

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: OH-501 - Toledo/Lucas County CoC

1A-2. Collaborative Applicant Name: TLC Homelessness Board

1A-3. CoC Designation: CA

1A-4. HMIS Lead: TLC Homelessness Board

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	No	No
4.	Disability Service Organizations	Yes	No	No
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
9.	Law Enforcement	Yes	No	Yes
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	No	No	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	No	No	No
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	No	No	No
30.	State Sexual Assault Coalition	No	No	No
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.				
35.				

By selecting "other" you must identify what "other" is.

1B-2.	Open Invitation for New Members.	
	NOFO Section V.B.1.a.(2)	
	Describe in the field below how your CoC:	
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;	
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and	
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).	

(limit 2,500 characters)

1) Over the past year, the CoC engaged in a community wide effort to update the local CoC governance structure. The CoC is a stakeholder-led body whose mission is to further collaboration and accelerate solutions to end homelessness in Lucas County, Ohio. Diverse representation and inclusion of additional and new stakeholders furthers the CoC goals of equitable representation and coordinated entry system's planning and efforts. The CoC issues an invitation for membership each Spring which is promoted through a variety of platforms including website post, press release, newspaper and other advertising, social media, and information at various community centers. When there is an unexpected vacancy, the CoC Board requests nominations from the CoC members for the vacancy. The CoC accepts nominations from any source, including self-nominations. The CoC Board reviews nominations and considers lived expertise, diversity, and the different representation of each nominee to make recommendations to the CoC membership. The CoC will consider membership recommendations, discuss, and vote to determine which nominees will be invited to join the CoC. 2) The CoC is committed to accommodating the communication needs of all individuals. The invitation for membership is provided via email and on the website in PDF format. Paper copies of the nomination form may be accessed at various locations or through the mail. The CoC presents the materials in public meetings in a manner that accommodates both visual and auditory challenges. The CoC will also provide technical assistance to answer questions. 3) The CoC shall make affirmative efforts to reach marginalized communities and ensure as much representation of people with lived expertise as possible. The CoC is committed to ensuring that composition of membership reflects the composition of persons experiencing homelessness. The CoC maintains 3 dedicated seats for persons with lived expertise of homelessness. In 2022, 40% of the CoC membership and 60% of the CoC Board met diversity criteria.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

The Home for Everyone CoC (CoC) holds regular, public meetings inclusive of all CoC members on a quarterly basis. The CoC membership is comprised of 40 relevant stakeholders that represent a broad and diverse array of organizations and individuals that have knowledge of homelessness or an interest in preventing and ending homelessness. Additionally, there are 3 CoC member seats dedicated to individuals with lived experience of homelessness. The Home for Everyone CoC elects from within its' membership the Home for Everyone CoC Board (CoC Board) which services as the primary decision-making body for the CoC, responsible for achieving the goals and objectives of the community to create and manage the system to prevent and end homelessness. The CoC Board meets at least bimonthly. Additionally, the CoC Board establishes and appoints CoC members to various CoC Committees and Subcommittees. The CoC Board collaboratively with the Collaborative Applicant to develop, adopt, and implement a strategic plan for the local CoC. Annually, a roadmap is developed to identify and prioritize key activities the CoC will engage in to advance the goals of the strategic plan. The roadmap further filters into committee and subcommittee work plans with clearly defined action items. Each step of the process requires collaboration and input with all stakeholders. The CoC also solicits opinions and feedback through participatory resource mapping exercises, surveys, focus groups, and roundtables that occur throughout the year with various committees, workgroups, and affinity groups throughout the community. The feedback and recommendations help to inform policies and procedures, as well as the written standards for service delivery.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1) Toledo Lucas County Homelessness Board (TLCHB), the Collaborative Applicant, accepts new project applications from any entity that meets threshold criteria for project applicants. TLCHB publicly posts a local CoC funding competition policy that invites new project applications, including organizations that have not previously received CoC funding. The policy includes a timeline, review and ranking policy and procedures, and instructions for applications. TLCHB advertises all funding opportunities through public notices, website posting, email communication, and social media to reach a wide array of stakeholders. In 2023, the CoC received three new applications for Permanent Housing. Two of those new applications were submitted from organizations that have not previously received CoC Program funding. 2) The CoC emails and posts on the website instructions for the local CoC funding competition. Potential applicants must submit a Notice of Intent and submit a draft application to TLCHB to be considered by the CoC Review and Ranking Committee for funding approval. 3) The CoC clearly outlines local priorities for ranking in the local CoC funding competition policy as well as the Scoring, Ranking, and Prioritization Policy and the accompanying scoring guide. The CoC Board establishes and appoints a Review and Ranking Committee to review and evaluate both renewal and new project applications to score and prioritize project applications. New Project applications are prioritized, and final determination is made on which project will be included in the priority listing, based on CoC Bonus or reallocation funding available. The CoC Board makes the final determination upon approval of the Consolidated Application and Priority Listing(s). 4) The CoC accommodates the needs of people with disabilities. Public notices are posted through multiple mediums and reasonable accommodation will be made as needed.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section V.B.1.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG Program funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.

(limit 2,500 characters)

1) City of Toledo (ESG recipient) is an appointed member of the CoC Board and the CoC and actively participates on the CoC Ranking and Review Committee. Toledo Lucas County Homelessness Board (TLCHB), the Collaborative Applicant, collaborates with City of Toledo staff and the CoC Board for ESG allocation planning, which includes a local funding competition with applications reviewed by a Citizens Review Committee that reviews, scores, and ranks applications for funding. TLCHB also advises the State of Ohio and provides input on ESG allocations from the State. All applicants for ESG funding must sign the CoC Policy Addendum as well as certify that they use or will use HMIS and Coordinated Entry. TLCHB has also coordinated with the City to deploy ESG-CV resources during the pandemic. 2) TLCHB performs monthly monitoring of all ESG funded projects to ensure compliance. In conjunction with the HMIS Quality and Performance Committee, TLCHB develops performance measures and provides quarterly reports using HMIS data to the City and the State. TLCHB also provides annual performance reports using HMIS data and monthly, quarterly, and annual financial reporting on use of funds. 3) TLCHB compiles and shares system performance data, HIC/PIT data, and annual data to the City of Toledo and the State as well as the CoC Board. 4) TLCHB works closely with the City to provide information, participate in public meetings, and update relevant sections of the Consolidated Plan on an annual basis. TLCHB has also worked closely with the City to develop and get approval for a HOME-ARP allocation plan which will leverage funding for affordable housing development and supportive services.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	Yes

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	No
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

Our CoC has a formal partnership with Toledo Public Schools, which is our region's largest public school district. TPS is disproportionately impacted by youth homelessness in the Toledo metro area per both the HUD and McKinney Vento definitions. We have a formal agreement with Toledo Public Schools for representation on the Home for Everyone CoC Board. In 2021 and 2022, we had a formal agreement with Toledo Public Schools, Lutheran Social Services and the City of Toledo, Department of Housing and Community Development. Under the former agreement families experiencing a housing crisis in TPS school district with children attending TPS schools were able to receive 12 months of rental and utility assistance to stabilize and prevent homelessness. This program served 482 students in this first year with an additional \$2M committed through ERA funds thereafter. For TPS schools' families that needed more extensive housing stabilization services, they were referred to our Public Housing Authority to participate in the Emergency Housing Voucher program. TPS is a CoC member, and their representative serves on the CoC Board.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,500 characters)

The CoC encourages all projects that work with families and youth to inform all participants of educational resources when entering the project. The CoC monitors and provides technical assistance to ensure that educational resources are presented at intake and progressively through ongoing case management. The CoC works with the LEA and the Runaway Homeless Youth (RHY) funded partners to ensure information is readily available. FY22 and FY23 our CoC entered into a formal agreement with Jobs and Families Services to administer TANF funds through the PRC Program. The PRC program has enhanced our CoC funded programs by implementing a formal and equitable process to access cash and non-cash benefits, in addition to an array of other services that Jobs and Families Services offers for families experiencing homelessness. Through this shared collaboration, families are invited to participate in both job readiness programs and job career fairs. Jobs and Families Services staff shares all these ongoing opportunities with the CoC, and the CoC shares the information with all agencies in the CoC participating in the PRC program. TLCHB, the CA also worked with the Toledo Area Regional Transit Authority to provide access to their Youth Summer Blast Pass (free bus rides all summer long) and the City of Toledo to distribute information about a wide range of summer programming.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	Yes	Yes
2.	Child Care and Development Fund	No	No
3.	Early Childhood Providers	No	No
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	Yes	No
7.	Healthy Start	No	No
8.	Public Pre-K	Yes	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.
	NOFO Section V.B.1.e.

