

FY21 CSB Gateway

INFORMATION PACKET

February 2020



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1. Introduction and Purpose

Community Shelter Board (CSB) supports programs in the City of Columbus and Franklin County, so persons imminently at risk of literal homelessness have access to targeted prevention assistance and persons who are literally homeless and formerly homeless have access to safe and decent shelter and services that assist them in accessing and maintaining housing. This support includes annual funding for coordinated access, targeted homelessness prevention, street outreach, emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing programs for eligible populations.

Funding is generally provided on a July 1 – June 30 funding cycle. Funding is blended and varies by program. Funding sources include:

- < City of Columbus Emergency Solutions Grant (ESG)
- < City of Columbus General Funds
- < Franklin County Emergency Solutions Grant (ESG)
- < Franklin County General Funds via Real Estate Transfer Fee
- < State of Ohio
- < U.S. Department of Housing and Urban Development (HUD)
- < United Way of Central Ohio
- < Private donors

This information packet contains guidelines, requirements, and conditions for receiving CSB funding through the Gateway process.

In addition, CSB will enter into partnership agreements with agencies that are using the Columbus ServicePoint (CSP)/homeless management information system, and agencies providing professional services in areas not included in section 4 of this information packet. This information packet also contains guidelines, requirements, and conditions for these agencies.

FY21 Gateway Timeline

Key Dates	Activities
2/7/20	Application materials released to agencies
3/6/20	CSB board review and approval of the FY21 financial plan
3/9/20	Recommended Program Outcomes Plans (POP) and FY21 funding awards forwarded to agencies
3/26/20	Completed proposals due to CSB by 5 pm
4/8/20 – 5/8/20	One-on-One meetings between CSB and Partner Agencies
5/20/20	CSB Board approval of funding decisions
5/28/20	Continuum of Care (CoC) approval of funding decisions
Early June	Partnership Agreements issued to Partner Agencies

2. Assumptions

The application process is driven by the following assumptions:

- ⟨ **Quality** – Agencies should continually examine programs and make improvements to ensure that programs are of high quality and cost effective.
- ⟨ **Efficiency** – The goal is to create efficiencies, not just for CSB and its partner agencies, but for the system as a whole. Programs will be reviewed on a cost per unit basis that examines the overall cost to serve clients and costs to achieve positive outcomes, with consideration for the target population(s) and their respective strengths and challenges.
- ⟨ **Accountability** – Accountability continues to be a core value. As a system, CSB and its partners must continually ensure accountability to funders and the community to demonstrate that we are making the best use of funds provided, serving the maximum number of households possible, and providing quality services and safe environments for people who are literally homeless or imminently at risk of literal homelessness in our community.
- ⟨ **Contingency** – CSB will enter into funding agreements with its partners despite the lack of assurance that the full amount of funding needed will be available from funders or through our annual private fundraising process. During the budgeting process, CSB makes reasonable assumptions about revenue and continues to diligently work with public and private sector community leaders to close funding gaps. If funding shortfalls are identified, CSB may need to implement a contingency plan that reduces funding to its

partners in the second half of the funding cycle. In keeping with our practice of full disclosure, CSB will keep its partners fully apprised of the status of fundraising throughout the year.

3. Eligible Applicants

< **Renewal Applicants**

To be eligible for renewal funding, all programs and agencies must be compliant with current partnership agreements.

< **Voluntary Programs**

These programs voluntarily participate in CSP, but do not receive funding from CSB.

< **New Applicants**

CSB will consider new applicants on a case-by-case basis and by invitation only. CSB will issue Requests for Proposals when new funding becomes available for new or existing programs.

All funded and non-funded programs must adhere to [CSB's Partner Agency standards](#), as applicable.

4. Funding Categories

CSB trustees have established Ends Policies for the organization. These Ends establish the framework for funding. Programs may be funded within this framework:

ENDS1. Prevention and Diversion

People who are at imminent risk of homelessness are linked to community resources.

Imminently homeless men, women and families will:

- < Have access to community resources and services as needed to maintain and stabilize housing; and
- < Not enter the emergency shelter system.

