

FY20 CSB Gateway

INFORMATION PACKET

February 2019



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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 5 of this information packet. This information packet also contains guidelines, requirements, and conditions for these agencies.

FY20 Gateway Timeline

Key Dates	Activities
2/8/19	Application materials released to agencies
3/8/19	CSB board review and approval of the FY20 financial plan
3/11/19	Recommended Program Outcomes Plans (POP) and FY20 funding awards forwarded to agencies
3/28/19	Completed proposals due to CSB by 5 pm
4/16/19 – 5/10/19	One-on-One meetings between CSB and Partner Agencies
5/17/19	CSB Board approval of funding decisions
5/21/19	All appeals resolved
5/21/19	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 the 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. Definitions

Literally Homeless Person

A person sleeping in a place not meant for human habitation or in an emergency shelter or transitional housing for homeless persons, as defined by HUD in the Homeless Emergency Assistance and Rapid Transition to Housing Act, and related implementing regulations (24 CFR 91, 576, 578, 582, and 583), and [Columbus and Franklin County HEARTH Policies and Procedures](#).

Household

A household is defined as two or more individuals presenting together as a family, with or without children. Review [HUD's definition](#) of "family."

5. 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:

< **Prevention and Diversion**

- Homelessness Prevention / Diversion
- Coordinated Point of Access / Homeless Hotline

< **Shelter and Street Outreach**

- Emergency Shelter

- Seasonal Overflow
- Outreach Services
- < **Housing**
 - Permanent Supportive Housing
 - Transitional Housing
 - Rapid Re-Housing
 - Direct Client Assistance

Refer to the [Columbus and Franklin County HEARTH Policies and Procedures](#) for additional information on program eligibility, services, termination, and other requirements.

a) Prevention and Diversion

Ends Policy: Community resources are available to prevent or end homelessness.

i) Homelessness Prevention / Diversion Program

Purpose

The Targeted Homelessness Prevention Program provides services, direct client assistance, and linkage to community resources and/or financial assistance to families and pregnant women at imminent risk of literal homelessness. The Diversion Program provides diversion to community resources or other safe housing to prevent families or pregnant women from entering the shelter system.

Target Population

- < Requests for assistance must be related to housing crises that will result in literal homelessness and families and pregnant women served must generally have income below 35% of the Area Median Income (AMI) for the household size.
- < Households served must be imminently at risk of literal homelessness. Imminent risk must be documented.

Expectations

- < The agency must engage in direct client contact and provide supportive services to clients.

Eligible Activities

- < Homelessness Prevention is a model that may include housing stabilization assistance, housing relocation assistance, case management, service linkage, budget counseling, mediation services, and referrals for material assistance and rent/utility assistance.
- < Diversion is a model that may include limited-time interventions that help avoid an emergency shelter entry. These interventions include linkage to community resources, problem solving, and mediation. In case shelter entry cannot be avoided the program facilitates the shelter referral process.

Eligible Costs

- 〈 Partner agencies may apply for staffing costs, such as benefits, payroll taxes, professional development, administrative costs, and other costs associated with operating the program.

ii) Coordinated Point of Access/Homeless Hotline

Purpose

- 〈 The Homeless Hotline program provides diversion services through linkage to community resources or other safe housing to prevent people from entering the shelter system. If shelter entry cannot be avoided, the program facilitates the shelter referral or next step diversion process for families.

Target Population

- 〈 All persons served must be single adults or families that meet the HUD definition of literal homelessness, as documented at intake and defined by HUD in the Homeless Emergency Assistance and Rapid Transition to Housing Act and related implementing regulations (24 CFR 91, 576, 578, 582, and 583), and [Columbus and Franklin County HEARTH Policies and Procedures](#).

Expectations

- 〈 The Homeless Hotline will provide services based upon the Housing First model. The Homeless Hotline is expected to be operational on a daily basis, based on program design.
- 〈 The Homeless Hotlines must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- 〈 Diversion activities ensure that individuals and/or families seeking shelter are diverted when they are not in need of immediate emergency shelter, have safe alternative housing, or are otherwise more appropriately served by another system of care.
- 〈 When diversion options are exhausted, intake specialists help individuals access emergency shelter that provides programs suited to the persons' need to secure permanent housing.

Eligible Costs

- 〈 Partner agencies may apply for staffing costs, such as wages, benefits, payroll taxes, professional development, administrative costs, and other costs associated with operating the program.

b) Shelter and Street Outreach

Ends Policy: Prevent and resolve housing crises as quickly as possible.

i) Emergency Shelter

For additional FY2020 available funding see the [Shelter Request For Proposals](#).

