and private	4,720,126	2,517,022	-	2,203,104	0%
Total Sources	\$ 66,511,238	\$ 25,843,268	\$ 17,762,810	\$ 22,905,160	61%
Expenses*	Total	Leveraged Funds	HUD Continuum of Care Funding	CSB Portion	CSB and HUD % of Total
CSB Direct Program Expenses					
DCA - Transition and Rapid Re-Housing	\$ 2,344,444	\$ -	\$ 317,460	\$ 2,026,984	100%
DCA - Homelessness Prevention Programs	720,400	-	-	720,400	100%
Crisis Services in Shelters and Housing					
Shelters and Transitional Housing	742,824	-		742,824	100%
Permanent Supportive Housing	1,219,176	-	-	1,219,176	100%
Prevention and Diversion					
Gladden Community House - Family Homelessness Prevention	590,000	40,000	-	550,000	93%
Gladden Community House - FCCS Family Homelessness Prevention	164,628	12,628	-	152,000	92%
Gladden Community House - Family Diversion	180,379	-	-	180,379	100%
Home for Families - Homelessness Prevention for Expectant Mothers	202,200	-	-	202,200	100%
Home for Families - Resiliency Bridge	1,275,667	1,119,000	-	156,667	12%
Huckleberry House - YHDP TAY CARR	376,562	95,670	224,000	56,892	75%
Netcare Access - CPOA/Homeless Hotline	606,753	-	-	606,753	100%
Physicians Care Connection - Homelessness Prevention Network	20,000	-	-	20,000	100%
COMPASS - Homelessness Prevention Network	20,000	-	-	20,000	100%
Gladden Community House - Homelessness Prevention Network	20,000	-	-	20,000	100%
Home for Families - Homelessness Prevention Network	20,000	-	-	20,000	100%
St. Stephens Community House - Homelessness Prevention Network	20,000	-	-	20,000	100%
Impact - Homelessness Prevention Network	20,000	-	-	20,000	100%
Shelter and Outreach Services					
Lutheran Social Services - Faith Mission Shelters	6,300,153	5,108,320	-	1,191,833	19%
Maryhaven - The Engagement Center Shelter	1,565,508	1,219,111	-	346,397	22%
Southeast - Friends of the Homeless Shelter	1,807,848	943,369	-	864,479	48%
YMCA - Van Buren Single Adult Shelters	2,011,959	93,355	-	1,918,605	95%
YMCA - Van Buren Family Shelter	1,488,603	23,355	-	1,465,249	98%
YMCA - Van Buren Family Overnight	90,000	-	-	90,000	100%
YMCA - Van Buren Family Overflow	500,000	-	-	500,000	100%
YWCA - Family Center	1,621,330	675,000	-	946,330	58%
YWCA - Family Overflow	200,000	-	-	200,000	100%
Lower Lights - Health Care Services	97,900	-		97,900	100%
MT. Carmel - Outreach	794,809	503,609	99,200	192,000	37%
YMCA/CSB - Social Distancing Shelter	435,000	-	-	435,000	100%
YMCA/CSB - Shelter for Isolation and Quarantine	684,900	-	-	684,900	100%
TBD - for sex offenders	60,000	-		60,000	100%
Rapid Re-Housing Programs					
Homefull - Single Adult Rapid Rehousing	374,790	-	-	374,790	100%
Home for Families - Family Rapid Rehousing	688,631	-	-	688,631	100%
Home for Families - Family Rapid Rehousing Intensive	84,000	-	-	84,000	100%
Home for Families - YHDP RRH and Transition to Home TH/RRH	3,005,373	540,453	2,464,920	-	82%
Home for Families - Pregnant Women Housing C1 HP and RRH	1,089,967	448,863	-	641,104	59%
The Salvation Army - Family Rapid Rehousing	661,295	80,356	-	580,939	88%
The Salvation Army - Family Rapid Rehousing Job2Housing	473,088	65,487	281,585	126,016	86%
VOA - Family Rapid Rehousing	518,632	184,178	-	334,454	64%
YMCA - Rapid Rehousing DV	1,723,188	366,822	1,356,366	-	79%
YMCA - Family Rapid Rehousing	90,000	-	-	90,000	100%
YMCA - Single Adult Rapid Rehousing	1,775,644	-	-	1,775,644	100%
YMCA - Single Adult Rapid Rehousing Expansion	95,100	-	-	95,100	100%
Permanent Supportive Housing and Transitional Housing					
CHN - Briggsdale	970,225	784,620	185,605	-	19%
CHN - Cassidy	167,229	115,904	-	51,325	31%
CHN - Creekside	482,027	482,027	-	-	0%
CHN - E. Fifth Ave.	666,652	388,278	232,914	45,460	42%
CHN - Family Homes	143,714	130,404	13,310	-	9%
CHN - Inglewood	635,084	520,519	60,247	54,318	18%
CHN - Marsh Brook	465,140	211,140	254,000	-	55%
CHN - Marsh Brook YHDP	345,198	211,140	134,058	-	39%
CHN - N. 22nd	374,523	319,568	-	54,955	15%
CHN - Parsons	1,000,513	641,160	331,658	27,695	36%

Community Shelter Board Continuum of Care July 1, 2022 - June 30, 2023 Budget					
Sources of Funds	Total	Leveraged Funds	HUD Continuum of Care Funding	CSB Portion	CSB and HUD % of Total
CHN - Safe Haven	336,875	147,924	188,951	-	56%
CHN - Southpoint	883,038	652,332	213,546	17,160	26%
CHN - Terrace	770,422	577,049	135,549	57,824	25%
CHN - Wilson	148,271	81,992	66,279	-	45%
CSB/Homefull/YMCA - Isaiah Project	2,309,321	209,779	2,099,542	-	91%
Equitas - TRA	1,964,086	1,126,467	837,619	-	43%
Homefull - Supportive Housing	214,971	-	-	214,971	100%
Homefull - SRA	2,003,559	100,610	1,902,949	-	95%
Homefull - TRA	1,864,826	67,210	1,797,616	-	96%
Homefull - TRA Maintstream/EHV	786,357	-	786,357	-	100%
Homefull - Leasing	1,719,212	195,750	1,523,462	-	89%
Huckleberry House - Transitional Living Program TH	686,813	454,678	232,135	-	34%
Maryhaven - Commons at Chantry	558,107	341,284	183,196	33,627	39%
NCR - Commons at Buckingham	1,033,471	792,772	172,375	68,324	23%
NCR - Commons at Grant	762,960	522,260	172,376	68,324	32%
NCR - Commons at Livingston	849,859	750,077	-	99,782	12%
NCR - Commons at Third	971,164	730,465	172,375	68,324	25%
NCR - Youth Housing	413,440	201,157	212,283	-	51%
NCR - Van Buren Village	779,479	640,620	64,200	74,659	18%
VOA - Family Supportive Housing	682,803	112,170	570,633	-	84%
YMCA - 40 W. Long/SRA	1,313,978	650,234	218,196	445,548	51%
YMCA - Franklin Station	1,115,194	688,500	-	426,694	38%
YMCA - Scattered Sites HOME	534,002	-	-	534,002	100%
YWCA - WINGS	1,777,974	1,475,603	257,848	44,523	17%
Total Expenses	\$ 66,511,238	\$ 25,843,268	\$ 17,762,810	\$ 22,905,160	61%
Surplus (deficit)	-	-	-	-	
*Expenses are being pulled based on budgeted revenues. In some instances, unbalanced budgets were submitted to CSB with the understanding that these imbalances will be resolved throughout the year.					

**Columbus and Franklin County, Ohio
Continuum of Care**

Resolution to Approve Funding Strategy for FY23

WHEREAS, the staff of Community Shelter Board (CSB) has projected revenues and expenses for all homeless programs for FY 2023 (July 1, 2022 – June 30, 2023) to the extent that provider agencies submitted data;

WHEREAS, CSB will continue to prepare funding applications or requests to the City of Columbus, Franklin County Board of Commissioners, the United Way, the U. S. Department of Housing and Urban Development, State of Ohio, and other prospects from the public, philanthropic, and corporate communities to support the services and operations of the programs serving at risk and homeless individuals and families;

WHEREAS, CSB staff have conducted a fair and open process for Requests for Proposals for funding services related to homelessness prevention and diversion, emergency shelter and street outreach, housing services, and supportive housing, as governed by the CSB Board's Ends Policies and administrative procedures;

WHEREAS, the agencies requesting renewal funding have successfully operated programs in a manner that meets CSB's Partner Agency Standards; assist homeless persons to access emergency, crisis services, and obtain and maintain housing; improve housing stability; increase client access to resources; and promote housing retention;

WHEREAS, agencies have been found to be in compliance with CSB Partner Agency Program Review and Certification Standards for 2021 as of April 2022 with five exceptions, and one agency will receive a conditional contract from CSB for FY 2023;

WHEREAS, the Continuum of Care (CoC) Board recommends that the CoC authorize grants for funding associated with providing access to homelessness prevention and diversion, emergency shelter and transitional housing, street outreach services, housing services, and supportive housing to homeless individuals and families, and recommends approval of the FY23 funding strategy as presented, inclusive of CoC and ESG funding;

WHEREAS, the CoC Board recommends that the CoC authorize CSB to submit funding proposals consistent with this strategy on its behalf;

THEREFORE, be it resolved that the CoC authorizes grants for funding associated with providing access to homelessness prevention and diversion, emergency shelter and transitional housing, street outreach services, housing services, and supportive housing to homeless individuals and families, and recommends approval of the FY23 funding strategy as presented, inclusive of CoC and ESG funding;

THEREFORE, be it resolved that the CoC authorizes CSB to submit funding proposals consistent with this strategy on its behalf.

Approved by voice vote.

Witnessed by:

Michelle Heritage, Interim Chair

Date

**Columbus and Franklin County, Ohio
Continuum of Care**

Resolution to Approve FY23 Funding Awards

WHEREAS, Community Shelter Board (CSB) staff have conducted a fair and open process for Requests for Proposals for funding services related to homelessness prevention and diversion, emergency shelter and transitional housing, street outreach services, housing services, and supportive housing to homeless individuals and families as governed by CSB Board's Ends Policies and administrative procedures;

WHEREAS, the agencies requesting renewal funding have successfully operated programs in a manner that meets CSB's minimum standards; assist homeless persons to access emergency, crisis services and obtain and maintain housing; improve housing stability; increase client access to resources; and promote housing retention;

WHEREAS, agencies have been found to be in compliance with CSB Partner Agency Program Review and Certification Standards for 2021 as of April 2022, with five exceptions, and one agency will receive a conditional contract from CSB for FY 2023;

WHEREAS, CSB staff are recommending that programs serving at risk and homeless individuals and families receive FY 2023 funding, inclusive of CoC and ESG funding, in the amounts indicated below;

FY23 CSB and UFA Program Investment	CSB	HUD and ODOD UFA	Total
Grants to Agencies			
<u>Crisis Services in shelter and housing</u>	1,962,000		1,962,000
Lutheran Social Services - Emergency Shelters	199,049		199,049
Maryhaven - The Engagement Center	49,762		49,762
Southeast - Friends of the Homeless Shelter	114,453		114,453
YMCA Van Buren Center - Emergency Shelters	199,049		199,049
Community Housing Network - All Supportive Housing	447,860		447,860
Equitas Health - TRA	24,881		24,881
Homefull - All Supportive Housing	149,287		149,287
Huckleberry House - Transitional Living Program TH	99,524		99,524
Maryhaven - Commons at Chantry	49,762		49,762
National Church Residences - All Supportive Housing	248,811		248,811
YMCA - All Supportive Housing	199,049		199,049
YWCA - WINGS	99,524		99,524
Columbus State Community College/Netcare Training Academy	38,987		38,987
Consultant for Development and Facilitation	42,000		42,000
<u>Prevention and Diversion</u>	2,024,891	224,000	2,248,891
Gladden Community House - FCCS Family Homelessness Prevention	152,000		152,000
Gladden Community House - Family Homelessness Prevention	550,000		550,000

Gladden Community House - Family Diversion	180,379		180,379
Home for Families - Homelessness Prevention for Expectant Mothers	202,200		202,200
Home for Families - Resiliency Bridge	156,667		156,667
Huckleberry House - YHDP TAY CARR Team	56,892	224,000	280,892
Netcare - Coordinated Point of Access	606,753		606,753
Homelessness Prevention Network	120,000		120,000
<u>Shelter and Street Outreach</u>	7,852,812	1,239,080	9,091,892
<u>Adult Shelter</u>	3,929,924	1,002,659	4,932,583
Lutheran Social Services - Faith Mission Shelters	838,741	353,092	1,191,833
Maryhaven - The Engagement Center	233,230	113,167	346,397
Southeast - Friends of the Homeless Shelter	540,371	324,108	864,479
YMCA - Van Buren Single Adult Shelters	1,155,043	212,292	1,367,335
YMCA - Kitchen Operations	379,758		379,758
YMCA - Maintenance	694,781		694,781
CSB Van Buren Facility Costs	28,000		28,000
Shelter for sex offenders	60,000		60,000
<u>Family Shelter</u>	2,513,088	137,221	2,650,309
YMCA - Van Buren Family Shelter	913,979		913,979
YMCA - Van Buren Family Shelter Overflow and Overnight	590,000		590,000
YWCA - Family Center	809,109	137,221	946,330
YWCA - Family Overflow	200,000		200,000
<u>Other Services</u>	1,409,800	99,200	1,509,000
Mount Carmel - Street Outreach	192,000	99,200	291,200
YMCA/CSB - Social Distancing Shelter	435,000		435,000
YMCA/CSB - Shelter for Isolation and Quarantine	684,900		684,900
Lower Lights - Health care services	97,900		97,900
<u>Housing</u>	6,306,644	17,993,699	24,300,343
<u>Rapid Re-housing/Transitional Housing</u>	3,919,129	5,206,555	9,125,684
Homefull - Single Adult Rapid Re-housing	374,790		374,790
Home for Families - Family Rapid Re-housing	336,209	352,422	688,631
Home for Families - Family Rapid Re-housing Intensive	84,000		84,000
Home for Families - YHDP RRH and Transition to Home TH/RRH		2,464,920	2,464,920
Home for Families - Pregnant Women Housing C1 HP and RRH		641,104	641,104
Huckleberry House - Transitional Living Program TH		232,135	232,135
Salvation Army - Family Rapid Re-housing	298,464	282,475	580,939
Salvation Army - Job2Housing	126,016	281,585	407,601
Volunteers of America - Family Rapid Re-housing	97,802	236,652	334,454
YMCA - Single Adult Rapid Re-housing	1,775,644		1,775,644
YMCA - Domestic Violence Rapid Re-housing		1,356,366	1,356,366
YMCA - Family Rapid Re-housing	90,000		90,000
YMCA - Single Adult Rapid Re-Housing Expansion	95,100		95,100
<u>Permanent Supportive Housing</u>	2,387,515	12,787,144	15,174,659
Homefull - All Supportive Housing	214,971	6,010,384	6,225,355
Community Housing Network - All Supportive Housing	308,737	1,816,117	2,124,854
CSB/Homefull - Isaiah Project		2,099,542	2,099,542
Equitas - TRA		837,619	837,619
Maryhaven - Commons at Chantry	33,627	183,196	216,823

National Church Residences - All Supportive Housing	379,413	793,609	1,173,022
Volunteers of America - All Supportive Housing		570,633	570,633
YMCA – All Supportive Housing	1,406,244	218,196	1,624,440
YWCA - WINGS	44,523	257,848	302,371

WHEREAS, the Continuum of Care (CoC) Board recommends that the CoC authorize grants in the amounts listed above for continued operations of these projects, and provision of access to homelessness prevention and diversion, emergency shelter and transitional housing, outreach services, housing services, and supportive housing to homeless individuals and families;

THEREFORE, be it resolved that the CoC authorizes grants in the amounts listed above for continued operations of these projects, and provision of access to homelessness prevention and diversion, emergency shelter and transitional housing, outreach services, housing services, and supportive housing to homeless individuals and families.

Approved by voice vote.

Witnessed by:

Michelle Heritage, Interim Chair

Date

Columbus and Franklin County Continuum of Care Proposed Diversity, Equity, and Inclusion Approach

Aspirational Goal

The composition of the Continuum of Care governing body is consistent with the composition of the people served by the homelessness system across a range of characteristics, including race, ethnicity, gender, age, LGBTQ+ identity, socio-economic status, disability, and lived experience in the homelessness system and other systems of care. The CoC will pursue this goal over the long-term with an attitude of learning and cultural humility.

Strategies

The CoC will assess current membership and determine whether adding seats would help the CoC make progress towards the aspirational goal. While the aspirational goal is to have the CoC governing body consistent with the composition of the people served by the homelessness system, the first goal will be to have the CoC composition match the characteristics of the Franklin County population. During the annual CoC membership nomination process, the CoC will explicitly request diverse nominations and CoC members will actively recruit diverse candidates.

Community Shelter Board (CSB) will continue to provide an orientation to new members on the CoC's operations. Then, current CoC members will support new members to ensure they understand membership expectations and can fully contribute to the CoC's decisions. At least one current CoC member will volunteer to serve as a mentor to each new member.

CSB will provide anonymized data and analysis from the Homeless Management Information System (HMIS) to help the CoC continuously assess the characteristics of the people we serve. Annually the CoC will anonymously survey members on race, ethnicity, gender, sexual identity and lived experience. The CoC will compare the results of the survey to the HMIS data analysis, to track progress toward the aspirational goal.

Diversity, Equity, and Inclusion (DEI) professionals from homelessness system agencies and community partners will participate in a DEI practice community and will help develop

additional strategies to make progress toward the aspirational goal. This process will include exploring best practices from other Continuums of Care elsewhere in the country.

This topic will be incorporated into the CoC Annual Plan and routinely included in meeting agendas, to track progress and develop additional strategies to move the CoC closer to the aspirational goal.

2. CoC Scoring Summary (from FY 2021 CoC NOFO)

Scoring Category	Maximum Score (Points)	Your CoC Score (Points)
1B. and 1C. CoC Coordination and Engagement	74.5	71.5
1D. Addressing COVID-19 in the CoC's Geographic Area	21.5	20.5
1E. Project Capacity, Review, and Ranking	30	26
2A. Homeless Management Information System	11	9
2B. Point-in-Time Count	3	3
2C. System Performance	23	18
3A. Coordination with Housing and Healthcare Bonus Points	10	10
Total CoC Application Score*	173	158

*The total does not include bonus scores.

3. Overall Scores for all CoCs

Highest Score for any CoC	168.25
Lowest Score for any CoC	60.25
Median Score for all CoCs	143
Weighted Mean Score** for all CoCs	155.5

**The weighted mean score is the mean CoC score weighted by Annual Renewal Demand. CoCs that scored higher than the weighted mean score were more likely to gain funding relative to their Annual Renewal Demand, while CoCs that scored lower than the weighted mean were more likely to lose money relative to their Annual Renewal Demand.

PSH Projects in Development

Organization	Community Housing Network Touchstone Field Place – Phase 1 &2	Columbus Metropolitan Housing Authority McKinley Manor	National Church Residences Berwyn East Place	Community Housing Network Poplar Fen Place	Homefull Hotel/motel PSH	Beacon Communities 80 S. 6 th Street	Community Housing Network Replacement Project	Diff-ability Services House Us Too (HUT)
Total Units	100 – 1 BR (56 T1, 44 T2)	44 – 1 BR	88 – 1 BR	44 – 1 BR	70 – SRO/1 BR	75 – studio, 1 BR, 2 BR	41 – 1 BR	TBD (build 4-6 units/year)
Homeless Units	100 (100%)	44 (100%)	36 (41%)	35 (80%)	70 (100%)	45 (60%)	33-41 (80-100%)	100%
Non-Homeless Units	0	0	52	9	0	30	0-8	0
Target Population	<u>78 units:</u> YMCA 40 W. Long non-senior residents <u>22 units:</u> chronically homeless individuals	<u>44 units:</u> YMCA 40 W. Long senior residents (55+)	<u>22 units:</u> Extremely low income (ELI) seniors (55+) with advanced geriatric conditions experiencing homelessness <u>14 units:</u> Same as above, with United Healthcare (UHC) or Molina association <u>8 units:</u> Non-homeless ELI seniors (55+) with advanced geriatric conditions and UHC/Molina association <u>44 units:</u> Non-homeless low-income seniors (55+)	<u>35 units:</u> Chronically homeless individuals (55+) <u>9 units:</u> individuals with a serious mental illness (55+)	<u>70 units:</u> Chronically homeless individuals	<u>45 units:</u> Individuals and families experiencing homelessness <u>30 units:</u> Households earning less than 50% of AMI	Current residents of aging CHN properties that need to be replaced, then chronically homeless individuals	Persons with disabilities experiencing homelessness
Location	Single site, 2565 Lockbourne Rd.	Single site, Franklinton neighborhood	Single site, 3341 E. Livingston Ave.	Single site, 5921 Chatterton Rd.	Single building, hotel/motel conversion, 1289 E Dublin Granville Rd	Single site, former Knights of Columbus building at 80 S. 6 th St	TBD	Scattered sites
Service Provider	YMCA	YMCA	N^^	N^^	Homefull	YMCA	TBD	TBD
CoC funding	\$612,864 100 CMHA vouchers \$372,145 CoC services (existing 40 W Long funds) \$2,100,000 CoC capital	\$269,660 44 CMHA vouchers \$291,599 CoC services (existing 40 W Long funds)	\$480,480 44 CMHA vouchers \$338,633 CoC services 7% admin costs	\$481,536 44 CMHA vouchers \$254,127 CoC services \$250,000 CoC capital 7% admin costs	Existing CoC rental assistance \$150,000 CoC services	\$810,612 75 CMHA vouchers \$341,568 CoC services funding	\$448,704 41 CMHA vouchers \$250,000 CoC capital \$275,000 CoC services 7% admin costs	Requesting CoC rental assistance, services, HMIS, & capital funding
Other Services Funding	\$23,048 City of Columbus Human Services \$40,000 Medicaid \$57,381 OHTF	\$17,600 Medicare/Medicaid \$32,369 OHTF	Medicare/Medicaid TBD Health Plans TBD \$475,200 other operating	\$30,657 Medicaid \$63,532 ADAMH	\$50,000 Medicaid \$TBD program income from tenant rent	Medicaid	\$30,000 Medicaid \$68,532 Other	Through IT All, CMHA, Pathways, The Columbus Foundation, United Way, City of Columbus, XYZ Professionals, Projects for Assistance in Transition from Homelessness (PATH)
Operating & Services costs per homeless unit/person	\$11,054	\$13,892	\$20,326	\$18,860	TBD	\$18,398	\$20,055	TBD
County capital funding	\$600,000 (HOME)		\$0	\$250,000	TBD	\$1,350,000	\$250,000	TBD
City capital funding	\$500,00 (HOME) \$1,000,000 (Bonds)		\$0	\$500,000	TBD	\$0	\$500,000	TBD
Timeline	Phase 1: January 2023 Phase 2: September 2023	Summer 2023	Spring 2024	Fall 2024	Winter 2024/2025	Fall/Winter 2024	Fall 2025	TBD
Submission history	Updated Project Plan submitted April 2022	Concept Paper submitted December 2021	Project Plan approved January 2020 Updated Project Plan submitted October 2021	Project Plan approved January 2020 Updated Project Plan submitted April 2022	Expression of interest for hotel/motel conversion submitted April 2021 Concept Paper submitted April 2022	Concept paper submitted April 2022	Concept Paper submitted April 2022	Concept paper submitted April 2022
OHFA history/ request	Phase 1: Awarded 2020 Phase 2: Awarded 2021 ARPA funding	Requesting 4% tax credit funding	Awarded 2021 ARPA funding	Prioritized #1 for 2022 OHFA tax credits. Awaiting decision.	Requesting 2023 OHFA prioritization	Requesting 4% tax credit funding	Requesting 2023 OHFA prioritization	N/A
CoC history/ request	Prioritized #2 for FY21 Not requesting prioritization, fully funded	Not requesting prioritization, fully funded	Prioritized #3 for FY21 Requesting FY22 prioritization	Requesting FY22 prioritization	Requesting FY22 prioritization	Requesting FY22 prioritization	Requesting FY23 prioritization	Requesting FY22 prioritization



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

April 8, 2022

Michelle Heritage
Executive Director
Community Shelter Board
355 E. Campus View Blvd., Suite 250
Columbus, Ohio 43235-5616

Re: Touchstone Field Place I and II: Project Concept and Update

Dear Ms. Heritage:

Please find enclosed updated Project Plans for Touchstone Field Place I and Touchstone Field Place II. We wanted to call out that with these updates we are requesting that the YMCA of Columbus be allowed to apply for New Bonus Project funding from HUD through the Continuum of Care's submission this fall.

The YMCA received guidance from Ms. Barbu that the service funding for both phases of Touchstone Field Place could be combined into a single request. We are therefore looking for CofC funding for Touchstone Field Place in the amount of \$66,613 to be used for the provision of services.

In addition, we estimate that the first phase of Touchstone Field Place will be open for approximately 1 year before the second phase is completed. Because the units for both phases are needed to support the operating expenses of the 24/7 front desk, the time period between the completion of the first phase and the completion of the second phase causes a projected operating shortfall of \$85,086. We plan to seek Human Services funding from the City of Columbus to address the temporary funding shortfall. We would appreciate the Community Shelter Board's assistance with this request.

Other changes in the attached updates include project costs and completion dates. If CSB needs additional information, please reach out to me at 614-886-3616

Sincerely,

Sue Darby
Senior Vice President of Housing



YMCA OF CENTRAL OHIO

ymcacolumbus.org

Rev. 4/17/20



Rebuilding Lives Funder Collaborative Project Development Process Project Plan

Submit the Project Plan to the Continuum of Care (CoC) within 90 days receiving CoC approval for your Concept Paper, or submit a Continuum of Care (CoC) project application, if applicable, per CoC competition deadlines. Community Shelter Board (CSB) will notify agencies regarding the appropriate process and deadline. Submit the Project Plan using the forms provided; the forms specify when you can add pages. Otherwise, do not submit additional pages or attachments not specifically requested. Prior to submitting a Project Plan, review the Information Packet and other related materials on CSB's website [here](#).

Project Plan Components

- < Cover sheet and authorization
- < Project overview
- < Development plan
- < Operations and tenant selection plan
- < Supportive services plan
- < Program outcomes plan
- < Staff Client Ratio Form, Table of Organization Chart, and Position Descriptions
- < Evaluation and Homelessness Management Information System (HMIS) plan
- < Consumer involvement plan
- < Community outreach plan
- < Strategies for Innovative Provision
- < Implementation timetable
- < Budgets: Capital, annual operating, annual services, operating pro forma, services pro forma
- < Status of other funding
- < Evidence of funding and partner commitments
- < Additional optional documentation

Review and Approval

The CoC will review the Project Plan and approve the Plan via a formal resolution. If approved, the project sponsor will receive the CoC resolution and/or a conditional

approval letter with the following information to assist in development of the project as it relates to CoC funding:

- < A CoC statement of support for the project;
- < Preliminary amount of CoC funds available for the project, including conditions;
- < Other sources of funding that the project sponsor should pursue;
- < Program expectations, project modifications, and process requirements to finalize the project and proceed to implementation; and
- < Timelines for next update.

Once the CoC conditionally approves the project, resubmit the Project Plan with relevant updates for subsequent CoC meetings, as requested. CoC members do not expect updates on every section of the application, but they do expect you to incorporate all changes into an updated Project Plan, particularly budgets and services. Failure to update the CoC could result in problems with rent subsidies and other funding. If the budget projections in the Project Plan vary significantly from the most recent update, it could result in less funding than requested or higher program expectations than proposed.

CoC approval of a final Project Plan is required for the final commitment of CoC funds and the execution of a contract with CSB.

Disapproval of Preliminary or Final Project Plan

The CoC will notify the applicant in writing if the CoC does not approve the Project Plan or determines that the project no longer meets the criteria established by the CoC. The CoC may take this action at any time if members determine that the project is not progressing in a timely manner; the project design does not meet the priorities, goals and design parameters of the community's plan to prevent and end homelessness; or the needs of the population or community have changed since initial submission.

Contact CSB Grants and Compliance Director Heather Notter at hnotter@csb.org or 614-715-2542 with any questions.

<p align="center">Rebuilding Lives Funder Collaborative Project Plan Application</p>

Application Checklist

Agency Name: Community Housing Network

Project Name: Touchstone Field Place

- ☐ Concept Paper Submitted on 5/2/19
- ☐ CoC approval received on 5/29/19
- ☐ Initial Project Plan
- ☐ Quarterly Update If quarterly update indicate #: 04/13/22
- ☐ Final Project Plan

Agency Self Check	CSB Check	Application Requirements & Assembly Order
		Application checklist
		Project Plan Cover Sheet & Authorization
		Project Overview
		Development Plan
		Operations and Tenant Selection Plan
		Supportive Services Plan and Supportive Services Table
		Program Outcomes Plan
		Staff Client Ratio Form, Table of Organization Chart, and Position Descriptions
		Evaluation and HMIS Plan
		Consumer Involvement Plan
		Community Outreach Plan
		Strategies for Innovative Provision
		Implementation Timetable
		Capital/Development Budget
		Annual Operating Budget
		10-year Operating Pro Forma
		Annual Services Budget

		10-year Services Pro Forma
		Status of Other Funding Chart
		Evidence of Funding Commitments
		Tenant Selection Plan

1. Applicant and Project Information

Date: April 13, 2022				
Project Name: Touchstone Field Place				
	Total	Annual Services	Annual Operations	Development / Capital
CoC Funds	\$2,337,355	\$137,355	\$0	\$2,100,000
Other Funds	\$12,178,581	\$139,855	\$612,864	\$11,425,862
TOTAL PROJECT COST	\$14,415,936	\$277,210	\$612,864	\$13,525,862
Lead Organization (project sponsor): Community Housing Network				
Mailing Address: 1680 Watermark Drive, Columbus OH 43215				
Contact Person: Samantha Shuler, CEO				
Telephone: (614) 487-6756 Fax: (614) 487-0405 E-mail: sshuler@chninc.org				

Authorization

Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Project Development Process Information Packet, and wishes to be considered for assistance by the CoC.

Lead Organization: Community Housing Network	Date: 04/13/2022
Authorized Signature:	
Name/Title: Samantha Shuler, CEO	
Co-Applicant Organization:	Date:
Authorized Signature:	
Name/Title:	
Co-Applicant Organization:	Date:
Authorized Signature:	
Name/Title:	

2. Project Overview <i>(Do not exceed the space provided)</i>	
Agency Name:	Community Housing Network
Program/ Project Name:	Touchstone Field Place
Proposal Summary:	<p>Touchstone Field Place will provide fifty-six (56) one-bedroom units of permanent supportive housing prioritized for individuals who meet the State of Ohio's Permanent Supportive Housing Policy Framework. Specifically, all fifty-six units will prioritize individuals who meet the HUD definition of chronic homelessness, and forty-four (44) will be available to current residents of 40 W. Long Street. The property will be located at 2565 Lockbourne Road, on the south side of Columbus. The project will be developed in two phases with up to 100 units, and two buildings will be constructed then joined. This summary is for Phase 1 of Touchstone Field Place, and Phase 1 will add 56 new apartments to the community's permanent supportive housing portfolio. CHN will apply for funding in 2021 and 2022 to construct Phase 2, and phase 2 will include 44 units.</p>
Population to be Served:	<p>All of Phase 1 of Touchstone Field Place's fifty-six (56) units will house individuals who meet the HUD definition of homelessness and be designated for individuals meeting the criteria for chronic homelessness. Forty-four (44) of the 56 units will be made available to individuals residing at 40 W. Long Street and who have met USHS standards for referral to permanent supportive housing. The target population of Touchstone Field Place will be men and women who are homeless or at-risk of homelessness and are disabled by mental illness, substance addiction, dual diagnosis, and/or a physical disability. It has been difficult for many of these individuals to maintain permanent housing, and phase 2 will serve a similar population in fewer units.</p>
Partners & Roles:	<p>Community Housing Network, Inc. will provide overall program management, tenant-centered property management, and housing services. Comprehensive management will include program operation, administration of subsidies, community relations, maintenance and security, facilitation of partner meetings, admissions oversight, eviction prevention and training, and assistance with outreach.</p>
Housing:	<p>Touchstone Field Place will consist of 56 one-bedroom units in a single structure that will include community gathering spaces and offices for supportive service provision. All units will be furnished and close to bus stops, groceries, community-based services, shopping, and employment opportunities. The community spaces will be included in Touchstone Field Place in Phase 1 and Phase 2. Both Phase 1 and 2 will come together in a single building upon completion; however, each phase will have its structure and financing plan. The buildings will connect and Phase 2 will include apartments, laundry, and sitting areas.</p>
Program and Services:	<p>Touchstone Field Place will have 24-hour front desk staffing and onsite supportive services. Tenants will be linked to supportive services by a subcontracted service partner.</p> <p>CHN will enter into an annually renewable contract with the Young Men's Christian Association (YMCA) of Central Ohio to provide accredited supportive services at the new facility. YMCA will provide residents with services that include, but are not limited to, ongoing assessments, case management, psychiatric services, medication monitoring, health services, employment services, individual counseling and substance abuse treatment. YMCA has a proven track record of successful Medicaid billing and utilization.</p>

	CHN will also subcontract with YMCA to provide 24/7 front desk coverage. Front desk staff will orient tenants about participating in a supportive housing program by assisting tenants with housing-related issues and providing crisis intervention and conflict resolution. Funding for the front desk will be split between the operations budget and the service budget, provided that existing funding can be moved to Touchstone Field Place. Residents will also be referred to other agencies for medical/dental health, material, legal, and other needs.	
Proposed Roll Out:	August 16, 2019: Established site control October 2019 to May 2020: Secure land entitlements for the project October 2019 to February 2020: Seek project ranking in Continuum January to November 2020: Secure financing commitments March to May 2021: Receive building permits September 2021 to December 2022: Construction December 2022 to January 2023: Lease-up	
Community Outreach:	CHN has developed a Community Acceptance Plan in accordance with CSB's local template for community outreach. CHN will discuss the new building with community leaders and city officials in October and November 2019. CHN will work to convene a Touchstone Field Place Community Advisory Council (CAC) in the future, comprised of stakeholders and neighborhood leaders. The CAC will meet regularly to discuss the proposed development and to address community concerns through the creation and implementation of a Good Neighbor Agreement. Good Neighbor efforts will continue through the rollout of the new facility.	

Budget Category	Brief description of how you will use CoC Funds			
Capital Costs	The Total Capital Cost for Touchstone Field Place is estimated to be \$13,525,862. Of this total, Community Housing Network, Inc. has received funding in the following amounts: 1) City of Columbus \$500,000 (HOME); 2) Franklin County \$600,000 (HOME); 3) City of Columbus \$1,000,000 (City Funds from Bonds).			
Operating Costs	Community Housing Network estimates that HUD Rental Assistance will pay the annual Operating Expenses for Touchstone Field Place through Housing Choice Vouchers (including Mainstream Vouchers). It is estimated that the 56 one-bedroom units would generate \$612,864 in operating subsidy annually or \$9,192,960 over a 15-year period (calculated without inflation).			
Service Costs	CHN worked with YMCA to estimate Medicaid and Medicare reimbursements based on YMCA's experiences at its properties. The remaining service dollars will need to be funded by a combination of existing service funding currently at 40 W. Long Street, additional New Bonus funding from HUD, and other sources, such as the Ohio Housing Trust Fund.			
CoC/CSB: Capital Cost Per Unit:	\$2,100,000 total \$37,500/CoC unit	CoC/CSB: Services Cost Per Unit:	\$137,355 total \$2,453/CoC unit	CoC/CSB: Operating Cost Per Unit: \$0 total \$0/CoC unit
Total: Capital Cost Per Unit:	\$13,525,862 total \$241,533/unit	Total Services Cost Per Unit:	\$ 277,210 total \$4,950/unit	Total Operating Cost Per Unit: \$612,864 total \$10,944/unit

3. Development Plan

(You may use additional pages for this section)

a) **Describe proposed site(s) or neighborhood(s) for housing and the status of site control and zoning. The CoC will give extra consideration to proposals that incorporate:**

- ⟨ **Developments in areas without previous housing credit development for the population to be served.**
- ⟨ **Developments that include the redevelopment of vacant or foreclosed properties**
- ⟨ **Developments located in high income census tract areas, Qualified Census Tracts, or areas with current or future significant economic investments**

The proposed Touchstone Field Place site is located at 2565 Lockbourne Road, Columbus, Ohio 43207, and is comprised of two adjoining tax parcels, all owned by a private company. The site is 6.2 +/- acres in size and situated in Qualified Census Tract 88.11. The property is vacant, and CHN acquired the site in February 2021. The property is a flat lot with mature trees along the perimeter of two sides. Single-family homes are adjacent to the site on the west and south sides, a daycare to the east and a church on the north side. All utilities are available at the site.

The site was zoned LM1 (Limited Manufacturing and CHN rezoned the site to AR1 with the limit of 120 units. A parking variance was also received, allowing for lower ratios of parking spaces per unit. The property is located within the jurisdiction of the Far South Columbus Area Commission and the Marion-Franklin Civic Association.

The nearest existing permanent supportive housing /housing credit project is over one mile away at 354 Barthman Avenue (Parsons Place).

The YMCA is investigating the potential sale of 40 West Long Street, which contains 403 SRO units that provides housing to men in our community, including 143 residents that meet the Continuum of Care to provide housing to men who are homeless (143 CofC units + 260 "open" units = 403 total SRO units). The structure at 40 West Long Street needs expensive and extensive mechanical system upgrades. The YMCA has been operating 40 West Long Street at a significant financial loss annually for multiple years. Few public resources are available to address the building's future and ongoing expenses. For example, the Ohio Housing Finance Agency (OHFA) does not allow Low-Income Housing Tax Credits on properties whose units are Single-Room-Occupancy due to their lack of private bathrooms and kitchens. This is a long-standing policy that OHFA is not likely to change.

As a result, the YMCA, working in partnership with CHN, proposes building or acquiring new housing that would replace a portion of the 143 Continuum of Care units currently at 40 West Long Street.

Replacing the YMCA's 40 W. Long Street housing will involve multiple developments ("Multi-Phase YMCA Replacement Housing"), and this proposal represents one phase of Multi-Phase YMCA Replacement Housing. Community Housing Network will serve as developer, owner, and property management agent for Touchstone Field Place I and II. The YMCA will work with other developers to create housing at the speed and scale needed to replace the housing

currently offered at 40 W. Long Street. YMCA will be a minority share owner of Touchstone Field Place, Inc. and will serve the residents of the Touchstone Field Place as Supportive Service provider.

The proposed Phase 1 will contain 56 one-bedroom apartment units in a single building designated for permanent supportive housing. All one-bedroom units will have a bathroom and kitchen within the unit, allowing each resident the privacy of their own home. CHN proposes that the new development will not be targeted to specific gender identification but instead will be open to all genders as units become available after the initial transfer of residents from 40 West Long.

b) Describe the relationship of the site(s) to community facilities (transportation, shopping, recreation, employment, services, etc.). The CoC will give extra consideration to proposals that incorporate:

- < **Developments within a half-mile of a grocery store and/or a transit stop and/or at least three other positive land uses**
- < **Developments with no detrimental land use within a half-mile (junk or salvage yard, prison/jail, airport, adult video/theater, etc.).**

Community Housing Network has analyzed the Touchstone Field Place site concerning favorable off-site amenities and detrimental surrounding land uses. This assessment has yielded the following community facilities:

Within ¼ mile:

- Public Library
- COTA transit stops (Route #4; walkable from site)
- Daycare center
- Convenience Store
- High School
- Places of Worship
- Restaurant
- Gas station
- Community Center
- City Recreation/Park

Within 1 mile:

- Grocery Store
- Bank
- Discount Store
- Pharmacy

Within 1 1/2 mile:

- Fire Station
- Police Station

The following detrimental land uses were not found within a half-mile of the site:

- Airport
- Landfill
- Sewer treatment plant
- Adult retail shop/theater
- Salvage yard
- Loud noise or foul odor source
- Heavy manufacturing operation

- Prison

c) **Describe the number, type, and configuration of units (sections 6A and 6G from the Concept Paper). Housing units should be configured according to the following minimum size requirements:**

- < Efficiency units must exceed 450 square feet. One-bedroom units must exceed 540 square feet.
- < For one-bedroom units, the bedroom must be at least 120 square feet.
- < Each bedroom in new construction or adaptive reuse units must be at least seven (7) feet in each direction and contain a closet in addition to the minimum square footage. Detail steps taken to ensure visitability, including Universal Design elements such as no-step entrance(s), doors and openings with compliant clear width, and accessible bathrooms.
- < Contact CSB if you plan to develop units with 2 or more bedrooms.

Touchstone Field Place will consist of 56 one-bedroom units in an approximately 51,817 square foot, three-story elevator-served building. The site, building, and units will meet OHFA's minimum requirements for Permanent Supportive Housing, including:

1. Each unit will exceed 540 square feet.
2. Each bedroom will exceed 120 square feet.
3. Each bedroom will exceed 7 feet in each direction and contain a closet in addition to the minimum square footage.
4. Each unit will be visitable as defined by OHFA.
5. Each unit will meet HUD Fair Housing Act design guidelines.
6. Universal Design features will be incorporated throughout the building.
7. Entire building, each unit, and all outdoor amenities will be accessible.

d) **Describe on-site amenities (e.g., recreation areas, social areas, office space, common kitchen and dining areas, common laundry areas, parking). The maximum common area cannot exceed 20 percent of the total gross building square footage, excluding dedicated program space.**

Onsite amenities at Touchstone Field Place will include:

- Computer space
- Wellness office
- Property Manager's office
- Security office (24-hour front desk)
- Engagement specialist office
- Case management office
- Laundry rooms
- Community room with full kitchen
- Multipurpose room
- Bike room and outdoor rack
- Elevator
- Parking spaces

The common area will not exceed 20 percent of the total gross building square footage.

e) **Describe development activity (e.g., acquisition/rehab; new construction). If the**

proposal includes rehabilitation of existing housing units or the adaptive reuse of a building, submit a capital needs assessment and a scope of work.

The Touchstone Field Place development method will be all new construction on a vacant redevelopment site.

4. Operations & Tenant Selection Plan

(You may use additional pages for this section)

- a) Describe the target population, including their anticipated needs. Describe the expected breakdown of the population by income levels (AMI).

Touchstone Field Place will provide fifty-six (56) one-bedroom units of permanent supportive housing prioritized for individuals who meet the State of Ohio's Permanent Supportive Housing Policy Framework. The target population of the Touchstone Field Place Project will be men and women who are disabled by mental illness, substance addiction, dual diagnosis, and/or a physical disability and meet the HUD definition of chronically homeless and homeless. These individuals have been unable to maintain permanent housing, primarily due to significant addiction issues, which may be complicated by mental illness. The population served will all have incomes at or below 30% AMI as required by USHS.

- b) Describe how you will manage and operate the project, including staffing levels and maintenance/security plans. Attach a table of organization and position descriptions.