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC’s geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1) The Home for Everyone Continuum of Care contains voting members from the YWCA of Greater Toledo, the largest domestic violence shelter in Northwest Ohio, Bethany House, a long term domestic violence shelter that offers apartment-style transitional living accommodations, and Advocating Opportunities, which provides legal services and advocacy for trafficked and exploited persons. These providers and any other interested CoC member or community organization are invited to inform the development of any and all policies including the emergency transfer policy, safeguarding policies, etc. The working group has also developed a proposal to submit to the PHA for the development of a special voucher program dedicated to survivors. The CoC Written Standards for Service Delivery and CoC Competition Policy Addendum affirm our CoC's commitment to ensure the protections laid out in VAWA. 2) Our CoC continues to solicit feedback from survivors of domestic violence service providers and includes but is not limited to the YWCA, Bethany House, Mental Health Services and Recovery Board. Last year the CoC worked collaboratively with DV providers to pilot a new DV assessment tool. We held meetings with DV providers to provide feedback on the use of the tool. Feedback from the use of this tool, along with insight from the CoC providers, will assist in identifying and implementing a new, more trauma-informed assessment for the Coordinated Entry System. Bethany House and YWCA have also presented and trained fellow CoC organizations on best practices as well.

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.
	NOFO Section V.B.1.e.

	Describe in the field below how your CoC coordinates to provide training for:
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,500 characters)

1) Our CoC continues to promote and participate in DV trainings that are prepared by the YWCA of Northwest Ohio. The YWCA is a CoC partner for trauma-informed and victim centered trainings for DV. The CoC also has worked closely with the Mental Health and Recovery Services Board as well as engaged the local Trauma Informed Care Coalition for assistance in providing CoC members trainings on these topics. The CoC regularly encourages CoC partners to attend local and regional trainings and formally hosts trainings on these topics at least annually at its CAC meetings. The trainings include discussions about trauma's impact, intensify/retriggering trauma factors, and trauma-informed responses. Additionally, CoC staff attended several trainings this year from the National Organization for Victim Assistance and have shared this information with community partners and service providers. Coordinated Entry staff are trained yearly on trauma-informed and victim-centered care protocols. During these trainings protocols are reinforced whereby staff ask initial screening questions about safety. If persons feel unsafe and attempting to flee or fleeing a DV situation, the staff immediately connects them to the local YWCA DV hotline, who provides immediate assistance, assessment and shelter/housing placements. If it is determined later during service provision that an individual or family has experienced this type of trauma and violence, pathways between non-VSP and VSPs have been created to connect those in need to available resources. 2) The Coordinated Entry staff are trained yearly on trauma-informed and victim centered care protocols. During these trainings protocols are reinforced whereby staff ask initial screening questions about safety. If persons feel unsafe and is attempting to flee or fleeing a DV situation, the staff immediately connects them to the local YWCA DV hotline, who provides immediate assistance, assessment and shelter/housing placements. If it is determined later during service provision that an individual or family has experienced this type of trauma and violence, pathways between non-VSP and VSPs have been created to connect those in need to available resources. OH-501 CoC hosted Trauma-Informed Training led by the Trauma-Informed Care Coalition this year for CoC partner's, stakeholders, people with lived experience and community leaders at our Community Advisory Council Meeting. This training is a part of the CoC annual training.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC's coordinated entry includes:
1.	safety planning protocols; and
2.	confidentiality protocols.

(limit 2,500 characters)

1) Our CoC complies with VAWA requirements to have safety planning protocols, including emergency transfer plans. CoC Coordinated Entry Policies and Procedures include a specific referral process for DV survivors. 2) Our CoC prioritizes safety through the use of confidential de-identified data and the emergency transfer plan. Local VSPs have very restrictive protocols regarding the sharing of addresses of services, visitor access, phone number sharing, and donation drop off. These are all carefully maintained in order to give clients the security and safety they need and desire. The CoC has also implemented procedures during its bi-weekly case conferencing reviews to ensure confidentiality in review for all participants. All clients are referred to using case file numbers; PPI is never shared between providers without an additional, specialized release of information which our VSP uses.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section V.B.1.e.		
Describe in the field below:		
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1) The CoC is committed to fully including de-identified aggregate data from comparable databases from Victim Service Providers, and to providing support as necessary to ensure that VSPs have access to all of the tools, data, and assistance they need in order to protect the privacy and safety of survivors of domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking. 2) The CoC works directly with the VSPs to monitor trends and needs relative to this subpopulation and engages them in all CoC discussions so that all decision-making is enlightened by the complexities and specific safety considerations necessary to support survivors.

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section V.B.1.e.		
Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:		
1.	whether your CoC has policies and procedures that include an emergency transfer plan;	
2.	the process for individuals and families to request an emergency transfer; and	
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.	

(limit 2,500 characters)

1) The CoC has an Emergency Transfer Plan for Domestic Violence, Dating Violence, Sexual Assault, or Stalking Survivors. A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD’s regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer. 2) To request an emergency transfer, the tenant shall notify the CoC participating housing partner’s management office and submit a written request for a transfer to the CoC participating housing partner at the location identified in their Emergency Transfer Plan . The CoC participating housing partner will provide reasonable accommodations to this policy for individuals with disabilities. The tenant’s written request for an emergency transfer should include either: a) A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the CoC participating housing partner’s program; OR b) A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant’s request for an emergency transfer. 3) TLCHB and its CoC participating housing partner cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. CoC participating housing partner will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. CoC participating housing partner may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit. Follow up must occur within 1 day.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC’s geographic area; and
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.

(limit 2,500 characters)

1) Survivors of DV, dating violence, sexual assault, or stalking are included in the bi-weekly Community By-Name List for housing program referrals. All clients are referred to using case file numbers. These clients have access to the same housing resources as the rest of the clients on the list. The CoC has implemented housing problem solving into the front end of the Coordinated Entry System to address systemic barriers and allow for more client choice, flexibility of options, and rapid response to housing and safety needs. Through a partnership with the Public Housing Authority, Emergency Housing Vouchers were also available in the past year for those who met other requirements and were fleeing, or attempting to flee, domestic violence, dating violence, sexual assault stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. The EHV program helped the CoC identify needs and supported those needs to overcome barriers. The ability to deal with security deposits, basic needs, and furniture are all important too.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
	1. ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
	2. accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

The CoC continues to recruit people with a varied range of lived expertise who are included in CoC policy and program development. The CoC has consistently reviewed and plans to continue to annually review all policies and procedures to limit barriers to programs and services for all vulnerable populations, including survivors. We have not involved DV survivors yet formally in our efforts to engage lived expertise but will work to develop procedures and strategies to do so.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Training.	
	NOFO Section V.B.1.f.	

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

	Describe in the field below:
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1) TLCHB, the CA, updates the system-wide anti-discrimination policy which is embedded in the CoC Written Standards for Service Delivery on behalf of the CoC on an annual basis. Equitas Health and the Northwest Ohio LGBTQ+ Coalition are CoC member organization with expertise in serving LGBTQ+ individuals and families. The CoC Race, Equity, and Access Core Committee and our CoC's Internal System Experts (people with lived expertise) provide regular feedback to inform the anti-discrimination policy and ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families. 2) All CoC and ESG recipients are required to sign the FY 2023 CoC Competition Policy Addendum certifying compliance with all written standards, including the anti-discrimination policy. In 2023, TLCHB revised and updated the TLCHB Personnel Policy Manual which includes the following sections: Affirmative Action, Discrimination and Harassment Policy, Sexual Harassment Policy, Discrimination and Harassment Complain Procedures and Protections, and a Gender Transition Policy as an expressed equal opportunity policy. TLCHB provides technical assistance to all CoC organizations to ensure their internal policies are consistent and adhere to equal access requirements. 3) TLCHB reviews anti-discrimination policies as a component of regular monitoring for CoC and ESG funded projects. The CoC's grievance process establishes procedures that ensure all complaints involving discrimination are investigated and resolved. 4) If a grievance concerning discrimination finds non-compliance with CoC standards, TLCHB provides a report outlining corrective action steps and compiles an annual report outlining all grievances and resolutions to be reviewed by the CoC Board.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Lucas Metropolitan Housing	6%	Yes-Both	No

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1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.B.1.g.	