This Ends Policy includes homelessness prevention and diversion programs, the Homeless Hotline/Coordinated Point of Access, and the Coordinated Access and Rapid Resolution Team.

ENDS2. Shelter and Street Outreach

People who experience homelessness receive assistance to address their immediate housing crisis.

Homeless men, women and families will:

- < Have access to resources to address their immediate housing need;
- < Have their basic human needs met in a decent, secure environment;
- < Stay in shelter for a short period; and
- < Not re-enter the emergency shelter system.

This Ends Policy includes emergency shelters, seasonal overflow, and street outreach services.

ENDS3. Housing

People who experience homelessness transition from crisis to stability.

Homeless men, women and families will:

- < Have access to community and system resources and services to move to and stabilize housing;
- < Have their basic needs met in a non-congregate environment (individual, single room occupancy or shared unit); and
- < Not re-enter emergency shelter system.

This Ends Policy includes permanent supportive housing, transitional housing, rapid re-housing, and direct client assistance programs.

Refer to the [Columbus and Franklin County Homeless Crisis Response System Policies and Procedures](#) for additional information on target populations, expectations, eligible activities, eligible costs, and other requirements for each program type.

5. Types of Payment

CSB will award funding with the goal of maintaining a community system of services, shelter, and housing that is effective and well-organized. To promote continuity and efficiency, the following payment types will be utilized:

- < **Performance-based payments** – These payments will be based on outcomes (i.e., successful housing outcomes, new households served, etc.). Emergency shelter, Homeless Hotline, and Rapid Re-Housing partners may have a performance-based component in their partnership agreement.
- < **Reimbursement-based payments** – Agencies are reimbursed for costs by submitting an invoice form. Reimbursement-based payments may be required for agencies providing permanent supportive housing units and agencies receiving federal funds through CSB contracts with the City, County, State and HUD.
- < **Schedule A payments** – Agencies with this type of partnership agreement will receive 1/12 of their base award amount each month. Year-end reconciliation occurs to true up to actual expenses.
- < Some agencies and partnership agreements will have a combination of two or more of these payment methods.

6. Submission Guidelines

Submission Instructions

Agencies that submitted an application last year will receive an email with a link to update and submit FY21 information. Your FY20 application is incorporated with your FY21 submission. For new agencies funded in FY21, the Gateway application must be submitted via an on-line application [here](#). Each agency will use the same account they created last year to view, complete, and submit the application. Each application is specific to each agency with questions applicable to each agency's programs. Using the same sign-on, multiple users at each agency can update the application

prior to submission (only one user at a time can be updating the application). The application will be saved as a draft until all required fields are completed and the application is submitted. Submit only one application for each agency. Completed applications are due no later than **5pm Thursday, March 26, 2020**.

The FY21 online application process manual, information packet, appeal forms, program performance measures, outcome plan overview, evaluation methodology, and performance standards and outcomes plan are also available on CSB's website [here](#).

Budget, Staffing Details, and Environmental Review File

CSB will send funding recommendations to each partner agency. Use this information to complete one Budget worksheet and one Salary and Wages worksheet per agency. The budget should also include all other revenue and expenses associated with the program's homeless units. It's important for the homeless system to have visibility on the full cost of running each program. CSB combines all partner agency budgets into a single system-wide budget. Click the link where designated in the on-line application to download the file worksheets. The Budget worksheet will have one column for each program included in the funding recommendation letter and Gateway application. The budget narrative should include a brief but thorough explanation of the revenues and expenses associated with each budget category.

For PSH programs, complete the budget worksheet using only revenues and expenses related to **homeless units**. For example, if the PSH program manages a facility with 20 units, but only 10 units are homeless-eligible, the budget worksheet should be completed for the 10 homeless units only. The Program Outcomes Plan will note the number of homeless units for each program that should be included in the budget.

Type the name of the Finance Director and Executive Director (or equivalent administrators) who approved the budget on the budget worksheet. These individuals will sign the budget as part of the final FY21 contract.

Staffing Details

Any staffing charts from last year's application will be pre-populated in the worksheet. Please make any applicable changes and/or provide new information (i.e. new programs or updated response options).