Management: CHN will serve as the project lead and administrator, providing tenant-centered property management and housing services, including program operation, fiscal oversight, administration of subsidies, maintenance, community relations, and security. CHN will subcontract with the YMCA to provide front desk staff and supportive services. CHN will assume responsibility for performance outcomes and other matters of compliance.

Staffing: The facility will be staffed 24 hours a day with front desk staff provided by YMCA, a CHN-contracted service partner. CHN will employ a property manager located onsite and available during the first shift. Young Men's Christian Association (YMCA) of Columbus will have at least one engagement staff member onsite from 8 am-7 pm during the week to provide supportive services (1FTE 8 am-4 pm, 1FTE 11 am-7 pm), with additional part-time weekend coverage provided. CHN will execute a Professional Service Agreement with YMCA before providing onsite service engagement. CHN and its service partners meet regularly to review progress and coordinate services as a blended management team. The attached staff-client ratio sheet provides additional details on staffing levels per shift.

Maintenance and Security: Maintenance – including inspections, routine maintenance, and repairs – will be conducted by a Maintenance Technician assigned to the project. Maintenance Technicians report to the Maintenance Supervisor, and both positions are employed by CHN. Onsite security is managed through 24/7 front desk staffing noted above and security cameras, smoke alarms, and controlled-access entries.

- c) Describe the staff structure, including administrative/management, operations, services staffing, and any contract staff from other agencies that will be located on site.

Touchstone Field Place will have at least one staff member onsite at all times. Front desk staff will be available 24/7 to deal with tenants' immediate concerns, including crisis intervention and conflict resolution. CHN will have a Property Manager onsite (M-F 8 am-5 pm) to work more closely with tenants on housing retention strategies, goal plans, and other detailed issues.

The subcontracted service partner, Young Men's Christian Association (YMCA) of

Columbus, will have two full-time service personnel onsite during first and second shifts to provide accredited supportive services, including case management and direct engagement with a tenant's housing barriers (1FTE 8am-4pm, 1FTE 11am-7pm). The YMCA will also employ approximately 4.2 FTE front desk staff at Touchstone Field Place.

Property Managers report to an Area Manager. Property Managers and Area Managers are part of the CHN Department of Property Management. YMCA and its staff will work in tandem on a day-to-day basis with CHN's Department of Property Management to focus on housing stability at Touchstone Field Place. CHN Department of Supportive Services will support them to improve the opportunities available through services at Touchstone Field Place. CHN administrative staff members work out of the central office. Still, Property Management and Supportive Services staff will make frequent trips to the site to manage programmatic and operational functions, including convening monthly partner meetings to discuss site-specific concerns.

A Maintenance Technician assigned to Touchstone Field Place will be onsite as needed for repair and maintenance. Maintenance Technicians are supervised by the Maintenance Supervisor, who will make periodic visits to the site to ensure general upkeep.

- d) Describe admissions policies and procedures. Attach a copy of the tenant selection plan. The tenant selection plan must address in detail if there are any exclusions to acceptance (e.g., criminal history, sex offenders) and the rationale for exclusion. The CoC will give additional consideration to projects that propose minimal exclusionary criteria.**

All of the fifty-six (56) tenants will be selected through the Unified Supportive Housing System (USHS) administered by Community Shelter Board (CSB). A single adult who wishes to occupy a Touchstone Field Place unit must work with their emergency shelter case manager, rapid re-housing case manager or homeless outreach worker to complete a PSH assessment tool to be submitted directly to CSB. This tool identifies prospective applicants and prioritizes them according to HUD requirements. Applicants will be selected for entry according to length of time homeless and severity of service needs.

CHN's comprehensive Tenant Selection Plan is attached to the end of this Section 4.

- e) Describe the plan for initial lease-up, including publicity materials, presentation/recruitment, and timeline.**

YMCA will assess current residents of 40 W. Long Street to determine if they meet the requirements for the CMHA committed Housing Choice Voucher rent subsidy and Tenant Selection Plan that will be in place at the property. Residents with backgrounds that result in exclusions will be placed on a by-name list for periodic discussions by the YMCA and CHN to find alternative housing placements or plan for future housing development that will allow these residents to be housed on a case-by-case basis.

As the Touchstone Field Place project entered its construction phase in September 2021, CHN will work with the USHS to develop a detailed timeline for lease-up. CHN projects that Touchstone Field Place will be fully built and ready for occupancy by December 2022 and plans to achieve full occupancy within 60 days of construction ending (January 2022). The lease-up will need to be coordinated with YMCA and processing transfers from 40 W. Long Street to Touchstone Field Place through USHS. CHN will keep the Columbus and Franklin County Ohio Continuum of Care and its service partners abreast of any changes to the project timeline that would potentially impact lease-up.

Lease-up efforts will begin approximately three months prior to opening of Phase 1, which is anticipated to start in October 2022. To ensure timely lease-up of the 56 HUD homeless units, the USHS Program Manager will work with the YMCA and CHN to identify appropriate applicants from 40 W. Long Street using the USHS pool. Units will be prioritized for chronically homeless individuals. If there are no chronically homeless individuals in the USHS pool, non-CH applicants will be prioritized based on length of time homeless and severity of service needs.

f) Describe the rent structure (e.g., minimum monthly rent, how rent is calculated, whether there will there be a work equity program).

It is anticipated that the average monthly rent will be \$912 per unit, based on FY2021 FMR rates for Franklin County. Residents will pay 30% of their incomes towards rent; however, minimum rent of \$50 per month may be required by CMHA unless a waiver is granted. Residents will be required to begin making rent payments upon occupancy. CMHA will administer rental assistance funding to subsidize the remaining rent due for eligible tenants.

Residents unable to make minimum rent payments, if applicable, may qualify for a hardship waiver from CMHA. CHN is exploring the implementation of a new work equity program to provide rent credit, but a final determination on a program model is forthcoming.

g) Describe eviction and eviction prevention procedures.

Eviction action is used only as a last resort. CHN's eviction procedures are consistent with Ohio I landlord/tenant laws. Tenants may be evicted for severe violations of their leases by themselves or their visitors. Examples of such violations include, but are not limited to: nonpayment of rent; illegal activities on the property, including use of illegal drugs; violence or threats of violence; etc. As part of CHN's eviction prevention framework, engagement staff and property management discuss ongoing tenant concerns on a weekly basis with the goal of being proactive and addressing problematic behavior before a lease violation occurs.

When a lease violation occurs and where appropriate, property management initiates a process which allows the tenant to make progress to correct the issue over a period of time. For example, the property manager may issue a strict compliance notice rather than immediately initiating notices required for eviction. If the behavior continues, the property manager will follow up with a 30-day notice to cure. Throughout the process, engagement staff and property management communicate regularly. The engagement specialist will work with the tenant to develop a housing retention plan that addresses the concerns of property management and meets the tenant's needs. Engagement staff will link the tenant to community services that may assist in resolving the lease violation, including representative payee services, community mediation services, drug, and alcohol treatment, anger management, and mental health services. Tenants may also be referred to the Legal Aid Society of Columbus.

Suppose the issue cannot be resolved within the predetermined timeframe, but the tenant and engagement specialist are working towards resolution with documented progress. In that case, the tenant may be given extra time to resolve the issue. Examples of documented progress include activities such as enrollment in special programs for additional treatment or housekeeping services.

There are tenants that wish to move through retention on their own. If it appears they are not going to be successful, the engagement specialist will offer assistance, which at that point is rarely refused.

CHN will proceed to eviction if the problem is not corrected at the end of a timeframe agreed to in the housing retention plan. If the matter cannot be resolved within the predetermined

timeframe and documented progress is not being made, CHN will proceed with the eviction according to established landlord/tenant laws. Tenants may choose to move out on their own if appropriate. The engagement staff will assist the tenant in locating other housing options if needed.

Often, CHN will request or agree to an "Agreed Judgment Entry Process." The court allows the tenant to remain in housing under certain agreed upon conditions such as treatment or behavior compliance. This process is in lieu of eviction, but the tenant remains subject to immediate eviction if violations continue.

h) Describe how the project work with the community's Unified Supportive Housing System to target, engage, and house clients experiencing significant barriers to permanent supportive housing placement.

USHS manages vacancy and lease-up for the region's supportive housing programs and ensures that the most vulnerable applicants for housing are prioritized when units become available. A single adult who wishes to occupy a Touchstone Field Place unit must work with his or her emergency shelter case manager, rapid re-housing case manager, or homeless outreach worker to complete a PSH assessment tool submitted directly to CSB. This tool identifies prospective applicants and prioritizes them according to HUD requirements. Applicants will be selected for entry according to length of time homeless and severity of service needs.

5. Supportive Services Plan

(You may use additional pages for this section)

a) Describe the number and characteristics of persons to be served (should match goals in Program Outcomes Plan).

The Touchstone Field Place Project will feature fifty-six (56) one-bedroom units of permanent supportive housing prioritized for individuals who meet the State of Ohio's Permanent Supportive Housing Policy Framework and HUD's definition of chronic homelessness. All participants will be disabled men and women. The target population will likely be severely mentally disabled or dually diagnosed with severe mental disability and substance abuse disorder. All will be low-income, and the majority will have histories of personal trauma that inform their behavior. For example, residents will likely be survivors of physical, emotional, and/or sexual abuse and often have personal and generational histories that include poverty, drugs, abuse, homelessness, incarceration, institutionalization and long-term unemployment. These men and women have been unable to maintain permanent housing due to their disabilities.

Phase 1's units will be designated for chronic homeless (CH) eligible individuals. To be considered chronically homeless, an individual must be currently homeless with a disabling condition but must also be continuously homeless for a year or more OR have at least four (4) episodes of homelessness with a combined time of at least one (1) year within the past three (3) years.

If no CH-eligible individuals are available at the time of a unit's vacancy, applicants who meet the HUD definition of homelessness will be prioritized for housing according to the longest history of homelessness and the most severe service needs.

The Phase 1 units will be designated for chronically homeless (CH) eligible individuals. During the initial lease-up process, 44 units will be offered to residents who are eligible to transfer from 40 W. Long Street. Please note that CHN assumes that residents who transfer from one PSH site to another PSH site will maintain their homeless status designation related to the time that they initially entered PSH housing. This assumption follows Briggsdale Apartments II in 2018 when CSB transferred residents from master-leased units to the newly opened Briggsdale Apartments II. Based on this precedent, transferred residents will qualify as chronically or literally homeless because they qualified as such upon their initial move into 40 W Long Street. Based on the YMCA's resident profile of 40 W. Long Street, the initial lease-up of the Phase 1 development's units that will accept transfers (44 units) will consist entirely of men, of which 47% identify as white, 50% identify as black and 3% as mixed-race ancestry, and the average age currently is 53 years of age. Additionally, the 40 W. Long residents reported having the following disabilities (percentage of residents):

- Alcohol and or drug abuse approximately (36%)
- Mental health problem (70.3%)
- Physical and chronic health conditions (including HIV/AIDS) (52%)
- Developmental disability (18.5%)

Based on data from similar programs, it is anticipated that as 40 W. Long Street residents move on the Phase 1 building, approximately 70% of the participants will be male, and over 60% will be African-American.

b) Describe the qualifications of the supportive services staff, including education, experience, and special skills they will use to serve the population. Describe the commitment of a local service provider, if applicable and available.

Young Men's Christian Association (YMCA) of Columbus will provide tenants with linkages to supportive services that include, but are not limited to: ongoing assessments, case management, psychiatric services, medication monitoring, health services, employment services, individual counseling and substance abuse treatment. CHN will pursue partnerships with organizations that have proven experience in comprehensive mental health and substance abuse treatment, successful history of working with Medicaid, and high levels of accreditation.

Engagement Specialists will be required to be Qualified Mental Health Professionals upon hire, with specialized Social Work Assistant (SWA) or Licensed Social Worker (LSW) certification highly preferred. At least two years of experience working with an SMD and/or homeless population is given special consideration upon hire and at least one year of negotiation experience. YMCA staff will be supervised by a Licensed Independent Social Worker (LISW) to ensure Medicaid billing.

When Touchstone Field Place opens, CHN and YMCA will execute a professional service agreement, which will be renewable on an annual, competitive basis. Changes to the overall service plan and budget will be incorporated in future PSAs as needed.

c) Describe in-service and staff training (must meet [CSB Partner Agency Standards](#)).

CHN will ensure that CSB's Partner Agency Standards around required staff training are met. Training to be offered will include but not be limited to the following:

- Emergency evacuation procedures
- Universal Precautions
- CPR and first aid procedures
- Agency operating procedures
- Non-violent crisis intervention techniques (de-escalation techniques)
- Relevant community resources and social service programs
- Ethical client practices
- Customer service techniques
- Cultural competency and diversity
- Recognition and reporting of elder and child abuse
- Evidence-based practices relevant to Touchstone Field Place (Stages of Change, Motivational Interviewing, Trauma-Informed Care)
- Disease prevention protocols
- Homeless sensitivity
- Relapse intervention
- Mental health overview
- Fire safety
- Community building
- Residents' rights
- Psychiatric medications and side effects
- AOD overview
- Domestic violence (signs and symptoms)
- Behavior modification
- Effective communication
- Employment
- SSI/SSDI Outreach, Access, and Recovery (SOAR)

CHN contracts with agencies for front desk and supportive services staff are expected to cover the costs of any necessary training. These staff can participate in CHN sponsored trainings as space allows.

d) Describe the proposed client-staff ratio for each shift.

Please see the attached staff-client ratio form.

e) Describe the overall service delivery plan, including:

- ⟨ Eviction prevention and intervention to preserve tenancy
- ⟨ Substance abuse issues, including relapse prevention
- ⟨ Employment strategies that increase tenant income
- ⟨ Referrals to local jobs programs
- ⟨ Coordinated and expedited access to benefits (e.g., SSI, Medicaid)
- ⟨ Educational/vocational services
- ⟨ Counseling related to educational and vocational training programs
- ⟨ Budgeting and money management
- ⟨ Physical and behavioral health care
- ⟨ Referrals to healthcare/wellness programs
- ⟨ Coordination with the criminal justice system/legal issues
- ⟨ Credit counseling and consultation
- ⟨ Peer support
- ⟨ Leisure options

Touchstone Field Place will offer a full range of supportive services, including service engagement, case management, mental health services, pre-treatment and off-site AOD treatment, health and dental care, direct client assistance, benefits enrollment, vocational and employment services, transportation, and basic education/GED coursework. At least one staff member will be SOAR trained and certified. Wellness activities will focus on healthier lifestyle choices. Multi-faceted intervention and support strategies are available and will be applied according to the situation and need. All services will be offered voluntarily, but CHN and its service partner will introduce non-clinical service activities to engage all tenants to develop a positive community experience fully.

A more detailed service plan will be developed as the project is finalized and work begins on the new site.

f) Describe how you will coordinate services, including with community-based services that complement on-site services. Describe engagement strategies.

A CHN Property Manager will ensure that tenants are moved in as quickly as possible. An Engagement Specialist will develop goal plans for clients and monitor the plans regularly to ensure effectiveness. 24-hour front desk staff will provide the support necessary for this population and ensure tenant safety. YMCA will provide ongoing assessments, case management, psychiatric services, medication monitoring, individual counseling and substance abuse treatment through its Engagement staff. If CHN or its partners cannot provide these services directly, linkage will be established to external providers with these capabilities.

Service partner staff will coordinate provision of Medicaid-billable services and will connect people to state, federal, and local assistance and benefits (such as Ohio Works First, Healthy Start, WIC, Public Child Care, Head Start, SNAPs, Medicaid, Medicare, SSI, SSDI, etc.). Once eligibility for one or more of these benefits is identified, the Engagement Specialist will help tenants enroll with the applicable agency or agencies.

Engagement specialists will also refer, as needed, to the following types of off-site services: employment opportunities, education and training; medical, health care and mental health services; transportation services; alcohol and drug treatment programs; assistance to secure long-term housing; material assistance programs; adult/children's protective services; and basic financial planning.

CHN's Employment Specialist will offer tenants job readiness skills, vocational training and linkages to employment opportunities. CHN's Tenant Resource Team Lead will provide service coordination leadership and work with the contracted service partner staff to ensure a seamless plan to provide the support necessary for the population. Partner meetings will be held onsite on at least a monthly basis to track outcomes and improve coordination efforts.

- g) **Describe the type and size of space you need to implement the service plan, including detail about how the physical design of the building(s), the project site, and location will enhance the lives of residents specific to their particular needs.**

Preliminary designs for the exterior of Touchstone Field Place are attached to this project plan. The facility is within walking distance of a library and a community center, and these amenities provide residents the opportunity for social and educational activities.

The facility will be designed to meet current housing standards, with larger apartments and accessibility to all building areas for persons with physical disabilities. All units will meet OHFA's minimum requirements for Permanent Supportive Housing one-bedroom units. All units will be 'visitable', and Universal Design features will be included throughout the building.

Amenities will be incorporated into the Touchstone Field Place development – including a community room with a full kitchen, television lounge, computers, laundry rooms, and offices for Property Management staff – and will be made available to all residents.

Touchstone Field Place will offer spaces dedicated to providing services, including offices designed for medical care and case management and 24/7 front desk/crisis intervention staff. CHN will provide a community kitchen with modern amenities. The kitchen will be designed to incorporate hands-on cooking classes, and the community room will also host other group activities. Finally, small seating areas will be included on each floor to promote social engagement.

- h) **Describe the source(s) of funding for services and how you plan to sustain supportive service provisions over the life of the project.**

CHN will utilize several funding sources to provide supportive services at Touchstone Field Place. CHN will apply for supportive services funding during future CoC application processes. CHN will also work with ADAMH to provide supportive service resources for non-HUD units.

CHN will require that Young Men's Christian Association (YMCA) of Columbus bill Medicaid for service provision when appropriate. CHN and its partners will explore new community partnerships to obtain discretionary resources and provide innovative, flexible service provisions as the project moves forward.

- i) **Complete the supportive services table below.**

⟨ **You may require participation in supportive services that are not disability-related as a condition of the program if clients are at or have been at imminent risk of eviction and services are necessary to maintain tenancy (e.g., protective payee).**

Describe how you will implement this provision.

CHN and Young Men's Christian Association (YMCA) of Central Ohio will routinely encourage engagement in voluntary services, linking tenants to service organizations with the capability to address emotional and behavioral issues that will positively impact long-term housing retention. In accordance with HUD guidelines, participation in supportive services is not mandatory to maintain housing.

If a tenant is facing eviction and Touchstone Field Place staff cannot effectively intervene, CHN's Supportive Services staff will intervene and work with the tenant and the Engagement Specialist to develop a housing retention plan designed to help the tenant retain housing. Part of the plan will be documented supportive service provision directly related to the cause of potential eviction. If the tenant refuses to develop a plan or agrees to the plan and subsequently refuses to participate, CHN may move forward with eviction processes.

CHN's process for requiring participation in services to maintain tenancy is also outlined above, within Section 4 – Operations and Tenant Selection Plan, subpart g.

⟨ **While permanent supportive housing by definition makes social and other supportive services available to its tenants, participation in disability-related supportive services must not be mandatory and cannot be a stipulation of tenancy. Describe how you will implement this provision.**

CHN adheres to HUD regulations regarding voluntary participation in disability-related supportive services. Furthermore, CHN ensures that our partner service agencies comply with this practice when working with our properties. Language confirming this requirement is included in all Professional Service Agreements executed between CHN and its service partners.

While disability-related supportive services are elective, CHN and its service partners routinely encourage engagement in voluntary services, linking tenants to service organizations with the capability to address emotional and behavioral issues that will positively impact long-term housing retention.

Supportive Services Table

Type of Service	Provider	Total persons provided with service annually	Typical duration/ intensity of the service	Offered onsite yes or no
a) Assessment of service needs	YMCA	56	Weekly	Yes
b) Case Management	YMCA	56	Weekly	Yes
c) Education Services	Community-based provider	56	As needed	Yes
d) Employment Assistance and job training	YMCA; CHN Employment Specialist	56	Weekly	Yes
e) Housing Search and Counseling Services	CHN Property Manager; YMCA	56	Weekly	Yes
f) Legal Services	Community-based provider	56	As needed	No
g) Life Skills Training	YMCA	56	Weekly	Yes
h) Mental Health Services	YMCA	56	Weekly	Yes
i) Substance Abuse Treatment Services	YMCA	56	Weekly	Yes
j) Transportation	CHN Property Manager; YMCA	56	As needed	Yes

6. Program Outcomes Plan (POP)

POP instructions and forms are available on CSB's website [here](#). Contact CSB Operations Director Lianna Barbu for a POP development.

The Program Outcomes Plan is attached after this page.

7. Staff Client Ratio Form, Table of Organization Chart, and Position Descriptions

A sample table of organization is available on CSB's website [here](#).

All items are attached after this page.

8. Evaluation and HMIS Plan

(Do not exceed the space provided)

Review the Partner Agency Standards on CSB's website [here](#). Describe your plan for ensuring that the proposed project meets the requirements regarding on-going program evaluation. Program evaluation will measure the project's ability to meet both the individual needs of the residents and overall community issues of homelessness. Explain how you will convey evaluative detail to OHFA, the CoC, and others. Describe your plan for meeting HMIS standards, including timely and accurate data entry.

CHN is dedicated to ensuring effective ongoing program evaluation for all its projects. Program evaluation is an integral part of monthly partner meetings where CHN and contracted service partner staff review and assess progress and address any concerns. Program occupancy reports are developed monthly and shared with CHN's Senior Leadership team, along with its grants and compliance staff and housing staff leadership to assess progress and address areas of concern.

CHN managerial and compliance staff review CSB's HEARTH Policies and Procedures, Columbus ServicePoint (CSP) Policies and Procedures, and Administrative and Program Standards regularly and as needed when these documents are revised. CHN employs a four-person compliance staff to conduct internal audits of client files and other matters of compliance on at least a quarterly basis.

CHN has shown ongoing compliance with HMIS standards. Our Data Analyst has over a decade of experience working with HMIS standards and serves as our CSP Site Administrator and main point of contact for CSP-related activities. The Data Analyst represents CHN at all CSP Administrator meetings and leads our efforts to comply with CSB's CSP Policies and Procedures.

All of CHN's CoC and CSB-funded programs undergo multiple external onsite reviews by individual funding agencies throughout the year, such as Ohio Housing Finance Agency, HUD, Ohio Development Services Agency, Ohio Capital Corporation for Housing, Franklin County, City of Columbus, etc.

CHN relies on our Board's input and guidance to evaluate overall agency and program operations. We establish and track internal goals for all programs annually. Managers present progress on these goals on a quarterly basis. Progress on outcomes is discussed with the Board throughout the year and overall results are presented annually.

9. Consumer Involvement Plan

(Do not exceed the space provided)

Review the Partner Agency Standards on CSB's website [here](#). Describe your plan for ensuring that clients are involved in the planning and development process. Address your strategy for gathering on-going client feedback, particularly as it relates to program improvements.

CHN involves its residents in selecting housing locations and in designing buildings. This feedback comes informally through daily interaction and formally at tenant meetings and focus groups. Getting resident feedback helps CHN improve each building by ensuring the design meets the residents' needs.

CHN staff held a focus group with current PSH residents in July 2019. Ideas for residents have been incorporated into designs for other recent PSH developments, including a separate TV area, exterior seating spaces, and laundry rooms on several floors. Suggestions from residents will be taken into strong consideration and will be included in the design to the extent that they are allowed by regulations and the availability of funds. In addition, CHN has met with the YMCA's Executive Director of Supportive Housing and its Resident Advocate Manager to review architectural plans for the initial phase and receive feedback from staff and resident perspectives. This process has focused on design concerns related to the size of the community room, tv lounge size and location, staff office locations and layouts, and position of the computer room in relationship to the front desk security. This feedback will be added to CHN's design goals to create a preliminary design for Touchstone Field Place's tax credit application. Should an award of tax credits be received, CHN and YMCA will host a resident meeting at 40 W. Long Street to gather residents' input regarding the design of Touchstone Field Place.

Tenant feedback will also be obtained through the Tenant Advisory Council. The Council meets to discuss tenant concerns and provide feedback. The Council will be asked for its feedback and guidance during the development of Touchstone Field Place, and its suggested areas of improvement will be incorporated into the new project.

10. Community Outreach Plan

(You may use additional pages for this section)

Describe how you will develop a community outreach plan. The community outreach plan must address the nature of the development, location, design, and how you will notify the residents and businesses in the area. The plan could include involving local elected officials, Community Development Corporations, Community Housing Development Organizations, and community groups, or posting notices in libraries or other public places where residents may congregate. If a Community Housing Development Organization is involved, identify the Organization and proposed communication. Social media, design charrettes, or notices in local papers are examples of methods to target your message. Submit a narrative with supporting documentation describing the plan, including:

- < Project Survey
- < Community Acceptance Strategy
- < Community Notification Questionnaire
- < Key Personnel Questionnaire

- < Real Estate Questionnaire
- < Letters of support from district legislators and/or local municipal entities (recommended, not required)
- < Other Project fact sheets

Guidelines and resources regarding the CSB Community Acceptance Plan and the local template for community outreach are available on CSB's website [here](#).

CHN's Community Acceptance Plan for Touchstone Field Place is attached after this page.

11. Strategies for Innovative Provision *(Do not exceed the space provided)*

Detail innovative attributes of the proposal and demonstrate the project's commitment to innovation. Concepts must be original ideas, able to serve as a model for future developments, able to be replicated, and benefit the population to be served.

CHN designs site and building layouts to meet the needs of individuals with severe mental illness and other trauma. Past developments have incorporated principles from "Envisioning Living Environments for People with Mental Illness" by the Urban Design Center of Northeast Ohio.

Touchstone Field Place's design incorporates an additional approach called "Trauma Informed Design (TID)." Just as Trauma-Informed Care asks "What happened to you?", TID asks "Where have you been?". TID considers a resident's past environment such as a shelter, addiction recovery center, hospital, and/or jail. Those buildings are typically designed and furnished with budget-conscious utilitarianism and institutional practicality.

Trauma-Informed Design seeks to reduce environmental stress by avoiding triggers or reminders of past negative experiences while promoting healing. Residents may have felt like a case number in a system with few choices, and accommodations are usually uncomfortable and may have been unsafe. Here are a few examples of how Touchstone Field Place's design will incorporate Trauma-Informed Design to benefit the residents:

- Personalizing spaces with color, signage, and decor.
- Residents will control their apartment environment with individual air conditioning and heating equipment.
- The "faux wood" flooring, residential light fixtures, and upholstered furniture will provide a homelike contrast to the institutional setting residents have experienced.
- The entrance will open into a lobby with sight lines to the outdoors. Residents will benefit from security without the danger of triggering a confined feeling.
- Small seating areas throughout the building will allow residents to choose their level of social interaction.
- Calming wall and furniture colors and nature photography will help reduce environmental stress.

(You may use additional pages for this section and use landscape view if needed)

Provide a timeline that includes major actions steps necessary to move the project from the preliminary phase(s) to the final phase to completion. Include funding deadlines, development milestones, community acceptance targets, and the timeframe for lease-up. Customize the chart below for your project.

[illegible]

13. Budgets and Pro Forma

(You may use additional pages for this section)

Submit the budget forms below. Any format is acceptable as long as it provides the requested information. Required information includes budget line items (BLI), amount for each BLI, source(s) of funding for each BLI, total costs, and a budget narrative.

- < Capital/development budget and budget narrative
- < Annual operating budget and budget narrative
- < 10-Year operating pro forma (operating cash flow) and narrative
- < Annual services budget and budget narrative
- < 10-year services pro forma (services cash flow) and narrative

Explain all expenses associated with each BLI and make clear the assumptions you used to determine the budgeted amounts. If you have a BLI for administrative overhead, submit an indirect cost allocation plan that explains the methodology for calculating the overhead rate. Specify whether the indirect cost allocation plan is federally approved.

Address revenue, whether the funding has been secured or is pending, time frames for funding, and any relevant limitations or funding parameters. This could include match fund requirements from other funders or funding that is designated for a particular use.

14. Status of Other Funding
(Do not exceed the space provided)

Complete the chart below and include this information in the budget narrative.

A. Capital and Development Costs				
Funding/Financing Source & Program	Type (1)	Amount	Status	Projected Cost Per Unit
B. Operations				
Funding/Financing Source & Program	Type (1)	Amount	Status	Projected Cost Per Unit
C. Services				
Funding/Financing Source & Program	Type (1)	Amount	Status	Projected Cost Per Unit

(1) Funding type includes: grant, loan, equity, tax credits, etc. For loans, provide rate and term.

15. Evidence of Funding Commitments

Attach evidence of co-applicant for partner commitments and evidence of funding commitments. This can include copies of signed contracts, loan documents, letters of commitment and other documentation that demonstrate funder and partner guarantees.

16. Additional Optional Documentation

<OPTIONAL> You may submit a limited number of maps, plans, and/or photographs, in 8 ½ x 11 format, that provide additional information about the project.

DO NOT SUBMIT ADDITIONAL MATERIALS NOT SPECIFICALLY REQUESTED IN THE APPLICATION

Touchstone Field Place

Development Budget

4/13/22 4:16 PM

SOURCE OF FUNDS		\$	13,525,862	Construction Funding		
LOCAL GAP SOURCE	\$	-	.% of Total	Huntington National Bank	\$	4,335,000
TFP 2 Lease Payment	\$	-	.% of Total	Affordable Housing Trust	\$	3,000,000
OHFA HDAP	\$	300,000	2.2% of Total	OHFA HDL Program	\$	1,750,000
City	\$	500,000	3.7% of Total	City	\$	500,000
Franklin County Funding HOME	\$	600,000	4.4% of Total	County	\$	600,000
Equity	\$	9,546,782	70.6% of Total	LLC Equity	\$	124,230
FHLB AHP ²	\$	1,000,000	7.4% of Total	Grant to Equity	\$	300,000
City Funding	\$	1,000,000	7.4% of Total	Grant to Equity	\$	1,000,000
OCIC/Donations	\$	76,000	.6% of Total	Legal/Bank	\$	326,000
DDF	\$	503,080	50.3% of DF	DDF/Perm Costs	\$	1,613,518
Total	\$	13,525,862		Total	\$	13,548,748
Additional Equity for Bridge Loan Interest	\$	192,834	\$	3,443.46	\$	7,940
	\$	13,718,696				

USE OF FUNDS		\$	13,533,802	Basis		
Land	\$	396,950	\$7,088/unit	\$	293,050	
Demolition/Site Remediation	\$	-	\$	-		
Off-Site Improvements	\$	-	\$	-		
Site Improvements	\$	1,220,141		1,020,141		
Structures	\$	7,048,596		7,048,596		
Contractor's FFE	\$	143,509		143,509		
Security System	\$	78,045		78,045		
Payment and Performance Bond	\$	-		-		
GC Cost Certification	\$	7,500		7,500		
Construction Fees	\$	5,000		5,000		
GR	\$	424,765	5.1% of HC	424,765		
OH	\$	169,906	2.1% of HC	169,906		
Profit	\$	509,717	6.2% of HC	509,717		
Furniture not in GC contract	\$	354,200	\$6,325/unit	177,100		
Plan Review/ Permits	\$	21,666		10,833		
City Utility Taps	\$	-		-		
City Inspections (utility & building)	\$	-		-		
Electric Service	\$	-		-		
Owner's Special Inspections & Testing	\$	5,000		2,500		
Owner's Hard Cost Contingency	\$	413,687	5.0% of HC	413,687		
Architecture including design fee	\$	370,000	3.9% of GC	370,000		
Engineering (MEP/Civil/Structural/ ID/ Prints)	\$	10,000	0.1% of HC	10,000		
Surveying (ALTA/Fndtion/as-built/ easements)	\$	30,000		30,000		
Geotechnical Soils	\$	5,000		5,000		
Environmental (Phase I and II, if needed)	\$	10,000		10,000		
Wetlands	\$	-		-		
Noise or Traffic Studies	\$	5,000		5,000		
Green Rater	\$	16,000		16,000		
Market Study	\$	4,700	0.0% of TDC	4,700		
Land Appraisal	\$	3,000		3,000		
Owner Legal (non-zoning)	\$	70,000		70,000		
Rezoning/Variances (legal-consultants-fees)	\$	7,000		7,000		
Accounting/Audits	\$	12,000		12,000		
Construction Insurance	\$	30,000		30,000		
Title/Recording	\$	35,000		35,000		
Property Taxes	\$	10,000		10,000		
Developer Fee	\$	1,000,000	8.8% of Basis	346,920		
Soft Cost Contingency	\$	18,531				
Construction Loan Interest	\$	182,443	1.3% of TDC	91,222		
Construction Loan Fee	\$	22,344	0.2% of TDC	22,344	\$	21,675.00
Bank Legal, arch review, appraisal	\$	41,700	0.3% of TDC	41,700		
AHT Bridge Loan Fee	\$	30,750	0.2% of TDC	15,375		
AHT Bridge Loan Interest	\$	273,000	2.0% of TDC	136,500		
OHFA Fees	\$	19,600	0.1% of TDC			
Monitoring Fee	\$	134,400				
Reservation Fee	\$	63,652				
Operating Reserve	\$	251,000	6. mo. OERRDS			
Lease-up Reserve	\$	-				
Pre-Paid Asset Mng. Fee	\$	80,000		64,000		
TOTAL	\$	13,533,802	\$241,675/unit	11,347,060		
Short	\$	(7,940)	\$255/GSF	10,962,935		
LIHTC Calculation			(6,479)			
				(511,953)		
New Construction Basis	\$	11,347,060				
Unqualified Federal Funds	\$	1,000,000				
Applicable Fraction	100%	10,347,059.50				
QCT?	130%	13,451,177	Credits per Unit			
Credit Rate	9.00%	1,036,520	18,509	\$	1,240,122	
10 Year		10,365,200		\$	1,875,053	
Net Equity Price	\$	0.921	\$	9,546,782		
Gross Equity Price	\$	0.9396	\$	9,739,616	\$	174,086
	\$		\$	7,940	\$	1,603,375
	\$		\$	1,487,914		

Touchstone Field Place

Income/Expense Assumptions

Annual Income		56		Unit Split 100%					
Restricted AMI	Population	Subsidy	BR Size	Units	Rent	Total			
Affordable 30%	Homeless	PRA or HCV	1 BR	14	\$ 912	\$ 153,216	Minimum 25% at 30% AMI		
Affordable 30%	OTHER		1 BR	0	\$ 912	\$ -			
Affordable 50%	Homeless	PRA or HCV	1 BR	42	\$ 912	\$ 459,648	Minimum 25% at 30% AMI remaining at 50% AMI		
Affordable 50%	OTHER		1 BR	0	\$ 912	\$ -			
Affordable 60%			1 BR			\$ -			
Affordable 60%			1 BR			\$ -			

Total	56	\$ 912	\$ 612,864
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Annual Operating Expenses	Total	Per Unit
Management Fee	\$49,029	\$876
Admin/Office Salaries and Benefits	\$10,416	\$186
Property Manager	\$24,248	\$433
Office Supplies	\$22,000	\$393
Legal & Audit	\$11,872	\$212
Advertising & Marketing	\$0	\$0
Asset Management Fee	\$0	\$0
Compliance Monitoring Fee	\$1,344	\$24
Accounting Operating Expenses	\$5,152	\$92
Bad Debts	\$4,480	\$80
Utilities- Common Area	\$17,080	\$305
Utilities- Apartments	\$40,096	\$716
Water & Sewer Operating	\$17,752	\$317
Maintenance Salaries and Benefits	\$15,552	\$278
Maintenance Contracts/Supplies	\$52,088	\$930
Trash Removal	\$5,768	\$103
Elevator/HVAC Maintenance	\$12,856	\$230
Pest Control	\$6,500	\$116
Grounds/Landscaping	\$10,920	\$195
Painting and Decorating	\$15,000	\$268
Security Contract	\$16,000	\$286
Real Estate Tax Operating Expense	\$20,000	\$357
Insurance	\$31,360	\$560
24/7 Front Desk	\$91,914	\$1,641

TOTAL	\$481,427	\$8,596.91
	\$ 501,027	\$6,956

Rent Calculation		
CMHA Payment Standard	\$ 873	109%
One Bedroom Market Rent	\$ 800	
FMR	\$ 794	

Utility Allowance Type	Amount
Heating E	\$ 25
AC	\$ 4
Cooking E	\$ 7
H2O Heating E	\$ 17
Electric	\$ 41
Total UA	\$ 94

Estimated Rent	\$ 706
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Stablized Year PF

Rent Subtotal	\$ 612,864
Less Vacancy 5.0%	\$ (30,643)
Gross Income	\$ 582,221
Operating Income	
Less Operating Expenses	\$ (481,427)
Net Operating Income	\$ 100,794
Less Replacement Reserves \$350 /Unit	\$ (19,600)
Less Asset Management Fee	\$ -
Net Income Before Debt Service	\$ 81,194
Less Annual Debt Service	\$ -
Cash Flow After Debt Service	\$ 81,193.68

Debt Service Estimate

Present Value	\$ -
Interest Rate	3%
Term	18
Annual Debt Service Payments	\$ -
Initial DSCR	
DSCR at End of Term	

Rent and Income Limits

# Units	% Units	% AMI/ Income	% AMI/ Rent	Source
6	10%	30%	30%	City
6	10%	35%	35%	HDAP
23	40%	50%	50%	FHLB
21	40%	60%	60%	FHLB/LIHTC
56	100%	47%	47%	

Floor Area Breakdown

Gross Square Footage of all Buildings	53,175
Commercial Space Condominium Areas	0
Commercial Areas and Fee-Driven Space	0
Market Rate Unit Area	0
Low Income Unit Area	35,347
Managers Unit Area	0
Common Area (Public)	5,936
Common Area (Circulation)	5,998
Common Area (Social Work/Programmatic)	1,913
Limited Common Area (Private)	0
Support	2,030
Tenant Storage	0
Major Vertical Penetrations	1,575
Structured Parking / Garage	0
Basement	0
Non-Low-Income floor area	0
Low Income Floor Area	41,345
% of Common Area	11.2%
Net Rentable Square Footage	53,175
Average Net Rentable SQFT per LI Unit	1,187

Timing Assumptions

Closing	7/6/2021
Construction Start	7/19/2021
Construction Completion	9/19/2022
Placed in Service	10/10/2022
Lease Up Per Month	20
100% Occupied	12/31/2022
Cost Cert	4/30/2023
8609 Filed	6/29/2023
8609 Returned	12/26/2023
FHLB AHP Payment	4/29/2024

Touchstone Field Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Income															
Rent Subtotal	\$612,864	\$625,121	\$637,624	\$650,376	\$663,384	\$676,651	\$690,184	\$703,988	\$718,068	\$732,429	\$747,078	\$762,019	\$777,260	\$792,805	\$808,661
Less Vacancy	(\$30,643)	(\$31,256)	(\$31,881)	(\$32,519)	(\$33,169)	(\$33,833)	(\$34,509)	(\$35,199)	(\$35,903)	(\$36,621)	(\$37,354)	(\$38,101)	(\$38,863)	(\$39,640)	(\$40,433)
Gross Income	\$582,221	\$593,865	\$605,743	\$617,857	\$630,215	\$642,819	\$655,675	\$668,789	\$682,164	\$695,808	\$709,724	\$723,918	\$738,397	\$753,165	\$768,228
Operating Expenses															
Management Fee	\$49,029	\$50,500	\$52,015	\$53,575	\$55,183	\$56,838	\$58,543	\$60,300	\$62,109	\$63,972	\$65,891	\$67,868	\$69,904	\$72,001	\$74,161
Admin/Office Salaries and Benefits	\$10,416	\$10,728	\$11,050	\$11,382	\$11,723	\$12,075	\$12,437	\$12,810	\$13,195	\$13,591	\$13,998	\$14,418	\$14,851	\$15,296	\$15,755
Property Manager	\$24,248	\$24,975	\$25,725	\$26,496	\$27,291	\$28,110	\$28,953	\$29,822	\$30,717	\$31,638	\$32,587	\$33,565	\$34,572	\$35,609	\$36,677
Office Supplies	\$22,000	\$22,660	\$23,340	\$24,040	\$24,761	\$25,504	\$26,269	\$27,057	\$27,869	\$28,705	\$29,566	\$30,453	\$31,367	\$32,308	\$33,277
Legal & Audit	\$11,872	\$12,228	\$12,595	\$12,973	\$13,362	\$13,763	\$14,176	\$14,601	\$15,039	\$15,490	\$15,955	\$16,434	\$16,927	\$17,434	\$17,957
Advertising & Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities- Common Area	\$17,080	\$17,592	\$18,120	\$18,664	\$19,224	\$19,800	\$20,394	\$21,006	\$21,636	\$22,286	\$22,954	\$23,643	\$24,352	\$25,083	\$25,835
Utilities- Apartments	\$40,096	\$41,299	\$42,538	\$43,814	\$45,128	\$46,482	\$47,877	\$49,313	\$50,792	\$52,316	\$53,886	\$55,502	\$57,167	\$58,882	\$60,649
Water & Sewer Operating	\$17,752	\$18,285	\$18,833	\$19,398	\$19,980	\$20,579	\$21,197	\$21,833	\$22,488	\$23,162	\$23,857	\$24,573	\$25,310	\$26,069	\$26,851
Maintenance Salaries and Benefits	\$15,552	\$16,019	\$16,499	\$17,324	\$18,190	\$19,100	\$20,055	\$21,058	\$22,110	\$23,216	\$24,377	\$25,596	\$26,875	\$28,219	\$29,630
Maintenance Contracts/Supplies	\$52,088	\$53,651	\$55,260	\$58,023	\$60,924	\$63,971	\$67,169	\$70,528	\$74,054	\$77,757	\$81,644	\$85,727	\$90,013	\$94,514	\$99,239
Trash Removal	\$5,768	\$5,941	\$6,119	\$6,303	\$6,492	\$6,687	\$6,887	\$7,094	\$7,307	\$7,526	\$7,752	\$7,984	\$8,224	\$8,471	\$8,725
Elevator/HVAC Maintenance	\$12,856	\$13,242	\$13,639	\$14,048	\$14,470	\$14,904	\$15,351	\$15,811	\$16,286	\$16,774	\$17,277	\$17,796	\$18,330	\$18,879	\$19,446
Pest Control	\$6,500	\$6,695	\$6,896	\$7,103	\$7,316	\$7,535	\$7,761	\$7,994	\$8,234	\$8,481	\$8,735	\$8,998	\$9,267	\$9,545	\$9,832
Grounds/Landscaping	\$10,920	\$11,248	\$11,585	\$11,933	\$12,291	\$12,659	\$13,039	\$13,430	\$13,833	\$14,248	\$14,676	\$15,116	\$15,569	\$16,036	\$16,517
Painting and Decorating	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$19,002	\$19,572	\$20,159	\$20,764	\$21,386	\$22,028	\$22,689
Security Contract	\$16,000	\$16,480	\$16,974	\$17,484	\$18,008	\$18,548	\$19,105	\$19,678	\$20,268	\$20,876	\$21,503	\$22,148	\$22,812	\$23,497	\$24,201
Real Estate Tax Operating Expense	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510	\$23,185	\$23,881	\$24,597	\$25,335	\$26,095	\$26,878	\$27,685	\$28,515	\$29,371	\$30,252
Insurance	\$31,360	\$32,301	\$33,270	\$34,268	\$35,296	\$36,355	\$37,445	\$38,569	\$39,726	\$40,918	\$42,145	\$43,410	\$44,712	\$46,053	\$47,435
24/7 Front Desk	\$91,914	\$94,671	\$97,512	\$100,437	\$103,450	\$106,554	\$109,750	\$113,043	\$116,434	\$119,927	\$123,525	\$127,230	\$131,047	\$134,979	\$139,028
TOTAL	(\$481,427)	(\$495,870)	(\$510,746)	(\$527,504)	(\$544,836)	(\$562,763)	(\$581,307)	(\$600,491)	(\$620,337)	(\$640,871)	(\$662,116)	(\$684,100)	(\$706,850)	(\$730,393)	(\$754,759)
Net Operating Income	\$100,794	\$97,995	\$94,996	\$90,354	\$85,379	\$80,056	\$74,368	\$68,298	\$61,827	\$54,937	\$47,607	\$39,818	\$31,547	\$22,772	\$13,468
Less Replacement Reserves	(\$19,600)	(\$20,188)	(\$20,794)	(\$21,417)	(\$22,060)	(\$22,722)	(\$23,403)	(\$24,106)	(\$24,829)	(\$25,574)	(\$26,341)	(\$27,131)	(\$27,945)	(\$28,783)	(\$29,647)
Asset Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Income Before Debt Service	\$81,194	\$77,807	\$74,203	\$68,936	\$63,319	\$57,334	\$50,964	\$44,192	\$36,998	\$29,363	\$21,267	\$12,687	\$3,602	(\$6,012)	(\$16,178)
Less Annual Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Flow After Debt Service	\$81,194	\$77,807	\$74,203	\$68,936	\$63,319	\$57,334	\$50,964	\$44,192	\$36,998	\$29,363	\$21,267	\$12,687	\$3,602	(\$6,012)	(\$16,178)
Deferred Dev. Fee Balance	\$503,080	\$421,886	\$344,079	\$269,876	\$200,940	\$137,621	\$80,287	\$29,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid Developer Fee	\$81,194	\$77,807	\$74,203	\$68,936	\$63,319	\$57,334	\$50,964	\$29,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Reserve	\$251,000	\$256,020	\$261,140	\$266,363	\$271,690	\$277,124	\$282,667	\$288,320	\$294,087	\$299,968	\$305,968	\$312,087	\$318,329	\$318,684	\$308,879
	1.16	1.15	1.14	1.13	1.11	1.10	1.08	1.07	1.06	1.04	1.03	1.02	1.00	0.99	0.98
	0.86	0.87	0.88	0.89	0.90	0.91	0.92	0.93	0.95	0.96	0.97	0.98	1.00	1.01	1.02
Rent Assumptions	Rent	Units	BRs												
Rent Income for Year 2016	\$ 912	56	1 BR												
Vacancy Rate	5%														
Rent Increases (Annual Increase)	2%														
Expense Assumptions															
Management Fee (of Total Revenue)	8.0%														
Replacement Reserve	\$350 /Unit														
All Other Expenses	3%														
Maintenance Increase Year 4 onward	5%														

d) Annual services budget and budget narrative

Touchstone Field Place
Service Budget

SERVICE INCOME

Source		Comments	
HUD SHP	\$ 9,238	\$ 165	Prorated share of existing resources See Touchstone Field Placev5
Start Up Funding*	\$ 85,086	\$ 1,519	City of Columbus Human Services?
Medicare and Medicaid	\$ 22,400	\$ 400	YMCA estimate of \$400/unit average per resident
CSB Funding	\$ 128,117	\$ 2,288	Prorated share of existing resources See Touchstone Field Placev5
ODOD OHTF**	\$ 32,369	\$ 578	Prorated share of existing resources See Touchstone Field Placev5
Additional Funds Needed	\$ 23,889	\$ 427	CSB/HUD New Bonus
TOTAL	\$ 301,099	\$ 5,377	