Describe in the field below:

1.	steps your CoC has taken, with the two largest PHAs within your CoC’s geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

Lucas County has one PHA-- Lucas Metropolitan Housing (LMH). Since 2018, LMH and Toledo Lucas County Homelessness Board (TLCHB), the Collaborative Applicant, have maintained a Collaborative Affiliation Agreement that provides the basis to align CoC and PHA efforts to increase access to affordable housing opportunities and address homelessness. One of the first accomplishments of this partnership was the adoption of homeless admission preferences for both HCVP and LIHP. LMH has also worked to reduce barriers to admission in both programs, including reducing barriers related to criminal history and eviction history. LMH’s HCVP has a Homeless Preference and “Homeless at Admission is associated with this distinction within the Elite eternal database. Waiting list pulls are categorically based off preferences and prioritized as such. For example, homeless, disabled, etc. The HCVP Administrative Plan (above image) sets the standard for the narrative which follows HUD “Homeless” guidance and aligns to PIH Notice 2013-15 (HA); recently superseded by PIH Notice 2023-13 (added more homeless categories). Both also references the 50058 and line 4c (Homeless at Admission) for PIC reporting purposes. Emergency housing provisions set forth by ARPA (2021) are the EHV program. An internal narrative was set forth in early 2022 initiated through EHV from a qualified pool of excess applications for certifying as “homeless and disabled” (to qualify as waiting list homeless preference) those excess EHV applications used for strategically targeting utilization in other tenant-based programs that were lacking. Examples include Housing First, Non-Elderly Disabled Category One, and both categories of Mainstream Disabled vouchers (DV-6811 and M-6001), thus greatly increasing utilization in three other programs, and satisfying HUD recommendations regarding establishing relationships with multiple COC’s. These programs are currently at maximum voucher capacity. Four of them are approaching 100% utilization (EHV/NED-1/DV-6811/M-6001). We do not have to worry about over-leasing in the four disabled categories, as HUD policy states that the Mainstream and NED vouchers can be transitioned over to the general increment “6143” vouchers if at maximum program allocation capacity. In addition, the disabled programs do not require a homeless preference; however, this criterion was used to prioritize entry onto the waiting list through special programs.

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	Yes
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	Yes
7.	Public Housing	Yes
8.	Other Units from PHAs:	

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	EHV, MHR SB, Lucas County

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
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PHA		
	Lucas Metropolita...	

1C-7e.1. List of PHAs with MOUs

Name of PHA: Lucas Metropolitan Housing Authority

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition.	18
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition that have adopted the Housing First approach.	18
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1) The CoC requires that all applicants sign the CoC Competition Certifications and Policy Addendum which requires certification that each applicant will: a) prioritize beds for those experiencing chronic homelessness consistent with CPD Notice 16-11; b) operate utilizing a low-barrier approach; comply with the Housing First model; and adhere to CoC Written Standards for Service Delivery. Each applicant must certify their commitment to and compliance with all of the above as a threshold requirement. Applicants must also demonstrate the same in esnaps and new project applicants are asked to describe their service delivery model and how it complies with Housing First. Both new and renewal projects are scored responses related to Housing First policies and practices. 2) The CoC looks at project performance and commitment to serving those with the most barriers to housing as well as adherence to housing first principles. The CoC provides regular access to housing first trainings and regularly assesses projects for compliance. 3) The CoC has a standing committee called No Barriers Housing which is dedicated to the adoption and implementation of housing first throughout system operations. The No Barriers Housing Committee provide training and technical assistance to ensure projects are following a housing first model. To evaluate projects outside of the local CoC competition, the CoC has utilizes the HUD Housing First Assessment Tool as a component of monitoring for all CoC and ESG funded projects. Additionally, HMIS data is evaluated to ensure compliance through quarterly performance scorecards and regular technical assistance. The next step is to adopt and implement a more robust fidelity scale that can be integrated into funding competitions as a tool for scoring but also used to monitor implementation and provide feedback on how to ensure greater fidelity.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

1/2/3/4) The CoC has fully integrated all street outreach efforts into the CE system with 100% coverage. Individuals and families are assessed where they are and are offered the following street outreach services, as needed and appropriate: engagement, case management, emergency health/mental health, and transportation services where they are otherwise not available in the mainstream. Street Outreach projects assess, prioritize, and re-assess the need for essential services related to street outreach and continuously engage unsheltered persons and persons experiencing chronic homelessness (and most at risk of becoming chronically homeless), even if they repeatedly decline housing and services. Referrals to PSH or RRH that can quickly assist in obtaining safe, permanent housing are prioritized over the provision of or referral to emergency shelter. Neighborhood Properties, Inc. PATH Team holds the SAMHSA Projects for Assistance in Transitioning from Homelessness grant locally and is CoC funded as well. PATH is a formula-based program, designed to support assertive outreach, a known effective technique to support service delivery to individuals with severe and persistent mental illnesses (SPMI), co-occurring SPMI and substance use disorders, and persons experiencing homelessness or at imminent risk of homelessness. PATH helps participants navigate documents, applications, and appointments needed to get housing and treatment. Participants are encouraged to connect to local social services, health services, and community resources and are eventually linked to housing. PATH typically works with a person for 90 days, with the end goal of identifying and guiding homeless individuals to supportive housing and mental health care. The CoC regularly coordinates with the PATH team for community-wide rapid resolution efforts where individuals may be displaced (encampments, hotels closing, code enforcement). This team proactively and reactively responds to needs by canvassing our geographic area daily. They interact with individuals on the streets, in encampments, in parking lots and cars, under bridges, behind shopping centers, and in other areas of high concentration of unsheltered homelessness. The Zepf Center Safety Net's Street Outreach Program engages runaway youth in need. Zepf operates the only youth emergency drop-in shelter in Lucas County for youth 17 years of age and younger. Zepf has been performing youth-oriented street outreach since 2019

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		
	Metroparks Toledo Park Rangers	Yes	Yes

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.i.	

	HIC Longitudinal HMIS Data	2022	2023
Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	239	71

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

	Describe in the field below how your CoC:
1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1) The CoC shares up to date information on mainstream resources by working in close partnership with Job and Family Services, Social Security Administration, Mental Health and Recovery Services Board, and other relevant benefit providers. Information gathered from these partnerships is shared with the broader CoC membership via email newsletters, local committee presentations, CoC quarterly meetings, and emails notifying members of training opportunities as they arise. 2) Our CoC shares information about mainstream resources during CoC meetings, through social media and through our list serve. The CoC works with projects to collaborate with multiple health care organizations including physical health, mental health and substance use disorder treatment providers. Shelter and housing case management ensure that program participants are connected to Medicaid or other health insurance to ensure connection to necessary services. The CoC contains members from three community mental health agencies, local healthcare organizations, the Mental Health and Recovery Services Board, health insurance agencies, the local Medicaid administrator, and LGBTQ+ healthcare services. The CoC encourages and prioritizes projects that have formal arrangements with mental health and substance use treatment agencies to more seamlessly connect program participants with receiving healthcare services. The CoC has participated in the implementation of a new medical respite pilot which is capable of supporting up to six participants who are leaving hospitalization and are not able to stay in a traditional non-congregate or congregate shelter setting. 3) Neighborhood Properties, Inc., a CoC member whose representative serves on the CoC Board, designs services to include housing stabilization services for NPI tenants from a CABHI critical time intervention team that includes a SOAR specialist. This ensures expedited SSI applications through SOAR.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