Purpose

- ⟨ Emergency shelters assist eligible individuals and families who are literally homeless meet their basic shelter needs while they are working to secure housing. The primary outcome is placement in stable housing **within a short timeframe**.

Target Population

- ⟨ All persons served must be eligible single adults or families that meet the HUD definition of literal homelessness, as documented at emergency shelter intake and defined by HUD in the Homeless Emergency Assistance and Rapid Transition to Housing Act and related implementing regulations (24 CFR 91, 576, 578, 582, and 583), and [Columbus and Franklin County HEARTH Policies and Procedures](#).

Expectations

- ⟨ Shelter services should be provided as seamlessly as possible, based on the Housing First model. Shelters are expected to be operational on a 24-hour a day, 7-day a week basis.
- ⟨ Shelters must operate at capacity unless the system is experiencing lower demand relative to capacity.
- ⟨ Shelters must designate staff to work closely with CSB's Direct Client Assistance Program (DCA) and/or Rapid Re-housing Programs to coordinate short-term financial assistance and housing placement assistance to households to help them exit shelter and become stabilized in housing.
- ⟨ Shelters must have a Memorandum of Agreement (MOA) for DCA in place with CSB.
- ⟨ Shelters must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- ⟨ Basic emergency shelter consists of 24-hour shelter and the provision of basic necessities for homeless men, women and families.
- ⟨ Additional services include housing placement assistance such as referrals to landlords and rapid rehousing programs, preventing movement between shelters, advocating to secure financial assistance, job search and other employment assistance and linking the individual to supportive services in his/her new neighborhood.

Eligible Costs

- ⟨ Partner agencies should apply for operations costs associated with operating a shelter and providing basic services to residents.
- ⟨ Partner agencies may apply for service costs associated with an emergency shelter program as detailed above, such as wages, benefits, payroll taxes, etc.
- ⟨ Partner agencies can also apply for client assistance funds for bus passes, securing client identification and documentation, and other costs not covered by the CSB DCA program.

ii) Seasonal Overflow

Purpose

- < Overflow ensures that the needs of individuals and families are met during periods of high demand.
- < For the Adult Shelter System, higher demand for shelter is anticipated between October 15th and April 15th. Family Shelter System overflow capacity will be available year round as needed.

Target Population

- < All persons served must be eligible single adults or families that meet the HUD definition of literal homelessness, as documented at emergency shelter intake and defined by the HUD in the Homeless Emergency Assistance and Rapid Transition to Housing Act and related implementing regulations (24 CFR 91, 576, 578, 582, and 583), and [Columbus and Franklin County HEARTH Policies and Procedures](#).

Expectations

- < Agencies providing Overflow should ensure that proposed services are developed in concert with CSB and other system partners.
- < Shelters must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- < Basic Overflow consists of 24-hour shelter. Other shelter duration may be considered.

Eligible Costs

- < Partner agencies should apply for costs associated with providing overflow shelter beyond normal system capacity. These costs may be included in the regular shelter costs included under b) i) above.

iii) Outreach Services

Purpose

- < Outreach Services provide housing search and placement assistance, case management, service linkage and other necessary basic needs services to individuals and families living in places not meant for human habitation.
- < Outreach Services should successfully assist individuals and families to move from the outdoors and into appropriate housing or shelter as quickly as possible.

Target Population

- < The target population for Outreach is homeless men, women, and families with identified special needs and currently residing in places not meant for human habitation.

Expectations

- < Programs must work closely with the other parts of the homeless system to ensure that individuals move into next step housing as appropriate and available.
- < The program must work to place street homeless individuals and families in available permanent supportive housing, other appropriate permanent housing, and shelters as quickly as possible.
- < DCA may be provided for low cost items related to successfully engaging individuals and families living on the street.
- < Partners must have a DCA MOA with CSB.
- < Outreach partners must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- < Eligible activities for Outreach Services include housing search and placement assistance, case management, service linkage, and other necessary activities to assist individuals and families in moving into appropriate next step housing or shelter as quickly as possible and provide clients with short-term aftercare services to stabilize housing as necessary and appropriate.

Eligible Costs

- < Partner agencies may apply for staffing costs, such as benefits, payroll taxes, professional development, administrative costs, and other costs associated with operating the program.

c) Housing

Ends Policy: Guide exits from homelessness to stable housing.

i) Permanent Supportive Housing (PSH)

Purpose

- < Permanent supportive housing provides affordable housing to disabled individuals and families who are literally homeless at entry into the program, with voluntary services that help them maintain housing on a long-term basis.