SERVICE EXPENSES

Item	Cost	Cost/Unit	FTE	Assumptions and Comments	% Time
Administrative	\$ 10,897	\$ 195			
HMIS Expenses	\$ 5,507	\$ 98			
Annual Assessment of Service Needs	\$ 7,560	\$ 135	0.1		5.00%
Assistance with Moving Costs	\$ -	\$ -			
Case Management	\$ -	\$ -			
Child Care	\$ -	\$ -			
Education Services	\$ -	\$ -			
Employment Assistance and Job Training	\$ 15,120	\$ 270	0.3		10.00%
Housing Search and Counseling Services	\$ 30,240	\$ 540	0.6		20.00%
Legal Services	\$ -	\$ -			
Life Skills Training	\$ 4,651	\$ 83			
Mental Health Services	\$ 52,920	\$ 945	1.0		35.00%
Outpatient Health Services	\$ 15,120	\$ 270	0.3		10.00%
Outreach Services	\$ -	\$ -			
Substance Abuse Treatment	\$ 30,240	\$ 540	0.6		20.00%
Transportation	\$ 16,954	\$ 303			
Utility Deposits	\$ -	\$ -			
Indirect Costs	\$ 26,804	\$ 479			
Front Desk Staff	\$ 85,086	\$ 1,519	2.8		
TOTAL	\$ 301,099	\$ 5,377	5.6		

e) 10 Year Service Proforma

Touchstone Field Place
Service Proforma

	1*	2*	3	4	5	6	7	8	9	10						
Service Revenues																
HUD SHP	\$	9,238	\$	9,238	\$	9,238	\$	9,238	\$	9,238	\$	9,238	\$	9,238	\$	9,238
Start Up Funding*	\$	85,086	\$	53,479	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Medicaid and Medicare	\$	22,400	\$	16,800	\$	23,744	\$	23,744	\$	23,744	\$	23,744	\$	23,744	\$	23,744
CSB Funding	\$	128,117	\$	128,117	\$	128,117	\$	128,117	\$	128,117	\$	128,117	\$	128,117	\$	128,117
ODOD OHTF**	\$	32,369	\$	32,369	\$	32,369	\$	32,369	\$	32,369	\$	32,369	\$	32,369	\$	32,369
Additional Funds Needed	\$	23,889	\$	23,889	\$	31,609	\$	36,284	\$	41,059	\$	45,934	\$	50,912	\$	55,995
TOTAL	\$	301,099	\$	263,891	\$	225,076	\$	229,752	\$	234,526	\$	239,401	\$	244,379	\$	249,463
<i>*Medicaid billing requires CARF and OHMAS certifications, therefore assumed no Medicaid funding for first 15 months.</i>																
<i>**Assumes a portion of the existing grant can be moved to Touchstone Field Place through YMCA applications.</i>																
Service Expenses																
Administrative	\$	10,897	\$	11,224	\$	11,561	\$	11,907	\$	12,265	\$	12,633	\$	13,012	\$	13,402
HMIS Expenses	\$	5,507	\$	5,672	\$	5,842	\$	6,018	\$	6,198	\$	6,384	\$	6,576	\$	6,773
Annual Assessment of Service Needs	\$	7,560	\$	7,711	\$	7,865	\$	8,023	\$	8,183	\$	8,347	\$	8,514	\$	8,684
Assistance with Moving Costs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Case Management	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Child Care	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Education Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Employment Assistance and Job Training	\$	15,120	\$	15,422	\$	15,731	\$	16,045	\$	16,366	\$	16,694	\$	17,028	\$	17,368
Housing Search and Counseling Services	\$	30,240	\$	30,845	\$	31,462	\$	32,091	\$	32,733	\$	33,387	\$	34,055	\$	34,736
Legal Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Life Skills Training	\$	4,651	\$	4,744	\$	4,839	\$	4,936	\$	5,034	\$	5,135	\$	5,238	\$	5,343
Mental Health Services	\$	52,920	\$	53,978	\$	55,058	\$	56,159	\$	57,282	\$	58,428	\$	59,597	\$	60,788
Outpatient Health Services	\$	15,120	\$	15,422	\$	15,731	\$	16,045	\$	16,366	\$	16,694	\$	17,028	\$	17,368
Outreach Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Substance Abuse Treatment	\$	30,240	\$	30,845	\$	31,462	\$	32,091	\$	32,733	\$	33,387	\$	34,055	\$	34,736
Transportation	\$	16,954	\$	17,293	\$	17,639	\$	17,992	\$	18,352	\$	18,719	\$	19,093	\$	19,475
Utility Deposits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Costs	\$	26,804	\$	27,340	\$	27,887	\$	28,445	\$	29,014	\$	29,594	\$	30,186	\$	30,789
Front Desk	\$	85,086	\$	43,394	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL	\$	301,099	\$	263,891	\$	225,076	\$	229,752	\$	234,526	\$	239,401	\$	244,379	\$	249,463
	\$	1	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Expense Inflation 2%

14. Status of Other Funds

A. Capital and Development Costs

Funding Source	Program	Type	Amount	Status	Amount/ Unit	% of TDC
Ohio Housing Finance Agency	HDAP	Grant	\$ 300,000	Awarded	\$ 5,357	2%
City of Columbus	HOME	Loan	\$ 500,000	Awarded	\$ 8,929	4%
Franklin County	HOME	Loan	\$ 600,000	Awarded	\$ 10,714	4%
City of Columbus	Bonds	Grant	\$ 1,000,000	Awarded	\$ 17,857	7%
OHFA/OCCH	LIHTC	Equity	\$ 9,546,782	Awarded	\$ 170,478	71%
Community Housing Network	Deferred Dev Fees	CF Loan	\$ 503,080	Final amount determined at end of project	\$ 8,984	4%
Federal Home Loan Bank	AHP	Grant	\$ 1,000,000	Awarded	\$ 17,857	7%
Donations		Grant	\$ 76,000			
Total			\$ 13,525,862		\$ 241,533	100%

B. Operations

Funding Source	Program	Type	Units	Amount	Status	Amount/ Unit	% of Income
CMHA/ HUD HCV	Rental Assistance	PBV	56	\$ 612,864	Committed	\$ 10,944	100%
Total			56	\$ 612,864			

C. Services

Funding Source	Program	Type	Amount	Status	Amount/ Unit	% of Services
HUD SHP		Grant	\$ 9,238		\$ 165	3%
Start Up Funding*		Grant	\$ 85,086		\$ 1,519	31%
Medicare and Medicaid		Reimbursement	\$ 22,400		\$ 400	8%
CSB Funding		Grant	\$ 128,117		\$ 2,288	46%
ODOD OHTF**		Grant	\$ 32,369		\$ 578	12%
Additional Funds Needed		Grant	\$ 23,889	New Bonus Request 2022	\$ 427	9%
Total			\$ 277,210		\$ 4,950	

CHN LETTERHEAD

April 10, 2022

Michelle Heritage
Executive Director
Community Shelter Board
355 E. Campus View Blvd., Suite 250
Columbus, Ohio 43235-5616

Re: Poplar Fen: Project Concept and Update

Dear Ms. Heritage:

Please find enclosed an updated Project Plan for Poplar Fen Place. We wanted to call out that with this update CHN is requesting that Poplar Fen be allowed to apply for New Bonus Project funding from HUD through the Continuum of Care's submission this fall for Capital. We recognize that the Continuum of Care is concerned about Capital awards so we have limited our request to \$250,000. Please note that this \$250,000 will commit the project's units to serving residents who are homeless for 20 years, which is a reasonable request, despite not increasing the Continuum's overall HUD Continuum of Care award. It is important to demonstrate to all funders that the Continuum backs the construction of this project and CHN finds that it is important to other lenders that the Continuum of Care is willing to provide its resources to such a purpose, even if the application is not ultimately successful.

Assuming that the project receives an award of tax credits in May 2022, the project will also seek to receive Continuum of Care dollars for services in the fall of 2023. We are estimating our New Bonus Request in the Fall of 2023 will be \$254,127. Please note that this amount will assist us with supportive services, including the staffing of a front desk, which the Citizen Advisory Committee strongly suggested be included on all projects serving formerly homeless individuals, even those whose age is above 55.

Other changes of note in the Project Plan includes updating the unit count to 44 units and the related changes to increased project costs. If CSB needs additional information, please reach out to me at 614-487-6700.

Sincerely,

Samantha Shuler
Chief Executive Officer

COMMUNITY HOUSING NETWORK

April 13, 2022

Michelle Heritage
Executive Director
Community Shelter Board
355 E. Campus View Blvd., Suite 250
Columbus, Ohio 43235-5616

Re: Poplar Fen: Project Concept and Update

Dear Ms. Heritage:

Please find enclosed an updated Project Plan for Poplar Fen Place. We wanted to call out that with this update CHN is requesting that Poplar Fen be allowed to apply for New Bonus Project funding from HUD through the Continuum of Care's submission this fall. CHN will seek a total request of \$504,127, which would be split into a Capital Grant of \$250,000 and a Service Grant of \$254,127. The Capital request will be leveraged by Low-Income Housing Tax Credits, FHLB Cin AHP funds, and State, County, and City dollars. Please note that the Service Grant request will assist us with supportive services, including the staffing of a front desk, which the Citizen Advisory Committee strongly suggested be included on all projects serving formerly homeless individuals, even those whose age is above 55.

Assuming that the project receives an award of tax credits in May 2022, the project will need a commitment for all capital funding sources by April 2023 to facilitate the start of Construction in May 2023. CHN anticipates that adhering to this schedule will result in a building being leased up by October 2024.

Other changes of note in the Project Plan includes updating the unit count to 44 units and the related changes to project costs. If CSB needs additional information, please reach out to me at 614-487-6700.

Sincerely,



Samantha Shuler
Chief Executive Officer

Rebuilding Lives Funder Collaborative Project Development Process Project Plan

Submit the Project Plan to the Continuum of Care (CoC) within 90 days receiving CoC approval for your Concept Paper, or submit a Continuum of Care (CoC) project application, if applicable, per CoC competition deadlines. Community Shelter Board (CSB) will notify agencies regarding the appropriate process and deadline. Submit the Project Plan using the forms provided; the forms specify when you can add pages. Otherwise, do not submit additional pages or attachments not specifically requested. Prior to submitting a Project Plan, review the Information Packet and other related materials on CSB's website [here](#).

Project Plan Components

- < Cover sheet and authorization
- < Project overview
- < Development plan
- < Operations and tenant selection plan
- < Supportive services plan
- < Program outcomes plan
- < Staff Client Ratio Form, Table of Organization Chart, and Position Descriptions
- < Evaluation and Homelessness Management Information System (HMIS) plan
- < Consumer involvement plan
- < Community outreach plan
- < Strategies for Innovative Provision
- < Implementation timetable
- < Budgets: Capital, annual operating, annual services, operating pro forma, services pro forma
- < Status of other funding
- < Evidence of funding and partner commitments
- < Additional optional documentation

Review and Approval

The CoC will review the Project Plan and approve the Plan via a formal resolution. If approved, the project sponsor will receive the CoC resolution and/or a conditional

approval letter with the following information to assist in development of the project as it relates to CoC funding:

- < A CoC statement of support for the project;
- < Preliminary amount of CoC funds available for the project, including conditions;
- < Other sources of funding that the project sponsor should pursue;
- < Program expectations, project modifications, and process requirements to finalize the project and proceed to implementation; and
- < Timelines for next update.

Once the CoC conditionally approves the project, resubmit the Project Plan with relevant updates for subsequent CoC meetings, as requested. CoC members do not expect updates on every section of the application, but they do expect you to incorporate all changes into an updated Project Plan, particularly budgets and services. Failure to update the CoC could result in problems with rent subsidies and other funding. If the budget projections in the Project Plan vary significantly from the most recent update, it could result in less funding than requested or higher program expectations than proposed.

CoC approval of a final Project Plan is required for the final commitment of CoC funds and the execution of a contract with CSB.

Disapproval of Preliminary or Final Project Plan

The CoC will notify the applicant in writing if the CoC does not approve the Project Plan or determines that the project no longer meets the criteria established by the CoC. The CoC may take this action at any time if members determine that the project is not progressing in a timely manner; the project design does not meet the priorities, goals and design parameters of the community's plan to prevent and end homelessness; or the needs of the population or community have changed since initial submission.

Contact CSB Grants and Compliance Director Heather Notter at hnotter@csb.org or 614-715-2542 with any questions.

<p align="center">Rebuilding Lives Funder Collaborative Project Plan Application</p>

Application Checklist

Agency Name: Community Housing Network

Project Name: Poplar Fen Place

- ☐ Concept Paper Submitted on 5/2/19
- ☐ CoC approval received on 5/29/19
- ☐ Initial Project Plan
- ☐ Quarterly Update If quarterly update indicate #: 04/13/22
- ☐ Final Project Plan

Agency Self Check	CSB Check	Application Requirements & Assembly Order
		Application checklist
		Project Plan Cover Sheet & Authorization
		Project Overview
		Development Plan
		Operations and Tenant Selection Plan
		Supportive Services Plan and Supportive Services Table
		Program Outcomes Plan
		Staff Client Ratio Form, Table of Organization Chart, and Position Descriptions
		Evaluation and HMIS Plan
		Consumer Involvement Plan
		Community Outreach Plan
		Strategies for Innovative Provision
		Implementation Timetable
		Capital/Development Budget
		Annual Operating Budget
		10-year Operating Pro Forma
		Annual Services Budget

		10-year Services Pro Forma
		Status of Other Funding Chart
		Evidence of Funding Commitments
		Tenant Selection Plan

1. Applicant and Project Information**Date:** April 13, 2022**Project Name:** Poplar Fen Place

	Total	Annual Services	Annual Operations	Development / Capital
CoC Funds	\$1,637,167	\$254,127	\$0	\$1,000,000
Other Funds	\$10,395,783	\$94,189	\$481,536	\$10,203,098
TOTAL PROJECT COST	\$12,032,950	\$348,316	\$481,536	\$11,203,098

Lead Organization (project sponsor): Community Housing Network**Mailing Address:** 1680 Watermark Drive, Columbus OH 43215**Contact Person:** Samantha Shuler, CEO**Telephone:** (614) 487-6756 **Fax:** (614) 487-0405 **E-mail:** sshuler@chninc.org**Authorization**

Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Project Development Process Information Packet, and wishes to be considered for assistance by the CoC.

Lead Organization: Community Housing Network**Date:** 04/13/22**Authorized Signature:****Name/Title:** Samantha Shuler, CEO**Co-Applicant Organization:****Date:****Authorized Signature:****Name/Title:****Co-Applicant Organization:****Date:****Authorized Signature:****Name/Title:**

2. Project Overview <i>(Do not exceed the space provided)</i>	
Agency Name:	Community Housing Network
Program/ Project Name:	Poplar Fen Place
Proposal Summary:	<p>Poplar Fen Place will provide forty-four (44) one-bedroom units of permanent supportive housing prioritized for individuals over 55 who meet the State of Ohio's Permanent Supportive Housing Policy Framework. Of the 44 units, thirty-five (35) will prioritize individuals who meet the HUD definition of chronic homelessness. The remaining nine (9) units will be targeted for use by individuals who have a severe mental health diagnosis. The property will be located at 5921 (address not certified) Chatterton Road on the far east side of Columbus. The site houses Marsh Brook Place, a 40-unit PSH development for Transition Aged Youth. The two projects will share a common driveway but will not be physically connected. Poplar Fen Court will add 44 new apartments to the community's permanent supportive housing portfolio.</p>
Population to be Served:	<p>The target population of Poplar Fen Place will be men and women who are homeless or at-risk of homelessness and are disabled by mental illness, substance addiction, dual diagnosis, and/or a physical disability. Of Poplar Fen Place's forty-four (44) units, thirty-five (35) units will house individuals who meet the HUD definition of homelessness and be designated for those who meet chronic homelessness criteria. The remaining nine (9) units will house individuals who meet the Ohio Department of Mental Health and Addiction Service's definition of severe mental illness or co-occurring mental illness and substance abuse, homeless or at-risk of homelessness or institutionalization.</p>
Partners & Roles:	<p>Community Housing Network, Inc. will provide overall program management, tenant-centered property management, and housing services. Comprehensive management will include program operation, administration of subsidies, community relations, maintenance and security, facilitation of partner meetings, admissions oversight, eviction prevention and training, and assistance with outreach.</p>
Housing:	<p>Poplar Fen Place will consist of 44 one-bedroom units in a single structure that will include community gathering spaces and offices for supportive service provision. All units will be furnished and close to bus stops, groceries, community-based services, shopping, and employment opportunities.</p>
Program and Services:	<p>Poplar Fen Place will have 24-hour front desk staffing and onsite supportive services. Tenants will be linked to supportive services by a subcontracted service partner.</p> <p>CHN will enter into an annually renewable contract with National Church Residences Permanent Supportive Housing Services (NCRPSHS) to provide accredited supportive services at the new facility. NCRPSHS will provide residents with services that include, but are not limited to, ongoing assessments, case management, psychiatric services, medication monitoring, health services, employment services, individual counseling, and substance abuse treatment. NCRPSHS will also help residents link to services tailored for seniors to provide the care they need to stay independently housed in their own home at Poplar Fen Place and avoid a nursing home or assisted living. NCRPSHS has a proven track record of successful Medicaid, Medicare, 3rd Party Payer billing and utilization.</p> <p>CHN will subcontract with Aryes Staffing to provide 24/7 front desk coverage. Front desk staff will assist tenants with housing-related issues, providing crisis</p>

	intervention, and conflict resolution as needed. Residents will also be referred to other agencies for medical/dental health, material, legal, and other needs.	
Proposed Roll Out:	April 8, 2019: Established site control October 2020 to May 2021: Secure land entitlements for the project October 2019 to December 2021: Seek project ranking in Continuum January to November 2022: Secure financing commitments March to May 2023: Receive building permits May 2023 to August 2024: Construction September to October 2024: Lease-up	
Community Outreach:	CHN has developed a Community Acceptance Plan in accordance with CSB's local template for community outreach. CHN has discussed the proposed new building with community leaders. If ranked by the Continuum of Care for a 2022 tax credit submission, CHN will work to convene a Poplar Fen Place Community Advisory Council (CAC) in the future, comprised of stakeholders and neighborhood leaders. The CAC will meet regularly to discuss the proposed development and to address community concerns through the creation and implementation of a Good Neighbor Agreement. Good Neighbor efforts will continue through the rollout of the new facility.	

Budget Category	Brief description of how you will use CoC Funds			
Capital Costs	The Total Capital Cost for Poplar Fen Place is estimated to be \$11,203,098. Of this total, Community Housing Network, Inc. will request from the Columbus Franklin County Continuum of Care \$1,000,000 in the following amounts: 1) City of Columbus \$500,000 (GO Bonds or HOME); 2) Franklin County \$250,000; 3) Continuum of Care HUD SHP New Bonus \$250,000.			
Operating Costs	Community Housing Network estimates that HUD Rental Assistance will pay the annual Operating Expenses for Poplar Fen Place through New Bonus funding and/or Housing Choice Vouchers (including Mainstream Vouchers). The 44 one-bedroom units are estimated to generate \$481,536 in operating subsidy annually or \$7,223,040 over 15 years (calculated without inflation).			
Service Costs	CHN worked with National Church Residences to estimate Medicaid and Medicare reimbursements based on National Church Residences' experiences at its properties. The remaining service dollars will need to be funded by other sources, including HUD/CoC and ADAMH of Franklin County.			
CoC/CSB: Capital Cost Per Unit:	\$1,000,000 total \$28,571/CoC unit	CoC/CSB: Services Cost Per Unit:	\$254,127 total \$7,261/CoC unit	CoC/CSB: Operating Cost Per Unit: \$0 total \$0/CoC unit
Total: Capital Cost Per Unit:	\$11,203,098 total \$254,616/unit	Total Services Cost Per Unit:	\$348,316 total \$7,916/unit	Total Operating Cost Per Unit: \$481,536 total \$10,944/unit

3. Development Plan

(You may use additional pages for this section)

- a) **Describe proposed site(s) or neighborhood(s) for housing and the status of site control and zoning. The CoC will give extra consideration to proposals that incorporate:**

- ⟨ **Developments in areas without previous housing credit development for the population to be served.**
- ⟨ **Developments that include the redevelopment of vacant or foreclosed properties**
- ⟨ **Developments located in high income census tract areas, Qualified Census Tracts, or areas with current or future significant economic investments**

The 6.437 acre site is located on Chatterton Road west of Brice Road. The site is zoned ARLD appropriate for multifamily use. CHN could choose to apply for a variance to reduce the number of parking spaces. CHN purchased the entire 10.5 acre site in 2019 and sold 4.006 acres to Marsh Brook Place, LLC. CHN will sell the remaining 6.437 to Poplar Fen Place, LLC. The site is in Census Tract 93.73, a Qualified Census Tract.

A map indicating the location of the Poplar Fen Place site is attached & included in Section 16.

- b) **Describe the relationship of the site(s) to community facilities (transportation, shopping, recreation, employment, services, etc.). The CoC will give extra consideration to proposals that incorporate:**

- ⟨ **Developments within a half-mile of a grocery store and/or a transit stop and/or at least three other positive land uses**
- ⟨ **Developments with no detrimental land use within a half-mile (junk or salvage yard, prison/jail, airport, adult video/theater, etc.).**

Community Housing Network has analyzed the Poplar Fen Place site concerning favorable off-site amenities, and detrimental surrounding land uses. The site is near the following community facilities (in miles):

- COTA transit stop at the site
- Church – Brice United Methodist Church .11
- Discount Store – Family Dollar .10
- Grocery – Kroger .63
- Pharmacy .54
- YMCA .79
- Fire Station .57
- Child Care .73
- Donato's .56
- Subway .70
- Wendy's .72
- Tim Horton's .57
- Chantry Family Health Center 1.0 mile
- OhioHealth Pickerington Medical Campus 2.8 miles

- Mount Carmel East 4.8 miles

There are no detrimental land uses within one half-mile of the site.

- c) **Describe the number, type, and configuration of units (sections 6A and 6G from the Concept Paper). Housing units should be configured according to the following minimum size requirements:**

- ⟨ Efficiency units must exceed 450 square feet. One-bedroom units must exceed 540 square feet.
- ⟨ For one-bedroom units, the bedroom must be at least 120 square feet.
- ⟨ Each bedroom in new construction or adaptive reuse units must be at least seven (7) feet in each direction and contain a closet in addition to the minimum square footage. Detail steps taken to ensure visitability, including Universal Design elements such as no-step entrance(s), doors and openings with compliant clear width, and accessible bathrooms.
- ⟨ Contact CSB if you plan to develop units with 2 or more bedrooms.

The project will consist of 44 one-bedroom units.

- All units will exceed 540 square feet
- The bedroom in each unit will be at least 120 square feet.
- Each bedroom will be at least seven feet in each direction and contain a closet in addition to the minimum square footage.
- All units will be visitable, and Universal Design features will be included throughout the building.

- d) **Describe on-site amenities (e.g., recreation areas, social areas, office space, common kitchen and dining areas, common laundry areas, parking). The maximum common area cannot exceed 20 percent of the total gross building square footage, excluding dedicated program space.**

On-site amenities at Poplar Fen Place will include the following:

- Supportive Services Suite including a waiting area and service offices
- Laundry room(s)
- Community Room with full kitchen
- TV lobby
- Computer stations
- Outdoor recreation
- Therapy room for occupational and physical therapy
- Off-street parking
- Medical suite including an exam room, waiting area, and nurse's office
- Office space for engagement and case management staff
- Storage area near the entrance for wheelchairs, walkers, and carts

The common area will not exceed 20 percent of the total gross building square footage.

- e) **Describe development activity (e.g., acquisition/rehab; new construction). If the proposal includes rehabilitation of existing housing units or the adaptive reuse of a building, submit a capital needs assessment and a scope of work.**

The Poplar Fen Place development method will be all new construction on a vacant redevelopment site.

4. Operations & Tenant Selection Plan

(You may use additional pages for this section)

- a) Describe the target population, including their anticipated needs. Describe the expected breakdown of the population by income levels (AMI).

Poplar Fen Place will provide forty-four (44) one-bedroom units of permanent supportive housing prioritized for individuals who meet the State of Ohio's Permanent Supportive Housing Policy Framework. The target population of the Poplar Fen Place Project will be men and women aged 55 and older who are disabled by mental illness, substance addiction, dual diagnosis, and/or a physical disability and, meet the HUD definition of chronically homeless and homeless (35 units) or at-risk of homelessness (9 units). These individuals have been unable to maintain permanent housing, primarily due to significant addiction issues, which may be complicated by physical and mental illness. The population served will all have incomes at or below 30% AMI as required by USHS.

- b) Describe how you will manage and operate the project, including staffing levels and maintenance/security plans. Attach a table of organization and position descriptions.

Management: CHN will serve as the project lead and administrator, providing tenant-centered property management and housing services, including program operation, fiscal oversight, administration of subsidies, maintenance, community relations, and security. CHN will subcontract with service partners to provide front desk staff and supportive services. CHN will assume responsibility for performance outcomes and other matters of compliance.

Staffing: The facility will be staffed 24 hours a day with front desk staff provided by Aryes Staffing, a CHN-contracted service partner. CHN will employ a property manager located on-site and available during the first shift. National Church Residences Permanent Supportive Housing Services (NCRPSHS) will have at least one supportive services staff member on-site from 8 am-7 pm during the week to provide supportive services (1FTE 8 am-4 pm, 1FTE 11 am-7 pm), with additional part-time weekend coverage provided.

In addition, NCRPSHS will have regular periodic nursing and wellness staff hours onsite to support residents in maintaining their health and increase the prevention of severe physical health conditions. A Nurse Practitioner and a Medical Clerk will spend 8 hours per week on-site (0.2 FTE for each position). CHN will execute a Professional Service Agreement with NCRPSHS before providing onsite service engagement. CHN and its service partners meet regularly to review progress and coordinate services. The attached staff-client ratio sheet provides additional details on staffing levels per shift.

Maintenance and Security: Maintenance – including inspections, routine maintenance, and repairs – will be conducted by a Maintenance Technician assigned to the project. Maintenance Technicians report to the Maintenance Supervisor, and CHN employs both positions. Onsite security is managed through 24/7 front desk staffing noted above and security cameras, smoke alarms, and controlled-access entries.

- c) Describe the staff structure, including administrative/management, operations, and services staffing, as well as any contract staff from other agencies that will be located on site.

Poplar Fen Place will have at least one staff member onsite at all times. Front desk staff will

be available 24/7 to deal with tenants' immediate concerns, including crisis intervention and conflict resolution. CHN will have a Property Manager on-site (M-F 8 am-5 pm) to work more closely with tenants on housing retention strategies, goal plans, and other detailed issues. The Property Manager oversees the Aryes front desk staff. The subcontracted service partner, National Church Residences Permanent Supportive Housing Services (NCRPSHS), will have one full-time service engagement staff and two part-time engagement (each 0.5 FTE) personnel on-site throughout the first and second shifts. The staff will provide accredited supportive services, including case management and direct engagement with a tenant's housing barriers (1FTE 8 am-4 pm, 1FTE 11 am-7 pm) and limited weekend coverage.

Property Managers report to a Regional Manager. Property Managers and Regional Managers are part of the CHN Department of Property Management. National Church Residences and its staff will work with the CHN Department of Supportive Services. CHN administrative staff members work out of the central office. Property Management and Supportive Services staff will make frequent trips to the site to manage programmatic and operational functions, including convening monthly partner meetings to discuss site-specific concerns.

A Maintenance Technician assigned to Poplar Fen Place will be onsite as needed for repair and maintenance. Maintenance Technicians are supervised by the Maintenance Supervisor, who will make periodic visits to the site to ensure general upkeep.

- d) Describe admissions policies and procedures. Attach a copy of the tenant selection plan. The tenant selection plan must address in detail if there are any exclusions to acceptance (e.g., criminal history, sex offenders) and the rationale for exclusion. The CoC will give additional consideration to projects that propose minimal exclusionary criteria.**

Thirty-five (35) of the forty-four (44) tenants will be selected through the Unified Supportive Housing System (USHS) administered by Community Shelter Board (CSB). A single adult who wishes to occupy a Poplar Fen Place unit must work with their emergency shelter case manager, rapid re-housing case manager, or homeless outreach worker to complete a PSH assessment tool submitted directly to CSB. This tool identifies prospective applicants and prioritizes them according to HUD requirements. Applicants will be selected for entry according to the length of time homeless and severity of service needs.

The remaining nine (9) units will be selected through the Housing Facilitation department administered by CHN, in accordance with ADAMH housing guidelines and with assistance in application processing from USHS.

CHN's comprehensive Tenant Selection Plan is attached to the end of this Section 4.

- e) Describe the plan for initial lease-up, including publicity materials, presentation/recruitment, and timeline.**

As the Poplar Fen Place project enters its construction phase in June 2021, CHN will work with the USHS to develop a detailed timeline for lease-up. CHN projects that Poplar Fen Place will be fully built and ready for occupancy by August 2022 and plans to achieve full occupancy within 90 days of construction ending November 2022. CHN will keep the Columbus and Franklin County Ohio Continuum of Care and its service partners abreast of any changes to the project timeline that would potentially impact lease-up.

Lease-up efforts will begin approximately three months prior to opening. In order to ensure timely lease-up of the 35 HUD homeless units, the USHS Program Manager will identify potential applicants using the USHS pool. Units will be prioritized for chronically homeless individuals. If there are no chronically homeless individuals in the USHS pool, non-CH applicants will be prioritized based on length of time homeless and severity of service needs.

Concurrently, the CHN Housing Facilitation Team will pull prospective applicants from its housing pool of ADAMH consumers and residents of the Bridge to Success transitional housing program.

f) Describe the rent structure (e.g., minimum monthly rent, how rent is calculated, whether there will there be a work equity program).

It is anticipated that the average monthly rent will be \$912 per unit, based upon FY2021 FMR rates for Franklin County. Residents will pay 30% of their incomes towards rent; however, depending on the rent subsidy utilized, minimum rent of \$50 per month may be required by CMHA unless a waiver is granted. Residents will be required to begin making rent payments upon occupancy. CMHA or CHN will administer CoC rental assistance funding to subsidize the remaining rent due for eligible tenants, should this subsidy be utilized for the project.

Residents unable to make minimum rent payments may qualify for either short-term bridge subsidy assistance from the ADAMH Board or a hardship waiver from CMHA, dependent on the rent subsidy utilized. CHN is exploring implementing a new work equity program to provide rent credit, but final determination on a program model is forthcoming.

g) Describe eviction and eviction prevention procedures.

Eviction action is used only as a last resort. CHN's eviction procedures are consistent with Ohio landlord/tenant laws. Tenants may be evicted for severe violations of their leases by themselves or their visitors. Examples of such violations include, but are not limited to: nonpayment of rent; illegal activities on the property, including sale or use of illegal drugs; violence or threats of violence; etc. As part of CHN's eviction prevention framework, engagement staff and property management discuss ongoing tenant concerns on a weekly basis to be proactive and address problematic behavior before a lease violation occurs.

When a lease violation occurs and where appropriate, property management initiates a process that allows the tenant to make progress to correct the issue over time. For example, the property manager may issue a strict compliance notice rather than immediately initiating notices required for eviction. If the behavior continues, the property manager will follow up with a 30-day notice to cure. Throughout the process, engagement staff and property management communicate regularly. Should the tenant disagree about the nature of the violation, the engagement specialist can work with the resident to file a grievance claim through CHN's Tenants Rights & Grievance Procedure process (detailed here <https://www.chninc.org/tenants-rights>) or schedule a meeting with the property manager and service engagement staff. The engagement specialist will work with the tenant to develop a housing retention plan that addresses the concerns of property management and meets the tenant's needs. Engagement staff will link the tenant to community services that may assist in resolving the lease violation, including representative payee services, community mediation services, drug and alcohol treatment, anger management, and mental health services. Tenants may also be referred to the Legal Aid Society of Columbus.

Suppose the issue cannot be resolved within the predetermined timeframe, but the tenant and engagement specialist are working towards resolution with documented progress. In

that case, the tenant may be given extra time to resolve the issue. Examples of documented progress include enrollment in special programs for additional treatment or housekeeping services.

Some tenants wish to move through retention plan on their own without support from service staff. If it appears they are not going to be successful, the engagement specialist will offer assistance, which at that point is rarely refused.

CHN will proceed to eviction if the problem is not corrected at the end of a timeframe agreed to in the housing retention plan. If the matter cannot be resolved within the predetermined timeframe and documented progress is not being made, CHN will proceed with the eviction according to established landlord/tenant laws. Tenants may choose to move out on their own if appropriate. The engagement staff will assist the tenant in locating other housing options if needed.

Often, CHN will request or agree to an "Agreed Judgment Entry Process." The court allows the tenant to remain in housing under certain agreed upon conditions such as treatment or behavior compliance. This process is in lieu of eviction, but the tenant remains subject to immediate eviction if violations continue.

h) Describe how the project work with the community's Unified Supportive Housing System to target, engage, and house clients experiencing significant barriers to permanent supportive housing placement.

USHS manages vacancy and lease-up for the region's supportive housing programs and ensures that the most vulnerable applicants for housing are prioritized when units become available. A single adult who wishes to occupy a Poplar Fen Place unit must work with their emergency shelter case manager, rapid re-housing case manager, or homeless outreach worker to complete a PSH assessment tool submitted directly to CSB. This tool identifies prospective applicants and prioritizes them according to HUD requirements. Applicants will be selected for entry according to the length of time homeless and severity of service needs.

5. Supportive Services Plan

(You may use additional pages for this section)

- a) **Describe the number and characteristics of persons to be served (should match goals in Program Outcomes Plan).**

Poplar Fen Place will help Columbus and Franklin County address the rise of elderly poverty evident locally and nationally. Many elderly individuals are housing cost-burdened due to low income, particularly those with SSI and SSDI as their only source of income. This inability to afford housing, health care expenses, food, and other basic needs creates precarious situations that can lead to homelessness. According to LeadingAge, chronic health conditions and functional limitations are more prevalent for low-income individuals over 65 and are part of racial minority groups. In CHN's permanent supportive housing units targeting ADAMH service consumers, 324 units have heads of households who are 55 years or older (38.6% of all ADAMH units). CHN's supportive housing for the homeless portfolio has a similar number of units with heads of households, 356, older than 55.

The rise in elderly poverty is linked to an increase in elderly homelessness. According to Columbus' most recent Analysis of National and Local Homelessness Data, 18% of Columbus' total homeless population (9,821) is 51 or older (1,768). Of the approximately 1,786 homeless above the age of 50 in Columbus, approximately 15%, 265 individuals, would be candidates for Permanent Supportive Housing using a progressive engagement framework (*The Emerging Crisis of Aged Homelessness: Could Housing Solutions be Funded by Avoidance of Excess Shelter, Hospital and Nursing Home Costs?*, by Culhane, Treglia, Byrne, Metraux, Kuhn, Doran, Johns, and Schretzaman).

According to *The Emerging Crisis of Aged Homelessness* report, those elderly homeless suitable for PSH are either High to Very High users of shelter or are low utilizers of shelter but higher utilizers of Hospital and Nursing Homes. As a result, this subpopulation's healthcare and shelter costs are more than twice that of elderly individuals who need a range of "light touch" case management and housing interventions such as rapid rehousing. The combination of growing aged homelessness and the high cost of this population due to shelter and health care use means that as "aged homelessness grows, so too will service use and costs," according to *The Emerging Crisis of Aged Homelessness*.

Based on the National Alliance to End Homelessness' Demographics of Homelessness Series: The Rising Elderly Population (April 2010), there are two primary pathways to becoming elderly and homeless. The first pathway is by being homeless and aging into this population, which is the case for over 60% of homeless individuals aged 50 and 61. Many elderly homeless often have critical chronic health conditions, and substance use disorders "are not uncommon among the elderly population," usually accompanied by significant memory loss and other mental health concerns. According to *The Emerging Crisis of Aged Homelessness* report, two studies have found that older homeless adults are experiencing medical conditions and decreased mobility at rates similar to non-homeless adults 20 years older. Partly due to more acute health conditions arising at younger ages, homeless Americans are reported to have a life expectancy 30 years lower than housed individuals (*Homelessness: A Silent Killer*). Many premature deaths are related to acute and chronic physical ailments that are increasing in severity due to homelessness. With these higher rates of medical conditions, elderly homeless are more likely to use services and increase costs for

our community as they utilize hospitals and nursing homes at a greater frequency (*Homelessness Among Elderly Adults*, citing *The Homeless Elderly* by O'Connell, 2005).

The second pathway is to have homelessness as someone older than 50 years old for the first time. The common causes of first-time homelessness for this population might be:

- Financial problems
- Poor mental health
- Relationship breakdown
- Physical health problems
- Issues related to work

According to a recent presentation by the Central Ohio Area Agency on Aging (COAAA), they receive 10 to 15 inquiries per week from people aged 50 to 90 who at imminent risk of homelessness for the first time. With SSI capped at \$771/month, many elderly individuals face severe housing cost burdens. These individuals face unique challenges, according to the COAAA, including no survival skills as a homeless individual, often unidentified cognitive impairment, and chronic medical conditions that require assistance with daily living skills.

Poplar Fen Place's elderly homeless residents are expected to be a mix of high to very high shelter utilizers (more than 6 months annually) and moderate healthcare users (3 days as an inpatient in a hospital, 1 Emergency Room Visit, and 9 days in a nursing home before making Poplar Fen Place their home). We believe that based on this environment Poplar Fen Place will house **both** newly homeless residents and residents who have homeless experiences in their past. This resident profile would help to ensure that permanent supportive housing will be the most appropriate and cost-effective setting for these individuals.

As a result of our understanding of the target population, CHN anticipates the need to design a building that includes Universal Design and Aging-In-Place Design principles to meet the needs of elderly homeless individuals. The physical design of the building will help enhance the service delivery while also providing a better quality of life to physically frail individuals. Further, the development should have the ability to provide services that can help residents age in independent housing settings and avoid costly medical interventions. National Church Residences has expertise in both services for homeless individuals and seniors. Community Housing Network will leverage this expertise to help with the design of the development and the social services offered.

Poplar Fen Place will create forty-four (44) one-bedroom units of permanent supportive housing prioritized for individuals over 55 who meet the State of Ohio's Permanent Supportive Housing Policy Framework. All participants will be men and women disabled by either mental illness, substance addiction, or a chronic physical disability. The target population will be severely mentally disabled or dually diagnosed with severe mental disability and substance abuse disorder. All will be low-income and have histories of personal trauma that inform their behavior. For example, residents will likely be survivors of physical, emotional and/or sexual abuse and often have personal and generational histories that include poverty, drugs, abuse, homelessness, incarceration, institutionalization and long-term unemployment. These men and women have been unable to maintain permanent housing due to the significance of their disabilities.

Thirty-five (35) of these units will be designated for chronic homeless (CH) eligible individuals. To be considered chronically homeless, an individual must be currently homeless with a disabling condition but must also be continuously homeless for a year or more OR have at least four (4) episodes of homelessness with a combined time of at least one (1) year within the past three (3) years.

If no CH-eligible individuals are available at the time of a unit's vacancy, applicants who meet the HUD definition of homelessness will be prioritized for housing according to the longest history of homelessness and the most severe service needs.

The remaining nine (9) units will house individuals who meet the Ohio Department of Mental Health and Addiction Service's definition of serious mental illness or co-occurring mental illness and substance abuse who are homeless or at-risk of homelessness or institutionalization.