Leading Families Home (LFH), a CoC member organization, is proud to announce the opening of its non-congregate emergency family shelter, Beach House Ashland. The newest location opened its doors in July of 2023. This shelter will allow LFH to serve up to 75 additional individuals facing homelessness at any given time. This additional facility will greatly impact the list of families seeking emergency shelter in Lucas County. LFH provide participants with wrap-around case management and behavioral health services, which includes substance abuse treatment, to all who request these services. Although these services are not mandated, they are offered to help serve the participant through a trauma informed approach, using holistic measures to help create long-term stability for our participants.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1/2) TLCHB, the Collaborative Applicant, maintains strong relationships and consistent communication with public health, FQHCs, hospitals, and the local EMA to prepare for and better respond to future public health emergencies. TLCHB works with all CoC members to ensure that timely information, best practices, and effective policies and procedures are in place to respond to and prevent the spread of infectious diseases. The Lucas County Health Department and Lucas County Emergency Management Agency have reviewed policies for providers, especially those who operate in congregate settings, to ensure appropriate controls are in place to mitigate spread. TLCHB participated in the community-wide Incident Command System as a response to COVID-19, which can be replicated for all incidents that impact persons experiencing homelessness. TLCHB and subrecipients have utilized technology to communicate when congregate gatherings are not advisable and encourage appropriate PPE when possible. TLCHB also centrally coordinates the process of obtaining and distributing PPE and other essentials as needed. TLCHB has also coordinated testing resources and vaccination clinics for persons experiencing homelessness. 2) TLCHB developed protocols and recommendations for emergency shelters and housing programs that align with federal and local guidance to mitigate the spread of infectious disease. During COVID-19, TLCHB coordinated with a group of community stakeholders to establish an Isolation & Quarantine Hotel Protocol. This partnership rented a hotel for a 4 month period. Subsequently, TLCHB and partners utilized emergency hotel/motel funding for the purposes of isolating and quarantining program participants to mitigate the spread of COVID-19. Additionally, emergency shelters created isolation and quarantine space within their facilities when possible. These efforts and protocols can be utilized in the future as needed.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC:	
1.	shared information related to public health measures and homelessness, and	
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1) TLCHB, the CA, provides regular and timely information as received from the Lucas County Health Department and Lucas County Emergency Management Agency as it relates to public health measures and homelessness through a variety of mediums. 2) In April of 2020, TLCHB joined the Board of Lucas County Commissioners, the Lucas County Mental Health and Recovery Services Board, Lucas County Children Services, Lucas County Board of Development Disabilities, and others in establishing an Isolation & Quarantine Hotel Protocol (I & Q Protocol) for the benefit of staff and program participants for all partners within each system. The partners shared costs and procured hotel stays as funding and need allowed through 2022. TLCHB supported staffing needs and coordinated food, transportation, and other needs of individuals or families utilizing the I & Q Protocol. This I & Q Protocol remains a source of guidance and support for other emerging health threats as they occur. TLCHB and partners have continued to utilize emergency hotel/motel resources as our CoC’s main tool to mitigate the spread of COVID-19, especially for the CoC’s congregate emergency shelters. In addition to PPE and other needed resources, TLCHB has regularly sourced and disbursed COVID-19 tests to ensure safe intake procedures are maintained and access to need resources remains immediate. The CoC coordinates system-wide vaccination clinics available all program participants and/or staff for all CoC partners and stakeholders.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC’s coordinated entry system:	
1.	covers 100 percent of your CoC’s geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1)The CoC has established and maintains a Coordinated Entry System (CES) to coordinate and manage the homelessness crisis response system's resources that allows CoC partners to make consistent and equitable decisions from available information to efficiently and effectively connect people to interventions that will rapidly end their homelessness. Persons at-risk or experiencing homelessness may access the CES in a variety of ways; however, each pathway ultimately involves connecting households to a single, centralized point for screening, diversion, and referrals to temporary shelter. United Way 2-1-1 serves as the main access point for all persons presenting as homeless or at risk of homelessness. All CoC rapid re-housing, permanent supportive housing and homelessness prevention providers direct walk-ins and other inquiries to 2-1-1 to access the CES. United Way 2-1-1 is a free, 24/7, 365-day health and human service resource available to anyone in Lucas County. The CES has 100% coverage of our geographic area. 2) The CoC uses the Service Prioritization Decision Assistance Tool (SPDAT) to determine the level of housing assistance. The SPDAT is completed with the household by a case manager, CE Specialist, or other professionals trained by the CoC. The SPDAT produces a standardized score which correlates to a referral for SSO, RRH, or PSH. Client choice and feedback from case management can also be considered to ensure all referrals are person-centered. 3) The CoC Board appoints CoC members to both the Coordinated Entry System Core Committee and the Race, Equity, and Access Core Committee. Both committees are responsible for providing feedback on the CES and to identify strategies to improve the flow of CES. The CoC plans to evaluate and update the Coordinated Entry System Policy and Procedures in the upcoming year. All CoC committees must include people with lived expertise of homelessness. The Committees will identify strategies and actions in their Committee Work Plan which will guide the work and progress of the committee.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

1) Persons at-risk or experiencing homelessness may access the CES in a variety of ways; however, each pathway ultimately involves connecting households to a single, centralized point for screening, diversion, and referrals to temporary shelter. United Way 2-1-1 serves as the main access point for all persons presenting as homeless or at risk of homelessness. The PATH Team conducts daily outreach for unsheltered individuals who may not be likely to be served and connects them to 211. 211 staff are trained to provide the centralized screening and to administer the modified VI-SPDAT. Once a client with a housing instability has cleared the initial screening for safety concerns, the call is elevated to CE specialists for Housing Problem Solving for diversion and homelessness prevention components. Households determined to be in-need of and eligible for temporary placement services are then referred to participating emergency shelter providers. All screening questions include culturally and linguistically competent questions to reduce cultural and linguistic barriers to housing and services for special populations, including immigrants, refugees, and other first-generation populations; youth; individuals with disabilities; and LGBTQ persons. 2) If the CE specialists are unable to divert or prevent homelessness, the CE specialists will identify the highest priority household at the time of the bed opening using the order of priority from the VI-SPDAT. When, the CE specialists will contact the next highest prioritized household and offer available options. 3) All community SPDAT numbers and information are given to TLCHB's Referral Specialist to be compiled into a common Community SPDAT By-Name List. TLCHB has a dedicated Referral Specialist who focuses on speedy referrals to housing programs through prioritization meetings and voucher applications. Biweekly SPDAT meetings occur with case managers and housing providers to provide a warm handoff. Within the CoC, there is a range of housing programs available to persons experiencing homelessness. The CoC honors participant choice in its housing referrals and seeks to work with the lowest barrier housing providers and landlords available to decrease the amount of time a household experiences homelessness. 4) TLCHB implemented the Housing Problem Solving Program into the CES to reduce barriers and divert households with shorter histories of homelessness and less severe service needs away from entering the CES.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry—Reporting Violations.	
	NOFO Section V.B.1.p.	

Describe in the field below how your CoC through its centralized or coordinated entry:	
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.