Target Population

- < The target population for permanent supportive housing is single adults and families with disabilities experiencing long-term homelessness.
- < PSH residents are literally homeless households in which at least one member has a disability. PSH programs prioritize eligibility in accordance with Notice CPD-14-012, the HUD *Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*. Detailed information on eligibility requirements is available in the [Unified Supportive Housing System Vacancy Management and Lease Up Narrative Manual and Policies and Procedures](#).

- < Households served in permanent supportive housing programs must meet eligibility requirements specified in the [Unified Supportive Housing System Vacancy Management and Lease Up Narrative Manual and Policies and Procedures](#).
- < Eligible household are prioritized based on the Unified Supportive Housing System Vacancy Management and Lease Up Narrative Manual and Policies and Procedures.

Expectations

- < Programs should work with other systems to obtain rent subsidies, supportive services, and other operating subsidies to the extent possible.
- < If needed, programs should work with prospective applicants to identify appropriate housing units.
- < Programs must work with the Unified Supportive Housing System (USHS) to identify and process eligible and prioritized prospective tenants for new unit leasing and vacancies. Partner agencies must have a USHS MOA with CSB.
- < Permanent supportive housing programs must establish tenants' councils to gather resident input on operations and service delivery and encourage resident participation on the CSB Citizens Advisory Council.
- < Services must be offered on a voluntary basis only and be consistent with Housing First practices.
- < Programs must assess tenant needs and preferences at least annually and provide assistance to move tenants to more independent housing as appropriate.
- < Tenants must have a lease for a term of at least one year, renewable.

Eligible Activities

- < Eligible activities include case management; peer counseling; linkage and referral to substance abuse treatment and mental health treatment; assistance with obtaining, maintaining or upgrading employment; improving resident self-sufficiency; and other services related to helping residents obtain and maintain housing on a long-term basis and move to more independent housing options as desired and appropriate.

Eligible Costs

- < Eligible costs include supportive services, rental assistance, leasing, operating costs, and administrative costs on a limited basis.
- < Medicaid eligible services provided to Medicaid eligible clients are not eligible costs.

ii) Transitional Housing

Purpose

- < Transitional Housing is intended to facilitate the movement of individuals and families who are literally homeless into permanent

housing while providing more intensive and individualized supportive services compared with assistance provide in emergency shelter. Transitional housing may be provided for no more than 24 months.

Target Population

- ⟨ Single adults and families who are literally homeless and in need of more intensive supportive services to successfully resolve their homelessness and stabilize in permanent housing.

Expectations

- ⟨ Households served must have a lease or occupancy agreement for a term of at least one month that ends in 24 months or less and cannot be extended.
- ⟨ Programs must establish tenants' councils to gather resident input on operations and service delivery and encourage resident participation on the CSB Citizens Advisory Council.
- ⟨ Services must be offered on a voluntary basis only and adhere to Housing First practices.
- ⟨ Transitional Housing programs must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- ⟨ Eligible activities include case management; peer counseling; linkage and referral to substance abuse treatment and mental health treatment; assistance with obtaining, maintaining or upgrading employment; improving resident self-sufficiency; and other services related to helping residents secure permanent housing and maintain housing on a long-term basis.

Eligible Costs

- ⟨ Eligible costs include supportive services, rental assistance, leasing, operating costs, and administrative costs on a limited basis.
- ⟨ Medicaid eligible services provided to Medicaid eligible clients are not eligible costs.

iii) Rapid Re-Housing

Purpose

- ⟨ Rapid Re-Housing assists single adults and families who are literally homeless with permanent housing search and placement; access to initial, short- and medium-term financial assistance; and housing stabilization assistance.

Target Population

- ⟨ The target population for Rapid Re-Housing includes single adults and families who are literally homeless and have income below 35% of the Area Median Income (AMI).

Expectations

- ⟨ The program must work closely with emergency shelters to move households quickly out of shelter and into housing. Rapid Re-Housing case managers work closely with individuals to identify and secure housing.
- ⟨ Rapid Re-Housing case managers work closely with CSB's DCA program to access financial assistance for households to help them exit shelter and stabilize in permanent housing.
- ⟨ Partners must have a DCA MOA with CSB.
- ⟨ Services must include home visits that focus on establishing a housing stabilization plan, accessing needed services in the community and providing referrals, advocacy, assistance with budgeting and household management, parenting and other life skills essential to maintaining housing and improving economic well-being.
- ⟨ The average length of participation should be approximately three months of intensive case management, not to exceed 9 months of assistance (up to 12 months for pregnant women). The time period may vary dependent on partner agency agreements with CSB.
- ⟨ Rapid Re-Housing programs must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- ⟨ Eligible activities include individualized housing search, placement, and stabilization supports, referrals to landlords, advocating on the person's behalf to secure financial assistance, job search and other employment assistance, and linking households to community-based services and resources in their new neighborhood.