Based on data from similar programs, approximately 70% of the participants will be male; over 60% will be African-American; and the average age will be approximately 57 years old.

- b) **Describe the qualifications of the supportive services staff; including education, experience, and special skills they will use to serve the population. Describe the commitment of a local service provider, if applicable and available.**

National Church Residences Permanent Supportive Housing Services (NCRPSHS) will provide tenants with linkages to supportive services that include, but are not limited to: ongoing assessments, case management, psychiatric services, medication monitoring, health services, employment services, individual counseling and substance abuse treatment. National Church Residences experience with coordinating services at affordable senior housing (more than 300 communities with approximately 20,000 units) and permanent supportive housing (17 properties totaling 1,182 units either owned, managed, or providing services), as well as experience with Assisted Living and nursing homes, make it the ideal service partner for Poplar Fen Place. CHN will pursue partnerships with organizations that have proven experience in comprehensive mental health and substance abuse treatment, successful history of working with Medicaid, Medicare, and other third-party payers, and high levels of accreditation.

Engagement Specialists will be required to be Qualified Mental Health Professionals upon hire, with specialized Social Work Assistant (SWA) or Licensed Social Worker (LSW) certification highly preferred. At least two years of experience working with an SMD and/or homeless population is given special consideration upon hire and at least one year of negotiation experience. A background in gerontology and/or experience working with elderly populations will be given special consideration. NCRPSHS staff will be supervised by a Licensed Independent Social Worker (LISW) to ensure Medicaid, Medicare, and other third-party payer billing.

NCRPSHS anticipates the need for a part-time healthcare professional at Poplar Fen Place. Specifically, we are budgeting for a Nurse Practitioner who will work at Poplar Fen Place on average 8 hours a week to help address specific wellness and chronic medical concerns. A Nurse Practitioner is typically a registered nurse trained to work with patients to determine their needs, orders and analyzes necessary medical tests, determines diagnoses and can create treatment plans, including the prescription of medication. An Ohio advanced practice nurse has earned a graduate degree in nursing and has passed certification examination requirements and experience requirements to hold an RN license and an APRN license from the Ohio Board of Nursing. A medical clerk will work with the nurse to keep track of files and billing activities.

Prior to Poplar Fen Place opening, CHN and NCRPSHS will execute a professional service agreement, which will be renewable on an annual, competitive basis. Changes to the overall service plan and budget will be incorporated in future PSAs.

- c) **Describe in-service and staff training (must meet [CSB Partner Agency Standards](#)).**

CHN will ensure that CSB's Partner Agency Standards around required staff training are met. Training to be offered will include but not be limited to the following:

- Emergency evacuation procedures
- Universal Precautions
- CPR and first aid procedures
- Agency operating procedures
- Non-violent crisis intervention techniques (de-escalation techniques)

- Relevant community resources and social service programs
- Ethical client practices
- Customer service techniques
- Cultural competency and diversity
- Recognition and reporting of elder and child abuse and neglect
- Evidence-based practices relevant to Poplar Fen Place (Stages of Change, Motivational Interviewing, Trauma-Informed Care)
- Disease prevention protocols
- Homeless sensitivity
- Relapse intervention
- Mental health overview
- Fire safety
- Community building
- Residents' rights
- Adult Protective Services
- Psychiatric medications and side effects
- Managing Dementia
- AOD overview
- Domestic violence (signs and symptoms)
- Behavior modification
- Effective communication
- Employment
- SSI/SSDI Outreach, Access, and Recovery (SOAR)
- Medicaid/Medicare/Third Party Payer billing

CHN contracts with agencies for front desk and supportive services staff are expected to cover the costs of any necessary training. These staff can participate in CHN sponsored trainings as space allows.

d) Describe the proposed client-staff ratio for each shift.

Please see the attached staff-client ratio form.

e) Describe the overall service delivery plan, including:

- ⟨ Eviction prevention and intervention to preserve tenancy
- ⟨ Substance abuse issues, including relapse prevention
- ⟨ Employment strategies that increase tenant income
- ⟨ Referrals to local jobs programs
- ⟨ Coordinated and expedited access to benefits (e.g., SSI, Medicaid)
- ⟨ Educational/vocational services
- ⟨ Counseling related to educational and vocational training programs
- ⟨ Budgeting and money management
- ⟨ Physical and behavioral health care
- ⟨ Referrals to healthcare/wellness programs
- ⟨ Coordination with the criminal justice system/legal issues
- ⟨ Credit counseling and consultation
- ⟨ Peer support

< Leisure options

Poplar Fen Place will offer a full range of supportive services, including service engagement, case management, mental health services, pre-treatment and off-site AOD treatment, health and dental care, direct client assistance, benefits enrollment, vocational and employment services, transportation, and basic education/GED coursework. At least one staff member will be SOAR trained and certified. Due to Poplar Fen Place's residents' age and anticipated health challenges, there will be assistance with eating, bathing, ambulating, and other ADLs offered onsite. Engagement Specialists will assist with ADLs such as budgeting, housekeeping, etc. Home health aides (CNAs) will be utilized if a tenant requires additional assistance with eating, bathing, etc. The Nurse Practitioner will help provide primary care services that include medication management and assist engagement staff with connecting residents to community psychiatric supportive services when necessary. Wellness activities will focus on healthier lifestyle choices and disease management and prevention (including fall prevention). Many residents will be able to receive physical/occupational therapy onsite, and the service team will work to offer social and recreational activities that promote active lifestyles. Multi-faceted intervention and support strategies are available and will be applied according to the situation and need. For example, peer support can be encouraged through the creation of safety captains on each floor who can help their neighbors who have mobility and cognitive difficulties during emergency evacuations. All services will be offered voluntarily. Still, CHN and NCRPSHS will introduce non-clinical service activities to fully engage all tenants to develop a positive community experience that promotes housing stability and aging.

Programs that will help Poplar Fen residents address their specific concerns as an individual who is homeless at the age of 55 and older include:

- Medicare and Supplemental Health Plan overviews and application support;
- Tai Chi and yoga classes that improve balance and flexibility to avoid slips and falls;
- Health Education programs focused on common health challenges such as Diabetes and Dementia;
- Using personal assistance technology (Siri, Alexa, Google Assistant) for reminders (appointments, medication, activities);
- Nutrition programs that promote healthy eating as prevention of chronic health conditions;
- Strategies to promote social connectedness (peer groups, intergenerational opportunities, community volunteering, tenant advisory councils) and family reunification (children and grandchildren)
- Onsite home health care, including podiatry, flu shots, and periodic wellness screenings and diabetes testing; and,
- Pain management education and opioid addiction education.

A more detailed service plan will be developed as the project is finalized and work begins on the new site.

f) Describe how you will coordinate services, including community-based services that complement on-site services. Describe engagement strategies.

A CHN Property Manager will ensure that tenants are moved in quickly. An Engagement Specialist will develop goal plans for clients and monitor the plans regularly to ensure effectiveness. 24-hour front desk staff will provide the support necessary for this population and ensure tenant safety. NCRPSHS' staff will provide ongoing assessments, case management, assistance with daily living, psychiatric services, medication monitoring, individual counseling, and substance abuse treatment through its Engagement staff. The residents transportation needs of residents will be met through multiple avenues, including bus passes, coordination of COTA's Mainstream bus services, weekly group transport of residents in NCRPHS' passenger van to grocery/food pantries, and individual transportation to medical other appointments. If CHN or NCRPSHS cannot provide these services directly, the linkage will be established to external providers with these capabilities.

Service partner staff will coordinate the provision of Medicaid, Medicare, and other third-party billable services. At least one service partner staff member will be SOAR-certified. SOAR is an online resource that connects people to state, federal, and local assistance and benefits (such as Ohio Works First, Healthy Start, WIC, Public Child Care, Head Start, SNAPs, Medicaid, Medicare, SSI, SSDI, etc.). Once eligibility for one or more of these benefits is identified, the Engagement Specialist will help tenants enroll with the applicable agency or agencies.

The project will partner with organizations serving seniors, including COAAA, FC Office on Aging, Lifecare Alliance, Adult Protective Services, Senior Options, and others. Engagement specialists will also refer, as needed, to the following types of off-site services: employment opportunities, education, and training; medical, health care, and mental health services; transportation services; alcohol and drug treatment programs; assistance to secure long-term housing; material assistance programs; adult/children's protective services; and basic financial planning.

CHN's Employment Specialist will offer tenants job readiness skills, vocational training and linkages to employment opportunities. CHN's Tenant Resource Team Lead will provide service coordination leadership and work with the contracted service partner staff to ensure a seamless plan to provide the support necessary for the population. Partner meetings will be held on-site on at least a monthly basis to track outcomes and improve coordination efforts.

- g) **Describe the type and size of space you need to implement the service plan, including detail about how the physical design of the building(s), the project site, and location will enhance the lives of residents specific to their particular needs.**

As a result of the age of the population and the likelihood residents will have significant physical health conditions, many of which will limit mobility, CHN anticipates the need to design a building that includes Universal Design and Aging-In-Place Design principles to meet the needs of elderly homeless individuals. The application of these principles is detailed in the attached Universal Design and Aging-in-Place narrative. A strong emphasis will be placed on the prevention of falls both in units and in the apartments themselves. The physical design of the building will also need physical locations that allow for service delivery, including important health and wellness services. As a result, CHN envisions having an examination room and waiting area as part of the social service space within the building. CHN also anticipates a greater number of accessible units at Poplar Fen Place, including having roll-in showers in most of the units.

Further, the development should have the ability to provide services that can help residents age in independent housing settings and avoid costly medical interventions. National Church Residences has expertise in both services for homeless individuals and seniors. Community Housing Network will leverage this expertise to help with the design of the development and the service plan.

Poplar Fen Place is within walking distance of a church, a discount store, a bus stop, and near (approximately .63 miles) to a shopping center with a grocery, pharmacy and restaurant. These amenities provide residents the opportunity for social and shopping activities.

The facility will be designed to meet current housing standards, with larger apartments and accessibility to all building areas for persons with physical disabilities. All units will meet OHFA's minimum requirements for Permanent Supportive Housing one-bedroom units. All units will be 'visitable,' and Universal Design features will be included throughout the building.

Amenities will be incorporated into the Poplar Fen Place development, including a community room with a full kitchen, television lounge, health room for occupational and physical therapy, computers, laundry rooms, and Property Management staff offices made available to all residents.

Poplar Fen Place will offer spaces dedicated to providing services, including a medical suite with an exam room and nurse's office for medical care and a supportive services suite for case

management and 24/7 front desk/crisis intervention staff. CHN will provide a community kitchen with modern amenities. The kitchen will be designed to incorporate hands-on cooking classes, and the community room will also host other group activities. Finally, small seating areas will be included on each floor to promote social engagement.

h) Describe the source(s) of funding for services and how you plan to sustain supportive service provisions over the life of the project.

CHN will utilize several funding sources to provide supportive services at Poplar Fen Place. CHN will apply for supportive services funding during future CoC application processes. CHN will also work with ADAMH to provide supportive service resources for non-HUD units.

CHN will require that National Church Residences Permanent Supportive Housing Services bill Medicaid, Medicare, and 3rd Party Payer for service provision when appropriate. CHN and its partners will explore new community partnerships to obtain discretionary resources and provide innovative, flexible service provisions as the project moves forward.

i) Complete the supportive services table below.

- ⟨ **You may require participation in supportive services that are not disability-related as a condition of the program if clients are at or have been at imminent risk of eviction and services are necessary to maintain tenancy (e.g., protective payee). Describe how you will implement this provision.**

CHN and National Church Residences Permanent Supportive Housing Services will routinely encourage engagement in voluntary services, linking tenants to service organizations with the capability to address emotional and behavioral issues that will positively impact long-term housing retention. In accordance with HUD guidelines, participation in supportive services is not mandatory to maintain housing.

Suppose a tenant is facing eviction and Poplar Fen Place staff is unable to intervene effectively. In that case, CHN's Supportive Services staff will intervene and work with the tenant and the Engagement Specialist to develop a housing retention plan designed to help the tenant retain housing. Part of the plan will be documented supportive service provision directly related to the cause of potential eviction. If the tenant refuses to develop a plan or agrees to the plan and subsequently refuses to participate, CHN may move forward with eviction processes.

CHN's process for requiring participation in services to maintain tenancy is also outlined above, within Section 4 – Operations and Tenant Selection Plan, subpart g.

- ⟨ **While permanent supportive housing by definition makes social and other supportive services available to its tenants, participation in disability-related supportive services must not be mandatory and cannot be a stipulation of tenancy. Describe how you will implement this provision.**

CHN adheres to HUD regulations regarding voluntary participation in disability-related supportive services. Furthermore, CHN ensures that our partner service agencies adhere to this practice when working with our properties. Language confirming this requirement is included in all Professional Service Agreements executed between CHN and its service partners.

While disability-related supportive services are elective, CHN and its service partners routinely encourage engagement in voluntary services. We link tenants to service organizations with the capability to address emotional and behavioral issues that will positively impact long-term housing retention.

Supportive Services Table

Type of Service	Provider	Total persons provided with service annually	Typical duration/ intensity of the service	Offered onsite yes or no
a) Assessment of service needs	NCRPSHS	44	Weekly	Yes
b) Case Management	NCRPSHS	44	Weekly	Yes
c) Education Services	Community-based provider	44	As needed	Yes
d) Employment Assistance and job training	NCRPSHS; CHN Employment Specialist	44	Weekly	Yes
e) Housing Search and Counseling Services	CHN Property Manager; NCRPSHS	44	Weekly	Yes
f) Legal Services	Community-based provider	44	As needed	No
g) Life Skills Training	NCRPSHS	44	Weekly	Yes
h) Mental Health Services	NCRPSHS	44	Weekly	Yes
i) Substance Abuse Treatment Services	NCRPSHS	44	Weekly	Yes
j) Transportation	CHN Property Manager; NCRPSHS	44	As needed	Yes

6. Program Outcomes Plan (POP)

POP instructions and forms are available on CSB's website [here](#). Contact CSB Operations Director Lianna Barbu for a POP development.

The Program Outcomes Plan is attached after this page.

7. Staff Client Ratio Form, Table of Organization Chart, and Position Descriptions

A sample table of organization is available on CSB's website [here](#).

All items are attached after this page.

8. Evaluation and HMIS Plan

(Do not exceed the space provided)

Review the Partner Agency Standards on CSB's website [here](#). Describe your plan for ensuring that the proposed project meets the requirements regarding ongoing program evaluation. Program evaluation will measure the project's ability to meet both the individual needs of the residents and overall community issues of homelessness. Explain how you will convey evaluative detail to OHFA, the CoC, and others. Describe your plan for meeting HMIS standards, including timely and accurate data entry.

CHN is dedicated to ensuring effective ongoing program evaluation for all its projects. Program evaluation is an integral part of monthly partner meetings where CHN and contracted service partner staff review and assess progress and address any concerns. Program occupancy reports are developed monthly and shared with CHN's Senior Leadership team, grants and compliance staff, and housing staff leadership to assess progress and address areas of concern.

CHN managerial and compliance staff review CSB's HEARTH Policies and Procedures, Columbus Service Point (CSP) Policies and Procedures, and Administrative and Program Standards regularly and as needed when these documents are revised. CHN employs a four-person compliance staff to conduct internal audits of client files and other compliance matters on at least a quarterly basis.

CHN has shown ongoing compliance with HMIS standards. Our Data Analyst has over a decade of experience working with HMIS standards and serves as our CSP Site Administrator and the main point of contact for CSP-related activities. The Data Analyst represents CHN at all CSP Administrator meetings and leads our efforts to comply with CSB's CSP Policies and Procedures.

All of CHN's CoC and CSB-funded programs undergo multiple external onsite reviews by individual funding agencies throughout the year, such as Ohio Housing Finance Agency, HUD, Ohio Department of Development, Ohio Capital Corporation for Housing, Franklin County, City of Columbus, etc.

CHN relies on our Board's input and guidance to evaluate overall agency and program operations. We establish and track internal goals for all programs annually, and managers present progress on these goals quarterly. Progress on outcomes is discussed with the Board throughout the year, and overall results are presented annually.

9. Consumer Involvement Plan

(Do not exceed the space provided)

Review the Partner Agency Standards on CSB's website [here](#). Describe your plan for ensuring that clients are involved in the planning and development process. Address your strategy for gathering ongoing client feedback, particularly as it relates to program improvements.

CHN involves its residents in selecting housing locations and in designing buildings. This feedback comes informally through daily interaction and formally at tenant meetings and focus groups. Getting resident feedback helps CHN improve each building by ensuring the design meets the residents' needs.

CHN and NCR staff will hold a focus group with current NCR residents in early 2020. Suggestions from residents will be taken into strong consideration and will be included in the design to the extent that they are allowed by regulations and the availability of funds.

Tenant feedback will also be obtained through the CHN Tenant Advisory Council. The Council meets to discuss tenant concerns and provide feedback. The Council will be asked for its feedback and guidance during the development of Poplar Fen Place, and its suggested areas of improvement will be incorporated into the new project.

10. Community Outreach Plan

(You may use additional pages for this section)

Describe how you will develop a community outreach plan. The community outreach plan must address the nature of the development, location, design, and how you will notify the residents and businesses in the area. The plan could include involving local elected officials, Community Development Corporations, Community Housing Development Organizations, and community groups, or posting notices in libraries or other public places where residents may congregate. If a Community Housing Development Organization is involved, identify the organization and proposed communication. Social media, design charrettes, or notices in local papers are examples of methods to target your message. Submit a narrative with supporting documentation describing the plan, including:

- < Project Survey
- < Community Acceptance Strategy
- < Community Notification Questionnaire
- < Key Personnel Questionnaire
- < Real Estate Questionnaire
- < Letters of support from district legislators and/or local municipal entities (recommended, not required)
- < Other Project fact sheets

Guidelines and resources regarding the CSB Community Acceptance Plan and the local template for community outreach are available on CSB's website [here](#).

CHN's Community Acceptance Plan for Poplar Fen Place is attached after this page.

11. Strategies for Innovative Provision

(Do not exceed the space provided)

Detail innovative attributes of the proposal and demonstrate the project's commitment to innovation. Concepts must be original ideas, able to serve as a model for future developments, able to be replicated, and benefit the population to be served.

Poplar Fen Place will be next to Marsh Brook Place and share a driveway. Marsh Brook Place, which will open in the summer of 2020, will house young adults from 18-24. All youth will have experienced homelessness with many having spent significant time in the foster care system. Poplar Fen Place and Marsh Brook Place's adjacency will provide the opportunity for intergenerational interaction.

Meaningful contact between older adults and young people has become increasingly uncommon. It is unusual for grandparents to live close to their children and grandchildren.

Because there is so little interaction between the generations, young people often don't understand the needs and abilities of older adults, and older adults often forget the positive emotional benefits of being around youth.

CHN will facilitate activities to take advantage of the buildings' proximity. These interactions may help the Marsh Brook Place youth learn first-hand about the skills and capabilities of older persons and see positive role models of aging adults. The youth may learn how to handle situations and emotions they face today by listening to an older adult talk about past experiences;

Poplar Fen Place residents may stay up to date with technology and achieve a sense of fulfillment by passing on life experiences and skills to others.

(You may use additional pages for this section and use landscape view if needed)

Provide a timeline that includes major actions steps necessary to move the project from the preliminary phase(s) to the final phase to completion. Include funding deadlines, development milestones, community acceptance targets, and the timeframe for lease-up. Customize the chart below for your project.

[illegible]

13. Budgets and Pro Forma

(You may use additional pages for this section)

Submit the budget forms below. Any format is acceptable as long as it provides the requested information. Required information includes budget line items (BLI), amount for each BLI, source(s) of funding for each BLI, total costs, and a budget narrative.

- < Capital/development budget and budget narrative
- < Annual operating budget and budget narrative
- < 10-Year operating pro forma (operating cash flow) and narrative
- < Annual services budget and budget narrative
- < 10-year services pro forma (services cash flow) and narrative

Explain all expenses associated with each BLI and make clear the assumptions you used to determine the budgeted amounts. If you have a BLI for administrative overhead, submit an indirect cost allocation plan that explains the methodology for calculating the overhead rate. Specify whether the indirect cost allocation plan is federally approved.

Address revenue, whether the funding has been secured or is pending, time frames for funding, and any relevant limitations or funding parameters. This could include match fund requirements from other funders or funding that is designated for a particular use.

14. Status of Other Funding
(Do not exceed the space provided)

Complete the chart below and include this information in the budget narrative.

A. Capital and Development Costs				
Funding/Financing Source & Program	Type (1)	Amount	Status	Projected Cost Per Unit
B. Operations				
Funding/Financing Source & Program	Type (1)	Amount	Status	Projected Cost Per Unit
C. Services				
Funding/Financing Source & Program	Type (1)	Amount	Status	Projected Cost Per Unit

(1) Funding type includes: grant, loan, equity, tax credits, etc. For loans, provide rate and term.

15. Evidence of Funding Commitments

Attach evidence of co-applicant for partner commitments and evidence of funding commitments. This can include copies of signed contracts, loan documents, letters of commitment and other documentation that demonstrate funder and partner guarantees.

16. Additional Optional Documentation

<OPTIONAL> You may submit a limited number of maps, plans, and/or photographs, in 8 ½ x 11 format, that provide additional information about the project.

**DO NOT SUBMIT ADDITIONAL MATERIALS NOT
SPECIFICALLY REQUESTED IN THE APPLICATION**

Poplar Fen Place

Development Budget						
4/13/22 2:03 PM						
SOURCE OF FUNDS		\$	11,203,098	Construction Funding		
HUD SHP New Bonus	\$	250,000	2.2% of Total	Huntington National Bank	\$	3,100,000
	\$	-	.% of Total	Grant to GP Equity	Affordable Housing Trust	\$ 4,000,000
OHFA HDAP	\$	300,000	2.7% of Total	Grant to GP Equity	OHFA HDL Program	\$ 1,750,000
City	\$	500,000	4.5% of Total	Grant to Equity	City	\$ 500,000
Franklin County Funding HOME	\$	250,000	2.2% of Total	Grant to Equity	County	\$ 250,000
Equity	\$	8,780,001	78.4% of Total	LLC Equity	Equity	\$ 100,000
FHLB AHP ²	\$	400,000	3.6% of Total	Grant to Equity	HDAP	\$ 300,000
AHTF	\$	400,000	3.6% of Total	Grant to Equity	AHTF	\$ 400,000
Donations	\$	1,000	.% of Total	Legal/Bank	FHLB/Donations	\$ 101,000
DDF	\$	322,097	32.2% of DF	DDF	DDF	\$ 702,098
Total	\$	11,203,098		Total	\$	11,203,098

USE OF FUNDS		\$	11,203,098	Basis	
Land	\$	248,065	\$5,638/unit		
Demolition/Site Remediation	\$	-	\$	-	
Off-Site Improvements	\$	-	\$	-	
Site Improvements	\$	917,605	\$	717,605	
Structures	\$	5,454,655	\$	5,454,655	
Contractor's FFE	\$	122,823	\$	122,823	
Security System	\$	75,000	\$	75,000	
Payment and Performance Bond	\$	-	\$	-	
GC Cost Certification	\$	7,500	\$	7,500	
Construction Fees	\$	74,868	\$	74,868	
GR	\$	332,248	5.2% of HC	\$ 332,248	
OH	\$	132,899	2.1% of HC	\$ 132,899	
Profit	\$	398,697	6.2% of HC	\$ 398,697	
Furniture not in GC contract	\$	302,500	\$6,875/unit	\$ 151,250	
Plan Review/ Permits	\$	12,500	\$	6,250	
City Utility Taps			\$	-	
City Inspections (utility & building)			\$	-	
Electric Service	\$	25,000	\$	12,500	
Owner's Special Inspections & Testing	\$	5,000	\$	2,500	
Owner's Hard Cost Contingency	\$	322,356	5.0% of HC	\$ 322,356	
Architecture including design fee	\$	338,000	4.5% of GC	\$ 338,000	
Engineering (MEP/Civil/Structural/ ID/ Prints)	\$	20,000	0.3% of HC	\$ 20,000	
Surveying (ALTA/Fndtion/as-built/ easements)	\$	20,000	\$	20,000	
Geotechnical Soils	\$	5,000	\$	5,000	
Environmental (Phase I and II, if needed)	\$	5,000	\$	5,000	
Wetlands	\$	-	\$	-	
Noise or Traffic Studies	\$	-	\$	-	
Green Rater	\$	20,000	\$	20,000	
Market Study	\$	7,500	0.1% of TDC	\$ 7,500	
Land Appraisal	\$	2,000	\$	2,000	
Owner Legal (non-zoning)	\$	70,000	\$	70,000	
Rezoning/Variances (legal-consultants-fees)	\$	15,000	\$	15,000	
Accounting/Audits	\$	12,000	\$	12,000	
Construction Insurance	\$	35,000	\$	35,000	
Title/Recording	\$	30,000	\$	30,000	
Property Taxes	\$	10,000	\$	10,000	
Developer Fee	\$	1,000,000	10.2% of Basis	\$ 1,000,000	
Soft Cost Contingency	\$	35,933			
Construction Loan Interest	\$	155,000	1.4% of TDC	\$ 77,500	
Construction Loan Fee	\$	15,500	0.1% of TDC	\$ 15,500	
Bank Legal, arch review, appraisal	\$	43,000	0.4% of TDC	\$ 43,000	
AHT Bridge Loan Fee	\$	30,750	0.3% of TDC	\$ 15,375	
AHT Bridge Loan Interest	\$	364,000	3.2% of TDC	\$ 182,000	
OHFA Fees	\$	19,100	0.2% of TDC		
Monitoring Fee	\$	105,600			
Reservation Fee	\$	60,000			
Operating Reserve	\$	273,000	9. mo. OERRDS		
Lease-up Reserve	\$	-			
Asset Management Fee	\$	80,000	\$	64,000	
TOTAL	\$	11,203,098	\$254,616/unit	\$ 9,798,026	
Short	\$	-	\$270/GSF		
\$			5,996		
LIHTC Calculation					
New Construction Basis	\$	9,798,026			
Unqualified Federal Funds	\$	500,000			
Applicable Fraction	100%	\$ 9,298,025.79			
QCT?	130%	\$ 12,087,434	Credits per Unit		
Credit Rate	9.00%	\$ 1,000,000	\$ 22,727	\$	1,522,727
10 Year		\$ 10,000,000		\$	4,589,544
Net Equity Price	\$	0.878	\$ 8,780,001		
	\$	1,087,882	\$ 87,869	\$	771,490
	\$	751,017			

Poplar Fen Place

Income/Expense Assumptions

Annual Income			44	Unit Split 80%	
Restricted AMI	Population	Subsidy	BR Size	Units	Rent
Affordable 30%	Homeless	HCV	1 BR	9	\$ 912
Affordable 30%	ADAMH	HCV	1 BR	2	\$ 912
Affordable 50%	Homeless	HCV	1 BR	26	\$ 912
Affordable 50%	ADAMH	HCV	1 BR	7	\$ 912
Affordable 60%			1 BR		\$ -
Affordable 60%			1 BR		\$ -

Minimum 25% at 30% AMI
Minimum 25% at 30% AMI remaining at 50% AMI

Total	44	\$ 912	\$ 481,536
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Annual Operating Expenses		Total	Per Unit
Management Fee		\$38,523	\$876
Admin/Office Salaries and Benefits		\$13,200	\$300
Property Manager		\$14,080	\$320
Office Supplies		\$18,700	\$425
Legal & Audit	8.50%	\$11,704	\$266
Advertising & Marketing		\$0	\$0
Asset Management Fee		\$0	\$0
Compliance Monitoring Fee		\$4,268	\$97
Accounting Operating Expenses		\$4,048	\$92
Bad Debts		\$3,520	\$80
Utilities- Common Area		\$12,760	\$290
Utilities- Apartments		\$31,856	\$724
Water & Sewer Operating		\$13,200	\$300
Maintenance Salaries and Benefits		\$14,520	\$330
Maintenance Supplies		\$52,800	\$1,200
Trash Removal		\$5,104	\$116
Elevator/HVAC Maintenance		\$9,680	\$220
Pest Control		\$5,280	\$120
Grounds/Landscaping		\$8,140	\$185
Painting and Decorating		\$11,440	\$260
Security Contract		\$12,760	\$290
Real Estate Tax Operating Expense		\$20,000	\$455
Insurance		\$14,960	\$340
24/7 Front Desk		\$25,000	\$568

TOTAL	\$345,543	\$7,853
	\$ 17,600	\$7,285
	\$363,143	

Stablized Year PF

Rent Subtotal		\$ 481,536
Less Vacancy	5%	\$ (24,077)
Gross Income		\$ 457,459
Operating Income		
Less Operating Expenses		\$ (345,543)
Net Operating Income		\$ 111,916
Less Replacement Reserves	\$400 /Unit	\$ (17,600)
Less Asset Management Fee		\$ -

Net Income Before Debt Service	\$ 94,316
Less Annual Debt Service	\$ -
Cash Flow After Debt Service	\$ 94,316.32

Floor Area Breakdown

Gross Square Footage of all Buildings	41,421
Commercial Space Condominium Areas	0
Commercial Areas and Fee-Driven Space	0
Market Rate Unit Area	0
Low Income Unit Area	29,596
Managers Unit Area	0
Common Area (Public)	2,314
Common Area (Circulation)	5,485
Common Area (Social Work/Programmatic)	1,023
Limited Common Area (Private)	0
Support	1,585
Tenant Storage	0
Major Vertical Penetrations	1,418
Structured Parking / Garage	0
Basement	0
Non-Low-Income floor area	0
Low Income Floor Area	35,081
% of Common Area	5.6%
Net Rentable Square Footage	41,421
Average Net Rentable SQFT per LI Unit	1,187

Rent Calculation		
CMHA Payment Standard	\$ 912	96%
One Bedroom Market Rent	\$ 950	
FMR	\$ 912	

Utility Allowance Type	Amount	
Heating E	\$ 25	Landlord pays
AC	\$ 4	Landlord pays
Cooking E	\$ 7	Landlord pays
H2O Heating E	\$ 17	Landlord pays
Electric	\$ 41	Landlord pays
Total UA	\$ 94	
Total UA passed to tenant	\$ -	
Estimated Rent	\$ 950	

Debt Service Estimate

Present Value	\$ -
Interest Rate	3%
Term	18
Annual Debt Service Payments	\$ -
Initial DSCR	-
DSCR at End of Term	

Rent and Income Limits

# Units	% Units	% AMI/ Income	% AMI/ Rent	Source
6	10%	30%	30%	City
6	10%	35%	35%	HDAP
18	40%	50%	50%	FHLB
14	40%	60%	60%	FHLB/LIHTC
44	100%	47%	47%	

Timing Assumptions

Closing	5/1/2023
Construction Start	6/1/2023
Construction Completion	8/1/2024
Placed In Service	9/1/2024
Lease Up Per Month	20
100% Occupied	11/7/2024
Cost Cert	3/7/2025
8609 Filed	5/6/2025
8609 Returned	11/2/2025
FHLB AHP Payment	3/7/2026

Poplar Fen Place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Income															
Rent Subtotal	\$481,536	\$491,167	\$500,990	\$511,010	\$521,230	\$531,655	\$542,288	\$553,134	\$564,196	\$575,480	\$586,990	\$598,729	\$610,704	\$622,918	\$635,377
Less Vacancy	(\$24,077)	(\$24,558)	(\$25,050)	(\$25,550)	(\$26,062)	(\$26,583)	(\$27,114)	(\$27,657)	(\$28,210)	(\$28,774)	(\$29,349)	(\$29,936)	(\$30,535)	(\$31,146)	(\$31,769)
Gross Income	\$457,459	\$466,608	\$475,941	\$485,459	\$495,169	\$505,072	\$515,173	\$525,477	\$535,986	\$546,706	\$557,640	\$568,793	\$580,169	\$591,772	\$603,608
Operating Expenses															
Management Fee	\$38,523	\$39,679	\$40,869	\$42,095	\$43,358	\$44,659	\$45,998	\$47,378	\$48,800	\$50,264	\$51,772	\$53,325	\$54,924	\$56,572	\$58,269
Admin/Office Salaries and Benefits	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857	\$15,302	\$15,761	\$16,234	\$16,721	\$17,223	\$17,740	\$18,272	\$18,820	\$19,385	\$19,966
Property Manager	\$14,080	\$14,502	\$14,937	\$15,386	\$15,847	\$16,323	\$16,812	\$17,317	\$17,836	\$18,371	\$18,922	\$19,490	\$20,075	\$20,677	\$21,297
Office Supplies	\$18,700	\$19,261	\$19,839	\$20,434	\$21,047	\$21,678	\$22,329	\$22,999	\$23,689	\$24,399	\$25,131	\$25,885	\$26,662	\$27,462	\$28,285
Legal & Audit	\$11,704	\$12,055	\$12,417	\$12,789	\$13,173	\$13,568	\$13,975	\$14,394	\$14,826	\$15,271	\$15,729	\$16,201	\$16,687	\$17,188	\$17,703
Advertising & Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities- Common Area	\$12,760	\$13,143	\$13,537	\$13,943	\$14,361	\$14,792	\$15,236	\$15,693	\$16,164	\$16,649	\$17,148	\$17,663	\$18,193	\$18,738	\$19,301
Utilities- Apartments	\$31,856	\$32,812	\$33,796	\$34,810	\$35,854	\$36,930	\$38,038	\$39,179	\$40,354	\$41,565	\$42,812	\$44,096	\$45,419	\$46,782	\$48,185
Water & Sewer Operating	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857	\$15,302	\$15,761	\$16,234	\$16,721	\$17,223	\$17,740	\$18,272	\$18,820	\$19,385	\$19,966
Maintenance Salaries and Benefits	\$14,520	\$14,956	\$15,404	\$16,174	\$16,983	\$17,832	\$18,724	\$19,660	\$20,643	\$21,675	\$22,759	\$23,897	\$25,092	\$26,347	\$27,664
Maintenance Supplies	\$52,800	\$54,384	\$56,016	\$58,816	\$61,757	\$64,845	\$68,087	\$71,492	\$75,066	\$78,819	\$82,760	\$86,898	\$91,243	\$95,806	\$100,596
Trash Removal	\$5,104	\$5,257	\$5,415	\$5,577	\$5,745	\$5,917	\$6,094	\$6,277	\$6,466	\$6,660	\$6,859	\$7,065	\$7,277	\$7,495	\$7,720
Elevator/HVAC Maintenance	\$9,680	\$9,970	\$10,270	\$10,578	\$10,895	\$11,222	\$11,558	\$11,905	\$12,262	\$12,630	\$13,009	\$13,399	\$13,801	\$14,215	\$14,642
Pest Control	\$5,280	\$5,438	\$5,602	\$5,770	\$5,943	\$6,121	\$6,305	\$6,494	\$6,689	\$6,889	\$7,096	\$7,309	\$7,528	\$7,754	\$7,986
Grounds/Landscaping	\$8,140	\$8,384	\$8,636	\$8,895	\$9,162	\$9,436	\$9,720	\$10,011	\$10,312	\$10,621	\$10,939	\$11,268	\$11,606	\$11,954	\$12,312
Painting and Decorating	\$11,440	\$11,783	\$12,137	\$12,501	\$12,876	\$13,262	\$13,660	\$14,070	\$14,492	\$14,927	\$15,374	\$15,836	\$16,311	\$16,800	\$17,304
Security Contract	\$12,760	\$13,143	\$13,537	\$13,943	\$14,361	\$14,792	\$15,236	\$15,693	\$16,164	\$16,649	\$17,148	\$17,663	\$18,193	\$18,738	\$19,301
Real Estate Tax Operating Expense	\$20,000	\$20,600	\$21,218	\$636.54	\$656	\$675	\$696	\$716	\$738	\$760	\$783	\$806	\$831	\$855	\$881
Insurance	\$14,960	\$15,409	\$15,871	\$16,347	\$16,838	\$17,343	\$17,863	\$18,399	\$18,951	\$19,519	\$20,105	\$20,708	\$21,329	\$21,969	\$22,628
24/7 Front Desk	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138	\$28,982	\$29,851	\$30,747	\$31,669	\$32,619	\$33,598	\$34,606	\$35,644	\$36,713	\$37,815
TOTAL	(\$345,543)	(\$355,909)	(\$366,586)	(\$357,794)	(\$370,028)	(\$382,704)	(\$395,838)	(\$409,450)	(\$423,556)	(\$438,177)	(\$453,332)	(\$469,043)	(\$485,330)	(\$502,217)	(\$519,726)
Net Operating Income	\$111,916	\$110,699	\$109,354	\$127,665	\$125,140	\$122,368	\$119,335	\$116,027	\$112,430	\$108,529	\$104,308	\$99,750	\$94,839	\$89,556	\$83,882
Less Replacement Reserves	(\$17,600)	(\$18,128)	(\$18,672)	(\$19,232)	(\$19,809)	(\$20,403)	(\$21,015)	(\$21,646)	(\$22,295)	(\$22,964)	(\$23,653)	(\$24,363)	(\$25,093)	(\$25,846)	(\$26,622)
Asset Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Income Before Debt Service	\$94,316	\$92,571	\$90,682	\$108,433	\$105,332	\$101,965	\$98,320	\$94,381	\$90,135	\$85,565	\$80,655	\$75,388	\$69,746	\$63,710	\$57,260
Less Annual Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Flow After Debt Service	\$94,316	\$92,571	\$90,682	\$108,433	\$105,332	\$101,965	\$98,320	\$94,381	\$90,135	\$85,565	\$80,655	\$75,388	\$69,746	\$63,710	\$57,260
Deferred Dev. Fee	\$322,097	\$227,781	\$135,210	\$44,527	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid Developer Fee	\$94,316	\$92,571	\$90,682	\$44,527	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Developer Fee Balance	\$227,781	\$135,210	\$44,527	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Reserve	\$273,000	\$278,460	\$284,029	\$289,710	\$295,504	\$301,414	\$307,442	\$313,591	\$319,863	\$326,260	\$332,785	\$339,441	\$346,230	\$353,155	\$360,218
	1.26	1.25	1.24	1.29	1.27	1.25	1.24	1.22	1.20	1.19	1.17	1.15	1.14	1.12	1.10
Rent Assumptions	Rent	Units	BRs												
Rent Income for Year 2016	\$ 912	44	1 BR												
Vacancy Rate	5%														
Rent Increases (Annual Increase)	2%														
Expense Assumptions															
Management Fee (of Total Revenue)	8.5%														
Replacement Reserve	\$350 /Unit														
All Other Expenses	3%														
Maintenance Increase Year 4 onward	5%														

d) Annual services budget and budget narrative

Poplar Fen Place
Service Budget

SERVICE INCOME

44					
Source	Amount		Amount/Unit	Amount/RBL Unit	Comments
HUD SHP	\$	254,127	\$	5,776	\$ 5,083 New Bonus
ADAMH Funding	\$	63,532	\$	1,444	\$ 1,271 To be applied for
Medicare and Medicaid	\$	30,657	\$	697	\$ 613 Reimbursebent for Mental Health Services and Outpatient Health
CSB Funding	\$	-	\$	-	\$ -
Misc. Sources	\$	-	\$	-	\$ -
TOTAL	\$	348,316	\$	7,916	\$ 6,966

SERVICE EXPENSES

Item	Cost		Cost/Unit	FTE	Assumptions and Comments
Annual Assessment of Service Needs	\$	15,376	\$	349	Non-staff/ non-transportation direct expenses
Assistance with Moving Costs	\$	-	\$	-	
Case Management	\$	63,750	\$	1,449	1 FTE engagement staff (\$19/hr) and 0.2 FTE team leader
Child Care	\$	-	\$	-	1.2 (\$26/hr) + 25% benefits
Education Services	\$	-	\$	-	
Employment Assistance and Job Training	\$	19,500	\$	443	0.4 Employment Coordinator (@ \$19/hr + 25%)
Housing Search and Counseling Services	\$	-	\$	-	
Legal Services	\$	-	\$	-	
Life Skills Training	\$	-	\$	-	
Mental Health Services	\$	26,200	\$	595	0.5 # Engagement Specialist @ \$19/hr + 25% Nurse Practioner (\$22/hr) 0.2 FTE and Med Clerk (\$17/hr) 0.2
Outpatient Health Services	\$	32,240	\$	733	0.4 FTE+ 25%
Outreach Services	\$	-	\$	-	
Substance Abuse Treatment	\$	25,000	\$	568	0.5 # Engagement Specialists @ \$19/hr + 25%
Transportation	\$	1,250	\$	28	Staff transportation plus bus passes
Utility Deposits	\$	-	\$	-	
Indirect Costs	\$	25,000	\$	568	
Front Desk Staff	\$	140,000	\$	3,182	4.5
TOTAL	\$	348,316	\$	7,916	7.5

e) 10 Year Service Proforma

Poplar Fen Place
Service Proforma

	1*	2*	3	4	5	6	7	8	9	10
Service Revenues										
HUD SHP	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127	\$ 254,127
ADAMH Funding	\$ 63,532	\$ 65,438	\$ 67,401	\$ 69,423	\$ 71,506	\$ 73,651	\$ 75,860	\$ 78,136	\$ 80,480	\$ 82,895
Medicaid and Medicare	\$ -	\$ 22,993	\$ 30,657	\$ 30,657	\$ 30,657	\$ 30,657	\$ 30,657	\$ 30,657	\$ 30,657	\$ 30,657
CSB Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Sources*	\$ 30,657	\$ 12,725	\$ 10,203	\$ 15,429	\$ 20,739	\$ 26,134	\$ 31,616	\$ 37,185	\$ 42,843	\$ 48,591
TOTAL	\$ 348,316	\$ 355,282	\$ 362,388	\$ 369,636	\$ 377,028	\$ 384,569	\$ 392,260	\$ 400,106	\$ 408,108	\$ 416,270

*Medicaid billing requires CARF and OHMAS certifications, therefore assumed no Medicaid funding for first 15 months.