(limit 2,500 characters)

1) TLCHB, the CA, and United Way 2-1-1 affirmatively markets access to all resources through a variety of paid and earned mediums to include access to information through digital and physical means. TLCHB and United Way 2-1-1 promotes the main access point to the coordinated entry system on social media, website, media releases, and other advertising. TLCHB and UW 211 also work with a whole host of partners such as the Toledo Lucas County Public Library to provide in-person information and also distributes physical copies of resource guides. 2) The CoC has a Grievance Process outlined in its Written Standards and outlines client rights regarding Fair Housing. This information is provided to program participants upon intake. If there is a grievance, TLCHB's Executive Director will assign a team member from Toledo Lucas County Homelessness Board. Once someone has been assigned, the agency will be contacted notifying them via email, who has been assigned to review the grievance. The Toledo Lucas County Homelessness Board will accept and review all complaints/grievances. TLCHB will notify the agency of the grievance and gain any additional details necessary to make a further determination. TLCHB will then determine if further grievance follow-up will require an on-site visit with the agency and client. Once a determination has been made the agency and client will be notified of the date and time that the visit will occur, and who is assigned to the grievance from TLCHB. At the grievance meeting, both the client and the agency staff will have the opportunity to present all their concerns. Once this meeting is concluded, within 7-10 business a report will be issued determining the outcome of the grievance. The agency's Board President, Executive Director and client(s) will receive a copy of the final report 3) TLCHB will annually review each funded agency's Client Guidelines and Grievance Policy. TLCHB will provide an annual and semi-annual report of all grievances and outcomes to the Executive Director and Board President of each agency. These include conditions or actions impeding fair housing choice. TLCHB makes referrals when appropriate to the Fair Housing Center, a CoC member, to address these impediments.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	06/01/2022

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

Describe in the field below:	
1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1) TLCHB, the CA, utilizes the CoC Racial Equity Analysis Tool to establish a baseline demonstrating distribution of race and ethnicity in the Point-In-Time Count compared to the total population in Lucas County. It is necessary to look at other data sources to understand how the homeless service system is serving communities of color in terms of provision of assistance and outcomes. TLCHB maintains Data Warehouse dashboards using HMIS data that are publicly accessible through our website. The Community Performance Dashboard and Project Performance Dashboard's allow the CoC to look at de-duplicated numbers of people served, destinations, prior residence, first time homelessness, returns to homelessness, housing move-ins, housing retention, length of stay, income amount/sources, and average income outcomes disaggregated by age, race, gender, ethnicity, as well as veteran status. These dashboards allow the CoC to compare disparities by race across different performance metrics to understand racial inequities in those outcomes as well as across all different project types. The Project Performance Dashboard allows us to compare outcomes disaggregated by race, ethnicity, gender, and age at the project level and allows for peer-to-peer program evaluation of projects to determine if racial inequities and other disparities for each project are consistent with community performance data. 2) Based on the CoC Racial Equity Analysis Tool baseline, BIPOC make up just 28% of the total population; however, BIPOC make up 50% of Lucas County residents experiencing poverty and 55% of people experiencing homelessness in the PIT count data. While the racial equity analysis tool provides some useful indicators, the Community Performance Dashboard shows even greater disparate representation of BIPOC. In 2022, BIPOC made up 67% of people served. Dashboard data does not show notable disparities in access or outcomes within the system. As a next steps, TLCHB intends to track outcomes disaggregated by race and other factors to measure for disparities in coordinated entry system processes such as intake screening, shelter waitlist, standardized assessment for referral to housing and services, and the common by-name list which includes referrals to existing special voucher programs and admissions to PHA units. It is our goal to ensure all processes and procedures track outcomes and success in such a way that allows the CoC to understand the impact that race has on those outcomes.

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	
Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.		

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes

6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

In 2022, the Race Equity Access Core Committee (REA), the overarching goal of which is to develop a better understanding of the impact racial equity has on homelessness and create policy recommendations for Continuum of Care leadership. Following the guidance and wisdom of our neighbors with lived expertise, the CoC is committed to approaching an end to homelessness utilizing a lens of racial equity. REA Core Committee established the foundation of goals and initiatives to address inequities based on race, ethnicity, age, gender identity, sexual orientation and other self and social identifiers. Diversity in agency-level and CoC-level decision making efforts weigh heavily in funding recommendations for both ESG and CoC programs, and participating agencies are expected to have leadership and management staffing set-ups that are reflective of the populations served. The CoC governing board is planning revisions to its governing policies to require more inclusive and reflective representation in its own Board makeup. The CoC is also planning a full CES analysis and review in 2023 to discern if the existing assessment tool (SPDAT) creates a disparate impact on different races within our system due to implicit biases. TLCHB has engaged in discussions with other CoCs on how they have implemented new assessment tools that result in a more equitable outcome for minorities within our system and has begun exploring alternative assessment tools not known to result in disparities. The CoC has discussed the data in the HUD race equity tool at nearly every CAC meeting this year to begin to familiarize local decision makers with a shared understanding of the existing status. In its work using the Housing First assessment tool, our CoC hopes to work with specific agencies to identify any policies and procedures that may be disproportionately affecting individuals of color. Finally, the CoC has taken every opportunity to engage with HUD tools and resources to address inequities in our system. Housing Problem Solving (HPS) is a part of our current efforts to increase equity throughout the CES. HPS is not rooted in historically marginalizing practices and utilizes an equitable approach for all participants that is not contingent upon the same standardized assessment used for other housing resources, screening, eligibility, or prioritization and does not require significant financial resources.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	
	Describe in the field below:	
1.	the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and	
2.	the tools your CoC uses.	

(limit 2,500 characters)

1) TLCHB, the CA, maintains publicly available dashboards through our Data Warehouse which allows the CoC to review disparities in terms of community outcomes, project types, and project-by-project. All data can be filtered for demographic information, including race, gender, ethnicity, and age. TLCHB regularly reviews this data to understand any variances between the provision and outcomes of homeless assistance. These insights allow us to identify strategies to improve the flow of the coordinated entry system from intake to referral to move in. We also review disparities between projects to determine if any CoC funded project is contributing to greater disparities. TLCHB provides technical assistance to CoC funded projects to encourage representation of lived experience among staff to be consistent with the population we serve. The next step is to build out our ability to track these data points to identify disparities throughout the coordinated entry system and as well with referrals to landlords. Additional system training is needed to ensure that all funded projects are considering disparities and adjusting their project service delivery to address those disparities. 2) We use HMIS data and utilize dashboards to filter and disaggregate demographic information.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
	NOFO Section V.B.1.r.	

Describe in the field below your CoC’s outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

The CoC engages individuals with lived experience of homelessness by taking the lead from people with lived experience who are already engaged with the CoC. Our Internal Systems Experts and Outreach Steering Committee regular discuss strategies and efforts to engage individuals with lived expertise of homelessness. During both the Summer and Winter PIT Counts, the CoC hosts resource fairs and seeks to engage those with lived expertise in leadership roles and decision making processes. 1Matters, a CoC Member, annually hosts Tent City which provides medical, mental health, hygiene, and other resources for anybody experiencing homelessness and also builds community with our partners with lived experience. The CoC has found more success with targeted outreach to those with lived expertise. For example, the CoC initially received no nominees for CoC membership or representation on the CoC Board when we posted it on social media and our website. A more affirmative and targeted approach leveraging all CoC members yielded much more engagement and helped the CoC to identify people with lived expertise interested in leadership roles. It is critical that the CoC meet these experts where they are at and take their lead.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	11	4
2.	Participate on CoC committees, subcommittees, or workgroups.	11	4
3.	Included in the development or revision of your CoC's local competition rating factors.	3	0
4.	Included in the development or revision of your CoC's coordinated entry process.	3	0

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The CoC centers all planning and strategic efforts around our partners who are individuals and families experiencing homelessness. The CoC joined a statewide cohort to participate in HUD's Coordinated Entry Equity Demonstration Round 2. The CoC's participation in this demonstration program has led to the establishment of a local Race Equity and Access Core Committee, which will work to center all CoC activities through an equity lens. In May 2022, TLCHB hired a Director of Access and Inclusion to provide support for the advancement of inclusion and access throughout TLCHB and the local homelessness response system. This position is central to coordination and recruitment of internal System Experts for the Lived Experience Workgroup as well. This position participates in several HUD equity committees and groups on a statewide and national level to establish procedures and approaches to address racial equity and discrimination among individuals and families that are unsheltered or have lived experience with homelessness who are currently transitioning into secured housing. In August 2022, TLCHB, the CA, onboarded five Internal System Experts (ISE) to review, critique and guide new policies and procedures, as well as detailing challenges they have faced navigating the homeless crisis response system, for the REA committee and the CoC. These experts are compensated for their participation (\$15 per hour up to four hours monthly). The compensation also includes their travel and prep time for each monthly commitment. Toledo Streets Newspaper (TSN) is a COC member and street newspaper. TSN employs individuals with lived expertise of homelessness as vendors to produce and sell monthly issues which allows them to gain workforce experience and income while expanding their entrepreneurial prowess. TLCHB and TSN have a collaborative affiliation whereby the collective expertise of the TSN vendors are leveraged to inform policy and process issues, enhance street outreach activities, and more. TSN vendors help to plan and participate in the PIT County as well. Cherry Street Mission Ministries, a CoC member, offers several workforce development training opportunities within their programming and also employ those with lived expertise regularly. Neighborhood Properties, Inc. employs people with lived expertise of homelessness on the PATH street outreach team as well. Many other CoC members regularly and affirmatively employ those with lived expertise.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness. NOFO Section V.B.1.r.	
	Describe in the field below:	
1.	how your CoC routinely gathers feedback from people experiencing homelessness;	
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and	
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.	