Environmental Review Form for HUD Continuum of Care (CoC)-funded PSH and TH programs

The City and County perform all environmental reviews. A full environmental review of CoC-funded programs is required every 5 years, for units that receive leasing or rental assistance funds and where the applicant controls where the tenant lives (sponsor-based or project-based assistance). This includes sponsor-based rental assistance, project-based rental assistance, and leasing projects. If this is applicable to your agency, in the worksheet there will be a table to fill in the addresses and the number of units at that address. For FY21 list only new units added since last year's application. If the address is a complex with more than one unit, only list the address of the complex and the number of units located at the complex. If it's simpler to list each unit individually, that is acceptable.

Upload the budget/staffing details/environmental review file in Excel where designated in the FY21 on-line application.

Program Description

The on-line application includes program description questions related to program goals, services to be provided, and other aspects of the program. The application requires completion of questions that are applicable to your agency's programs before the application can be submitted. Carefully read both the question and any additional instructions before responding. Previous year's applications cannot be modified, you can only edit responses to this year's application.

For questions regarding all programs, be clear in your narrative response how the response relates to all or some programs. Your application will be returned if all questions are not completed appropriately. The program description responses will be part of the signed final FY21 contract.

Program Outcomes Plan

CSB will notify agencies of their draft Program Outcomes Plan(s) (POP) for each program at the same time the funding recommendations are sent to partners. If you disagree with the draft POP, contact Associate Director Lianna Barbu at 614-715-2535 or lbarbu@csb.org to discuss your concerns and develop a mutually agreeable POP. A program director or executive will sign the Program Outcome Plan(s) as part of the final FY21 contract.

7. Appeals Process

Partner agencies with major disagreements about the funding recommendation or the POP may appeal the funding recommendation or the POP not later than three (3) days before your agency's one-on-one meeting.

An appeal may be submitted only under one of the following conditions:

- < If the agency has reason to believe that CSB misunderstood the information made available about the program and/or the funding request.
- < If the agency has reason to believe that the Program Outcomes Plan is not appropriate.

Steps in the appeal process are:

1. Before deciding to appeal a recommendation, contact CSB Associate Director Lianna Barbu to discuss the appeal. This conversation serves two purposes: 1) to try to resolve the issue without an appeal; or 2) CSB staff can help clarify the agency's concerns.
2. Send written notice of the appeal to CSB Associate Director Lianna Barbu no later than 3 days before the agency's spring one-on-one meeting.
3. CSB staff will review the appeal and develop a staff response. If CSB staff and the agency are able to develop a mutually agreed upon resolution, the appeal will be closed. CSB staff has flexibility in the manner in which it conducts this review (phone conferences, phone polls, meetings, or contacts with the agency for additional information).

4. If CSB and the partner agency cannot achieve a mutually agreeable resolution of the appeal, copies of the materials submitted by the agency and the staff response will be forwarded to CSB's Board Chair. CSB's Board Chair will review the agency's appeal and the CSB staff response. The Board Chair may take any of the following actions: a) reaffirm the funding recommendation and/or the POP; or b) revise the funding recommendation and/or the POP.
5. The recommendation of the Board Chair will be forwarded (in lieu of staff recommendations) to the CSB Board of Trustees for final approval. The decision of the CSB Board of Trustees is final.

For programs that receive HUD CoC funding, POP appeals will be also considered by the CoC Board and the CoC, as needed and appropriate.

8. Conditions

An authorized official of the applicant organization must accept the terms below when submitting the online application: "Acting as a duly authorized representative, I hereby affirm that the governing body of the above named organization has reviewed and accepts all the conditions described in the information packet and the organization wishes to be considered for funding (if applicable) by Community Shelter Board".