Service Expenses

Annual Assessment of Service Needs	\$ 15,376	\$ 15,684	\$ 15,997	\$ 16,317	\$ 16,643	\$ 16,976	\$ 17,316	\$ 17,662	\$ 18,015	\$ 18,376
Assistance with Moving Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Case Management	\$ 63,750	\$ 65,025	\$ 66,326	\$ 67,652	\$ 69,005	\$ 70,385	\$ 71,793	\$ 73,229	\$ 74,693	\$ 76,187
Child Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Education Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employment Assistance and Job Training	\$ 19,500	\$ 19,890	\$ 20,288	\$ 20,694	\$ 21,107	\$ 21,530	\$ 21,960	\$ 22,399	\$ 22,847	\$ 23,304
Housing Search and Counseling Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Life Skills Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Services	\$ 26,200	\$ 26,724	\$ 27,258	\$ 27,804	\$ 28,360	\$ 28,927	\$ 29,505	\$ 30,096	\$ 30,697	\$ 31,311
Outpatient Health Services	\$ 32,240	\$ 32,885	\$ 33,542	\$ 34,213	\$ 34,898	\$ 35,596	\$ 36,307	\$ 37,034	\$ 37,774	\$ 38,530
Outreach Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Substance Abuse Treatment	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 27,602	\$ 28,154	\$ 28,717	\$ 29,291	\$ 29,877
Transportation	\$ 1,250	\$ 1,275	\$ 1,301	\$ 1,327	\$ 1,353	\$ 1,380	\$ 1,408	\$ 1,436	\$ 1,465	\$ 1,494
Utility Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061	\$ 27,602	\$ 28,154	\$ 28,717	\$ 29,291	\$ 29,877
Front Desk	\$ 140,000	\$ 142,800	\$ 145,656	\$ 148,569	\$ 151,541	\$ 154,571	\$ 157,663	\$ 160,816	\$ 164,032	\$ 167,313
TOTAL	\$ 348,316	\$ 355,282	\$ 362,388	\$ 369,636	\$ 377,028	\$ 384,569	\$ 392,260	\$ 400,106	\$ 408,108	\$ 416,270

Expense Inflation 2%

14. Status of Other Funds

A. Capital and Development Costs

Funding Source	Program	Type	Amount	Status	Amount/ Unit	% of TDC
HUD SHP New Bonus Funds	SHP Capital	Grant	\$ 250,000	Apply in October 2022	\$ 5,682	2%
Ohio Housing Finance Agency	HDAP	Grant	\$ 300,000	Applied Feb 2022	\$ 6,818	3%
City of Columbus	GO Bonds or HOME	Loan	\$ 500,000	Applied Jan 2022	\$ 11,364	4%
Franklin County	HOME	Loan	\$ 250,000	To be applied for June 2022	\$ 5,682	2%
AHTF	Capital	Loan	\$ 400,000	Requested Jan 2022	\$ 9,091	4%
OHFA/OCCH	LIHTC	Equity	\$ 8,780,001	Applied Feb 2022	\$ 199,545	78%
Community Housing Network	Deferred Dev Fees	CF Loan	\$ 322,097	Not committed	\$ 7,320	3%
Federal Home Loan Bank	AHP	Grant	\$ 400,000	To be applied for in July 2022	\$ 9,091	4%
Donations		Grant	\$ 1,000		\$ 23	0%
Total			\$ 11,203,098		\$ 254,616	100%

B. Operations

Funding Source	Program	Type	Units	Amount	Status	Amount/ Unit	% of Income
HUD/CMHA	Mainstream	HCV	9	\$ 98,496	Commitment	\$ 10,944	20%
HUD/CofC	Project based Rental Assistance	New Request October 2020	35	\$ 383,040	Commitment	\$ 10,944	80%
Total			44	\$ 481,536			

C. Services

Funding Source	Program	Type	Amount	Status	Amount/ Unit	% of Services
New Bonus HUD/CoC	SHP Services	Grant	\$ 254,127	New Bonus request 2022	\$ 5,776	73%
ADAMH Funding	County Levy Funds	Grant	\$ 63,532	To be requested	\$ 1,444	18%
Medicaid and Medicare		Reimbursement	\$ 30,657		\$ 697	9%
CSB Sources		Grant	\$ -		\$ -	0%
Misc.	TBD	TBD	\$ -		\$ -	0%
Total			\$ 348,316		\$ 7,916	

1. Agency and Project Information
--

Project Title: Homefull PSH

Lead Organization (project sponsor): Homefull

Mailing Address: 2621 Dryden Rd. Suite 302, Moraine, OH 45439

Contact person: Tina M. Patterson

Telephone: 937-293-1945 ext. 520 Fax: 937-293-8150 E-Mail: tinap@homefull.org

If you are submitting a project on behalf of a group of agencies/organizations, list any agencies you intend to propose as sub-recipients or subcontractors.

2. Authorization

Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Project Development Process Information Packet, and wishes to be considered for financial assistance.

Lead Organization: Homefull

Date: 4/13/2022

Authorized Signature: *Tina M. Patterson*

Name/Title: Tina M. Patterson, CEO

Co-Applicant Organization:

Date:

Authorized Signature:

Name/Title:

Co-Applicant Organization:

Date:

Authorized Signature:

Name/Title:

3. Description & Experience of Applicant Organization(s)

Answer each of the questions below. Answer the questions for all agencies involved in the project. *Agencies that have a current contract with CSB do not need to complete this section. However, if the proposed partners are not currently funded by CSB, provide answers to these questions for the proposed partners.*

A) Are you an incorporated non-profit organization and have you received IRS 501(c)3 status?	Yes X	No
B) How many years has the lead agency been in existence?	34	
C) If there are other agencies involved with the project, how many years has each of them been in existence?	N/A	
D) List the agency's total annual budget for the current fiscal year.	\$14,422,630	

If you are not currently providing housing for formerly homeless individuals, address the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit.

E) Describe the agency's mission and purpose and explain how the proposed project is consistent with the agency's mission.

Homefull's mission is "to work to end homelessness by providing housing, services, advocacy, and education." Permanent Supportive Housing aligns well with our mission because it combines housing and services and is a proven solution to ending homelessness. This project allows Homefull to share our experience and commitment to PSH in the Columbus and Franklin County community. Homefull seeks to serve homeless single adults with this evidence-based PSH project. This proposed scattered site PSH is the central point from which this population will be served, valuing Housing First principles of access without preconditions, consumer choice and self-determination, harm reduction and recovery, individualized and client-driven supports along with community integration.

F) Describe the agency's principal programs and services.

Homefull is a leading provider of direct services for at-risk, currently, and formerly homeless people in the city in which we were founded--Dayton, Ohio. Since our founding in 1988 we have grown to serve other communities, currently including 15 counties in Western Ohio. Our continuum of services include prevention, diversion, coordinated entry assessment, housing locators, housing-focused case management, rapid rehousing, permanent supportive housing, Medicaid-reimbursed behavioral health services, and social enterprise workforce development. We seek to increase and improve housing, food, and jobs for the persons we serve throughout the continuum of Homefull programs and services. Homefull is COA-accredited. Our CEO and executive management team also offer customized consulting services, training and technical assistance.

G) Describe the number and type of staff the agency employs.

85 full-time employees, 11 part-time employees

- H) Describe the agency's experience providing services for the target population or other special needs populations.

Homefull has been providing support services and case management to homeless households both single adults and families since our founding in 1988. We began operating PSH programs over 20 years ago. Currently on any given day, our congregate and scattered site PSH programs and Case Managers are assisting approximately 1000 participating households to stabilize and succeed in permanent housing. Homefull will draw on our long and strong history of successful housing support service delivery to the target population of single adults in PSH, particularly similar to the community-based and home visit case management we have provided historically to hundreds of scattered site tenants living in Shelter Plus Care units. Homefull focuses on the "care" piece of this housing model by assessing the housing and service needs of participants via their self-report and our observations in completing Independent Living Skills and Housing Barriers assessments. Homefull earns the trust of households served by meeting them where they are, literally and figuratively, and by following through on our commitments made as part of joint case planning.

Homefull was an original participating partner in CSH-Ohio's inaugural Opening New Doors Institute of 2007. Out of that Institute, came a unique, collaborative PSH designed to serve single adult shelter long-stayers with AOD use. Homefull follows each of CSH's Key Indicators of Quality in the areas of Supportive Services Design, Supportive Services Delivery, Coordination with Property Management, Applicability to Scattered-Site, Master-Leased or Tenant-Based Supportive Housing, and Staff Development and Training. Homefull's River Commons, Montgomery County's largest congregate site PSH for single adults, was the recipient of the President's Award from the Ohio Conference of Community Development in 2009 for its creative partnership with Dayton Metropolitan Housing Authority and Goodwill Easter Seals Miami Valley. Homefull also provides support services to single adult tenants at the Iowa Avenue and Ohio Commons PSH projects located at the Dayton VA. In 2011, Homefull received CSH-Ohio's Supportive Housing Award for Dimension of Quality: Supportive Services Design & Delivery.

Our support services to individual participating households help achieve overall programmatic goals such as:

- retention in and exits to permanent housing*
- increasing income & employment for households leaving and staying in the project*
- limiting returns to homelessness following project exit.*

- I) Describe the agency's experience providing housing for the target population or other special needs populations.

Relative to this supportive housing, Homefull has experience in working with homeless single adults and perhaps equally important in working in a variety of settings from master leasing to shared housing & TBRA, and with various partners from private landlords & property managers to PHAs. Homefull has been instrumental in helping to create PSH projects for many counties in Ohio, including Montgomery and Franklin. We have served as a Housing Broker for re-entry housing. Further, we have trained and built the capacity of other organizations to increase the type and number of units available. Homefull has been an advocate for increasing and improving housing options, both PSH and mixed use affordable, for homeless single adults in Dayton and Columbus, Ohio.

More recently, Homefull will develop 100+ affordable housing units with many of them being PSH units for a specific population. The target population for the PSH units are individuals with a combination of physical or mental health conditions leading to frequent hospitalizations. Housing operations and landlord responsibilities are the cornerstone of our housing programs where we can and have served as the owner, developer, property manager, and landlord.

J) Describe the agency's experience working with neighbors of other developments.

Dayton and Montgomery Homeless Solutions as the COC Lead and Collaborative Applicant have over the years required providers of PSH programs to develop Good Neighbor Agreements in communities where new PSH projects are being developed. Homefull as either a partner, or project lead on many PSH projects in Dayton has developed agreements with neighborhood committees, residents, district police and priority boards. This experience has included the creation of formal documents outlining expectations, mechanisms for formal communications and efforts to bridge the PSH and its tenants into the community. These formal efforts have led to great partnerships that continue throughout from site selection to move in and ongoing committee meetings.

Additionally, throughout the entire predevelopment process of the 16-acre Housing, Food, and Jobs project, Homefull has engaged the neighboring communities every step of the way. From initial use of the land, to adjusting the plans for housing, to not selling alcohol in the grocery store, the voices of our neighbors are being heard and decisions are being made based on those voices. Homefull values highly relationships and partnerships in the neighborhoods and communities we serve.

K) List the agency's key accomplishments from the past three years.

- COVID presented significant issues for nonprofits and service organizations and Homefull's ability to pivot quickly to continue to deliver services at the highest level is a testament to the organization's strength and dedication. Much of the continued success of our programs was due to Homefull's creation of the COVID Response Team. The COVID Response Team developed a comprehensive COVID Response Action Plan corresponding with the ever-changing CDC/Government guidance, procure valuable PPE equipment, monitor and minimize staff and client exposures, monitor tests results, deliver basic human needs to the community and our clients, track vaccination statuses of staff/clients all while continuing to operate programs to meet funders outcomes. Not only did Homefull continue services in spite of COVID, we were able to experience tremendous organizational growth.

- Acquired and developed 16-acre land in West-Dayton and received approval for use by city planning board. The land will feature a full-service grocery store, primary care physician's office, pharmacy, regional food hub, Homefull's offices, as well as 100+ affordable housing units. This project addresses Homefull's core values of Housing, Food, and Jobs. Currently, project is in design & development. Construction is set to start Fall 2022.

- Homefull was awarded a grant through Montgomery County to assist and administer rental assistance through ERAP (Emergency Rental Assistance Program) as a response to COVID. To date, after serving thousands of people, Homefull has administered roughly \$3 million. Not only does ERAP prevent evictions and more people entering homelessness, it also positively affects landlords.

- During the Fall of 2020, Homefull launched a one-of-a-kind, 42-foot Mobile Grocery. The Mobile Grocery is a full-service grocery store offering everything from fresh fruits and vegetables, to cleaning supplies and baby products. The Homefull Mobile Grocery followed by a 15-passenger shuttle, goes into areas of Dayton most in need of fresh foods, eliminating one of the most common barriers to food access: transportation. In lieu of bringing people to food, we bring food to people. The Homefull Mobile Grocery is a program supported by hospital systems, local government, and churches.

- Awarded nearly \$7M in LIHTC for substantial rehabilitation. Renovations included new handicapped accessible, energy-efficient units for large families.

- Recognition by the Council on Accreditation for "exceptional improvement initiatives in the management of quality/performance."

4. Proposed Housing Model

Check the box that matches the type of housing for which you are seeking funding.

<input type="checkbox"/>	Multiple Buildings, Multiple Sites	<input type="checkbox"/>	Permanent Supportive Housing
<input type="checkbox"/>	Multiple Buildings, Single Site	<input type="checkbox"/>	Rapid Re-Housing
<input checked="" type="checkbox"/>	Single Building		
<input type="checkbox"/>	Shared Housing		

5. Type of Development

Check the box that best describes the type of development you are proposing.

<input type="checkbox"/>	Construction of a new building
<input checked="" type="checkbox"/>	Rehabilitation of an existing building
<input type="checkbox"/>	Leasing an existing building or units

6. Project Description

Please use only the space provided below.

- A. What is the total number of proposed units in the project? How many units will you designate for people experiencing homelessness? How many units for other populations, if applicable?

70 units—all for people experiencing homelessness

- B. Describe the general development timeline, if applicable.

All Approximate and depends on availability of funds.

Homefull will acquire the property 3rd-4th Qtr. of 2022.

LIHTC Application to be submitted 1st Qtr. of 2023.

Rehabilitation of property to begin 4th Qtr. of 2023.

Rehab to be completed 3rd-4th Qtr. of 2024.

Lease-up beginning 4th Qtr. of 2024—1st Qtr. of 2025.

- C. List anticipated sources of capital funding, if applicable, and the projected capital request for funding from the CoC.

City of Columbus, Franklin County, Ohio Housing Finance Agency, Ohio Capital Corporation for Housing, Corporation for Supportive Housing, Federal Home Loan Bank, CSB/COC/HUD.

- D. List anticipated sources of operations funding (including rent subsidies). Describe Columbus Metropolitan Housing Authority's (CMHA) involvement and commitment in the project, if any. If CMHA will not be involved, describe future operational sustainability.

Homefull does not propose CMHA involvement, but rather CoC subsidies and program income from rents for operations funding.

- E. List anticipated sources of services funding and projected services request for funding from the CoC.

Approximate

Medicaid: \$50,000

COC Request: \$150,000

- F. Describe the target population, including their anticipated needs.

Homefull expects to receive referrals from Coordinated Entry for homeless single adults who are assessed as needing scattered-site permanent supportive housing. Homefull expects this population to enter with varying levels of income and benefits from no income, to pending or awarded SSI/SSDI, to sporadic employment. We also expect the majority to enter reporting a desire, goal or plan to increase income. Homefull proposes to offer a menu of services and strategies to assist participants in improving independent living. This includes a combination of employment and job training opportunities with community partners; expedited SSI/SSDI application via SOAR; and access to mainstream benefits through on-line Ohio Benefit Bank. Homefull meets and engages each new tenant with an orientation to available supportive services offered, to the new PSH unit, and to nearby amenities. Homefull works with each participant to assess current level of functioning and daily living, strengths and areas for improvement; and prepares households to maximize their ability to live as independently as possible as noted in more detail in the next section. The new PSH will cost-efficiently and care-effectively assist the Columbus and Franklin County community to increase its supply of Permanent Supportive Housing

7. Supportive Service Plan

Answer the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit. Please note that, at a minimum, services must address service coordination within the community, linkage with benefits, employment and treatment linkages, as well as any other proposed relevant services.

- A. Describe the supportive services the project will directly provide to address the target population's needs.

The service philosophy of Homefull PSH is based on providing compassionate, individualized, culturally-sensitive, voluntary services designed to help tenants meet their own goals for self-sufficiency and self-determination. Joint Case Planning will include consideration of the functional abilities, their formal and informal networks, their social context, strengths and barriers. Based on the assessed and expressed needs of the household, Case Managers will 'package together' different types of support to meet those needs. The case planning process will identify household issues and concerns that contribute to challenges and identify a pathway to resolution of those issues. Income supports and rent supplements are an important part of client-driven supports. Supportive services will be offered through a coordinated effort among the service staff, landlord/ property management, community-based partners, and the tenants themselves –ensuring a healthy living

environment for all. Homefull's interdisciplinary team of positive professionals focuses on helping participants to:

- strengthen residential and domestic stability,
- abide by leasehold obligations,
- increase incomes, benefits, employment and improve budgeting skills, develop and maintain individualized support systems,
- become good neighbors, and
- maximize their capacity for independent living.

Case management contact is based on individual needs and consists of daily, weekly, and/or monthly contacts. Service contacts may include office visits, home visits, a housekeeping inspection (in tandem w/ property management), case conferences, and, community-based appointments. Based on specific scopes of practice Homefull staff has increasing levels of clinical credentialing and professional licensure and at minimum is trained as Qualified Mental Health Specialists (QMHS) and follow the National Association of Social Workers (NASW) Code of Ethics. This team receives direct supervision and mentoring from a Program Manager with oversight by Homefull's Executive Management. Homefull is certified by the Ohio Department of Mental Health and Addiction Services (MHAS) to provide Behavioral Health Counseling & Therapy, Community Psychiatric Supportive Treatment, Mental Health Assessment & Education, and Referral & Information. These specific services are Medicaid billable. Staff interactions with clients, case plans, and programmatic reporting are done in HMIS ServicePoint.

- B. Describe the services that existing community service providers will provide. Homefull continues to build and cultivate partnerships in Columbus and Franklin County with community-based service providers, neighborhood centers, civic organizations and volunteers who serve our shared target populations and can leverage their existing services and resources. Such services include mainstream benefits and income supports via Job & Family Services, outpatient health services, behavioral health services via Community Mental health centers, legal services, educational services via public schools, GED, Community Colleges and others, and job training & employment services.

8. Co-Applicants

- A. Identify the role of each project partner, if applicable.
NA

- B. Describe each co-applicant/project partner's financial commitment.
NA

9. Required Documentation

Attach the following documents to the concept paper prior to submission. This section is not required if the lead agency is already a funded CSB partner agency.

X	501 (c) 3 letter from the IRS
X	Registration with the Ohio Secretary of State
X	Current Board roster with employers, relevant experience and tenure with the Board
X	Most recent audit
X	Most recent 990

Columbus and Franklin County Continuum of Care Project Development Process Concept Paper

Describe the organization(s) that will implement the housing project, high level funding objectives, the population to be served, and the services that will be provided. The Concept Paper does not need to identify a specific housing site, unless one has already been identified for site-based permanent supportive housing. Present the required information in a narrative, which should not exceed seven pages (the seven page limit does not include the attachments listed below and in Section 9). Prior to submitting a concept paper, review the Information Packet and other related materials on CSB's website [here](#).

Submit the Concept Paper using the forms provided. Do not add pages or attachments not specifically requested. Applicants are required to submit:

- 1) Cover Sheet and Authorization Form
- 2) Concept Paper
- 3) Documentation for a new Lead Organization¹ (attachments)
 - < 501(c) 3 letter from IRS
 - < Registration with Ohio Secretary of State
 - < Board of Trustees roster with employers, relevant experience and tenure with the Board
 - < Most recent audit and 990

Submission Procedure

Project Concepts are accepted year-round. Submit Concept Papers to Heather Notter (hnotter@csb.org).

Concept Paper Selection and Approval Process

Community Shelter Board (CSB) staff will review Concept Papers and evaluate the capacity and track record of the applicant and the eligibility and appropriateness of the project to participate in the community's housing development process. If the project seems viable enough to move forward, CSB will present the information to the Continuum of Care (CoC) for formal approval.

Organizations that are selected will be informed in writing. Comments and questions regarding the project generally will be included in the letter of acceptance or CoC resolution. Once a concept has been approved, the agency has 90 days to submit a more detailed project plan, or a Continuum of Care (CoC) project application, if applicable, according to CoC deadlines. Organizations not selected will receive the rationale in writing. Selection of an applicant's Concept Paper for further development does not guarantee funding of the final project.

Contact Heather Notter at hnotter@csb.org or 614-715-2542 with any question

¹ Not required for existing housing sponsors.

Permanent Supportive Housing or Rapid Re-Housing
Concept Paper Submission

Submission should not exceed 7 pages, excluding required attachments in listed in Section 9.

1. Agency and Project Information	
Project Title: 80 S. 6 th Street	
Lead Organization (project sponsor): Beacon Communities LLC	
Mailing Address: Two Center Plaza, Suite 700 Boston, MA 02108	
Contact person: Dara Kovel, CEO	
Telephone: (617)574-1114	Fax: E-Mail: dkovel@BeaconCommunitiesLLC.com
If you are submitting a project on behalf of a group of agencies/organizations, list any agencies you intend to propose as sub-recipients or subcontractors.	
2. Authorization	
<i>Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Project Development Process Information Packet, and wishes to be considered for financial assistance.</i>	
Lead Organization: Beacon Communities LLC	Date: 4/12/2022
Authorized Signature: 	
Name/Title: Dara Kovel, Chief Executive Officer	
Co-Applicant Organization: Young Men Christian Association	Date: 4-18-22
Authorized Signature: 	
Name/Title: Tony Collins, Chief Executive Officer	
Co-Applicant Organization:	Date: . . .
Authorized Signature:	
Name/Title:	

3. Description & Experience of Applicant Organization(s)
Answer each of the questions below. Answer the questions for all agencies involved in the

project. Agencies that have a current contract with CSB do not need to complete this section. However, if the proposed partners are not currently funded by CSB, provide answers to these questions for the proposed partners.

A) Are you an incorporated non-profit organization and have you received IRS 501(c)3 status?	Yes	No X
B) How many years has the lead agency been in existence?	40+	years
C) If there are other agencies involved with the project, how many years has each of them been in existence?	YMCA	164 years
D) List the agency's total annual budget for the current fiscal year.	YMCA:	44,334,451

If you are not currently providing housing for formerly homeless individuals, address the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit. ***Beacon is currently providing housing for formerly homeless individuals but we are new to the Franklin County Coc.***

E) Describe the agency's mission and purpose and explain how the proposed project is consistent with the agency's mission. Beacon's mission is to strive to make a difference in its residents' lives by building outstanding communities that make enduring contributions to the vitality of cities and towns. Beacon creates communities that serve a diverse cross section of society. Beacon's communities are healthy and vibrant. Why? Because they are planned with care, consideration, and compassion.
F) Describe the agency's principal programs and services. Beacon is a privately owned real estate firm that develops, acquires, invests in, and manages a wide range of multifamily housing. We also invest in and purchase affordable housing companies and portfolios of multifamily developments. We own and manage approximately 19,000 apartments including affordable housing, market rate housing, and mixed income-housing. Our developments range from new construction to historic adaptive reuse, to the renovation of existing housing. We take on challenging developments and make them succeed.
G) Describe the number and type of staff the agency employs. Beacon has 700+ staff members in categories including but not limited to executive, development, legal, accounting, property and asset management, and community engagement/resident services.
H) Describe the agency's experience providing services for the target population or other special needs populations. Beacon has deep experience with providing resident services to its tenants and has over 50 resident service coordinators on the staff throughout its portfolio. In Boston, Beacon recently closed on the 140 Clarendon development. Of that development's 210 apartments, 111 of the apartments have been prioritized for households that have experienced chronic homelessness. Beacon is partnering with Pine Street Inn who will provide services to the Housing First

households.
I) Describe the agency's experience providing housing for the target population or other special needs populations. See description in section H above.
J) Describe the agency's experience working with neighbors of other developments. Beacon regularly works with the neighbors surrounding its developments. Communication with neighbors is a consistent part of the Beacon development model. For the 80 S. 6 th street development, Beacon is committed to the outreach needed for City approvals as well as assisting in the coordination of the YMCA's good neighbor outreach efforts for the PSH units.
K) List the agency's key accomplishments from the past three years. In the past three years, Beacon has closed on the financing for 21+ low-income housing developments which preserved or created more than 2,300 housing units throughout the northeast. Beacon has also grown significantly and added a Pittsburgh office location in addition to its Main office in Boston and Albany, New York office.

4. Proposed Housing Model

Check the box that matches the type of housing for which you are seeking funding.

<input type="checkbox"/>	Multiple Buildings, Multiple Sites	<input checked="" type="checkbox"/>	Permanent Supportive Housing
<input type="checkbox"/>	Multiple Buildings, Single Site	<input type="checkbox"/>	Rapid Re-Housing
<input checked="" type="checkbox"/>	Single Building		
<input type="checkbox"/>	Shared Housing		

5. Type of Development

Check the box that best describes the type of development you are proposing.

<input type="checkbox"/>	Construction of a new building
<input checked="" type="checkbox"/>	Rehabilitation of an existing building
<input type="checkbox"/>	Leasing an existing building or units

6. Project Description

Please use only the space provided below.

- A. What is the total number of proposed units in the project? How many units will you designate for people experiencing homelessness? How many units for other populations, if applicable?

Beacon Communities is proposing to adaptively reuse the former Knights of Columbus building located at 80 S. 6th Street in downtown Columbus. The community of 75

apartments will consist of studio, one-bedroom, and two-bedroom affordable units. Of the 75 apartments, Beacon proposes that 45 of the units will be Franklin County Continuum of Care units prioritized for individuals who meet the HUD definition of homelessness. The remaining 30 units will be designated for households earning less than 50% of the Area Median Income.

Beacon Communities will be the owner, developer, and property management agent for the development. This development will provide comprehensive resident services through coordinated efforts with Beacon Residential Management and the YMCA. The YMCA will serve the residents of the permanent supportive housing units as the Supportive Service provider. BRM will provide its standard services for the remaining 28 residents through its resident services coordinator staff. The coordinated service efforts will help ensure a sense of community for all residents.

The building amenities will include a 24/7 front desk, community room, computer room, laundry room, on-site offices for property management and service providers, and additional shared spaces for the residents that are designed to provide opportunities for community engagement. The building will be designed to meet the strict historic architectural standards National Park Service as well as the design and energy efficiency standards of the Ohio Housing Finance Agency.

The property is adjacent to the Ohio Health Grant Medical Center, 1 block away from the Columbus Metropolitan Library's main branch, and also located along a COTA bus route and will have access to suitable amenities.

B. Describe the general development timeline, if applicable.

- Secure site control – March 2021
- Secure CofC project ranking in second quarter 2022
- OHFA application during second quarter 2022
- OHFA awards announced third quarter 2022
- Closing and construction start second quarter 2023
- leasing activities begin second quarter 2024
- construction completion and occupancy begins third quarter 2024
- lease-up complete fourth quarter 2024
- permanent loan conversion during the first quarter of 2025.

C. List anticipated sources of capital funding, if applicable, and the projected capital request for funding from the CoC.

Funding Source	Amount	Amount Per unit	% of Total
Perm Loan	761,697	10,434/unit	2%
Tax Credit Equity	12,403,993	169,918/unit	40%
Historic Tax Credit Equity	4,193,688	57,448/unit	13%
State Historic Tax Credit Equity	2,000,000	27,397/unit	6%
Franklin County Magnet Loan	1,350,000	18,493/unit	4%
OHFA HOME ARP	2,500,000	34,247/unit	8%
OHFA Bond Gap Financing	2,500,000	34,247/unit	8%
Local ARP and Gap Financing	3,100,000	42,466/unit	11%

Reinvested Developer Fee	1,099,864	15,067/unit	4%
Deferred Fee	1,330,803	18,230/unit	4%
Total	\$31,240,045	\$427,946/unit	100%

List anticipated sources of operations funding (including rent subsidies). Describe Columbus Metropolitan Housing Authority's (CMHA) involvement and commitment in the project, if any. If CMHA will not be involved, describe future operational sustainability.

Beacon has engaged CMHA and is exploring the feasibility of using Project Based Vouchers as rental subsidies for all 75 proposed units. We Anticipate that rental subsidy will be at Fair Market Rents and will generate \$810,612 in tenant and subsidy provider annual contract rent payments.

D. List anticipated sources of services funding and projected services request for funding from the CoC.

<i>Service Expenses</i>	Amount	Amount/ Unit	% of Staff Time to Task	Staff Salary	2. FTE
Administrative Expenses	\$8,562	\$195	NA	\$55,620	\$126,240
HMIS Expenses	\$4,327	\$98	NA	3% Inflation	
Annual Assessment of Service Needs	\$6,312	\$143	5%		
Education	\$	\$			
Employment and Job Training	\$12,624	\$287	10%		
Housing Search and Counseling Services	\$25,248	\$574	20%		
Mental Health Services	\$44,184	\$1,004	35%		
Outpatient Services	\$12,624	\$287	10%		
Substance Abuse Treatment	\$ 25,248	\$ 574	20%		
Transportation	\$10,718	\$244			
Indirect Cost	\$14,721	\$335			
Front Desk	\$177,000	\$4,023			
Total	\$341,568	\$7,763	100%		

E. Describe the target population, including their anticipated needs.

The target population for the site is individuals and families experiencing homelessness or at risk for homelessness as well as households in need of affordable housing in the downtown district. The potential residents can include individuals that are gender non-conforming, individuals aging out of foster care, disabled individuals, homeless veterans, and others. All households at the site will be at or below 50% AMI.

7. Supportive Service Plan

Answer the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit. Please note that, at a minimum, services must address service coordination within the community, linkage with benefits, employment and treatment linkages, as well as any other proposed relevant services.

- A. Describe the supportive services the project will directly provide to address the target population's needs.

This development will provide clean and safe housing units to vulnerable individuals who are homeless or at risk of homelessness. All households will receive baseline services that include: 24/7 onsite security, computer access and training, fitness center access and programming, personalized services coordination including linkage to direct services in the community, benefits acquisition, assistance accessing free or low-cost food assistance and meals, and social programming including weekly meals.

Beacon Residential Management will contract with the YMCA to provide services to the PSH households and Beacon's Community Engagement department will provide services to the balance of the households. The YMCA will provide additional services including case management, onsite counseling, and primary and mental health services will be provided to formerly homeless households. This blended approach, coordinated between the providers and property management, will result in a caring community focused on health and well-being, financial stability, and community connection which are all critical components for creating housing stability.

- B. Describe the services that existing community service providers will provide.

The YMCA will provide residents with supportive services that include, but are not limited to, ongoing assessments, case management, psychiatric services, medication monitoring, health services, employment services, individual counseling, and substance abuse treatment.

The YMCA is able to access Medicaid and other resources that fund supportive services.

8. Co-Applicants

- A. Identify the role of each project partner, if applicable.

- Beacon Communities LLC: Developer, Owner as the Managing Member of LLC ownership entity
- Beacon Residential Management: Property Manager
- YMCA: Supportive Services Provider

- B. Describe each co-applicant/project partner's financial commitment.

All investor and lender guarantees (tax credit, operating deficit, construction completion, etc.) and predevelopment expenses will be borne by Beacon Communities LLC and/or affiliates.

9. Required Documentation

Attach the following documents to the concept paper prior to submission. This section is not required if the lead agency is already a funded CSB partner agency.

<input type="checkbox"/>	501 (c) 3 letter from the IRS
<input type="checkbox"/>	Registration with the Ohio Secretary of State
<input type="checkbox"/>	Current Board roster with employers, relevant experience and tenure with the Board
<input type="checkbox"/>	Most recent audit
<input type="checkbox"/>	Most recent 990

Columbus and Franklin County Continuum of Care Project Development Process Concept Paper

Describe the organization(s) that will implement the housing project, high level funding objectives, the population to be served, and the services that will be provided. The Concept Paper does not need to identify a specific housing site, unless one has already been identified for site-based permanent supportive housing. Present the required information in a narrative, which should not exceed seven pages (the seven page limit does not include the attachments listed below and in Section 9). Prior to submitting a concept paper, review the Information Packet and other related materials on CSB's website [here](#).

Submit the Concept Paper using the forms provided. Do not add pages or attachments not specifically requested. Applicants are required to submit:

- 1) Cover Sheet and Authorization Form
- 2) Concept Paper
- 3) Documentation for a new Lead Organization¹ (attachments)
 - < 501(c) 3 letter from IRS
 - < Registration with Ohio Secretary of State
 - < Board of Trustees roster with employers, relevant experience and tenure with the Board
 - < Most recent audit and 990

Submission Procedure

Project Concepts are accepted year-round. Submit Concept Papers to Heather Notter (hnotter@csb.org).

Concept Paper Selection and Approval Process

Community Shelter Board (CSB) staff will review Concept Papers and evaluate the capacity and track record of the applicant and the eligibility and appropriateness of the project to participate in the community's housing development process. If the project seems viable enough to move forward, CSB will present the information to the Continuum of Care (CoC) for formal approval.

Organizations that are selected will be informed in writing. Comments and questions regarding the project generally will be included in the letter of acceptance or CoC resolution. Once a concept has been approved, the agency has 90 days to submit a more detailed project plan, or a Continuum of Care (CoC) project application, if applicable, according to CoC deadlines. Organizations not selected will receive the rationale in writing. Selection of an applicant's Concept Paper for further development does not guarantee funding of the final project.

Contact Heather Notter at hnotter@csb.org or 614-715-2542 with any questions.

¹ Not required for existing housing sponsors.

Permanent Supportive Housing or Rapid Re-Housing
Concept Paper Submission

Submission should not exceed 7 pages, excluding required attachments in listed in Section 9.

1. Agency and Project Information	
Project Title: CHN Replacement Project	
Lead Organization (project sponsor): Community Housing Network, Inc.	
Mailing Address: 1680 Watermark Blvd., Columbus, Ohio 43215	
Contact person: Ryan Cassell	
Telephone: 614-487-6782 Fax: 614-487-0405 E-Mail: rcassell@chninc.org	
If you are submitting a project on behalf of a group of agencies/organizations, list any agencies you intend to propose as sub-recipients or subcontractors.	
2. Authorization	
<i>Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Project Development Process Information Packet, and wishes to be considered for financial assistance.</i>	
Lead Organization:	Community Housing Network, Inc. Date: 04/13/22
Authorized Signature:	
Name/Title: Samantha Shuler	
Co-Applicant Organization:	Date:
Authorized Signature:	
Name/Title:	
Co-Applicant Organization:	Date:
Authorized Signature:	
Name/Title:	

3. Description & Experience of Applicant Organization(s)

Answer each of the questions below. Answer the questions for all agencies involved in the project. *Agencies that have a current contract with CSB do not need to complete this section. However, if the proposed partners are not currently funded by CSB, provide answers to these questions for the proposed partners.*

A) Are you an incorporated non-profit organization and have you received IRS 501(c)3 status?	Yes X	No
B) How many years has the lead agency been in existence?	35	
C) If there are other agencies involved with the project, how many years has each of them been in existence?		
D) List the agency's total annual budget for the current fiscal year.	\$11,220,000	

If you are not currently providing housing for formerly homeless individuals, address the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit.

E) Describe the agency's mission and purpose and explain how the proposed project is consistent with the agency's mission.
F) Describe the agency's principal programs and services.
G) Describe the number and type of staff the agency employs.
H) Describe the agency's experience providing services for the target population or other special needs populations.
I) Describe the agency's experience providing housing for the target population or other special needs populations.
J) Describe the agency's experience working with neighbors of other developments.
K) List the agency's key accomplishments from the past three years.

4. Proposed Housing Model

Check the box that matches the type of housing for which you are seeking funding.

<input type="checkbox"/>	Multiple Buildings, Multiple Sites	<input checked="" type="checkbox"/>	Permanent Supportive Housing
<input type="checkbox"/>	Multiple Buildings, Single Site	<input type="checkbox"/>	Rapid Re-Housing
<input checked="" type="checkbox"/>	Single Building		
<input type="checkbox"/>	Shared Housing		

5. Type of Development

Check the box that best describes the type of development you are proposing.

<input checked="" type="checkbox"/>	Construction of a new building
<input type="checkbox"/>	Rehabilitation of an existing building
<input type="checkbox"/>	Leasing an existing building or units

6. Project Description

Please use only the space provided below.

- A. What is the total number of proposed units in the project? How many units will you designate for people experiencing homelessness? How many units for other populations, if applicable?

Community Housing Network, Inc. is proposing the construction of 41 unit building. Between 100% and 80% of the units (41 to 33 units) will be designated for persons experiencing homelessness. The final unit mix will be determined by securing funding for capital, operations, and services.

Community Housing Network, Inc. is reviewing multiple properties that it has owned for approximately 20 years and provides housing to individuals who are referred by the Continuum of Care. These properties have aged and have building systems that need to be replaced. In some cases, the building's physical components lack essential spaces for permanent supportive housing, as they lack spaces for onsite property management, supportive services, and spaces for community gatherings. CHN proposes that residents in such buildings receive more appropriate support in new housing with the necessary infrastructure for effectively providing permanent supportive housing. This project proposes to build new housing, and CHN would relocate existing residents to the new location. In addition to relocating the residents, CHN would also move existing service funding to the new building.

- B. Describe the general development timeline, if applicable.

If provided the number one designation in the community for tax credit funding in 2023, CHN would propose the following timetable:

January 2023:	Apply to City and County for HOME funds
February 2023:	Apply to OHFA for LIHTC, HOME, and HDL funding
May 2023:	OHFA LIHTC Awards Announced
July 2023:	FHLB Cin AHP application due
September 2023:	OHFA Final Application & 80% drawings
October 2023:	New Bonus SHP Fund Request (if eligible)
November 2023:	FHLB Cin AHP Awards
January 2024:	HUD Funding Announcements & Architecture Submitted to City
April 2024:	Building Permits are ready
May 2024:	Financial Closing
June 2024:	Construction Start
August 2025:	Construction Completed
October 2025:	100% Lease-Up
Oct. to Feb. 2026:	Determine the next steps for the existing property

- C. List anticipated sources of capital funding, if applicable, and the projected capital request for funding from the CoC.

HUD SHP New Bonus Funding:	\$250,000
City of Columbus:	\$500,000
Franklin County:	\$250,000
FHLB Cin AHP:	\$400,000
OHFA HDAP:	\$300,000
LIHTC funding:	\$8,780,001
Deferred Developer Fees:	\$267,667

- D. List anticipated sources of operations funding (including rent subsidies). Describe Columbus Metropolitan Housing Authority's (CMHA) involvement and commitment in the project, if any. If CMHA will not be involved, describe future operational sustainability.

CHN will seek a new 20-year project-based Housing Choice Voucher contract from CMHA for the CHN Replacement Project. CHN will propose to CMHA that the existing contract be mutually rescinded once residents move to the new housing location or will continue if the building can be repurposed for other populations.

- E. List anticipated sources of services funding and projected services request for funding from the CoC.

CSB or HUD SHP New Bonus Funds	\$275,000
Medicaid/Medicare Reimbursement	\$30,000
Misc. Including Donations	\$68,532

- F. Describe the target population, including their anticipated needs.

The target population for the CHN Replacement Project will be men and women who are homeless or at-risk of homelessness and are disabled by mental illness, substance addiction, dual diagnosis, and/or a physical disability. Initially, approximately 80% of the units will provide housing to residents of an existing property. As units turn over and the existing residents move out of the CHN Replacement Project, the vacant units will be filled by housing referrals from the Unified Supportive Housing System.

Residents will be individuals who have been unable to maintain permanent housing, primarily due to significant addiction issues, which may be complicated by mental illness. The chronically homeless population will be predominately male and disproportionately African-American based on historic data. Additional barriers to housing include histories of trauma, mental, behavioral, and physical disabilities, histories of incarceration, long-term unemployment, and systemic racism. These individuals will have been unable to maintain permanent housing due to their housing barriers' severe and persistent nature. CHN will allow its residents the opportunity for greater success, meaning, and purpose through stable housing and supportive services offered in this development.

A Place to Call Home estimates a need for at least 1,494 PSH placement options for single adults who have severe service needs. The community currently has approximately 455 PSH placements on average annually.

7. Supportive Service Plan

Answer the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit. Please note that, at a minimum, services must address service coordination within the community, linkage with benefits, employment and treatment linkages, as well as any other proposed relevant services.

- A. Describe the supportive services the project will directly provide to address the target population's needs.

The proposed project will offer safe, secure permanent supportive housing to individuals who struggle with homelessness, mental illness, and/or addiction. CHN's Housing Facilitation staff ensures that tenants are moved in quickly. CHN contracts with a community-based behavioral health service partner(s) to provide supportive services to ensure that tenants can maintain their housing. Supportive services staff will work with new tenants to ensure that an Individualized Housing Stabilization Plan is completed upon move-in. CHN's Service Coordination staff is also available to assist tenants with linkages and progress on goal plans. CHN believes that 24-hour onsite staffing provides the support necessary for the resident population to feel safe and secure in their homes.

- B. Describe the services that existing community service providers will provide.

Community Housing Network will work with its community service partner to provide residents with supportive services that include, but are not limited to:

- On-going assessments
- Case management
- Links to psychiatric services and medication monitoring
- Health services
- Employment Services
- Individual counseling and
- Substance abuse treatment

The proposed service provider will have access to Medicaid reimbursement funding.

8. Co-Applicants

A. Identify the role of each project partner, if applicable.

CHN: Developer, Owner (via Managing Member of LLC single-asset owner), and Property Manager.

TBD: Social Service Provider

Ayres

Staffing: 24/7 Front Desk Staffing

B. Describe each co-applicant/project partner's financial commitment.

CHN will pay for all predevelopment and development expenses out of pocket and seek reimbursement for these expenditures, along with a developer's fee from permanent funding resources. CHN will also receive property management fees from rental income to pay for Property Management services and expenses.

9. Required Documentation

Attach the following documents to the concept paper prior to submission. This section is not required if the lead agency is already a funded CSB partner agency.