(limit 2,500 characters)

1)The CoC Board includes 3 dedicated seats for people with lived expertise of homelessness, which ensures that their voice is central to the development of strategic planning activities, oversight of Committee and Subcommittee work plans, funding determinations, and all other CoC activities. Each CoC committee must also include members with lived expertise. The CoC completed a Participatory Mapping Report that solicited feedback through surveys and interviews of many people with lived expertise to identify the greatest needs, service delivery gaps, and solicit feedback on how TLCHB and the CoC can better serve people experiencing homelessness. 2) ESG and CoC Programs are required to do exit interviews and that information is monitored to identify any challenges or opportunities that need to be addressed in terms of the project’s service provision. 3) Key findings of the Participatory Mapping Report include a) lack of available affordable and accessible housing options; b) a system that accepts shelter as the only intervention vs. a focus on prevention; c) lack of education, outreach, and support to tenants and landlords to ensure successful housing opportunities; d) and access to reliable transportation. The CoC has advocated for increased development of affordable housing and access to existing affordable housing opportunities. Two PSH projects have received 9% LIHTC funding. The CoC works with the PHA to increase the percentage of admissions to HCVP and LIHP, as well as Multi-Family Housing providers to create alternative preferences for homelessness. We have also worked to engage landlords to encourage them to work with program participants in scattered-site PSH and RRH. TLCHB, the CA, developed and implemented a Housing Problem Solving model to increase prevention, diversion, and rapid resolution activities throughout the coordinated entry system. The Toledo Area Regional Transit Association joined the CoC as a formal member in 2023 and has worked more closely with partners to ensure greater access to transportation for program participants.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC’s geographic area regarding the following:	
	1. reforming zoning and land use policies to permit more housing development; and	
	2. reducing regulatory barriers to housing development.	

(limit 2,500 characters)

The CoC participated in the development and creation of Toledo Together: A Guiding Vision and 10-Year Action Plan for Housing, which serves as the comprehensive housing strategy and was developed in partnership with the City of Toledo Department of Housing and Community Development (DHCD) and Enterprise Community Partners, Inc. Toledo Together was created through an extensive engagement process guided by the Comprehensive Housing Strategy (CHS) Advisory Group and supported by several engagement activities, including focus groups, stakeholder interviews, surveys, and public meetings. Toledo Together plan includes the following strategies 1) land use and entitlements; 2) housing policies and programs; 3) resources and capital; and 4) neighborhood empowerment and identifies 36 actions to produce and preserve affordable housing, protect the most vulnerable residents from housing insecurity, and address housing affordability issues. Land use and entitlements strategies include 1) expanding by-right zoning for higher density development; 2) expanding by-right zoning for missing middle housing types; 3) developing by-right zoning for infill development; 4) amending zoning standards to support group living facilities; 5) increasing neighborhood planning; 6) creating new tools to lower development costs; and 7) increasing transparency and predictability of development decisions. Since the adoption of Toledo Together, the CoC has worked with the DHCD, Toledo Lucas County Planning Commission, Lucas County Land Reutilization Corporation, The Fair Housing Center, and others to update the comprehensive land use plan. This collaborative group intends to apply to HUD's PRO-Housing NOFO with the intent of comprehensively rewriting the local zoning code and development incentives for development of affordable housing. Since 2021, City of Toledo and Lucas County Commissioners have obligated or invested over \$35 million to support the development of affordable housing, including a number of Permanent Supportive Housing projects. This represents an unprecedented local investment into the housing development pipeline that will result in no less than 600 new housing units across the community, including a projected 200 new single-site permanent supportive housing units in Lucas County over the next 5 years. In 2021 and 2022, the CoC prioritized Toledo Warren Commons PSH and Park Apartments PSH for 9% LIHTC funding. Both projects were awarded tax credits.

1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC’s Local Competition Deadline–Advance Public Notice. NOFO Section V.B.2.a. and 2.g. You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	
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1.	Enter your CoC’s local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	08/07/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC’s local competition—meaning the date your CoC published the deadline.	08/07/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria below. NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e. You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen. Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	
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1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.
 Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	81
2.	How many renewal projects did your CoC submit?	14
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)

1) PSH projects are monitored monthly for data quality and timeliness and quarterly against local KPIs. The local KPIs align with SPM categories. Measures are inclusive of retention rates, maintaining and increasing cash and non-cash resources, exits to permanent housing and return rates. 2) PSH project were scored off APR question 22c, accruing 2 pts if less than 14 days and 1 point if less than 30 days. 3-4) The overall performance score was 40 pts- nearly half the points for renewal projects. The vulnerable/hard to serve populations comprised 35% (14 of 40) points to offset critical projects that may incur lower scores based upon population barriers for those they serve. Threshold requirements for our CoC require housing first fidelity and prioritization of chronic individuals and high barriers clients. The ranking committee is aware of special populations and barriers in their final scoring session.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.	
	NOFO Section V.B.2.e.	

Describe in the field below:

1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

1) Rating factors were developed by a racially diverse core team in accordance with weighting of the HUD application and scoring rubric. 2) BIPOC and particularly people identifying as black are significantly overrepresented. Representation from multiple races, including overrepresented groups was evident in staff, CoC Ranking and Review Committee and by our Internal Systems Experts consulted on project narrative and recommendations for priority. 3) The CoC is continuing to build its evaluation of barriers related to equity and access. Applicants were given the opportunity to provide relevant narratives to their agency based upon their progress.

1E-4.	Reallocation–Reviewing Performance of Existing Projects.	
	NOFO Section V.B.2.f.	

Describe in the field below:

1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1) OH-501 CoC has a comprehensive Reallocation Policy that has been approved by the CoC Board. HUD CoC funding reallocation can occur following the scenarios :

- a. Sub-recipient is no longer interested in continuing the project or part of the project.
The procedure below is implemented as soon as the CoC or Toledo Lucas County Homelessness Board (TLCHB) (Collaborative Applicant) is made aware by the current sub-recipient of the intent to close or decrease the size of the project. This policy does not apply in the case that another sub-recipient is identified to take over the project or part of the project in its current form.
- b. Sub-recipient no longer needs the CoC funding as other funding is available for the project or part of the project. The procedure below is implemented as soon as the CoC or TLCHB is made aware by the current sub-recipient that HUD funding is no longer needed for the project or part of the project.
- c. Sub-recipient underperforms and the CoC decides to reallocate the full or partial funding of the project to a new sub-recipient. The procedure below is implemented as soon as the CoC makes the decision to defund a current sub-recipient, a project, or part of a project due to underperformance.

TLCHB, on behalf of the CoC, issues will identify proposals for new projects interested in receiving HUD CoC funds, as soon as it is determined that funding is available for reallocation. Projects will be prioritized for reallocated funds based on the score of their new project proposal and in accordance with the funding priorities outlines in the Home for Everyone CoC Scoring, Ranking, and Prioritization Policy document. The CoC Board has final decision-making authority on all new projects created through reallocation. CoC Board members vote on a resolution confirming the decision

- 2) There were no projects identified this year for reallocation.
- 3) CoC did not reallocated funds this year.
- 4) CoC did not reallocate low performing due to the need for the services.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	No
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	Yes
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/26/2023
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	

You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	09/26/2023
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2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	WellSky
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC’s HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	05/12/2023
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2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and	

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

All funded entities that are not DV providers are entering info into HMIS. The HMIS system used is current to 2022 standards and poised to be compliant with 2024 standard changes. The HMIS Lead has verified that the only HUD funded DV provider is utilizing Osnum, an approved DV-HMIS system compliant with 2022 data standards. An additional DV shelter that is not funded does not use its own system, but provides data in protected Excel format to complement CoC reporting that can be aggregated in our data warehouse for HIC/PIT reporting and community facing data dashboards.