Eligible Costs

- ⟨ Eligible costs include supportive services, operating costs, direct client assistance, and administrative costs on a limited basis.

iv. Direct Client Assistance

Purpose

- ⟨ The DCA program provides financial assistance to enable persons residing in emergency shelters or experiencing street homelessness to move into permanent housing and to enable persons at imminent risk of homelessness to stabilize their housing.

Target Population

- ⟨ Single adults and families residing in emergency shelters or experiencing street homelessness.
- ⟨ Families and pregnant women at imminent risk of homelessness.

Expectations

- ⟨ Program staff will provide effective case management which should lead to a high degree of successful housing outcomes for program participants.

- ⟨ Partner Agencies are responsible for providing assistance in determining appropriate housing referrals, maintaining complete and accurate client files, and protecting client rights. Partner Agencies are expected to advocate for their household with landlords, employers, debtors, and community resources.
- ⟨ DCA use must adhere to relevant [Columbus and Franklin County HEARTH Policies and Procedures](#).

Eligible Activities

- ⟨ Program staff provides services to individuals and families in order to locate and maintain stable housing. Services include housing planning such as referrals to landlords, advocating on the household's behalf to secure financial assistance, job search and other employment assistance, and linking the household to supportive services in his/her new neighborhood.

Eligible Costs

- ⟨ Partner agencies may apply for costs of providing financial assistance directly to single adults and families.

v. Voluntary programs

These are other programs which participate, either as mandated by other systems of care or voluntarily, in CSP. These programs must also enter into partnership agreements with CSB for the purpose of data collection and reporting in CSP.

6. 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 are required for all 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.

7. Submission Guidelines

Submission Instructions

FY20 Gateway applications must be submitted via an on-line application [here](#). Each agency will create one account to view, complete, and submit the application. Using the same sign-on, multiple users at each agency can update the application prior to submission. 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. The application is specific to each agency and includes agency contact information, a downloadable budget template, program description questions applicable to each agency's programs, an Environmental Review table (if applicable to your agency), and acceptance of the application conditions.

Completed applications are due no later than **5pm Thursday, March 28, 2019**.

The FY20 online application, information packet, budget form, funding appeal form, program performance measures, outcome plan overview, evaluation methodology, performance standards and outcomes plan, and appeal form are also available on CSB's website [here](#).

Budget Worksheet

CSB will send funding recommendations to each partner agency. Use this information to complete one Budget worksheet and one Salary and Wages worksheet. Click the link where designated in the on-line application to download the budget template. The Budget worksheet must include at least 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 FY20 contract. Upload the budget worksheet in Excel where designated in the 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.

For questions regarding all programs, be clear in your narrative response how the response relates to all or some programs. If the question includes a table, input the information for each program listed. Your application will be returned if all questions are not completed appropriately. A program director or executive will sign the program description responses as part of the final FY20 contract.

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). If this is applicable to your agency, in the online application there will be a table to fill in the addresses and the number of units at that address. FY20 is a full environmental review year, so list **ALL** addresses for leasing, sponsor-based rental assistance, project-based rental assistance, and leasing projects. 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.

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 Operations Director Lianna Barbu at 614-715-2535 or lianna@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 FY20 contract.

8. 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 after 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 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 Operations 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 Operations Director Lianna Barbu no later than 3 days after 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.

9. 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.

10. 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.

APPENDIX A

Use the following definitions when filling out the PSH program profile in the online application.

Supportive housing configuration (choose only one)

- < Single Building: project units are housed in a single structure, comprising all or some of the total units in the structure.
- < Multiple Buildings, Single Site: project units are housed in multiple buildings located within one apartment complex.
- < Multiple Buildings, Multiple Sites: project units are housing in multiple buildings located within two or more apartment sites/complexes.

Availability of on-site supportive services staff to meet tenant needs (choose only one)

- < Intensive: on-site supportive services available 24 hours per day, 7 days per week.
- < Moderate: on-site supportive services available at least 10 hours per week day and at least 4 hours per weekend day.
- < Limited: on-site supportive services available less than 10 hours per week day.

Characteristics of Tenants (choose only one)

In this context limited functionality is defined as moderate to severe symptoms related to the qualifying disability and moderate to severe difficulty in completing activities of daily living and in social and occupational functional (e.g. few friends, ongoing conflicts with peers, ongoing conflicts with staff, lack of identified support system other than professional staff, etc.) which is supported by documentation found in the residents' individualized housing stabilization plans.

- < High Need: more than 60% of tenants have limited functionality
- < Medium Need: 30% to 60% of tenants have limited functionality
- < Low Need: less than 30% of tenants have limited functionality.