501 (c) 3 letter from the IRS

Registration with the Ohio Secretary of State

Current Board roster with employers, relevant experience and tenure with the Board

Most recent audit

Most recent 990

To Be Determined Replacement Project

Development Budget		4/14/22 1:14 PM							
SOURCE OF FUNDS		\$	10,748,668	Construction Funding					
HUD SHP New Bonus	\$	250,000	2.3% of Total	Construction Lender	\$	3,700,000	34.4% of TDC		
	\$	-	.% of Total	Grant to GP Equity	\$	3,000,000			
OHFA HDAP	\$	300,000	2.8% of Total	Grant to GP Equity	\$	1,750,000			
City	\$	500,000	4.7% of Total	Grant to Equity	\$	500,000			
Franklin County Funding HOME	\$	250,000	2.3% of Total	Grant to Equity	\$	250,000			
Equity	\$	8,780,001	81.7% of Total	LLC Equity	\$	100,000	104.8% of DF		
FHLB AHP²	\$	400,000	3.7% of Total	Grant to Equity	\$	300,000			
			.% of Total	Grant to Equity	\$	-			
Donations	\$	1,000	.% of Total	Legal/Bank	\$	101,000			
DDF	\$	267,667	26.8% of DF	DDF	\$	1,047,668			
Total	\$	10,748,668		Total	\$	10,748,668			

USE OF FUNDS	\$	10,748,668	Basis	
Land	\$	475,000	\$11,310/unit	
Demolition/Site Remediation	\$	-	\$	-
Off-Site Improvements	\$	-	\$	-
Site Improvements	\$	917,605	\$	717,605
Structures	\$	5,004,150	\$	5,004,150
Contractor's FFE	\$	112,679	\$	112,679
Security System	\$	68,806	\$	68,806
Payment and Performance Bond	\$	-	\$	-
GC Cost Certification	\$	7,500	\$	7,500
Construction Fees	\$	68,685	\$	68,685
GR	\$	308,596	5.2% of HC	\$ 308,596
OH	\$	123,438	2.1% of HC	\$ 123,438
Profit	\$	370,315	6.2% of HC	\$ 370,315
Furniture not in GC contract	\$	288,750	\$6,875/unit	\$ 144,375
Plan Review/ Permits	\$	12,500		\$ 6,250
City Utility Taps				-
City Inspections (utility & building)				-
Electric Service	\$	25,000		\$ 12,500
Owner's Special Inspections & Testing	\$	5,000		\$ 2,500
Owner's Hard Cost Contingency	\$	299,522	5.0% of HC	\$ 299,522
Architecture including design fee	\$	314,000	4.5% of GC	\$ 314,000
Engineering (MEP/Civil/Structural/ ID/ Prints)	\$	20,000	0.3% of HC	\$ 20,000
Surveying (ALTA/Fndtion/as-built/ easements)	\$	20,000		\$ 20,000
Geotechnical Soils	\$	5,000		\$ 5,000
Environmental (Phase I and II, if needed)	\$	5,000		\$ 5,000
Wetlands	\$	-		-
Noise or Traffic Studies	\$	-		-
Green Rater	\$	20,000		\$ 20,000
Market Study	\$	7,500	0.1% of TDC	\$ 7,500
Land Appraisal	\$	2,000		\$ 2,000
Owner Legal (non-zoning)	\$	70,000		\$ 70,000
Rezoning/Variances (legal-consultants-fees)	\$	15,000		\$ 15,000
Accounting/Audits	\$	12,000		\$ 12,000
Construction Insurance	\$	35,000		\$ 35,000
Title/Recording	\$	30,000		\$ 30,000
Property Taxes	\$	10,000		\$ 10,000
Developer Fee	\$	1,000,000	10.9% of Basis	\$ 1,000,000
Soft Cost Contingency	\$	33,473		
Construction Loan Interest	\$	185,000	1.7% of TDC	\$ 92,500
Construction Loan Fee	\$	18,500	0.2% of TDC	\$ 18,500
Bank Legal, arch review, appraisal	\$	43,000	0.4% of TDC	\$ 43,000
AHT Bridge Loan Fee	\$	30,750	0.3% of TDC	\$ 15,375
AHT Bridge Loan Interest	\$	273,000	2.5% of TDC	\$ 136,500
OHFA Fees	\$	19,100	0.2% of TDC	
Monitoring Fee	\$	100,800		
Reservation Fee	\$	60,000		
Operating Reserve	\$	252,000	9. mo. OERRDS	
Lease-up Reserve	\$			
Asset Management Fee	\$	80,000		\$ 64,000
TOTAL	\$	10,748,668	\$255,921/unit	\$ 9,182,296
Short	\$	-	\$283/GSF	
\$			460,426	
LIHTC Calculation				
New Construction Basis	\$	9,182,296		
Unqualified Federal Funds	\$	500,000		
Applicable Fraction	100%	\$ 8,682,295.85		
QCT?	130%	\$ 11,286,985	Credits per Unit	
Credit Rate	9.00%	\$ 1,000,000	\$ 23,810	\$ 1,595,238
10 Year		\$ 10,000,000		\$ 5,226,189
Net Equity Price	\$	0.878	\$ 8,780,001	
		\$ 1,015,829	\$ 15,829	\$ 138,975
		\$ 135,287		

To Be Determined Replacement Project

Income/Expense Assumptions

Annual Income		41		Unit Split 80%		
Restricted AMI	Population	Subsidy	BR Size	Units	Rent	Total
Affordable 30%	Existing PSH Resident	HCV	1 BR	9	\$ 912	\$ 98,496
Affordable 30%	New PSH resident	HCV	1 BR	2	\$ 912	\$ 21,888
Affordable 50%	Existing PSH Resident	HCV	1 BR	24	\$ 912	\$ 262,656
Affordable 50%	New PSH resident	HCV	1 BR	7	\$ 912	\$ 76,608
Affordable 60%			1 BR		\$	-
Affordable 60%			1 BR		\$	-

Minimum 25% at 30% AMI

Minimum 25% at 30% AMI remaining at 50% AMI

22.0%

Total	42	\$ 912	\$ 459,648
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Annual Operating Expenses		Total	Per Unit
Management Fee		\$36,772	\$876
Admin/Office Salaries and Benefits		\$13,200	\$314
Property Manager		\$14,080	\$335
Office Supplies		\$18,700	\$445
Legal & Audit	8.50%	\$11,704	\$279
Advertising & Marketing		\$0	\$0
Asset Management Fee		\$0	\$0
Compliance Monitoring Fee		\$4,268	\$102
Accounting Operating Expenses		\$4,048	\$96
Bad Debts		\$3,520	\$84
Utilities- Common Area		\$12,760	\$304
Utilities- Apartments		\$31,856	\$758
Water & Sewer Operating		\$13,200	\$314
Maintenance Salaries and Benefits		\$14,520	\$346
Maintenance Supplies		\$52,800	\$1,257
Trash Removal		\$5,104	\$122
Elevator/HVAC Maintenance		\$9,680	\$230
Pest Control		\$5,280	\$126
Grounds/Landscaping		\$8,140	\$194
Painting and Decorating		\$11,440	\$272
Security Contract		\$12,760	\$304
Real Estate Tax Operating Expense		\$20,000	\$476
Insurance		\$14,960	\$356
24/7 Front Desk		\$0	\$0

TOTAL	\$318,792	\$7,590
	\$ 16,800	\$7,590
	\$335,592	

Stablized Year PF

Rent Subtotal		\$ 459,648
Less Vacancy	5%	\$ (22,982)
Gross Income		\$ 436,666
Operating Income		
Less Operating Expenses		\$ (318,792)
Net Operating Income		\$ 117,874
Less Replacement Reserves	\$400 /Unit	\$ (16,800)

Less Asset Management Fee		\$ -
Net Income Before Debt Service		\$ 101,074
Less Annual Debt Service		\$ -
Cash Flow After Debt Service		\$ 101,073.76

Floor Area Breakdown

Gross Square Footage of all Buildings	38,000
Commercial Space Condominium Areas	0
Commercial Areas and Fee-Driven Space	0
Market Rate Unit Area	0
Low Income Unit Area	29,400
Managers Unit Area	0
Common Area (Public)	2,314
Common Area (Circulation)	5,485
Common Area (Social Work/Programmatic)	1,023
Limited Common Area (Private)	0
Support	1,585
Tenant Storage	0
Major Vertical Penetrations	1,418
Structured Parking / Garage	0
Basement	0
Non-Low-Income floor area	0
Low Income Floor Area	34,885
% of Common Area	6.1%
Net Rentable Square Footage	38,000
Average Net Rentable SQFT per LI Unit	1,187

Rent Calculation			
CMHA Payment Standard	\$	912	96%
One Bedroom Market Rent	\$	950	
FMR	\$	912	

Utility Allowance Type	Amount
Heating E	\$ 25 Landlord pays
AC	\$ 4 Landlord pays
Cooking E	\$ 7 Landlord pays
H2O Heating E	\$ 17 Landlord pays
Electric	\$ 41 Landlord pays
Total UA	\$ 94
Total UA passed to tenant	\$ -
Estimated Rent	\$ 950

Debt Service Estimate			
Present Value	\$	-	
Interest Rate			3%
Term			18
Annual Debt Service Payments	\$	-	
Initial DSCR			
DSCR at End of Term			

Rent and Income Limits				
# Units	% Units	% AMI/ Income	% AMI/ Rent	Source
6	10%	30%	30%	City
6	10%	35%	35%	HDAP
17	40%	50%	50%	FHLB
13	40%	60%	60%	FHLB/LIHTC
42	100%	47%	47%	

Timing Assumptions

Closing	5/1/2023
Construction Start	6/1/2023
Construction Completion	8/1/2024
Placed In Service	9/1/2024
Lease Up Per Month	20
100% Occupied	11/4/2024
Cost Cert	3/4/2025
8609 Filled	5/3/2025
8609 Returned	10/30/2025
FHLB AHP Payment	3/4/2026

To Be Determined Replacement Project	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Income															
Rent Subtotal	\$459,648	\$468,841	\$478,218	\$487,782	\$497,538	\$507,489	\$517,638	\$527,991	\$538,551	\$549,322	\$560,308	\$571,515	\$582,945	\$594,604	\$606,496
Less Vacancy	(\$22,982)	(\$23,442)	(\$23,911)	(\$24,389)	(\$24,877)	(\$25,374)	(\$25,882)	(\$26,400)	(\$26,928)	(\$27,466)	(\$28,015)	(\$28,576)	(\$29,147)	(\$29,730)	(\$30,325)
Gross Income	\$436,666	\$445,399	\$454,307	\$463,393	\$472,661	\$482,114	\$491,756	\$501,592	\$511,623	\$521,856	\$532,293	\$542,939	\$553,798	\$564,874	\$576,171
Operating Expenses															
Management Fee	\$36,772	\$37,875	\$39,011	\$40,182	\$41,387	\$42,629	\$43,907	\$45,225	\$46,581	\$47,979	\$49,418	\$50,901	\$52,428	\$54,001	\$55,621
Admin/Office Salaries and Benefits	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857	\$15,302	\$15,761	\$16,234	\$16,721	\$17,223	\$17,740	\$18,272	\$18,820	\$19,385	\$19,966
Property Manager	\$14,080	\$14,502	\$14,937	\$15,386	\$15,847	\$16,323	\$16,812	\$17,317	\$17,836	\$18,371	\$18,922	\$19,490	\$20,075	\$20,677	\$21,297
Office Supplies	\$18,700	\$19,261	\$19,839	\$20,434	\$21,047	\$21,678	\$22,329	\$22,999	\$23,689	\$24,399	\$25,131	\$25,885	\$26,662	\$27,462	\$28,285
Legal & Audit	\$11,704	\$12,055	\$12,417	\$12,789	\$13,173	\$13,568	\$13,975	\$14,394	\$14,826	\$15,271	\$15,729	\$16,201	\$16,687	\$17,188	\$17,703
Advertising & Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities- Common Area	\$12,760	\$13,143	\$13,537	\$13,943	\$14,361	\$14,792	\$15,236	\$15,693	\$16,164	\$16,649	\$17,148	\$17,663	\$18,193	\$18,738	\$19,301
Utilities- Apartments	\$31,856	\$32,812	\$33,796	\$34,810	\$35,854	\$36,930	\$38,038	\$39,179	\$40,354	\$41,565	\$42,812	\$44,096	\$45,419	\$46,782	\$48,185
Water & Sewer Operating	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857	\$15,302	\$15,761	\$16,234	\$16,721	\$17,223	\$17,740	\$18,272	\$18,820	\$19,385	\$19,966
Maintenance Salaries and Benefits	\$14,520	\$14,956	\$15,404	\$16,174	\$16,983	\$17,832	\$18,724	\$19,660	\$20,643	\$21,675	\$22,759	\$23,897	\$25,092	\$26,347	\$27,664
Maintenance Supplies	\$52,800	\$54,384	\$56,016	\$58,816	\$61,757	\$64,845	\$68,087	\$71,492	\$75,066	\$78,819	\$82,760	\$86,898	\$91,243	\$95,806	\$100,596
Trash Removal	\$5,104	\$5,257	\$5,415	\$5,577	\$5,745	\$5,917	\$6,094	\$6,277	\$6,466	\$6,660	\$6,859	\$7,065	\$7,277	\$7,495	\$7,720
Elevator/HVAC Maintenance	\$9,680	\$9,970	\$10,270	\$10,578	\$10,895	\$11,222	\$11,558	\$11,905	\$12,262	\$12,630	\$13,009	\$13,399	\$13,801	\$14,215	\$14,642
Pest Control	\$5,280	\$5,438	\$5,602	\$5,770	\$5,943	\$6,121	\$6,305	\$6,494	\$6,689	\$6,889	\$7,096	\$7,309	\$7,528	\$7,754	\$7,986
Grounds/Landscaping	\$8,140	\$8,384	\$8,636	\$8,895	\$9,162	\$9,436	\$9,720	\$10,011	\$10,312	\$10,621	\$10,939	\$11,268	\$11,606	\$11,954	\$12,312
Painting and Decorating	\$11,440	\$11,783	\$12,137	\$12,501	\$12,876	\$13,262	\$13,660	\$14,070	\$14,492	\$14,927	\$15,374	\$15,836	\$16,311	\$16,800	\$17,304
Security Contract	\$12,760	\$13,143	\$13,537	\$13,943	\$14,361	\$14,792	\$15,236	\$15,693	\$16,164	\$16,649	\$17,148	\$17,663	\$18,193	\$18,738	\$19,301
Real Estate Tax Operating Expense	\$20,000	\$20,600	\$21,218	\$636.54	\$656	\$675	\$696	\$716	\$738	\$760	\$783	\$806	\$831	\$855	\$881
Insurance	\$14,960	\$15,409	\$15,871	\$16,347	\$16,838	\$17,343	\$17,863	\$18,399	\$18,951	\$19,519	\$20,105	\$20,708	\$21,329	\$21,969	\$22,628
24/7 Front Desk	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	(\$318,792)	(\$328,356)	(\$338,206)	(\$328,563)	(\$339,920)	(\$351,692)	(\$363,896)	(\$376,549)	(\$389,669)	(\$403,273)	(\$417,381)	(\$432,013)	(\$447,189)	(\$462,932)	(\$479,263)
Net Operating Income	\$117,874	\$117,043	\$116,101	\$134,830	\$132,741	\$130,422	\$127,860	\$125,042	\$121,954	\$118,583	\$114,912	\$110,926	\$106,608	\$101,942	\$96,908
Less Replacement Reserves	(\$16,800)	(\$17,304)	(\$17,823)	(\$18,358)	(\$18,909)	(\$19,476)	(\$20,060)	(\$20,662)	(\$21,282)	(\$21,920)	(\$22,578)	(\$23,255)	(\$23,953)	(\$24,671)	(\$25,412)
Asset Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Income Before Debt Service	\$101,074	\$99,739	\$98,278	\$116,472	\$113,833	\$110,946	\$107,800	\$104,380	\$100,673	\$96,662	\$92,334	\$87,671	\$82,655	\$77,270	\$71,497
Less Annual Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Flow After Debt Service	\$101,074	\$99,739	\$98,278	\$116,472	\$113,833	\$110,946	\$107,800	\$104,380	\$100,673	\$96,662	\$92,334	\$87,671	\$82,655	\$77,270	\$71,497
Deferred Dev. Fee	\$267,667	\$166,594	\$66,854	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid Developer Fee	\$101,074	\$99,739	\$66,854	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Developer Fee Balance	\$166,594	\$66,854	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Reserve	\$252,000	\$257,040	\$262,181	\$267,424	\$272,773	\$278,228	\$283,793	\$289,469	\$295,258	\$301,163	\$307,187	\$313,330	\$319,597	\$325,989	\$332,509
	1.30	1.29	1.28	1.34	1.32	1.30	1.28	1.26	1.24	1.23	1.21	1.19	1.18	1.16	1.14
Rent Assumptions	Rent	Units	BRs												
Rent Income for Year 2016	\$ 912	42	1 BR												
Vacancy Rate	5%														
Rent Increases (Annual Increase)	2%														
Expense Assumptions															
Management Fee (of Total Revenue)	8.5%														
Replacement Reserve	\$350 /Unit														
All Other Expenses	3%														
Maintenance Increase Year 4 onward	5%														

d) Annual services budget and budget narrative

To Be Determined Replacement Project
Service Budget

SERVICE INCOME

42							
Source	Amount		Amount/Unit	Amount/RBL Unit	Comments		
HUD SHP	\$	274,127	\$	6,527	\$	5,483	New Bonus
ADAMH Funding	\$	-	\$	-	\$	-	To be applied for
Medicare and Medicaid	\$	30,657	\$	730	\$	613	Reimbursebent for Mental Health Services and Outpatient Health
CSB Funding	\$	-	\$	-	\$	-	
Misc. Sources	\$	68,532	\$	1,632	\$	1,371	
TOTAL	\$	373,316	\$	8,888	\$	7,466	

SERVICE EXPENSES

Item	Cost		Cost/Unit	FTE	Assumptions and Comments
Annual Assessment of Service Needs	\$	15,376	\$	366	Non-staff/ non-transportation direct expenses
Assistance with Moving Costs	\$	-	\$	-	
Case Management	\$	63,750	\$	1,518	1 FTE engagement staff (\$19/hr) and 0.2 FTE team leader
Child Care	\$	-	\$	-	1.2 (\$26/hr) + 25% benefits
Education Services	\$	-	\$	-	
Employment Assistance and Job Training	\$	19,500	\$	464	0.4 Employment Coordinator (@ \$19/hr + 25%)
Housing Search and Counseling Services	\$	-	\$	-	
Legal Services	\$	-	\$	-	
Life Skills Training	\$	-	\$	-	
Mental Health Services	\$	26,200	\$	624	0.5 # Engagement Specialist @ \$19/hr + 25%
Outpatient Health Services	\$	32,240	\$	768	Nurse Practioner (\$22/hr) 0.2 FTE and Med Clerk (\$17/hr) 0.2
Outreach Services	\$	-	\$	-	0.4 FTE+ 25%
Substance Abuse Treatment	\$	25,000	\$	595	0.5 # Engagement Specialists @ \$19/hr + 25%
Transportation	\$	1,250	\$	30	Staff transportation plus bus passes
Utility Deposits	\$	-	\$	-	
Indirect Costs	\$	25,000	\$	595	
Front Desk Staff	\$	165,000	\$	3,929	4.5
TOTAL	\$	373,316	\$	8,888	7.5

To Be Determined Replacement Project
Service Proforma

	1*		2*		3		4		5		6		7		8		9		10	
Service Revenues																				
HUD SHP	\$	274,127	\$	274,127	\$	274,127	\$	274,127	\$	274,127	\$	274,127	\$	274,127	\$	274,127	\$	274,127	\$	274,127
ADAMH Funding	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Medicaid and Medicare	\$	-	\$	22,993	\$	30,657	\$	30,657	\$	30,657	\$	30,657	\$	30,657	\$	30,657	\$	30,657	\$	30,657
CSB Funding	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Misc Sources*	\$	99,189	\$	83,662	\$	83,614	\$	91,382	\$	99,305	\$	107,387	\$	115,630	\$	124,039	\$	132,615	\$	141,363
TOTAL	\$	373,316	\$	380,782	\$	388,398	\$	396,166	\$	404,089	\$	412,171	\$	420,414	\$	428,823	\$	437,399	\$	446,147

*Medicaid billing requires CARF and OHMAS certifications, therefore assumed no Medicaid funding for first 15 months.

Service Expenses

Annual Assessment of Service Needs	\$	15,376	\$	15,684	\$	15,997	\$	16,317	\$	16,643	\$	16,976	\$	17,316	\$	17,662	\$	18,015	\$	18,376
Assistance with Moving Costs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Case Management	\$	63,750	\$	65,025	\$	66,326	\$	67,652	\$	69,005	\$	70,385	\$	71,793	\$	73,229	\$	74,693	\$	76,187
Child Care	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Education Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Employment Assistance and Job Training	\$	19,500	\$	19,890	\$	20,288	\$	20,694	\$	21,107	\$	21,530	\$	21,960	\$	22,399	\$	22,847	\$	23,304
Housing Search and Counseling Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Legal Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Life Skills Training	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Mental Health Services	\$	26,200	\$	26,724	\$	27,258	\$	27,804	\$	28,360	\$	28,927	\$	29,505	\$	30,096	\$	30,697	\$	31,311
Outpatient Health Services	\$	32,240	\$	32,885	\$	33,542	\$	34,213	\$	34,898	\$	35,596	\$	36,307	\$	37,034	\$	37,774	\$	38,530
Outreach Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Substance Abuse Treatment	\$	25,000	\$	25,500	\$	26,010	\$	26,530	\$	27,061	\$	27,602	\$	28,154	\$	28,717	\$	29,291	\$	29,877
Transportation	\$	1,250	\$	1,275	\$	1,301	\$	1,327	\$	1,353	\$	1,380	\$	1,408	\$	1,436	\$	1,465	\$	1,494
Utility Deposits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Indirect Costs	\$	25,000	\$	25,500	\$	26,010	\$	26,530	\$	27,061	\$	27,602	\$	28,154	\$	28,717	\$	29,291	\$	29,877
Front Desk	\$	165,000	\$	168,300	\$	171,666	\$	175,099	\$	178,601	\$	182,173	\$	185,817	\$	189,533	\$	193,324	\$	197,190
TOTAL	\$	373,316	\$	380,782	\$	388,398	\$	396,166	\$	404,089	\$	412,171	\$	420,414	\$	428,823	\$	437,399	\$	446,147

Expense Inflation 2%

14. Status of Other Funds

A. Capital and Development Costs

Funding Source	Program	Type	Amount	Status	Amount/ Unit	% of TDC
HUD SHP New Bonus Funds	SHP Capital	Grant	\$ 250,000	Apply in October 2022	\$ 5,952	2%
Ohio Housing Finance Agency	HDAP	Grant	\$ 300,000	Applied Feb 2022	\$ 7,143	3%
City of Columbus	GO Bonds or HOME	Loan	\$ 500,000	Applied Jan 2022	\$ 11,905	5%
Franklin County	HOME	Loan	\$ 250,000	To be applied for June 2022	\$ 5,952	2%
AHTF	Capital	Loan	\$ -	Requested Jan 2022	\$ -	0%
OHFA/OCCH	LIHTC	Equity	\$ 8,780,001	Applied Feb 2022	\$ 209,048	82%
Community Housing Network	Deferred Dev Fees	CF Loan	\$ 267,667	Not committed	\$ 6,373	2%
Federal Home Loan Bank	AHP	Grant	\$ 400,000	To be applied for in July 2022	\$ 9,524	4%
Donations		Grant	\$ 1,000		\$ 24	0%
Total			\$ 10,748,668		\$ 255,921	100%

B. Operations

Funding Source	Program	Type	Units	Amount	Status	Amount/ Unit	% of Income
HUD/CMHA	Mainstream	HCV	9	\$ 98,496	Commitment	\$ 10,944	22%
HUD/CofC	Project based Rental Assistance	New Request October 2020	32	\$ 350,208	Commitment	\$ 10,944	78%
Total			41	\$ 448,704			

C. Services

Funding Source	Program	Type	Amount	Status	Amount/ Unit	% of Services
New Bonus HUD/CoC	SHP Services	Grant	\$ 274,127	New Bonus request 2022	\$ 6,527	73%
ADAMH Funding	County Levy Funds	Grant	\$ -	To be requested	\$ -	0%
Medicaid and Medicare		Reimbursement	\$ 30,657		\$ 730	8%
CSB Sources		Grant	\$ -		\$ -	0%
Misc.	TBD	TBD	\$ 68,532		\$ 1,632	18%
Total			\$ 373,316		\$ 8,888	

Yolanda Bolden
Diff-Ability Services
614-329-8511
diffabilityservices1@gmail.com

04/14/2022

Heather Notter
Community Shelter Board
hnotter@csb.org
Dear Ms. Notter

My name is Yolanda Bolden, and I am the founder and director at Diff-Ability Services. Our organization has been around for 10 years, and we focus on to Empower and prevent homelessness among people and families of people with disabilities. *Contributing positively to the environment.* and the community Throughout our time as a renowned organization, we try to provide the following services:

- Basic Center Program. ...
- Transitional Living Program
- Street Outreach Program.
- Homeless prevention services that may include
- Self-Care
- Housing & Shelter
- Budgeting
- Social Inclusion

We are seeking funding for our upcoming project, the House Us Too (H.U.T.) project, which centers on provide homeless prevention and rapid rehousing, outreach, programs & services to people with disabilities, including family of people with diffabilites. This includes youth aging out of foster care, youth who have been emancipated. Sex and domestic violence survivors and veterans.

In our preliminary research over the past ten years, we discovered that homelessness among people with disabilities, seems to be more talked about but, no one is taking much action on providing emergency, rapid, permanent housing to this target audience. We have learned that for every ten apartments built, only one of those may be ADA compliant. There are not enough safe, affordable, accessible stable housing, let alone enough permanent or emergency housing or services.

Funding for this project is essential because for the last three years the director has paid for homeless prevention services from her own pocket. Now the agency is aware that there is funding to assist in providing services, programs and housing for the target audience, it is even more crucial to make the same access to persons with a disability the same as those who do not have a Diffability. Funding will allow more people with disabilities to find rapid, permanent housing and even allowing them to become home owners. Comprehensively, we are seeking funding (amount can be found in the organizations five-year strategic plan). This financial support will allow us to the opportunity to not only provide homeless prevention services, but it will allow DS, to make their vision of people with diffabilites to gain access to permanent housing becoming home owners of tiny homes that will be fully ADA compliant. DS will have the ability to hire staff to make this vision a reality. Funding will also allow DS to provide more

emergency funding for motels when access to permanent housing may not be available in a time of crisis.

If we were to receive funding, our project housing assistance for homeless persons with disabilities, reduces crime, reduces the likelihood that they will become homeless again, improves health and increases employment. Individuals who might benefit from your funding include people with disabilities, families of people with disabilities, including youth aging out of foster care, youth who have been emancipated, domestic and sex trafficking survivors. This is important because the target audience struggles enough trying to find permeate housing or housing resources that leaves them vulnerable to negative outcomes of being homeless.

Diff-Ability Services, is passionate about addressing this problem. We understand how meaningful this project can be in helping others to live as independent as possible in their communities. I would like to thank you for your consideration throughout this process and for providing organizations like ours with opportunities to provide more housing options for people with disabilities.

Thank you

Sincerely,

Diff-Ability Services
Yolanda Bolden
Founder/Director
614-329-8511
Diffabilityservices1@gmail.com

Columbus and Franklin County Continuum of Care

Project Development Process

Concept Paper

Describe the organization(s) that will implement the housing project, high level funding objectives, the population to be served, and the services that will be provided. The Concept Paper does not need to identify a specific housing site, unless one has already been identified for site-based permanent supportive housing. Present the required information in a narrative, which should not exceed seven pages (the seven page limit does not include the attachments listed below and in Section 9). Prior to submitting a concept paper, review the Information Packet and other related materials on CSB's website [here](#).

Submit the Concept Paper using the forms provided. Do not add pages or attachments not specifically requested. Applicants are required to submit:

- 1) Cover Sheet and Authorization Form
- 2) Concept Paper
- 3) Documentation for a new Lead Organization¹ (attachments)
 - < 501(c) 3 letter from IRS
 - < Registration with Ohio Secretary of State
 - < Board of Trustees roster with employers, relevant experience and tenure with the Board
 - < Most recent audit and 990

Submission Procedure

Project Concepts are accepted year-round. Submit Concept Papers to Heather Notter (hnotter@csb.org).

Concept Paper Selection and Approval Process

Community Shelter Board (CSB) staff will review Concept Papers and evaluate the capacity and track record of the applicant and the eligibility and appropriateness of the project to participate in the community's housing development process. If the project seems viable enough to move forward, CSB will present the information to the Continuum of Care (CoC) for formal approval.

Organizations that are selected will be informed in writing. Comments and questions regarding the project generally will be included in the letter of acceptance or CoC resolution. Once a concept has been approved, the agency has 90 days to submit a more detailed project plan, or a Continuum of Care (CoC) project application, if applicable, according to CoC deadlines. Organizations not selected will receive the rationale in writing. Selection of an applicant's Concept Paper for further development does not guarantee funding of the final project.

Contact Heather Notter at hnotter@csb.org or 614-715-2542 with any questions.

¹ Not required for existing housing sponsors.

Permanent Supportive Housing or Rapid Re-Housing

Concept Paper Submission

Submission should not exceed 7 pages, excluding required attachments listed in Section

1. Agency and Project Information	
Project Title: House Us Too (H.U.T) Project Project	
Lead Organization (project sponsor):	
Mailing Address: 1042 S. James Rd, Columbus, Ohio 43227	
Contact person: Yolanda Bolden	
Telephone: 614-329-8511	Fax: E-Mail: 1diffability@gmail
If you are submitting a project on behalf of a group of agencies/organizations, list any agencies you intend to propose as sub-recipients or subcontractors. Through It All	
2. Authorization	
<i>Acting as a duly authorized representative, I hereby affirm that the governing body of the below named organization has reviewed and accepts all the guidelines, requirements and conditions described in the Project Development Process Information Packet, and wishes to be considered for financial assistance.</i>	
Lead Organization: Diff=Ability Services	Date: 04/10/2022
Authorized Signature:	
Name/Title: Yolanda Bolden Executive Director	
Co-Applicant Organization: Through IT All	Date:
Authorized Signature:	
Name/Title: Khadeisha Cox	
Co-Applicant Organization:	Date:
Authorized Signature:	
Name/Title:	

3. Description & Experience of Applicant Organization(s)		
Answer each of the questions below. Answer the questions for all agencies involved in the project. <i>Agencies that have a current contract with CSB do not need to complete this section. However, if the proposed partners are not currently funded by CSB, provide answers to these questions for the proposed partners.</i>		
A) Are you an incorporated non-profit organization and have you received IRS 501(c)3 status?	Yes √	No
B) How many years has the lead agency been in existence?	10	
C) If there are other agencies involved with the project, how many years has each of them been in existence?	6mon ths	
D) List the agency's total annual budget for the current fiscal year.	0	

If you are not currently providing housing for formerly homeless individuals, address the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit.

<p>1. Describe the agency's mission and purpose and explain how the proposed project is consistent with the agency's mission. Mission: To Empower and prevent homelessness among. people and families of people with disabilities. <i>Contributing positively to the environment.</i> and the community</p> <p>Purpose. is to provide homeless prevention and rapid rehousing along with homeless prevention and outreach, programs & services to people with disabilities, including family of people with diffabilites. This includes youth aging out of foster care, youth who have been emancipated. Sex and domestic violence survivors and veterans.</p>
<p>Describe the agency's principal programs and services DS will offer emergency rapid, permanent housing. Along with the following housing services.</p> <p>Basic Center Program. ...</p> <p>Transitional Living Program</p> <p>Street Outreach Program.</p> <p>Homeless prevention services that may include</p> <p>Self-Care</p> <p>Housing & Shelter</p> <p>Budgeting</p> <p>Social Inclusion</p> <p>Referrals for primary health care, job training, educational services, and housing</p> <p>Housing services as specified in Section 522(b)(10) of the Public Health Service Act</p>
<p>E) Describe the number and type of staff the agency employs. There are two staff members. The executive director and the housing coordinator,</p>

F) Describe the agency's experience providing services for the target population or other special needs populations
For the past ten years DS has assisted individuals with advocacy, independent living training, rental, utility, and other assistance needed to live independently in their communities.
G) Describe the agency's experience providing housing for the target population or other special needs populations.
DS provides financial assistance to their targeted population, for emergency, rapid housing.
H) Describe the agency's experience working with neighbors of other developments.
DS has surveyed prospective sites for housing and spoke with residents to ensure they back the organization's mission of providing rapid and emergency housing to persons with disabilities. They agree that having housing in their neighborhood will bring more of a diverse neighborhood and may allow their property value to rise.
I) List the agency's key accomplishments from the past three years.
J) For the past three years Diffability Services has provided homeless prevention services to people with a Diffability. We have assisted fifty-one individuals and families in preventing homelessness by assisting with rental, emergency housing at motels, utility, food and other services that kept them from living on the streets. The organization does not have funding and the executive director pays out of her own bank account, to ensure people with disabilities have access to the same housing opportunities as those without a Diffability. While preventing them from becoming homeless.

4. Proposed Housing Model

Check the box that matches the type of housing for which you are seeking funding.

<input checked="" type="checkbox"/>	Multiple Buildings, Multiple Sites	<input checked="" type="checkbox"/>	Permanent Supportive Housing
<input type="checkbox"/>	Multiple Buildings, Single Site	<input checked="" type="checkbox"/>	Rapid Re-Housing
<input checked="" type="checkbox"/>	Single Building		
<input checked="" type="checkbox"/>	Shared Housing		

5. Type of Development

Check the box that best describes the type of development you are proposing.

<input checked="" type="checkbox"/>	Construction of a new building
<input type="checkbox"/>	Rehabilitation of an existing building
<input type="checkbox"/>	Leasing an existing building or units

6. Project Description

Please use only the space provided below.

- A. What is the total number of proposed units in the project? How many units will you designate for people experiencing homelessness? How many units for other populations, if applicable? The goal is to build four to six units per year. All will be for the targeted population who are homeless or facing homelessness. People with disabilities have first priority access to housing and services.
- B. Describe the general development timeline
- C. , if applicable.
- D. List anticipated sources of capital funding, if applicable, and the projected capital request for funding from the CoC. Projects for Assistance in Transition from Homelessness (PATH)
- E. **List anticipated sources of operations funding (including rent subsidies). Describe Columbus** Metropolitan Housing Authority's (CMHA) involvement and commitment in the project, if any. If CMHA will not be involved, describe future operational sustainability. CMHA partnership is in process. Pathways, The Columbus Foundation, United Way & the city of Columbus.
- F. List anticipated sources of services funding and projected services request for funding from the CoC. Rental Assistance (24 CFR 578.51); Supportive Services (24 CFR 578.53); and HMIS (24 CFR 578.57). Assessment of Service Needs **2.** Assistance with Moving Costs **3.** Case Management **4.** Child Care **5.** Education Services **6.** Employment Assistance **7.** Food **8.** Housing/Counseling Services **9.** Legal Services **10.** Life Skills **11.** Mental Health Services **12.** Outpatient Health Services **13.** Outreach Services **14.** Substance Abuse Treatment Services **15.** Utility Deposits **16.** Operating Cost*
- G. Describe the target population, including their anticipated needs.
After years of research Diff-Ability Services has identified that persons with disabilities or family of persons with disabilities populations, and particularly those who are homeless and at-risk of becoming homeless, require a rich array of support services to help them maintain stable housing, to achieve their life goal of independence, and to grow and thrive towards greater self-determination and self-sufficiency. Diff-Ability Services has researched projects with populations that are like the H.U.T project and consulted with experts in the field of supportive and emergency housing to arrive at the following description of the expected service needs of the target populations. Rapid and emergency housing is needed most. Followed by the need for adequate clothing, household supplies and meals. The need for access to dental, medical and health care service The need for substance treatment are the top priority needs for the targeted population.

7. Supportive Service Plan

Answer the following questions. The answers may exceed the space provided, but the overall application may not exceed the seven-page limit. Please note that, at a minimum, services must address service coordination within the community, linkage with benefits, employment and treatment linkages, as well as any other proposed relevant services.

Describe the supportive services the project will directly provide to address the target population's needs. Socialization & Community Re Engagement

- Recreation & Community activities that appeal and engage residents
- Assist in finishing their education
- Workforce development
- Develop work skills
- Independent living skills training
- Assessment and referral
- Case management
- Life skills training
- Education enrichment
- Health care education
- Employment services
- Recovery support
- Financial management assistance
- Housing retention/eviction prevention planning

Describe the services that existing community service providers will provide.

- Case management
- Health care services
- Construction & zoning
- Recovering Support

8. Co-Applicants

A. Identify the role of each project partner, if applicable.

Through IT All will provide items such as:

Laundry Detergent

- Toilet Paper
- Soap (bar or liquid)
- Hand Soap or Body Soap
- Shampoo
- Dawn Dish Soap
- Size 4, 5, 6 diapers
- Baby Wipes
- Canned Vegetables
- Cereal
- Peanut Butter
- Canned Fruit

Personal Items

- Toilet Paper
- Shampoo
- Soap
- Deodorant
- Toothpaste
- Toothbrushes
- Feminine Hygiene Products

- Razors
- Adult Incontinence Items

XYZ Professionals partnership is still in process. XYZ Properties has agreed to provide proposals for design services for developing housing prototypes and for providing the construction documents for Diff-Ability Services emergency housing.

A. Describe each co-applicant/project partner's financial commitment. None

9. Required Documentation

Attach the following documents to the concept paper prior to submission. This section is not required if the lead agency is already a funded CSB partner agency.

	501 (c) 3 letter from the IRS
	Registration with the Ohio Secretary of State
	Current Board roster with employers, relevant experience and tenure with the Board
	Most recent audit
	Most recent 990

**Columbus and Franklin County, Ohio
Continuum of Care**

**Resolution to Approve Prioritization of New Permanent Housing Projects
for the 2022 Continuum of Care Competition and New Projects Moved to the Project
Plan Phase**

WHEREAS, the Continuum of Care (CoC) may have the opportunity to apply for an undetermined amount of renewable new CoC funding, depending on the FY22 HUD CoC Notice of Funding Availability. If awarded, these funds would likely be available July 1, 2023 and could only be used for new permanent supportive housing (PSH) or rapid re-housing (RRH) projects;

WHEREAS, N^^ Berwyn East Place received Ohio Housing Finance Agency (OHFA) tax credits for an 88-unit project, and the project is requesting services funding through the FY22 CoC Competition;

WHEREAS, CHN Poplar Fen received 2022 OHFA tax credits, and the 44-unit project is requesting capital and services funding through the FY22 CoC Competition;

WHEREAS, Homefull submitted a Concept Paper in April 2022 for a 70-unit hotel/motel PSH project, and is requesting 2023 OHFA prioritization and services funding through the FY22 CoC Competition;

WHEREAS, Diff-ability Services submitted a Concept Paper in April 2022 for the House Us Too (H.U.T.) new development project, PSH units designated for persons with disabilities, including families of people with disabilities; the project is requesting capital and services funding through the FY22 CoC Competition;

WHEREAS, Beacon Communities LLC submitted a Concept Paper in April 2022 for the 80 S. 6th Street rehabilitation project, a 75-unit project, 45 of which will be designated for individuals and families experiencing homelessness; the project is requesting services funding for the FY22 CoC Competition;

WHEREAS, CHN submitted a Concept Paper for a 41-unit CHN Replacement Project, and is requesting 2023 OHFA prioritization and capital and service funding through the FY23 CoC Competition;

WHEREAS, the CoC Board recommends that the following projects submit a Project Plan as a next step in the development of the proposed PSH project, for the CoC Board and CoC consideration:

Project Name
Homefull Hotel/Motel PSH
CHN Replacement Project
Beacon Communities 80 S. 6 th Street

WHEREAS, the CoC Board recommends that the CoC approve the following proposals and prioritizations for the FY22 CoC competition and requests CoC applications up to the available FY22 CoC Bonus funding:

Project Name	Priority
N^^ Berwyn East Place	1
CHN Poplar Fen Place	2
Homefull Hotel/Motel PSH	3
Beacon Communities 80 S. 6 th Street	4
Diff-ability Services House Us Too (H.U.T.)	Not Ranked

THEREFORE, be it resolved the CoC requests that the following projects submit a Project Plan as a next step in the development of the proposed PSH project, for the CoC Board and CoC consideration:

Project Name
Homefull Hotel/Motel PSH
CHN Replacement Project
Beacon Communities 80 S. 6 th Street

THEREFORE, be it resolved that the CoC approves the following proposals and prioritizations for the FY22 CoC competition and requests CoC applications up to the available FY22 CoC Bonus funding.

Project Name	Priority
N^^ Berwyn East Place	1
CHN Poplar Fen Place	2
Homefull Hotel/Motel PSH	3
Beacon Communities 80 S. 6 th Street	4
Diff-ability Services House Us Too (H.U.T.)	Not Ranked

Approved by voice vote.

Witnessed by:

Michelle Heritage, Interim Chair

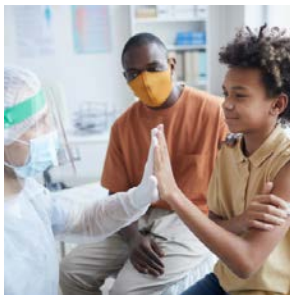
Date

A Place to Call Home

A framework for action to address homelessness in Columbus and Franklin County, Ohio

Columbus and Franklin County Continuum of Care
COMMUNITY SUMMARY • May 2022

A Place to Call Home is a strategic framework that articulates our community's vision for making sure everyone has a place to call home. This is a framework for action that includes goals tailored to all populations facing homelessness served by our system of care. The goals are aligned with broader community work already underway. Goals also align with HUD performance measures to address homelessness and include priority strategies for action.



GOAL

Homelessness is prevented.
**If it can't be prevented, it's rare,
brief, and one time.**



The vision and related goals in this framework serve as a fixed point on the horizon – a common direction for our efforts to continually improve and optimize our response to homelessness in Columbus and Franklin County. While we expect the vision and goals to remain relatively constant over time, strategies may change as they are achieved or when there is need to modify them based on lessons learned, changing conditions, or capacity to act. Our community's Continuum of Care and Community Shelter Board will work with partners to annually update the strategies in the framework and periodically revisit our goals as we learn and develop more effective and systemic solutions to housing crises and homelessness.

AFFORDABLE HOUSING

Our system of care is a housing stabilization and rehousing system and is greatly affected by the lack of deeply affordable housing in the community. This lack of affordable housing is at a crisis point. Community Shelter Board will continue to advocate for affordable housing as well as work for new and innovative options to increase this housing supply.

EQUITY

A new position was created this year, a Director of Diversity, Equity & Inclusion, to lead these efforts in *A Place to Call Home*, to support our partners and continue to call attention to the disproportionate number of persons of color who experience homelessness in our community. Community Shelter Board is deeply committed to equity in all the work we do.

POPULATIONS SERVED

This plan includes services to all populations served by our system of care.

	GOAL	EXTERNAL ACTIONS outside CSB system CSB will:	INTERNAL ACTIONS within CSB system
1	Strengthen partner workforce capacity	<ul style="list-style-type: none"> • Link with community organizations & job boards to share system-wide job postings • Develop a marketing campaign to reach a broader audience about the benefits of mission-focused work • Recruit from out-of-town and out-of-state universities and social work programs; consider pilot with one out-of-town university 	<ul style="list-style-type: none"> • Continue training opportunities for partners and community on 'big picture' topics (trauma-informed care, housing first, harm reduction, system 101, etc.), • Utilize partner training expertise on topics such as HIV 101, working with LGBTQI clients, drug & alcohol and behavioral health trainings, trauma-informed engagement with domestic violence survivors, etc. • Provide learning exchanges for partners
2	Decrease in alcohol, drug, & mental health incidents in congregate settings & permanent supportive housing	<ul style="list-style-type: none"> • Implement Crisis Intervention Specialists initiative • Ensure stable, continued funding beyond 2024 	<ul style="list-style-type: none"> • Partner guidance in Strategic Leadership & Curriculum Committees; evaluation expertise from partners, ADAMH & CSB • Engage Citizens Advisory Council and Youth Action Board for feedback
3	Advance equity	<ul style="list-style-type: none"> • Racism and homelessness education in the community 	<ul style="list-style-type: none"> • Implement race & equity trainings for partners and community • Provide cultural competency training for partners and community • Provide best practices in hiring for partners • Ensure housing outcomes are equitable and take measures to address when appropriate
4	Improve diversion & prevention to reduce number of people experiencing homelessness (HUD measure 5)	<ul style="list-style-type: none"> • Form strategic partnerships for eviction prevention to create a prioritized pathway for those recently exiting homelessness to access emergency rental assistance • Initiate conversations about single adult needs 	<ul style="list-style-type: none"> • Leverage relationships and expertise from community partners to focus on legal and prevention resources, trainings for landlords, property managers, and partners • Homelessness Prevention Network
5	Decrease length of stay in shelter (HUD measure 1)	<ul style="list-style-type: none"> • Expedite processes to reduce the time it takes to acquire state ID or driver's license, birth certificate and social security card • Increase landlords that will work with client barriers and accept 3rd party payments • Continue advocacy for deeply affordable housing in the community • Home4Good Landlord Initiative 	<ul style="list-style-type: none"> • Reexamine frequency and process of re-assessing housing plans and shelter eligibility • Support rapid re-housing: <ul style="list-style-type: none"> ○ Reduce referral time from shelter to rapid re-housing ○ Expedite engagement time after rapid re-housing referral ○ Function at full capacity ○ Support communication between shelter and rapid re-housing ○ Emphasize Housing First for all
6	Decrease recidivism back into shelter or unhoused location (HUD measure 2)	<ul style="list-style-type: none"> • Continue to develop partnerships in the community to support housing stability for families, youth, & single adults 	<ul style="list-style-type: none"> • Value client expertise and partner guidance to develop practical information and resources that will support clients in housing stability and prevent return to experiencing homelessness whenever possible
7	Increased earned & non-employment cash income for those in shelter, those leaving shelter, & those in housing (HUD measure 4)	<ul style="list-style-type: none"> • Embed workforce development specialists, including job coaching, on-site where not already present • Continue work of Employment Pilot to create incentivized pathways to engage in workforce development outside of shelter 	<ul style="list-style-type: none"> • Further use of SOAR system-wide for clients to access benefits

		<ul style="list-style-type: none"> Utilize new Social Security Administration Vulnerable Populations program for clients to apply for benefits. 	
8	Increase permanent housing placements from shelter HUD measure 7)	<ul style="list-style-type: none"> Identify strategic partner that will own or master lease affordable housing properties dedicated to the clients we serve Motel to permanent supportive housing conversion Increase shared living options Leverage new Multi-System Adult Initiative in the ADAMH system 	<ul style="list-style-type: none"> Better target permanent supportive housing and rapid rehousing services
9	Increase permanent housing placements from outreach (HUD measure 7)	<ul style="list-style-type: none"> Establish re-housing pathways for those cycling in and out of other systems (jail, hospitals, mental health settings, etc.) Expand collaborative street outreach team Leverage new Multi-System Adult Initiative in the ADAMH System 	<ul style="list-style-type: none"> Implement best practices in street outreach to support re-housing for community members experiencing unsheltered homelessness

With the right resources and community support, we can achieve the goal of preventing homelessness whenever possible, or otherwise ensuring it is rare, brief, and one time. Our local experience and the experience of other communities demonstrate that a comprehensive, effective, and efficient response to homelessness is possible when we act collectively to accomplish a shared vision.