2A-5. Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.
 NOFO Section V.B.3.c. and V.B.7.

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	601	46	555	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	55	44	11	100.00%
4. Rapid Re-Housing (RRH) beds	71	0	71	100.00%
5. Permanent Supportive Housing (PSH) beds	1,063	0	1,063	100.00%
6. Other Permanent Housing (OPH) beds	267	0	267	100.00%

2A-5a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.
 NOFO Section V.B.3.c.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

N/A

2A-6. Longitudinal System Analysis (LSA) Submission in HDX 2.0.
 NOFO Section V.B.3.d.
 You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	02/22/2023
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/28/2023
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2B-3.	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:	
	1. engaged unaccompanied youth and youth serving organizations in your CoC’s most recent PIT count planning process;	
	2. worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC’s most recent PIT count planning process; and	
	3. included youth experiencing homelessness as counters during your CoC’s most recent unsheltered PIT count.	

(limit 2,500 characters)

Safety Net, the only youth shelter that also has a street outreach team was involved in the planning and execution of counting youth. Some info was gleaned by their interaction with participants and their youth advisory board for known locations to seek possible homeless youth on the evening of the count. Youth with lived experience were not directly involved in the actual count.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
3.	describe how the changes affected your CoC’s PIT count results; or	
4.	state “Not Applicable” if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

The Continuum of Care (CoC) covers a diverse area, including a metropolitan center, suburbs, and extensive farmland. Historically, evening canvassing took place from 11 pm to 3 am, with daytime events featuring food, giveaways, and resources. Canvassing involved both nighttime efforts through car-based teams and daytime initiatives at the event, lunchtime meal sites, and the main library. An assessment of past endeavors led to a shift in focus from rural farmland to urban areas to optimize volunteer time and resources. This decision was bolstered by several years of no identified unsheltered individuals in the farmland regions. Information was consolidated from street outreach teams and a mobile app that allowed volunteers to report possible homeless individuals, generating a heatmap guiding foot-based outreach efforts. Collaboration the local Metroparks division was instrumental, especially as they acquired a large riverside park. Joint outreach efforts facilitated the identification of unknown encampments and fostered a productive relationship with Metropark staff. Staff training and continued app usage within the Metropark system were established for ongoing coordination year-round. Individuals with lived experience contributed to pinpointing canvassing areas and participated in the actual count, extending to evening meal sites, known daytime locations, and a local private mission. The PATH team engaged recent contacts for inclusion in the Point-in-Time (PIT) count. Historically, surveys and HMIS data were used to tally sheltered persons in the PIT. This year, solely HMIS-entered data was employed to enhance data quality. This data was then uploaded to a warehouse and merged with de-identified uploads, including data from domestic violence projects. The resulting data was meticulously reviewed and de-duplicated across various strategies, resulting in a doubling of unsheltered counts compared to prior years.

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	
	In the field below:	
	1. describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
	2. describe your CoC’s strategies to address individuals and families at risk of becoming homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

1The CoC works collaboratively with community outreach workers, community health workers, and mental health providers to identify clients at risk of becoming homeless for the first time. Through this work trends of substance disorders, unstable employment and chronic illnesses occur as potential risk factors associated with first time homelessness. 2. Our CoC works with our Coordinated Entry system to implement a housing problem solving initiative to help individuals experiencing homelessness resolve it where possible but also to help prevent homelessness when individuals and families present to the system as unstably housed. This initiative was meant to fill in the gaps of resources so that individuals did not "have to get worse to get help." Those at risk of homelessness are presented with flexible resources, diversion and rapid resolution strategies to help prevent a situation of homelessness. 3. This is accomplished through a partnership with the United Way 211 team as well as a Housing Problem Solving Manager on staff at the CoC. These two roles combined with a safety net of flexible resources is meant to give individuals options and solutions prior to becoming homeless.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	
	Was your CoC’s Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:	

1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	No

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	

	In the field below:
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,500 characters)

1) Collaborative Applicant and United Way of Greater Toledo collaboratively developed and implemented Housing Problem Solving through the Coordinated Entry System (CES) which utilizes dynamic prioritization at all access points to identify the most appropriate and readily available resource to meet permanent housing needs for people experiencing homelessness. United Way 2-1-1 serves as the main access point for the CES and does the initial screening, creates a housing resolution plan, and attempts diversion for all persons experiencing homelessness or housing instability. Housing Problem Solving strategies such as diversion and rapid resolution are integrated through the CES. The Collaborative Applicant works with all partners to expedite the process to obtain state ID, birth certificate, and social security card to eliminate those barriers to housing. The CoC's CES and HPS staff work with the CoC's street outreach team to affirmatively engage people experiencing homelessness to ensure resources can be accessed as quickly as possible. The CoC regularly recruits and trains organizations to conduct housing assessments to build system capacity and allow for rapid assessment and referral to participating housing projects. The CoC has encouraged shelters and transitional housing projects to adopt a Housing First focus that ensures more rapid entry into permanent housing. The CoC works with the PHA and local funders to create new permanent housing opportunities targeted to those with the greatest needs and work with multi-family housing providers to implement homeless preferences. Additionally, the CoC and PHA have collaborated on landlord engagement strategies inclusive of risk mitigation resources to increase access as well. 2) The CoC utilizes a by-name list to accept referrals and prioritize people for housing placement following HUD's Order of Priority for PSH which ensure those with the longest experience of homelessness and highest severity of service needs are prioritized for all available resources. All referral partners are provided with a Housing First Documentation Checklist and a referral form that identifies the length of homelessness and needs to expedite the referral process. Bi-weekly case conference occurs to review the by-name list, communicate existing barriers, and make referrals to available housing opportunities. 3) The Toledo Lucas County Homelessness Board is responsible for this strategy.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC’s Strategy	
	NOFO Section V.B.5.d.	
	In the field below:	
1.	describe your CoC’s strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC’s strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1/2)The CoC strategy to increase the rate of positive housing exits is grounded in our efforts to adopt and integrate the principles of Housing First throughout the CES and among all project types. In 2018, the CoC adopted a Housing First framework with the goal of reducing the time it takes to access affordable housing communities and specifically focused on building out necessary resources and procedures to eliminate or reduce barriers to housing. CES Coordinated Access, Street Outreach, Shelters, and other programs all complete an initial intake screening inclusive of a housing resolution plan. Housing Problem Solving interventions are attempted to rapidly resolve homelessness or housing instability whenever possible. Toledo Lucas County Homelessness Board (TLCHB), the Collaborative Applicant, continuously works to map resources and distribute information to improve understanding and performance of system flow. A SPDAT is completed for referral to participating housing projects. The CA makes referrals based on Order of Priority for PSH to CoC and ESG funded RRH or PSH projects, projects that utilized project-based vouchers, and a portfolio of tenant-based vouchers. The City of Toledo, PHA, and CA all have dedicated staff that collaborate on system-wide landlord engagement and retention efforts to provide outreach, education, financial incentives, and risk mitigation funds to increase available housing opportunities. Since 2018, TLCHB has collaborated with Lucas Metropolitan Housing (PHA), Lucas County Mental Health and Recovery Services Board (MHR SB), and Unison Health to implement a successful scattered-site PSH special voucher program dedicated 100% to persons experiencing chronic homelessness which is managed by the CA. In addition to PHA homeless preferences, the MHR SB has identified “reducing chronic homelessness for persons with behavioral health issues” as a priority outcome for the public behavioral health system since 2018. MHR SB awarded Unison Health funding for housing navigators and housing stability managers to help households develop housing plans, find landlords, remove barriers, secure housing, and promote housing stability by linking to mainstream resources. Housing stability for persons in this PSH program is very high at 95%. The CoC continues to work with local funders to scale supportive services capacity which will allow us to further expand the voucher allocation. 3) TLCHB is responsible for this strategy.