- A. **Acceptance or Rejection by CSB.** CSB reserves the right to accept or reject any or all submissions. Acceptance does not guarantee funding from CSB.
- B. **Conformance with Statutes.** CSB funding and any resultant contract or award are subject to all applicable laws, rules, and regulations promulgated by any governmental authority having jurisdiction over the subject matter thereof, and the same may be amended from time to time. When applicable, this includes but is not limited to: City of Columbus Solicitation Permit; Registration as a Non-profit with the City of Columbus; Secretary of State Registration as Ohio Not-for-Profit; Registration with the Ohio Attorney General's Charitable Foundations Section; Annual Financial Filing with the Ohio Attorney General; and, state worker's compensation requirements.
- C. **Amending or Canceling Requests.** CSB reserves the right to amend or cancel the solicitation of programs at any time.
- D. **Rejection for Default or Misrepresentation.** CSB reserves the right to reject the application of any organization that is in default of any prior contract with CSB, the State of Ohio, or localities.
- E. **Clerical Errors in Awards.** CSB reserves the right to correct inaccurate awards resulting from clerical errors.
- F. **Rejection of Qualified Applications.** Applications are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of CSB.

- G. **Presentation of Supportive Evidence.** A submitting organization, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the application.
- H. **Authorized Approval Required.** The solicitation or acceptance of submissions does not represent any obligation or agreement whatsoever, on the part of CSB, which may only be incurred or entered into by written agreement approved as necessary by an authorized officer of CSB.
- I. **Applicant Costs.** CSB is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any applicant at any time, including the cost of submitting an application.
- J. **CSB Discretion.** Any determination made in connection with CSB funding process shall be at the sole discretion and judgment of CSB.
- K. **Anti-Discrimination.** Applicants must be willing to comply with all applicable anti-discrimination requirements. Applicants may not discriminate against any client or applicant for services because of race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, age, disability or other handicap, marital or familial status, military status, status with regards to public assistance, or any other class of persons protected by applicable law. Applicants may not make as a requirement of participation in a proposed program the observance of or participation in religious activity of any kind.
- L. **Alteration of Guidelines.** CSB reserves the right, at its sole option, to alter all program funding and Partner Agency Standards.
- M. **Incomplete Applications.** Each application must contain all of the information required by the application. CSB may, but is not required, to allow an applicant whose application is incomplete to submit further information in order to remedy such defect.
- N. **Funder Requirements.** Applicants must comply with all applicable funding requirements passed on to the applicant via a contract with CSB.
- O. **Cooperation with CSB.** If funding is awarded, the Partner Agency shall use its best efforts to cooperate with CSB and with CSB's other partners to provide available shelter overflow services or assistance with other shelter or housing-related emergencies as CSB may request from time to time.
- P. **Recognition of Funding.** Any information given to the public by the Partner Agency (including but not limited to, its letterhead, newsletters, public relations materials, media releases, interviews, fundraising appeals, brochures, and correspondence), as it relates to the program funded in whole or in part by CSB, shall prominently identify its funders and CSB as the funding sources of the applicable programs.
- Q. **Board and Staff Meetings and Board Participation.**

- < CSB may schedule staff training or other meetings or sessions from time to time and, upon notification of these meetings or sessions, the Partner Agency shall ensure the attendance of its appropriate personnel performing services.
- < In addition, the Partner Agency shall routinely notify CSB of all regular meetings of the Partner Agency's board of trustees. CSB or its funders may send representatives to any such meeting upon prior written notice to the Partner Agency including the reasons for such attendance. CSB agrees that the attendance shall be limited to that portion of the meeting dedicated to the discussion relating to the issues for which CSB or its funders notified the Partner Agency of their attendance at such meeting.

9. Cost Allowability and Financial Guidelines

Review the relevant resources and regulations below regarding allowable and unallowable costs and other requirements, depending on the funding sources for each program. Contact CSB if you're not sure which regulations apply to which programs.

CSB-funded programs – Financial Guidelines ([Unallowable Costs and City of Columbus Administrative Guidelines](#))

Federally-funded programs – [2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

CoC-funded programs – [2 CFR Part 578, Continuum of Care Program Interim Rule](#)

ESG-funded programs – [2 CFR Part 576, Emergency Solutions Grant Program Interim Rule](#)

HOME-funded programs – [24 CFR Part 92, HOME Investment Partnerships Program Final Rule](#)

Inquiries and Technical Assistance

Contact CSB Grants Administrator **Cathy Ellerbrock**, 614-715-2530 or cellerbrock@csb.org.