Collective input for collective impact

Community Shelter Board convened stakeholders from across the community to establish the framework and strategies:

- ADAMH
- Columbus and Franklin County Continuum of Care members
- Columbus Metropolitan Housing Authority
- CSB's board of trustees
- Franklin County Children Services
- Franklin County Justice Policy and Programs
- Franklin County Office on Aging
- Social Security Administration
- Workforce Development Board of Central Ohio
- corporate and philanthropic partners
- criminal justice
- faith-based community
- homeless assistance agencies healthcare
- local governments
- neighborhood and family service providers
- people who have experienced homelessness
- providers serving youth, veterans, victims and survivors of domestic violence and workforce development

In addition, ongoing collaboration meetings are held regularly to best serve clients:

- [expectant mothers](#) (collaborative meetings with Celebrate One & community partners)
- [families with children](#) (Family Systems Operations Workgroup & Case Conferences)
- [people at risk of homelessness](#) (Prevention Operations Workgroup & Case Conferences)
- [single adults & people experiencing chronic homelessness](#) (Adult Systems Operations Workgroup & Case Conferences)
- [survivors of domestic violence](#) (Domestic Violence System Coordination Meeting)
- [veterans](#) (Veterans System Operation Workgroup & meetings with Veterans Service Commission)
- [youth](#) (Youth Case Conference & Youth Committee Meeting)

Community Shelter Board leads a coordinated, community effort to make sure everyone has a place to call home. CSB is the collective impact organization driving strategy, accountability, collaboration, and resources to achieve the best outcomes for people facing homelessness in Columbus and Franklin County. With the support of a compassionate community, our system of care served more than 15,000 people last year with homelessness prevention, shelter, street outreach, rapid re-housing, and permanent supportive housing.

Community Shelter Board is funded by the City of Columbus, the Franklin County Board of Commissioners, the United Way of Central Ohio, The Columbus Foundation, Nationwide Foundation, American Electric Power Foundation, the U.S. Department of Housing and Urban Development, the State of Ohio, and many other public and private investors.

www.csb.org • info@csb.org

SYSTEM & PROGRAM INDICATOR REPORT

FY2022
1/1/22 - 3/31/22



Until everyone has a place to call home

Our Mission

To lead a coordinated, community effort to make sure everyone has a place to call home.

We thank our Partner Agencies for their assistance in collecting data and ensuring data accuracy for our community reports.

Way to go!

These programs met all outcomes for numbers served, length of service, and successful outcomes.



family diversion



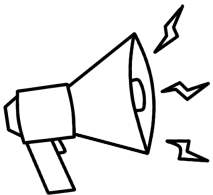
youth transitional housing
Success Bridge homelessness prevention



emergency shelter
youth transitional housing



homeless hotline
for families



**SHOUT OUT to Home for Families and Volunteers of America
for meeting successful housing outcomes in these rapid
re-housing programs in the midst of an affordable housing crisis:**

Home for Families • youth rapid re-housing
Volunteers of America • family rapid re-housing

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Overview

System and Program Indicator Reports are published quarterly and furnished to CSB trustees and the Continuum of Care. All reports are posted to www.csb.org. Results are also shared with CSB funders consistent with funding contracts and agreements.

The System and Program Indicator Report monitors the current CSB funded programs and some non-CSB funded programs that participate in our data system. The report evaluates each system and program based on a system or program goal, actual performance data, variances, and outcome achievements. Outcome achievement is defined as 90% or better of numerical goal or within 5 percentage points of a percentage goal, except where a lesser or greater value than this variance also indicates an achieved goal. Systems or programs which meet less than one-half of outcome goals are considered to be a “program of concern”. The following key is used to express outcome achievement status for each indicator:

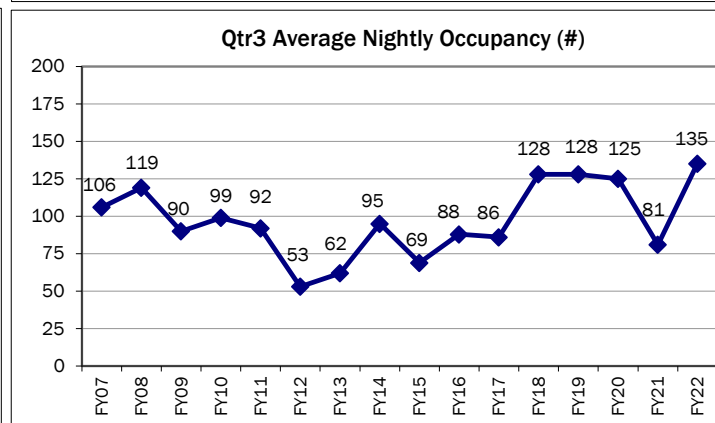
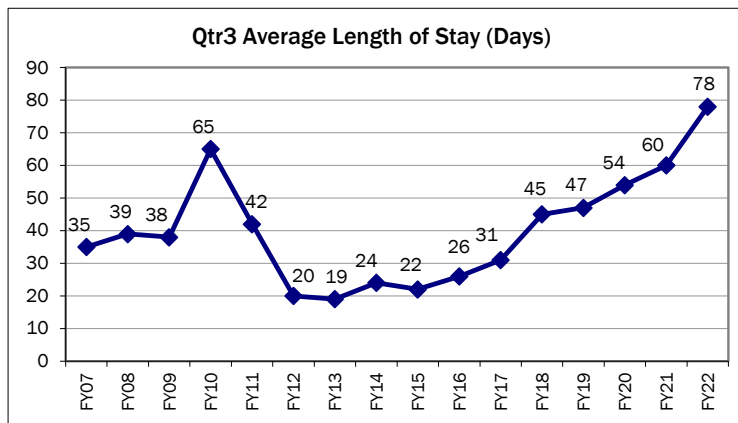
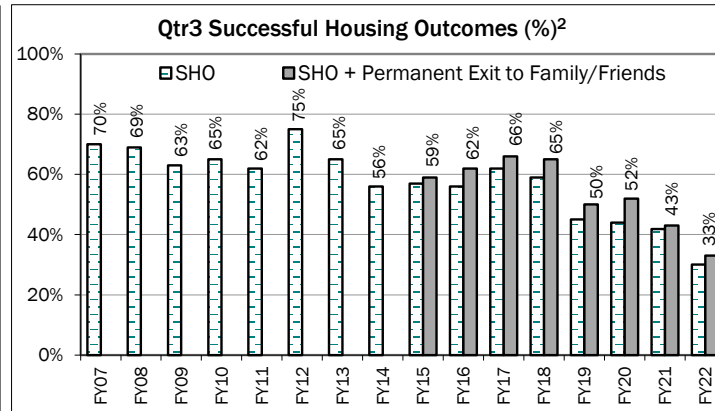
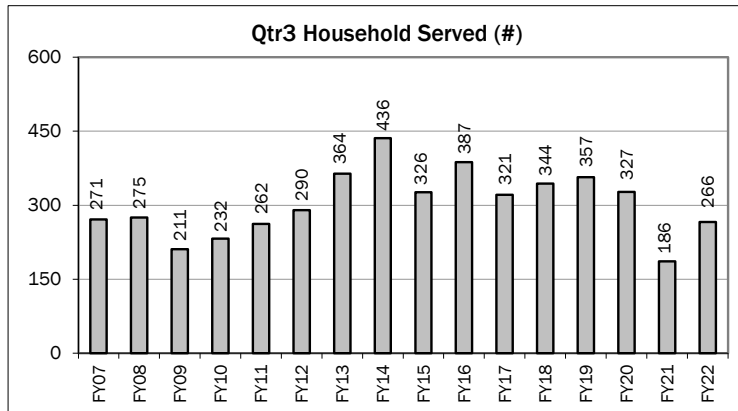
Outcome Achievement:	Key
Outcome achieved	√
Outcome not achieved	≠
Outcome goal not applicable	N/A

All data generated from the Columbus ServicePoint (CSP) and used in the report met CSB quality assurance standards, which require current and accurate data and a 95% completion rate for all required CSP data variables.

Data included in the report is analyzed per the Evaluation Definitions and Methodology document that can be found at www.csb.org under the Publications section.

System and Program Indicator Report

FY22 EMERGENCY SHELTER	Households Served			Nightly Occupancy		Average Length of Stay (Days)			Successful Housing Outcomes ²					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Capacity ¹	Actual	Goal	Actual	Outcome Achievement	Goal (#)	Actual	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Family System	250	266	√	114	135	54	78	≠	68	44	≠	50%	33%	≠



DEMOGRAPHICS		Family
Households Served		266
Percent Newly homeless		N/A ⁴
Clients Served		950
Average Age (HoH)		35
Gender - Female (HoH)		94%
Gender - Male (HoH)		6%
Veterans (U.S. Military) served		4
Veterans % of all adults		1%
Average Monthly Household Income		\$762
Percent Working at Entry		29%
Race - Black (HoH)		70%
Race - White (HoH)		26%
Race - Multi-Racial (HoH)		4%
Race - Other (HoH)		0%
Non-Hispanic (HoH)		94%
Hispanic (HoH)		6%
Adults Served		367
Children Served		583
Mean Family Size		3.6
Average Number of Children		2.2
Adults 18-24 years (HoH)		13%
Children 0 - 2 years		21%
Children 3 - 7 years		32%
Children 8 - 12 years		27%
Children 13 - 17 years		20%
Pregnant Women Served		19
Self-Reported Disability (HoH) ³		51%
Franklin County Residents		81%

43% more households needed shelter when compared to FY21 and we are reporting the highest shelter occupancy recorded historically. The success rate at exit from shelters decreased 9 percentage points to 34%. The average length of shelter stay increased 18 days to 78 days. Lack of available safe, decent, affordable housing is making it very difficult to successfully move families out of shelter quickly. The employment rate at entry decreased from the FY21 annual rate of 35% to 29% currently and the average income decreased to \$762 (FY21 \$821) impacted by the pandemic and affecting housing abilities. 13% of families had more than one shelter stay during the timeframe. We are also noting an increase in the average family size from average of 3.3 to 3.6. An additional 20 families stayed in the Overnight shelter program only, waiting for a face-to-face shelter eligibility assessment. These families were subsequently either helped to find an alternative to shelter or self-resolved.

¹ Overflow capacity is not included. The family emergency shelter system will expand capacity as necessary to meet the shelter needs of homeless families.

² Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

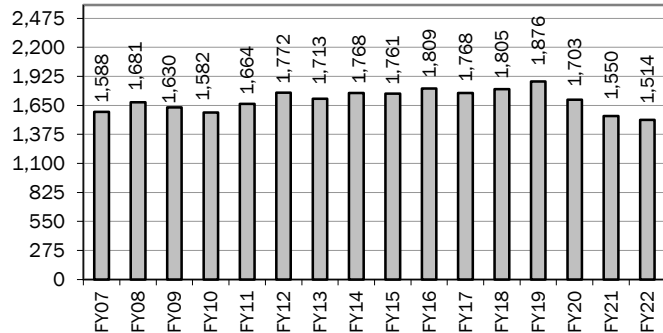
³ Self-reported disability includes short term and long-term disability, accounting for the increased rate compared to previous reporting periods.

⁴ Data not available until data migration has been completed.

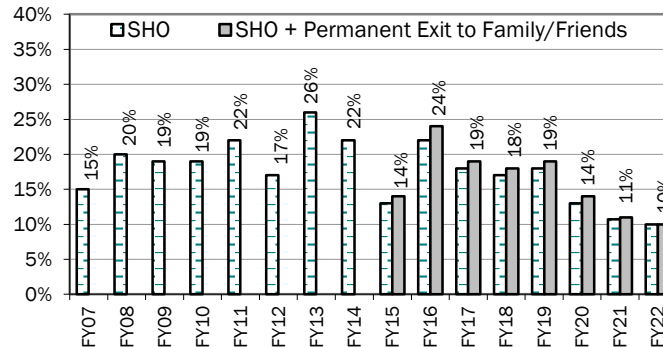
System and Program Indicator Report

FY22 EMERGENCY SHELTER	Households Served			Nightly Occupancy		Average Length of Stay (Days)			Successful Housing Outcomes ¹					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Capacity ²	Actual	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Men's System	1,600	1,514	√	515	557	45	52	≠	271	100	≠	25%	10%	≠

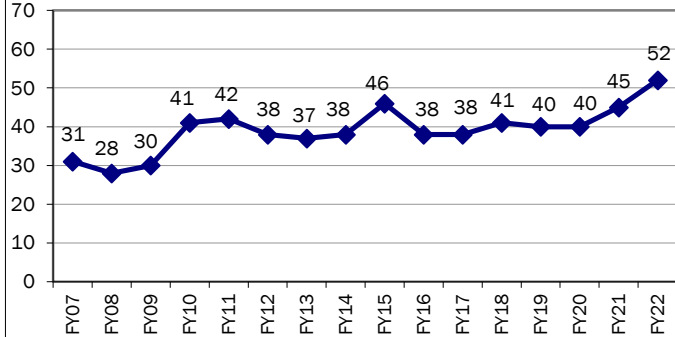
Qtr3 Households Served (#)



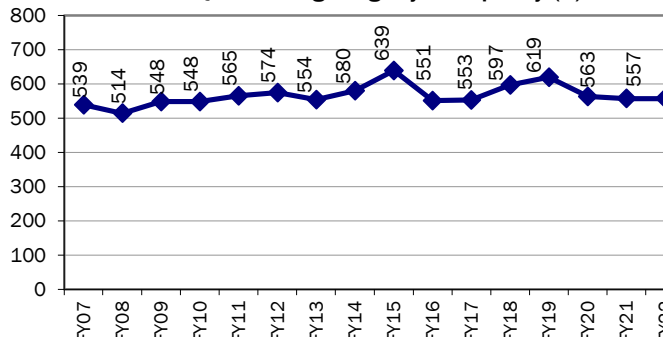
Qtr3 Successful Housing Outcomes (%)¹



Qtr3 Average Length of Stay (Days)



Qtr3 Average Nightly Occupancy (#)



DEMOGRAPHICS	Men
Households Served	1,514
Percent Newly homeless ⁴	N/A
Average Age	45
Men as a percent of total single adults served	70%
Veterans (U.S. Military) served	106
Veterans % of all adults	7%
Average Monthly Household Income	\$577
Percent Working at Entry	20%
Average Daily Waitlist Number	N/A
Race - Black	61%
Race - White	30%
Race - Multi-Racial	6%
Race - Other	3%
Non-Hispanic	96%
Hispanic	4%
Adults 18 - 24 years	5%
Adults 25 - 34 years	21%
Adults 35 - 44 years	23%
Adults 45 - 55 years	22%
Adults 56 - 61 years	23%
Adults 62+ years	6%
Self-Reported Disability (HoH) ³	60%
Franklin County Residents	86%

The number of single men sheltered decreased 2% when compared to the same reporting period of the last fiscal year. Additional capacity was open throughout the reporting period. The success rate decreased 1 percentage point when compared to FY21. The average length of time homeless increased 7 days from the prior reporting period to 52 days. Lack of available safe, decent, affordable housing is making it very difficult to successfully move individuals out of shelter quickly. The employment rate at entry decreased 2 percentage points to 20% when compared to the FY21 annual rate of 22%, and the average income increased to \$577 (FY21 \$525). On average, men had 1.9 different stays in shelter during the timeframe. The rapid re-housing program now only serves individuals with high needs and barriers, which makes outcome achievement more difficult.

¹ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

² The system capacity increased from the previous 397 beds in FY2020 to 515 beds currently. Additional overflow beds opened 11/15/21.

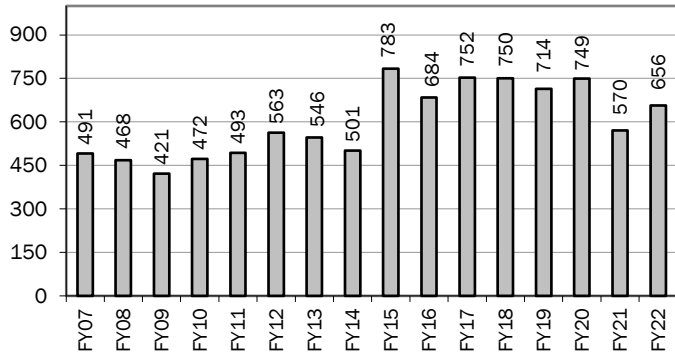
³ Self-reported disability includes short term and long-term disability, accounting for the increased rate compared to previous reporting periods.

⁴ Data not available until data migration has been completed.

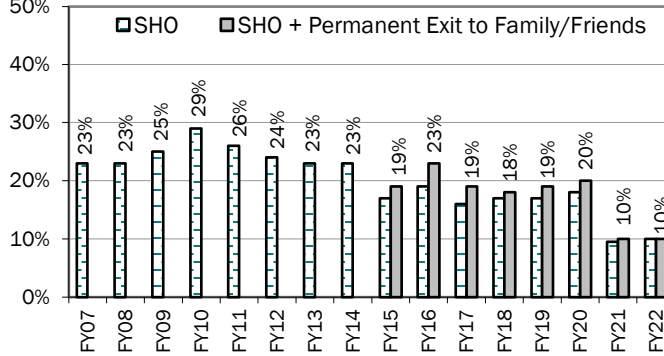
System and Program Indicator Report

FY22 EMERGENCY SHELTER	Households Served			Nightly Occupancy		Average Length of Stay (Days)			Successful Housing Outcomes ¹					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Capacity ²	Actual	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Women's System	650	656	√	208	230	45	49	√	111	41	≠	25%	10%	≠

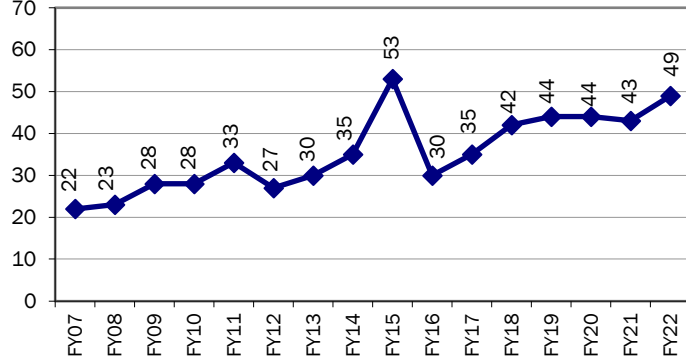
Qtr3 Households Served (#)



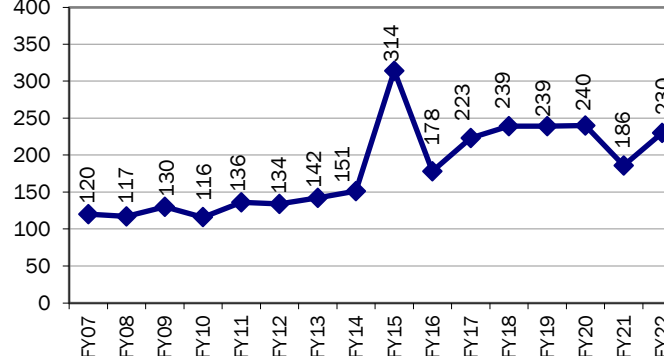
Qtr3 Successful Housing Outcomes (%)¹



Qtr3 Average Length of Stay (Days)



Qtr3 Average Nightly Occupancy (#)



DEMOGRAPHICS		Women
Households Served		656
Percent Newly homeless ⁴		N/A
Average Age		44
Women as a percent of total single adults served		30%
Veterans (U.S. Military) served		7
Veterans % of all adults		1%
Average Monthly Household Income		\$621
Percent Working at Entry		19%
Average Daily Waitlist Number		N/A
Race - Black		50%
Race - White		40%
Race - Multi-Racial		8%
Race - Other		2%
Non-Hispanic		96%
Hispanic		4%
Adults 18 - 24 years		7%
Adults 25 - 34 years		23%
Adults 35 - 44 years		25%
Adults 45 - 55 years		22%
Adults 56 - 61 years		17%
Adults 62+ years		6%
Pregnant Women Served		30
Self-Reported Disability (HoH) ³		69%
Franklin County Residents		84%

The number of single women sheltered increased 15% when compared to the same reporting period of the last fiscal year. The success rate at exit is at 10%, same as the FY21 rate. The average length of time homeless increased 6 days from the same reporting period of the prior year. Lack of available safe, decent, affordable housing is making it very difficult to successfully move individuals out of shelter quickly. The employment rate at entry decreased compared to the FY21 rate of 22% to 19%, and average income increased from \$588 to \$621. On average, women had 2 different stays in shelter during the timeframe. The rapid re-housing program now only serves individuals with high needs and barriers, which makes outcome achievement more difficult.

¹ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

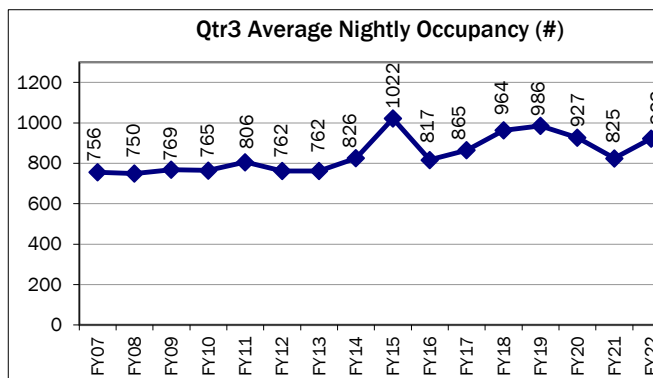
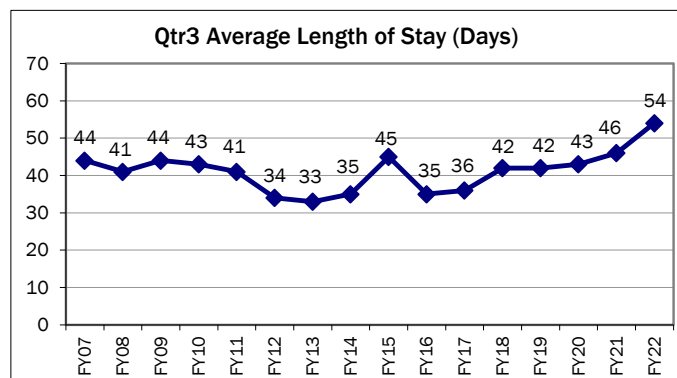
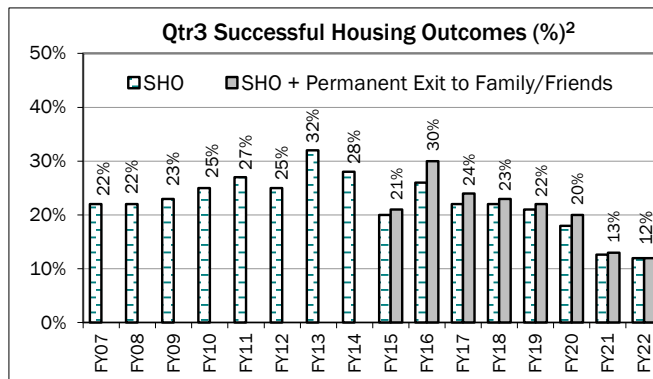
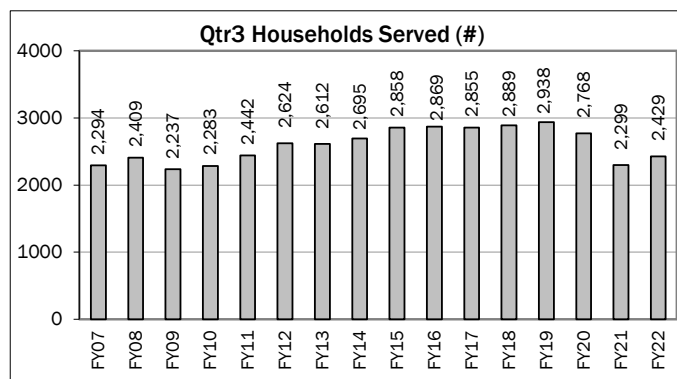
² Available capacity is based on COVID impacted, modified capacity.

³ Self-reported disability includes short term and long-term disability, accounting for the increased rate compared to previous reporting periods.

⁴ Data not available until data migration has been completed.

System and Program Indicator Report

FY22 EMERGENCY SHELTER	Households Served			Nightly Occupancy		Average Length of Stay (Days)			Successful Housing Outcomes ²					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Capacity ³	Actual	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Emergency Shelter System ¹	2,400	2,429	√	837	923	48	54	≠	469	186	≠	30%	12%	≠



DEMOGRAPHICS	Family & Adults
Households Served	2,429
Percent Newly homeless ⁵	N/A
Clients Served	3,106
Adults Served	2,523
Children Served	583
Average Age (HoH)	44
Gender - Male (HoH)	63%
Gender - Female (HoH)	37%
Veterans (U.S. Military) served	118
Veterans % of all adults	5%
Average Monthly Household Income	\$599
Percent Working at Entry	20%
Average Daily Waitlist Number	N/A
Race - Black (HoH)	59%
Race - White (HoH)	33%
Race - Multi-racial (HoH)	6%
Race - Other (HoH)	2%
Non-Hispanic (HoH)	96%
Hispanic (HoH)	4%
Adults 18-24 years (HoH)	6%
Pregnant Women Served	49
Self-Reported Disability (HoH) ⁴	62%
Franklin County Residents	85%

The number served by the system increased 6% when compared to the same reporting period of the last fiscal year. The successful housing outcome rate decreased 1 percentage point compared to the same period of last fiscal year. The average length of time homeless increased by 8 days to 54 days. Lack of available safe, decent, affordable housing is making it very difficult to successfully move individuals and families out of shelter quickly. The average income increased when compared to the FY21 annual rate of \$588 to \$599 currently. We are also noting a slight increase in age for homeless households across all household types. The system served 31 more veterans and 7 less pregnant women than the same reporting period in FY21.

¹ Includes single adult and family shelters. Excludes Huckleberry House Emergency Shelter and YMCA Family Overnight; total distinct households served including the youth shelter and overnight program is 2,530. The number of clients served at SIQ shelters is 123 clients in 78 households, and this cohort is excluded from all calculations.

² Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

³ Available capacity is based on COVID impacted, modified capacity.

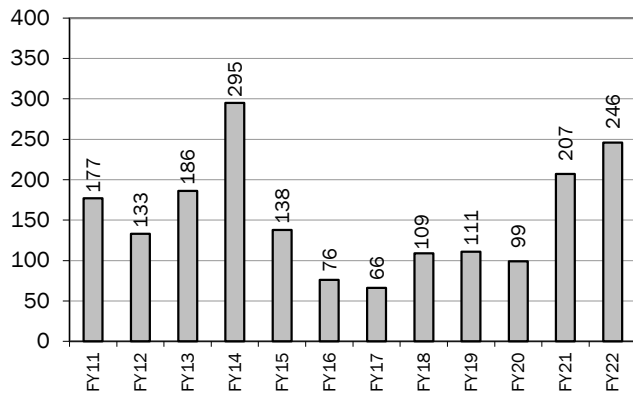
⁴ Self-reported disability includes short term and long-term disability, accounting for the increased rate compared to previous reporting periods.

⁵ Data not available until data migration has been completed.

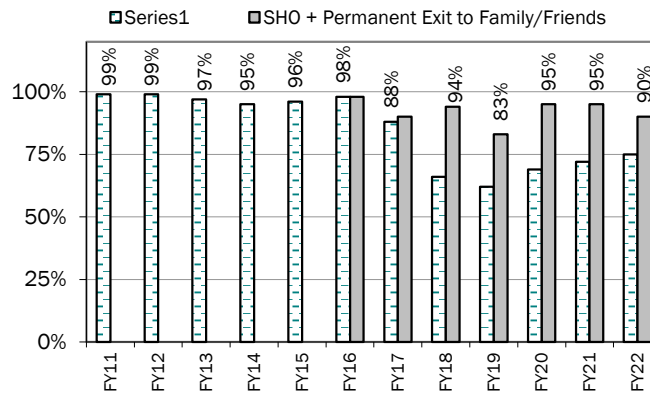
System and Program Indicator Report

FY22 Prevention	New Households Served			Households Served			Average Length of Participation (Days)			Successful Housing Outcomes ³					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Prevention System ¹	222	246	√	612	620	√	150	105	√	180	222	√	80%	90%	√

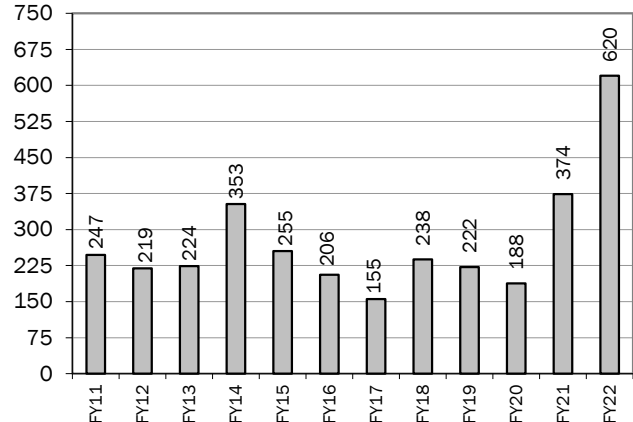
Qtr3 New Households Served (#)



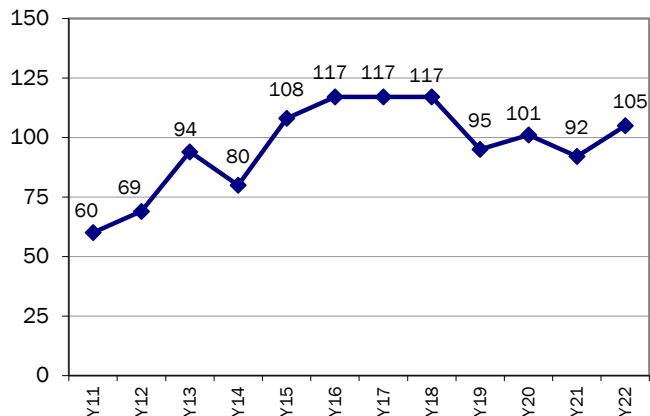
Qtr3 Successful Housing Outcomes (%)³



Qtr3 Households Served (#)



Qtr3 Average Length of Participation (Days)



DEMOGRAPHICS	Family & Adults
Households Served	620
Clients Served	1,949
Average Age (HoH)	33
Gender - Female (HoH)	89%
Gender - Male (HoH)	11%
Veterans (U.S. Military) served	47
Veterans % of all adults	6%
Average Monthly Household Income	\$786
Percent Working at Entry	39%
Race - Black (HoH)	72%
Race - White (HoH)	21%
Race - Multi-racial (HoH)	5%
Race - Other (HoH)	2%
Non-Hispanic (HoH)	96%
Hispanic (HoH)	4%
Adults Served	747
Children Served	1,202
Mean Family Size ²	3.4
Average Number of Children ²	2.2
Children 0 - 2 years ^{2,4}	32%
Children 3 - 7 years ^{2,4}	32%
Children 8 - 12 years ^{2,4}	21%
Children 13 - 17 years ^{2,4}	14%
Self-reported Disability (HoH)	18%
Pregnant Women Served	77

The number of households served increased 66% when compared to same reporting period of the previous year. The successful housing outcome rate decreased by 5 percentage points to 90%. At exit, 75% of households are stable in their own housing and 15% decided to permanently move in with family/friends. The percent working at entry increased compared to the FY21 annual rate of 28% to 39% currently, coupled with an increase in income from \$696 to \$786. The number of veterans decreased by 33 (41%) and the number of pregnant women served increased by 5 (7%) when compared to the prior fiscal year.

¹ System includes Gladden Community House prevention programs, Home for Families prevention programs, and VOAIO SSVF program for veterans.

² Data refers to the families served.

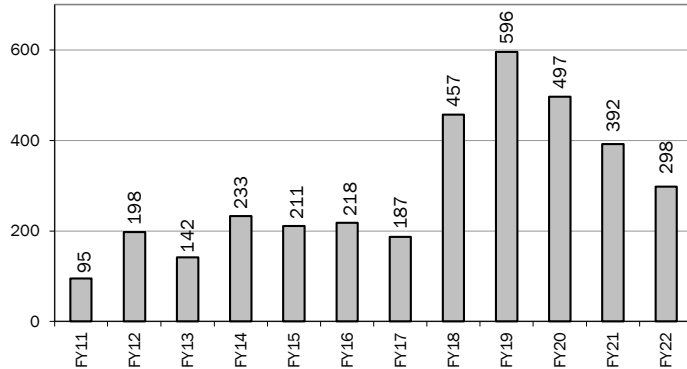
³ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

⁴ Due to rounding percentages do not add up to 100%.

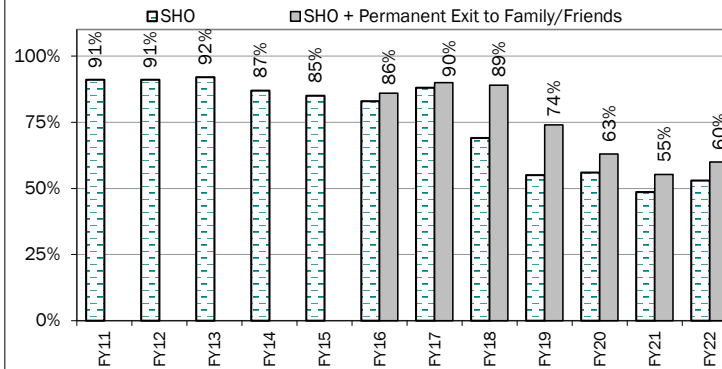
System and Program Indicator Report

FY22 Rapid Re-housing	New Households Served			Households Served			Average Length of Participation (Days)			Successful Housing Outcomes ²					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Rapid Re-housing System ¹	651	298	≠	1,603	1,098	≠	150	189	≠	376	215	≠	60%	60%	√
Single Adults ³	-	210	-	-	728	-	-	170	-	-	129	-	-	53%	-
Families ³	-	88	-	-	370	-	-	227	-	-	86	-	-	72%	-

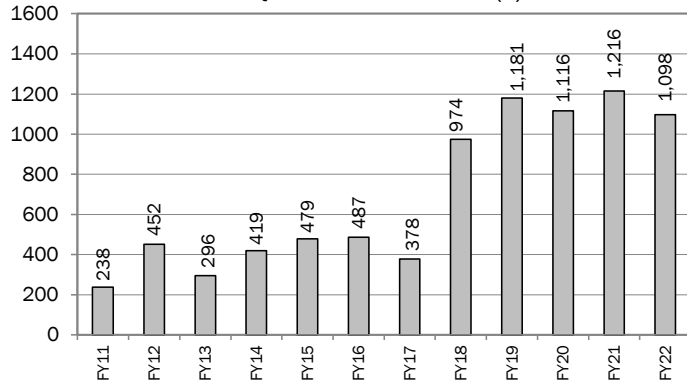
Qtr3 New Households Served (#)



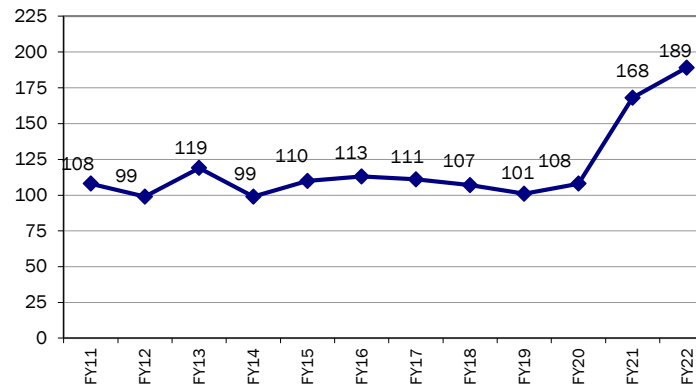
Qtr3 Successful Housing Outcomes (%)²



Qtr3 Households Served (#)



Qtr3 Average Length of Participation (Days)



DEMOGRAPHICS	Family	Single Adults ³
Households Served	370	728
Clients Served	1,269	738
Average Age (HoH)	32	47
Gender - Male (HoH)	6%	71%
Gender - Female (HoH)	94%	29%
Veterans (U.S. Military) served	6	164
Veterans % of all adults	1%	23%
Average Monthly Household Income	\$735	\$722
Percent Working at Entry	34%	24%
Adults Served	467	738
Children Served	802	-
Race - Black (HoH) ⁴	73%	63%
Race - White (HoH) ⁴	21%	29%
Race - Multi-racial (HoH) ⁴	6%	7%
Race - Other (HoH) ⁴	1%	1%
Non-Hispanic (HoH)	96%	97%
Hispanic (HoH)	4%	3%
Mean Family Size	3.4	-
Average Number of Children	2.2	-
Adults 18-24 years (HoH)	29%	12%
Children 0 - 2 years	31%	-
Children 3 - 7 years	31%	-
Children 8 - 12 years	23%	-
Children 13 - 17 years	15%	-
Self-reported Disability (HoH)	39%	81%
Pregnant Women Served	28	8

The number served decreased 10% when compared to the same reporting period of the previous year, despite an increase in system capacity. Rapid Re-housing providers are struggling to keep programs staffed, which directly impacts the number served. Re-housing activities continue to be extremely difficult for our partners in the COVID-19 environment. The success rate at exit increased by 5 percentage points, to 60% currently and the length of participation increased by 21 days to 189 days. Lack of available safe, decent, affordable housing is making it very difficult to successfully move individuals and families out of shelter quickly. The rapid rehousing programs now only serve households with high needs and barriers, which makes outcome achievement more difficult.

¹ System includes HFF Rapid Re-housing, Rapid Re-housing for pregnant women, RRH Intensive, and YHDP Rapid Re-housing programs, VOAIO Rapid Re-housing, TSA Rapid Re-housing and J2H, YMCA Rapid Re-housing and Expansion, Family Rapid Re-housing and DV Rapid Rehousing, Homefull RRH and Expansion, LSS SSVF, and VOAIO SSVF programs.

² Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

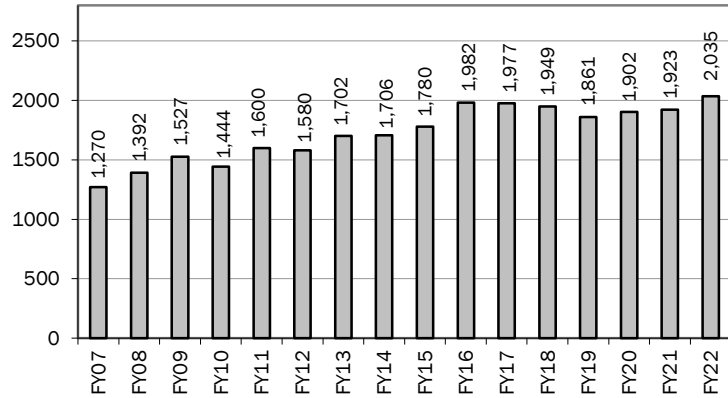
³ No outcome goals were set by subpopulation. Households with only adults are included in the single adult population.

⁴ Due to rounding percentages do not add up to 100%.

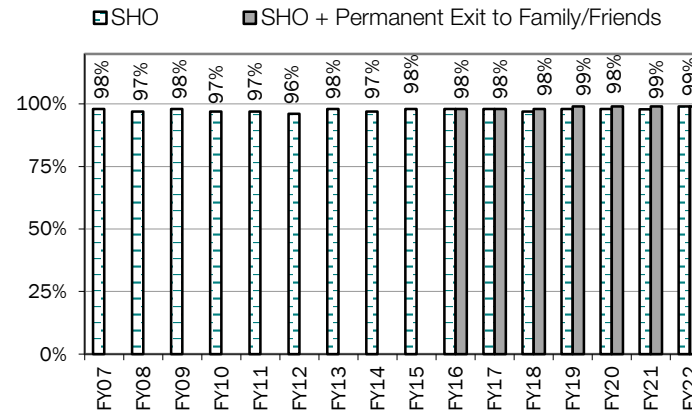
System and Program Indicator Report

FY22 Permanent Supportive Housing (PSH)	Households Served			Occupancy Rate			Housing Stability (Months)			Successful Housing Outcomes ¹					
1/1/2022 - 3/31/2022	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Total PSH System	2,153	2,035	√	95%	89%	≠	24	44	√	1,938	2,015	√	90%	99%	√

Qtr3 Households Served (#)

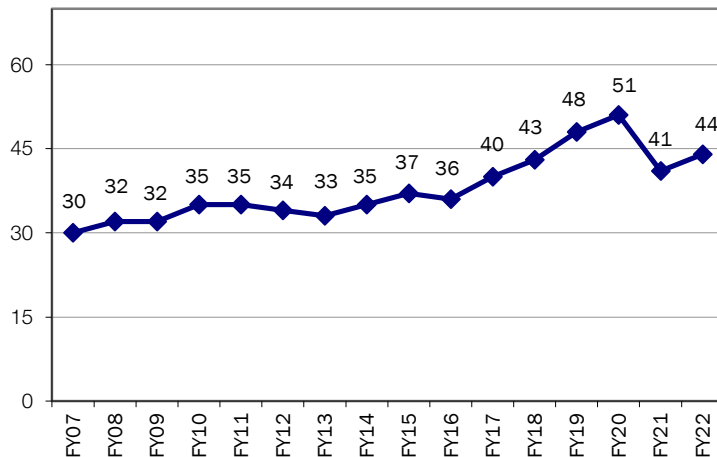


Qtr3 Successful Housing Outcomes (%)¹

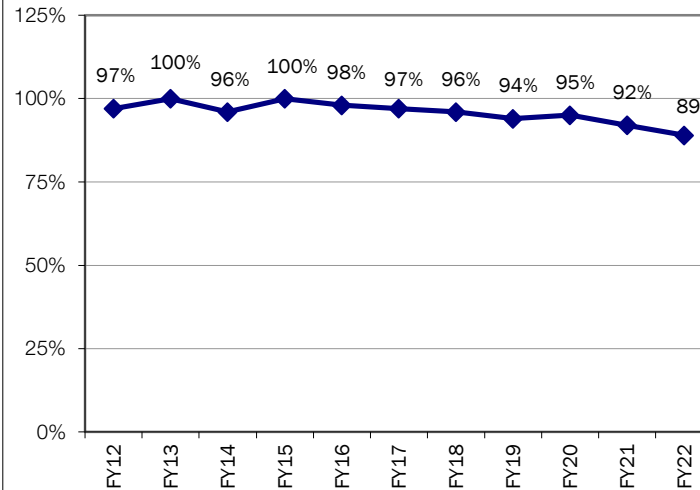


The system continues to perform well with a 6% increase in numbers served. The occupancy rate fell to 89% due to 1) difficulty in finding affordable housing in the community and 2) difficulty in gathering necessary documentation for housing for qualified households. The current (prorated) capacity of Permanent Supportive Housing units in HMIS and reported on here is 2174. VA VASH voucher capacity of 377 is not included.

Qtr3 Housing Stability (Months)



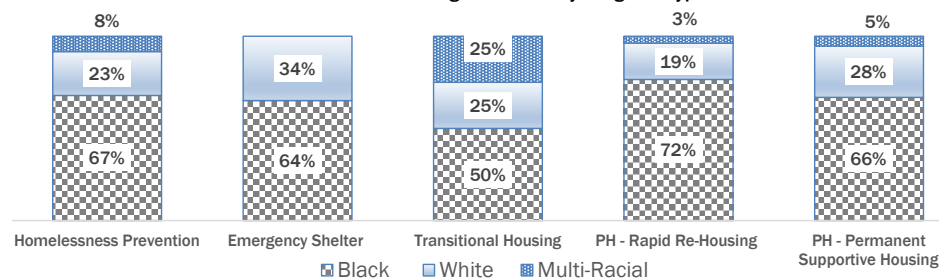
Qtr3 Occupancy Rate (%)



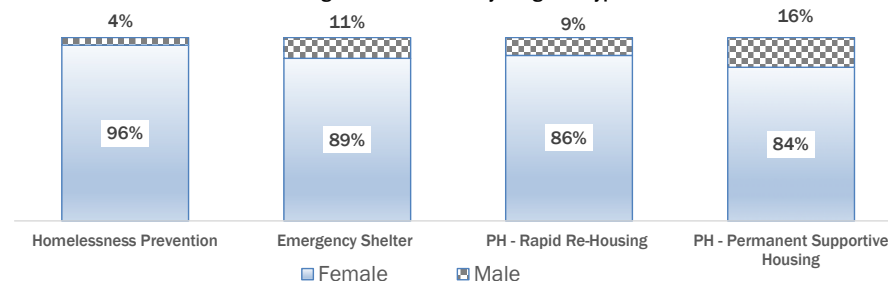
¹ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

Special Populations Served: 1/1/2022 - 3/31/2022		Families Served by Program Type					
Families	Totals	Homelessness Prevention	Street Outreach	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing ³	PH - Permanent Supportive Housing
Youth Households (18 - 24)	241	113	0	23	19	92	29
Pregnant Youth Households (18 - 24)	35	17	0	6	3	12	1
Households (25+)	878	364	0	224	1	252	213
Pregnant Households (25+)	74	48	0	13	0	16	4
Total Households Served (#)	1213	540	0	266	23	370	246
Total Households Entered	358	219	0	146	2	89	21
Total Households Exited	378	224	0	134	5	120	2
Successful Housing Outcomes (#) ¹	N/A	209	N/A	44	4	86	246
Successful Housing Outcomes (%) ¹	N/A	93%	N/A	33%	80%	72%	100%
Average Length of Shelter Stay (Days) ²							
Average Length of Participation (Days) ²	N/A	94	N/A	78	11	227	41
Housing Stability (Months) ²							
DEMOGRAPHICS							
Race - Black (HoH) ⁴		73%	N/A	70%	78%	73%	66%
Race - White (HoH) ⁴		20%	N/A	26%	17%	21%	28%
Race - Multi-racial (HoH) ⁴		6%	N/A	4%	4%	6%	5%
Race - Other (HoH) ⁴		1%	N/A	0%	0%	1%	1%
Gender - Female		95%	N/A	94%	100%	94%	84%
Gender - Male		5%	N/A	6%	0%	6%	16%
Gender - Other		0%	N/A	0%	0%	0%	0%
Non-Hispanic (HoH)		96%	N/A	94%	96%	96%	96%
Hispanic (HoH)		4%	N/A	6%	4%	4%	4%
Self Reported Disability		15%	N/A	51%	57%	34%	93%
Franklin County Residents		95%	N/A	81%	87%	84%	93%

Breakdown of Successful Housing Outcomes by Program Type and Race



Successful Housing Outcomes Rate by Program Type and Gender



The system-wide number of families served increased by 35% compared to the same period of the last fiscal year. While the rate of families receiving homelessness prevention services increased by 77%, the rate of families in emergency shelter also increased by 43% during the same timeframe. The length of time families participated in programs increased across the board, compared to the same reporting period of the last fiscal year.

¹ Successful outcomes measure for Street Outreach. No families were served by Street Outreach for the reporting period.

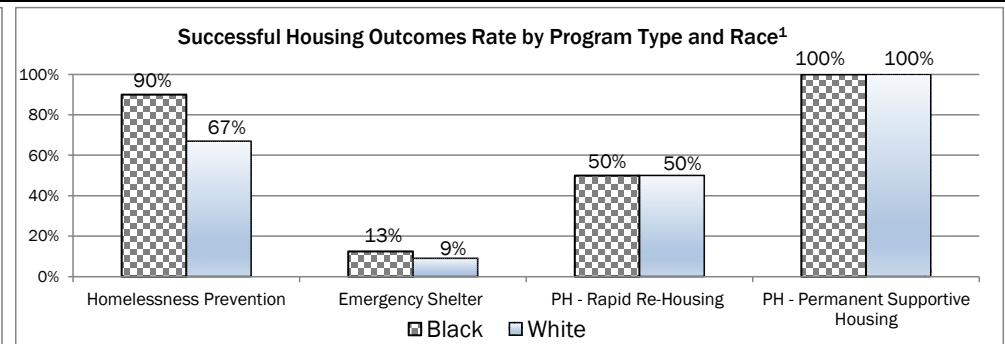
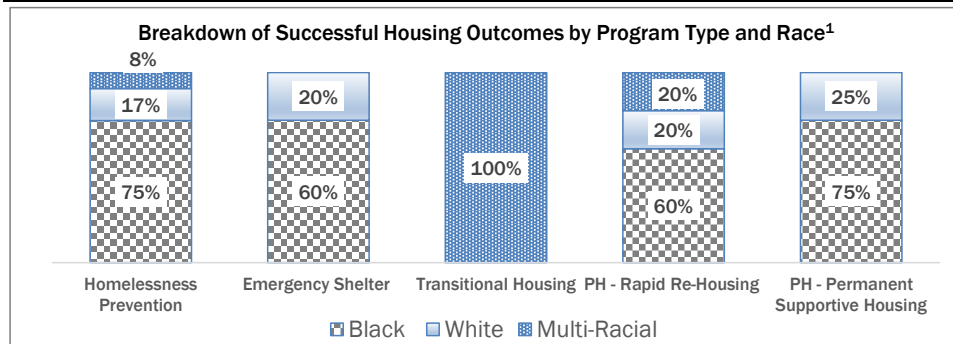
² Average Length of Shelter Stay (Days) measured for Emergency Shelter. Average Length of Participation (Days) measured for Street Outreach, PH - Rapid Re-Housing and Homelessness Prevention. Housing Stability (Months) measured for PH - Permanent Supportive Housing and Transitional Housing.

³ PH - Rapid Re-Housing households with adults only were excluded from totals.

⁴ Due to rounding, percentages do not add up to 100%.

System and Program Indicator Report

Special Populations Served: 1/1/2022 - 3/31/2022		Pregnant Women Served by Program Type					
Pregnant Women	Totals	Homelessness Prevention	Street Outreach	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing
Unaccompanied Youth (18 -24)	18	6	1	9	1	3	0
Single Adults (25+)	29	6	0	21	0	5	2
Parenting Youth Households 18-24	35	17	0	6	3	12	1
Parenting Households (25+)	75	48	0	13	0	16	5
Total Households Served (#)	156	77	1	49	4	36	8
Total Households Exited	52	14	1	36	1	9	0
Successful Housing Outcomes (#) ¹	N/A	12	0	5	1	5	8
Successful Housing Outcomes (%) ¹	N/A	86%	0%	14%	100%	56%	100%
Average Length of Shelter Stay (Days) ²	N/A	72	63	30	10	142	8
Average Length of Participation (Days) ²							
Housing Stability (Months) ²							
	DEMOGRAPHICS						
	Race - Black (HoH) ³	73%	0%	71%	75%	69%	75%
	Race - White (HoH) ³	19%	0%	27%	0%	25%	25%
	Race - Multi-Racial (HoH) ³	6%	0%	2%	25%	6%	0%
	Race - Other (HoH) ³	1%	100%	0%	0%	0%	0%
	Non-Hispanic (HoH)	95%	100%	88%	100%	86%	100%
	Hispanic (HoH)	5%	0%	12%	0%	14%	0%
	Self Reported Disability	17%	0%	39%	75%	42%	75%
	Franklin County Residents	95%	100%	86%	75%	86%	100%



The system-wide number of pregnant women served decreased by 12% compared to the same period of the last fiscal year. 7% more pregnant women were served by homelessness prevention projects and less pregnant women were served rapid re-housing (45%), emergency shelters (13%) and transitional housing (67%).

¹ Successful outcomes measure for Street Outreach.

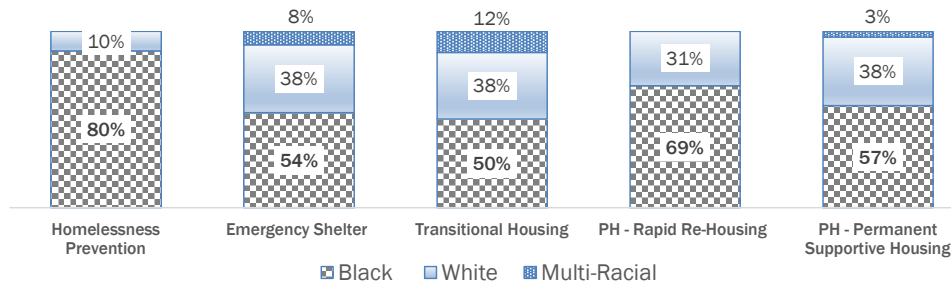
² Average Length of Shelter Stay (Days) measured for Emergency Shelter. Average Length of Participation (Days) measured for Street Outreach, PH - Rapid Re-Housing and Homelessness Prevention. Housing Stability (Months) measured for PH - Permanent Supportive Housing and Transitional Housing

³ Due to rounding, percentages do not add up to 100%.

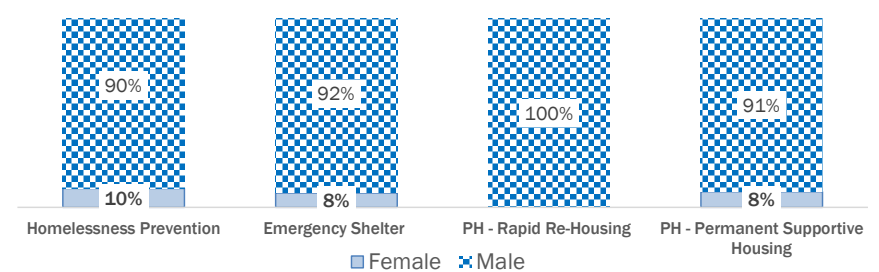
System and Program Indicator Report

Special Populations Served: 1/1/2022 - 3/31/2022		Veterans Served by Program Type					
Veterans (All Adults)	Totals	Homelessness Prevention	Street Outreach	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing ³
Unaccompanied Youth (18 -24)	4	0	0	0	0	1	3
Single Adults (25+)	776	41	1	114	37	163	564
Parenting Youth Households 18-24	1	0	0	0	0	0	1
Parenting Households (25+)	49	6	0	4	0	6	37
Total Households Served (#)	829	47	1	118	37	170	604
Total Households Exited	109	11	0	77	22	54	20
Successful Housing Outcomes (#) ¹	N/A	10	N/A ⁴	26	8	39	590
Successful Housing Outcomes (%) ¹	N/A	91%	N/A ⁴	34%	36%	72%	98%
Average Length of Shelter Stay (Days) ²	N/A	317	N/A ⁴	54	3	207	54
Average Length of Participation (Days) ²							
Housing Stability (Months) ²							
	DEMOGRAPHICS						
	Race - Black (HoH) ⁵	66%	100%	53%	59%	58%	57%
	Race - White (HoH) ⁵	30%	0%	42%	38%	38%	38%
	Race - Multi-Racial (HoH) ⁵	2%	0%	4%	3%	4%	3%
	Race - Other (HoH) ⁵	2%	0%	2%	0%	1%	1%
	Gender - Male	89%	100%	94%	100%	96%	91%
	Gender - Female	11%	0%	6%	0%	4%	8%
	Gender - Other	0%	0%	0%	0%	0%	1%
	Non-Hispanic (HoH)	100%	100%	97%	97%	96%	98%
	Hispanic (HoH)	0%	0%	3%	3%	4%	2%
	Self Reported Disability	60%	100%	73%	81%	68%	82%
	Franklin County Residents	98%	100%	77%	81%	78%	91%

Breakdown of Successful Housing Outcomes by Program Type and Race



Breakdown of Successful Housing Outcomes by Program Type and Gender



The system-wide number of veterans served remained constant when compared to the same period of the last fiscal year. The number of veterans provided homelessness prevention services decreased by 41% and the number of veterans served in emergency shelters increased by 37%.

¹ Successful outcomes measure for Street Outreach.

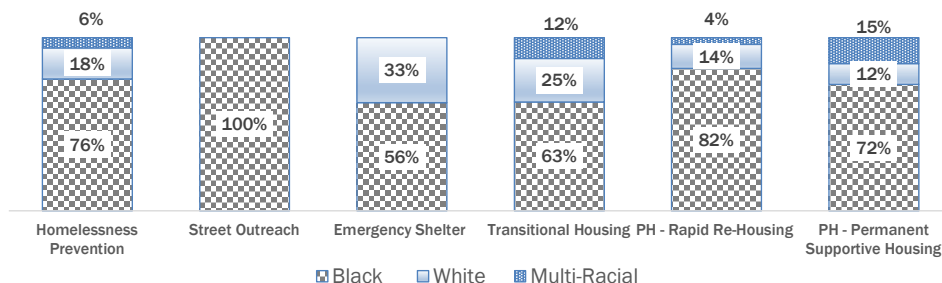
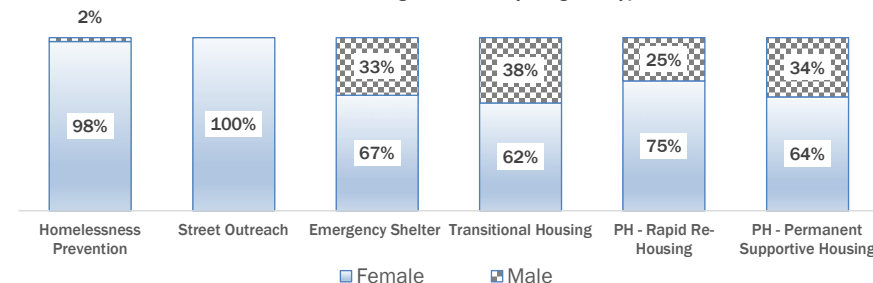
² Average Length of Shelter Stay (Days) measured for Emergency Shelter. Average Length of Participation (Days) measured for Street Outreach, PH - Rapid Re-Housing and Homelessness Prevention. Housing Stability (Months) measured for PH - Permanent Supportive Housing and Transitional Housing. VASH vouchers are included under the PH - Permanent Supportive Housing category.

³ VASH vouchers are included under the PH - Permanent

⁴ Program didn't have any household exits; unable to calculate measure.

⁵ Due to rounding, percentages do not add up to 100%

Special Populations Served: 1/1/2022 - 3/31/2022		Transition Age Youth Served by Program Type					
Transition Age Youth ¹	Totals	Homelessness Prevention	Street Outreach	Emergency Shelter	Transitional Housing	PH - Rapid Re-Housing	PH - Permanent Supportive Housing
Unaccompanied Youth under 18	81	0	0	81	0	0	0
Unaccompanied Youth 18-24	300	16	7	128	43	90	74
Parenting Youth Households Under 18	0	0	0	0	0	0	0
Parenting Youth Households 18-24	274	130	0	29	22	104	30
Total Pregnant Women Served	66	37	1	2	3	24	2
Total Households Served	653	146	7	237	65	194	104
Total Households Entered	257	46	1	196	11	34	21
Total Households Exited	277	51	2	188	12	67	5
Successful Housing Outcomes (%) ²	N/A	88%	100%	8%	67%	66%	97%
Successful Housing Outcomes (#) ²	N/A	45	2	9	8	44	101
Average Length of Shelter Stay (Days) ³	N/A	126	110	38	9	248	21
Average Length of Participation (Days) ³							
Housing Stability (Months) ³							
	DEMOGRAPHICS						
	Race - Black (HoH) ⁴	75%	71%	67%	82%	76%	73%
	Race - White (HoH) ⁴	17%	14%	24%	11%	13%	12%
	Race - Multi-Racial (HoH) ⁴	8%	0%	5%	6%	10%	14%
	Race - Other (HoH) ⁴	1%	14%	3%	2%	0%	1%
	Gender - Female ⁴	98%	100%	52%	74%	74%	63%
	Gender - Male ⁴	2%	0%	44%	22%	25%	35%
	Gender - Other ⁴	0%	0%	4%	5%	2%	2%
	Non-Hispanic (HoH)	97%	100%	92%	97%	93%	95%
	Hispanic (HoH)	3%	0%	8%	3%	7%	5%
	Self Reported Disability	12%	88%	51%	72%	42%	96%
	Franklin County Residents	94%	86%	91%	91%	93%	97%

Breakdown of Successful Housing Outcomes by Program Type and Race²Breakdown of Successful Housing Outcomes by Program Type and Gender²

16% more transition age youth were served this reporting period compared to the same reporting period of the last fiscal year. The number of youth served by homelessness prevention increased by 147%. The number of youth served in PSH increased by 53% and youth in rapid re-housing increased by 7%. The number of youth served in emergency shelters decreased by 17%. The length of time youth participated in programs increased across the board, compared to the same reporting period of the last fiscal year.

¹ Includes unaccompanied and pregnant/parenting youth where all adult members are between 18 - 24 years of age and unaccompanied/parenting youth under 18.

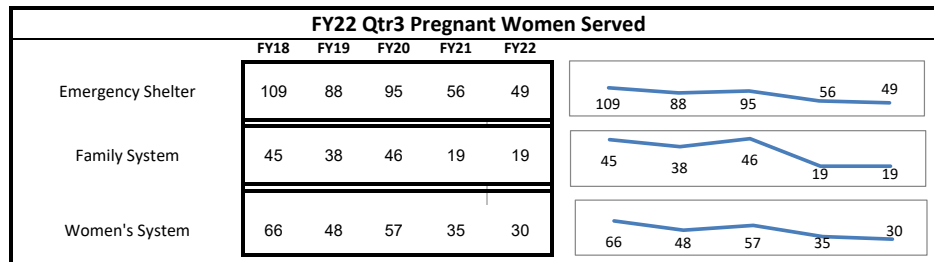
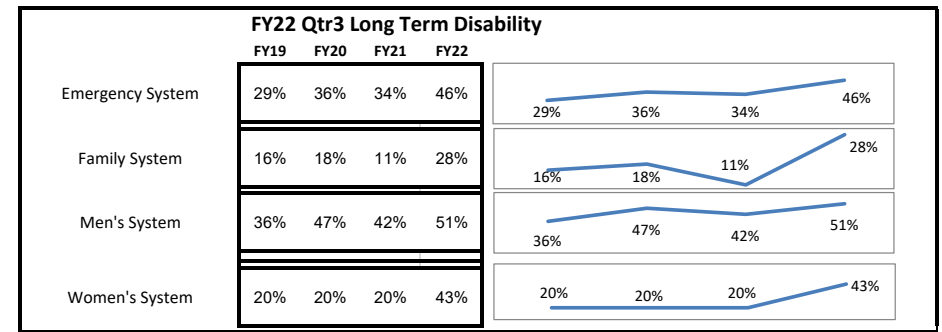
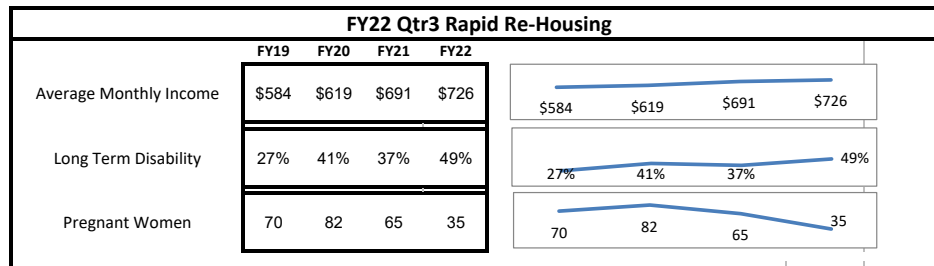
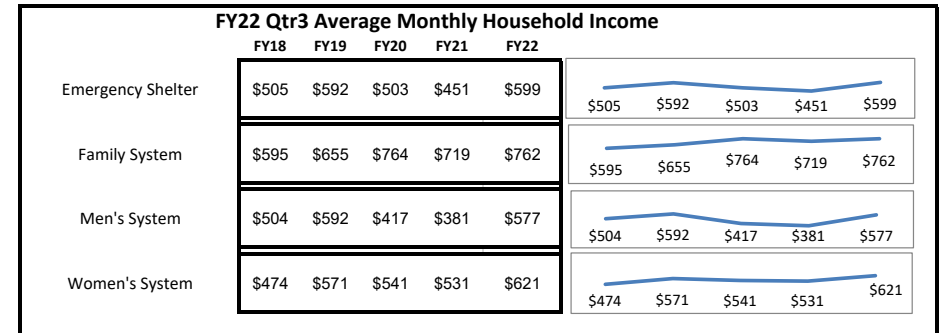
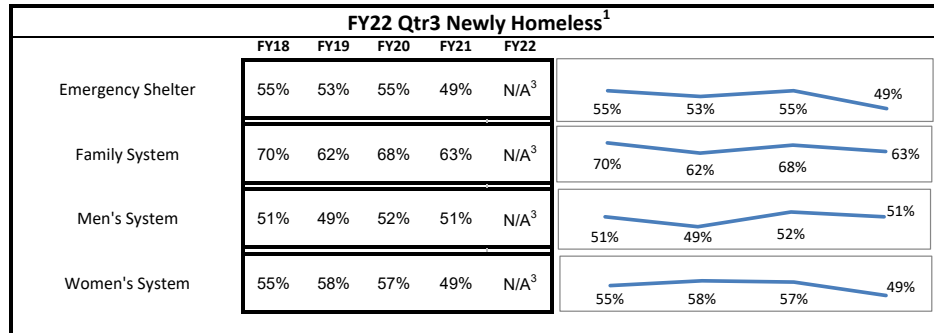
² Successful outcomes measure for Street Outreach. Unaccompanied youth served by Huckleberry House were removed from Emergency Shelter successful housing outcomes.

³ Average Length of Shelter Stay (Days) measured for Emergency Shelter. Unaccompanied youth served by Huckleberry House were removed from Emergency Shelter ALOS calculation. Average Length of Participation (Days) measured for Street Outreach, PH - Rapid Re-Housing and Homelessness Prevention. Housing Stability (Months) measured for PH - Permanent Supportive Housing and Transitional Housing.

⁴ Due to rounding, percentages do not add up to 100%

System and Program Indicator Report

Emergency Shelter and Rapid Re-housing Trends Appendix : 1/1/2022 - 3/31/2022



¹ Did not access a homeless program in the past two years.

² Exited successfully but returned to shelter within 180 days of successful exit.

³ Data not available until data migration has been completed.

HOMELESS HOTLINE	Total Households Served			Average Wait Time (minutes)			Successful Diversion/Outcomes					
1/1/2022 - 3/31/2022	Goal (#)	Actual (#)	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Gladden Community House - Family Diversion	375	361	✓	N/A	N/A	N/A	131	130	✓	35%	42%	✓
Netcare - Homeless Hotline (Single Adults)	2,700	2,586	✓	<5	1:36	✓	675	97	≠	25%	4%	≠
Netcare - Homeless Hotline (Families)	650	536	✓ ⁵	<5	1:36	✓	161	181	✓	30%	32%	✓

OUTREACH	New Households Served			Total Households Served			Average Length of Participation			Successful Outcomes						Successful Housing Outcomes ³						Usage of CSB DCA (%) ¹		
1/1/2022 - 3/31/2022	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Maryhaven - Capital Crossroad SID Outreach	25	19	≠	40	29	≠	90	37	✓	19	11	≠	75%	79%	✓	10	7	≠	55%	64%	✓	N/A	0%	N/A
Maryhaven - Outreach	72	11	≠	232	73	≠	90	171	≠	54	21	≠	75%	64%	≠	30	14	≠	55%	67%	✓	25%	14%	≠
Southeast - PATH Outreach ²	35	15	≠	65	33	≠	90	156	≠	17	7	≠	50%	70%	✓	N/A	6	N/A	N/A	86%	N/A	N/A	N/A	N/A

TRANSITION AGE YOUTH	New Households Served			Households Served			Program Occupancy Rate				Average Length of Shelter Stay (days)			Average Length of Participation / Housing Stability ⁴			Successful Outcomes / Housing Outcomes ³					
1/1/2022 - 3/31/2022	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Capacity	Actual	Actual (%)	Outcome Achievement (95% Goal)	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Huckleberry House - TAY CARR Team	25	41	✓	80	67	≠	N/A	N/A	N/A	N/A	N/A	N/A	N/A	90	87	✓	19	10	≠	75%	48%	≠
Huckleberry House - Emergency Shelter	N/A	78	N/A	130	81	✓ ⁶	16	7	44%	✓ ⁶	10	8	✓	N/A	N/A	N/A	59	55	✓ ⁶	80%	75%	✓
Huckleberry House - TLP TH	N/A	6	N/A	33	26	≠	24	23	94%	✓	N/A	N/A	N/A	10	9	✓	5	1	≠	80%	33%	≠
Huckleberry House - TLP RHY TH	N/A	1	N/A	7	8	✓	7	7	98%	✓	N/A	N/A	N/A	12	8	✓	1	1	✓	80%	100%	✓
Home for Families - Homelessness Prevention - ODH TAY	9	2	≠	19	29	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	180	239	≠	9	6	≠	85%	86%	✓
Home For Families - TAY Transition to Home TH	N/A	5	N/A	34	32	✓	28	26	93%	✓	N/A	N/A	N/A	10	9	✓	5	6	✓	80%	75%	✓
Home For Families - TAY Transition to Home RRH	6	10	✓	34	66	✓	N/A	N/A	N/A	N/A	35	46	≠	180	331	≠	3	19	✓	55%	79%	✓
Home For Families - TAY RRH	21	17	≠	87	103	✓	N/A	N/A	N/A	N/A	35	37	✓	180	222	≠	12	24	✓	55%	63%	✓

¹ Households that exited successfully without accessing DCA are excluded from calculation.² The goal of PATH Outreach is to outreach to homeless individuals for the purpose of linking them to ongoing mental health and other treatment.³ Successful Outcomes for CARR and Emergency Shelter; Successful Housing Outcomes for transitional housing (TH) and rapid re-housing (RRH); Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.⁴ Average Length of Participation (days) for CARR and RRH; Housing Stability (months) for TH.⁵ Program served all households that needed services. Successful housing/diversion outcome goals were recalculated based on the number served.⁶ Program served all youth in need of emergency shelter. Successful Housing Outcomes goal (#) has been recalculated based on actual served.

EMERGENCY SHELTER ⁵	Households Served				Nightly Occupancy				Average Length of Stay (Days)			Successful Housing Outcomes ^{3, 4}					
1/1/2022 - 3/31/2022	Goal (#)	Actual (#)	Variance	Outcome Achievement	Capacity ¹	Actual	Actual (%)	Outcome Achievement (Goal: 100%)	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
FAMILY																	
YMCA - Van Buren Family Shelter	200	183	(17)	√	64	88	137%	√	54	71	≠	68	21	≠	50%	21%	≠
YWCA - Family Center	130	92	(38)	≠	50	47	95%	√	54	84	≠	40	22	≠	50%	52%	√
MEN																	
LSS - Faith Mission - Men's on Grant ²	N/A	254	N/A	N/A	95	92	97%	N/A	45	62	N/A	N/A	28	N/A	25%	17%	N/A
LSS - Faith Mission on 8th ^{2,6}	N/A	194	N/A	N/A	83	80	97%	N/A	45	68	N/A	N/A	14	N/A	25%	12%	N/A
Southeast - Friends of the Homeless - Men's Shelter	525	500	(25)	√	160	155	97%	√	45	38	√	91	32	≠	25%	9%	≠
YMCA - Men's Social Distancing (including overflow) ⁶	1,000	619	(381)	≠	164	164	100%	√	45	35	N/A	N/A	7	N/A	N/A	2%	N/A
YMCA - SIQ Shelter ⁶	N/A	78	N/A	N/A	N/A	7	N/A	N/A	N/A	9	N/A	N/A	1	N/A	N/A	1%	N/A
WOMEN																	
LSS - Faith Mission - Women's on Grant ²	N/A	90	N/A	N/A	38	37	97%	N/A	45	70	N/A	N/A	19	N/A	25%	35%	N/A
YMCA - Van Buren Women's Shelter ⁶	440	366	(74)	≠	158	157	99%	√	45	61	≠	72	22	≠	25%	11%	≠
YMCA - Women's Overflow	450	463	13	√	28	28	100%	√	45	5	√	N/A	0	N/A	N/A	0%	N/A
INEBRIATE																	
Maryhaven - Engagement Center Safety	250	177	(73)	≠	34	25	74%	≠	20	14	√	65	33	≠	30%	21%	≠
Maryhaven - Engagement Center Shelter2Housing	45	19	(26)	≠	16	10	63%	≠	45	67	≠	7	5	≠	25%	42%	√
VA EMERGENCY HOUSING																	
LSS - VA Men & Women	60	56	(4)	√	24	17	73%	≠	45	47	√	18	12	≠	50%	31%	≠
VOAOI - VA Emergency Housing	40	27	(13)	≠	15	14	92%	≠	45	74	≠	13	8	≠	50%	57%	√
AGENCY																	
Lutheran Social Services - Faith Mission ^{2,6}	775	515	(260)	≠	216	210	97%	√	45	69	≠	137	60	≠	25%	20%	√
Lutheran Social Services - Faith Mission - Medical Respite	N/A	31	N/A	N/A	16	6	40%	N/A	N/A	40	N/A	N/A	0	N/A	N/A	0%	N/A

¹ Shelter capacities do not include overflow.² Lutheran Social Services is evaluated at the agency level rather than at the individual program level. Inclusive programs are Faith Mission Men's on Grant, Faith Mission on 8th, and Women's on Grant.³ Successful outcomes measure for Maryhaven Engagement Center Safety.⁴ Exit to family (permanent tenure) is a successful housing outcome for all starting 7/1/2015. Exit to friends (permanent tenure) is a successful housing outcome for all starting 7/1/2018.⁵ Housing services are provided by Rapid Re-housing projects. Some of the measures for emergency shelters are shared with the rapid re-housing programs.⁶ Social distancing shelter for men opened 3/20/2020. Shelter for Isolation and Quarantine opened 4/1/2020. Faith Mission on 8th capacity reduced to 83 from 95. Van Buren Women's capacity increased to 158 from 151.

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PERMANENT SUPPORTIVE HOUSING - Site-Based		Households Served				Program Occupancy Rate			Housing Stability (Months)			Successful Housing Outcomes ¹					
1/1/2022 - 3/31/2022	Capacity	Goal (#)	Actual (#)	Variance	Outcome Achievement	Actual (#)	Actual (%)	Outcome Achievement (Goal: 95%)	Goal (# of months)	Actual (# of months)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Community Housing Network - Briggsdale	65	68	66	(2)	√	64	98%	√	24	45	√	61	64	√	90%	97%	√
Community Housing Network - Cassady ²	10	10	11	1	√	10	103%	√	24	38	√	9	11	√	90%	100%	√
Community Housing Network - Creekside Place	23	23	22	(1)	√	22	96%	√	3	8	√	21	22	√	90%	100%	√
Community Housing Network - East 5th Avenue	38	40	37	(3)	√	37	97%	√	24	53	√	36	36	√	90%	97%	√
Community Housing Network - Inglewood Court	45	47	45	(2)	√	45	100%	√	24	62	√	42	44	√	90%	100%	√
Community Housing Network - Marsh Brook Place	40	42	41	(1)	√	39	97%	√	18	16	√	38	40	√	90%	98%	√
Community Housing Network - North 22nd Street	30	31	31	0	√	29	98%	√	24	57	√	28	29	√	90%	94%	√
Community Housing Network - Parsons Place	62	65	66	1	√	58	94%	√	15	13	≠	59	64	√	90%	98%	√
Community Housing Network - Safe Haven	13	16	12	(4)	≠	12	90%	√	24	63	√	14	12	≠	90%	100%	√
Community Housing Network - Southpoint Place	46	48	48	0	√	45	98%	√	24	53	√	43	45	√	90%	94%	√
Community Housing Network - Terrace Place	47	49	46	(3)	√	44	94%	√	24	70	√	44	45	√	90%	100%	√
Community Housing Network - Wilson	8	8	8	0	√	8	100%	√	24	73	√	7	8	√	90%	100%	√
Maryhaven - Commons at Chantry	50	52	48	(4)	√	46	91%	√	24	67	√	47	48	√	90%	100%	√
National Church Residences - Commons at Buckingham	77	81	76	(5)	√	75	97%	√	24	71	√	73	74	√	90%	99%	√
National Church Residences - Commons at Grant	54	57	56	(1)	√	53	98%	√	24	95	√	51	55	√	90%	100%	√
National Church Residences - Commons at Livingston ²	69	72	74	2	√	72	104%	√	24	52	√	65	71	√	90%	96%	√
National Church Residences - Commons at Third	71	75	72	(3)	√	69	97%	√	24	48	√	68	71	√	90%	100%	√
National Church Residences - VOAOL Van Buren Village	60	63	57	(6)	√	56	94%	√	24	51	√	57	57	√	90%	100%	√
YMCA - 40 West Long Street	84	88	78	(10)	≠	77	92%	√	24	61	√	79	77	√	90%	99%	√
YMCA - 40 West Long Street SRA	38	40	37	(3)	√	35	91%	√	24	52	√	36	34	√	90%	97%	√
YMCA - Franklin Station	75	79	78	(1)	√	73	97%	√	24	79	√	71	74	√	90%	100%	√
YWCA - WINGS	91	96	87	(9)	√	84	93%	√	24	52	√	86	87	√	90%	100%	√

¹ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.

² Funding allows overleasing.

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PERMANENT SUPPORTIVE HOUSING - Scattered Sites		Households Served				Program Occupancy Rate			Housing Stability (Months)			Successful Housing Outcomes ¹					
1/1/2022 - 3/31/2022	Capacity	Goal (#)	Actual (#)	Variance	Outcome Achievement	Actual #	Actual (%)	Outcome Achievement (Goal:95%)	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
Community Housing Network - Family Homes	10	11	9	(2)	≠	9	90%	√	24	25	√	10	9	√	90%	100%	√
Equitas Health - TRA	89	93	86	(7)	√	84	94%	√	24	123	√	84	85	√	90%	100%	√
Homefull - Leasing	147	154	134	(20)	≠	128	87%	≠	18	18	√	139	133	√	90%	100%	√
Homefull/YMCA - Isaiah Project	160	168	152	(16)	√	146	91%	√	24	33	√	151	148	√	90%	98%	√
Homefull - SRA	185	194	126	(68)	≠	122	66%	≠	15	17	√	175	126	≠	90%	100%	√
Homefull - TRA	246	258	228	(30)	≠	225	92%	√	15	18	√	232	228	√	90%	100%	√
Homefull TRA - EHV ²	304	N/A	85	N/A	N/A	54	18%	N/A	N/A	2	N/A	N/A	85	N/A	N/A	100%	N/A
Homefull TRA Mainstream ²	94	94	44	(50)	≠	40	43%	≠	6	10	√	85	44	≠	90%	100%	√
Veterans Affairs - VASH I-XI ³	377	396	382	(14)	√	372	99%	√	24	56	√	356	375	√	90%	99%	√
VOAOI - Family Supportive Housing	38	40	34	(6)	≠	30	78%	≠	24	49	√	36	34	√	90%	100%	√
YMCA - Scattered Sites HOME	55	58	53	(5)	√	50	91%	√	24	46	√	52	51	√	90%	96%	√

TRANSITIONAL HOUSING		Households Served				Program Occupancy Rate			Housing Stability (Months)			Successful Housing Outcomes ¹					
1/1/2022 - 3/31/2022	Capacity	Goal (#)	Actual (#)	Variance	Outcome Achievement	Actual #	Actual (%)	Outcome Achievement (Goal:95%)	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
VOAOI - Veterans	40	35	37	2	√	17	43%	≠	4	3	≠	18	8	≠	77%	36%	≠

¹ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends

² Project in lease-up.

³ Franklin County VASH capacity fluctuates based on need

RAPID RE-HOUSING	New Households Served			Total Households Served			Average Length of Shelter Stay (Days) ²			Average Length of Participation (Days)			Successful Housing Outcomes ³						Usage of CSB DCA (%) ¹		
	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
1/1/2022 - 3/31/2022																					
Homefull - Rapid Re-housing Single Adults	45	35	≠	105	74	≠	35	38	✓	110	78	✓	25	12	≠	55%	52%	✓	50%	0%	≠
Home for Families - Rapid Re-housing Families	44	15	≠	109	55	≠	34	57	≠	125	247	≠	33	14	≠	75%	74%	✓	60%	64%	✓
Home for Families- Rapid Re-housing Families Intensive	15	5	≠	35	35	✓	34	54	≠	180	141	✓	11	2	≠	75%	29%	≠	60%	29%	≠
The Salvation Army - Rapid Re-housing Families	37	10	≠	91	38	≠	34	41	≠	125	163	≠	28	13	≠	75%	72%	✓	60%	67%	✓
The Salvation Army - Job2Housing Families	15	5	≠	50	24	≠	34	21	✓	180	147	✓	11	9	≠	75%	82%	✓	N/A	78%	N/A
VOAOI - Rapid Re-housing Families	18	10	≠	46	37	≠	34	29	✓	125	164	≠	14	13	✓	75%	100%	✓	60%	100%	✓
YMCA - Rapid Rehousing Single Adults	210	95	≠	489	306	≠	35	36	✓	110	180	≠	115	47	≠	55%	44%	≠	50%	41%	≠
YMCA - Rapid Rehousing Single Adults Expansion	150	22	≠	300	54	≠	35	35	✓	110	113	✓	55	5	≠	55%	29%	≠	50%	44%	≠
YMCA - Rapid Rehousing Families	40	24	≠	70	60	≠	34	46	≠	125	141	≠	30	6	≠	75%	43%	≠	60%	0%	≠
YWCA - Rapid Rehousing DV	33	19	≠	163	51	≠	35	28	✓	180	174	✓	18	12	≠	55%	57%	✓	N/A	47%	N/A

PREVENTION	New Households Served			Total Households Served			Average Length of Participation (Days)			Successful Housing Outcomes ³						Usage of CSB DCA (%) ¹		
	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
1/1/2022 - 3/31/2022																		
Gladden Community House - Family Homelessness Prevention	150	111	≠	300	219	≠	120	70	✓	120	115	✓	80%	88%	✓	60%	78%	✓
Gladden Community House - FCCS Prevention	29	17	≠	51	38	≠	90	88	✓	23	18	≠	80%	95%	✓	70%	86%	✓
HFF - Homelessness Prevention for Expectant Mothers	8	8	✓	38	23	≠	365	330	✓	6	4	≠	80%	100%	✓	80%	100%	✓
HFF - Housing for Pregnant Women (Celebrate One) Prevention and RRH	0	29	✓	150	151	✓	180	205	≠	0	17	✓	75%	81%	✓	80%	33%	≠
HFF - Housing Now for Homeless Families	75	46	≠	125	81	≠	120	64	✓	111	44	≠	85%	100%	✓	N/A	0%	N/A
HFF - Resiliency Bridge	15	15	✓	35	16	≠	365	N/A ⁴	N/A	13	N/A ⁴	N/A	85%	N/A ⁴	N/A	N/A	N/A ⁴	N/A
HFF - Success Bridge	15	18	✓	19	46	✓	210	125	✓	13	12	✓	85%	86%	✓	N/A	0%	N/A

SSVF - Supportive Services for Veteran Families	New Households Served			Total Households Served			Average Length of Shelter Stay (Days) ²			Average Length of Participation (Days)			Successful Housing Outcomes ³						Usage of SSVF DCA (%) ¹		
	Goal (#)	Actual (#)	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal	Actual	Outcome Achievement	Goal (#)	Actual (#)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement	Goal (%)	Actual (%)	Outcome Achievement
1/1/2022 - 3/31/2022																					
LSS - SSVF Rapid Re-housing and Prevention ²	27	19	≠	57	50	≠	35	24	✓	110	129	≠	20	11	≠	75%	69%	≠	80%	71%	≠
VOAOI - SSVF Prevention	35	8	≠	73	45	≠	N/A	N/A	N/A	100	317	≠	31	10	≠	90%	91%	✓	90%	89%	✓
VOAOI - SSVF Rapid Re-housing ²	35	10	≠	72	124	✓	35	22	✓	110	248	≠	26	28	✓	75%	76%	✓	80%	83%	✓

¹ Households that exited successfully without accessing DCA are excluded from calculation.² Households were excluded from ALOS measure if they still resided in emergency shelter at the time of the report. For Job2Housing, ALOP including pregnant women is 197.³ Starting 7/1/15, Successful Housing Outcomes include permanent exits to family. Starting 7/1/18, Successful Housing Outcomes include permanent exits to friends.⁴ Program didn't have any household exits. Measure could not be calculated.



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