2C-4.	Returns to Homelessness—CoC’s Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	

	In the field below:
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,500 characters)

1) Toledo Lucas County Homelessness Board (TLCHB, the Collaborative Applicant and HMIS Lead) tracks returns in HMIS by project and system wide. This data is available to all CoC partners and the community through the CoC's Data Warehouse. All Coordinated Entry access points utilize HMIS and we have 100% HMIS coverage of shelters, street outreach, and housing which allows us to easily identify returns to homelessness. 2) The implementation of Housing Problem Solving ensures resources for prevention, diversion, and rapid resolution are available to end homelessness quickly when it occurs the first time for a household. Longer lengths of homelessness contribute to an increased likelihood of future experiences of homelessness. The CoC has a long-term strategy to increase supportive services resources to support housing stability by partnering with healthcare and behavioral health agencies as well as working with funders to allocate resources for supportive services for housing. The CoC is working to develop youth system planning to better address the needs of Transitioned Aged Youth at-risk of homelessness. The CoC works with funders to establish basic needs funds to support furniture and other basic needs costs for program participants to establish themselves in their home and create a greater sense of stability. Lucas County Jobs and Family Services, Area Office on Aging, Managed Care Organizations, and Healthcare Organizations are all members of the CoC and actively share information, provide training, access to resources, and collaborate with CoC members to create greater access to mainstream cash and non-cash resources. Ensuring more robust after care supports is a key strategy to reduce recidivism. For those returning to homelessness, TLCHB Housing Problem Solving staff work with United Way 2-1-1 Coordinated Entry staff and other partners through case conferencing to understand factors contributing to returns to homelessness and identify solutions to rehouse. 3) TLCHB is responsible overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	

	In the field below:
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

(limit 2,500 characters)

1) The CoC evaluates projects on Key Performance Indicators concerning increasing employment. The CoC leverages many existing partnerships throughout the community that utilize existing resources to increase access to workforce development opportunities. 2) Lucas County Job and Family Services Director represents the Lucas County Commissioners on the CoC Board and the CoC. JFS and the Lucas County Workforce Development Board provide job training, job fair, and other workforce development opportunities. Cherry Street Mission Ministries, represented on the CoC Board and our largest shelter, maintains formal partnerships with Ohio Means Jobs, Owens Community College, and Northwest State College that provide workforce development training and opportunities to people experiencing homelessness or at risk of homelessness. Lucas Metropolitan Housing, the PHA and represented on the CoC Board, received a \$2.3M JobsPlus grant to bring intensive workforce development services, financial coaching, and other supportive services to several of its housing developments. LMH has also become the first PHA in Ohio to operate a Financial Opportunity Center (FOC). CoC participants and those referred to voucher programs have the opportunity to receive financial coaching through several different FOCs run by CoC member organizations. Harbor Health, a CoC member, manages the local Comprehensive Case Management and Employment Program (CCMEP) and the Workforce Innovation & Opportunity Act (WIOA) programs. 3) The Collaborative Applicant is responsible for overseeing this strategy.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section V.B.5.f.	
	In the field below:	
	1. describe your CoC's strategy to access non-employment cash income; and	
	2. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

1)The CoC strategy to increase access to non-employment cash income includes screening at intake of the coordinated entry system (CES) and projects for current non-employment cash income eligibility. United Way 2-1-1 (211) manages the main access point for the CES. 211 screen for non-cash income eligibility and for health insurance. CoC projects have this information once an individual or family is referred and can quickly collect necessary documentation and apply for all benefits the individual or family is eligible for. The CoC coordinates with the Lucas County Mental Health and Recovery Services Board and MCOs to leverage Medicaid and other healthcare resources more effectively. The local JFS is a CoC member and works closely with partners to provide access to any benefits available to eligible households. JFS regularly communicates with all CoC members on any changes to eligibility and how to access resources. Additionally, the CoC receives \$494,000 annually from TANF to support 5 emergency shelters and supportive services providers that serve TANF eligible families who are experiencing homelessness. The CoC works closely with the Public Relations Specialist at the local Social Security Administration office to provide training and information to partners to ensure project participants can obtain necessary documentation and apply for SSI/SSDI benefits. All CoC projects are encouraged to have SOAR certified staff to ensure rapid access to those benefits. 2) TLCHB, the CA, and the CoC are responsible for this strategy.

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
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3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
--	--	-----

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
A Home for Keeps	PH-PSH	18	Both
Unison Health Hom...	PH-PSH	19	Both
Lucas Housing Ser...	PH-PSH	20	Both

3A-3. List of Projects.

1. What is the name of the new project? A Home for Keeps
2. Enter the Unique Entity Identifier (UEI): M134PDA3NMM7
3. Select the new project type: PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing: 18
5. Select the type of leverage: Both

3A-3. List of Projects.

1. What is the name of the new project? Unison Health Home for Everyone
2. Enter the Unique Entity Identifier (UEI): M4Z8N5CBM9C5
3. Select the new project type: PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing: 19
5. Select the type of leverage: Both

3A-3. List of Projects.

1. What is the name of the new project? Lucas Housing Services Corporation
2. Enter the Unique Entity Identifier (UEI): TXXSHLS3NKF9

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your 20
CoC's Priority Listing:

5. Select the type of leverage: Both

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

N/A

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
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3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

N/A

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
Applicant Name		
This list contains no items		

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1. You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2. You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3. We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4. Attachments must match the questions they are associated with.
5. Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.
6. If you cannot read the attachment, it is likely we cannot read it either.
 - . We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
 - . We must be able to read everything you want us to consider in any attachment.
7. After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.
8. Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/21/2023
1C-7. PHA Moving On Preference	No		
1D-11a. Letter Signed by Working Group	Yes	1D-11a. Letter S...	09/26/2023
1D-2a. Housing First Evaluation	Yes	Housing First Ass...	09/08/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Local Competition...	09/21/2023
1E-2. Local Competition Scoring Tool	Yes	Project Review an...	09/21/2023
1E-2a. Scored Forms for One Project	Yes	1E - 2 Scored Fro...	09/26/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Public Posting - ...	09/21/2023
1E-5a. Notification of Projects Accepted	Yes	Public Posting - ...	09/21/2023
1E-5b. Local Competition Selection Results	Yes	Local Competition...	09/21/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		

1E-5d. Notification of CoC-Approved Consolidated Application	Yes	1E - 5d Notificat...	09/26/2023
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HDX Competition R...	09/21/2023
3A-1a. Housing Leveraging Commitments	No	3A - 1a Housing L...	09/26/2023
3A-2a. Healthcare Formal Agreements	No	3A-2a. Healthcare...	09/26/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No	OH - 501 CoC Supp...	09/25/2023

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: 1D-11a. Letter Signed by Working Group

Attachment Details

Document Description: Housing First Assessment Tool

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Project Review and Selection process

Attachment Details

Document Description: 1E - 2 Scored Froms for One Project

Attachment Details

Document Description: Public Posting - Projects Rejected - Reduced

Attachment Details

Document Description: Public Posting - Projects Accepted

Attachment Details

Document Description: Local Competition Selection Results

Attachment Details

Document Description:

Attachment Details

Document Description: 1E - 5d Notification of CoC Approved Application

Attachment Details

Document Description: HDX Competition Report

Attachment Details

Document Description: 3A - 1a Housing Leveraging Commitments

Attachment Details

Document Description: 3A-2a. Healthcare Formal Agreements

Attachment Details

Document Description:

Attachment Details

Document Description: OH - 501 CoC Supporting Documents

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	08/09/2023
1B. Inclusive Structure	09/26/2023
1C. Coordination and Engagement	09/26/2023
1D. Coordination and Engagement Cont'd	09/26/2023
1E. Project Review/Ranking	09/26/2023
2A. HMIS Implementation	09/26/2023
2B. Point-in-Time (PIT) Count	09/26/2023
2C. System Performance	09/26/2023
3A. Coordination with Housing and Healthcare	09/26/2023
3B. Rehabilitation/New Construction Costs	09/26/2023
3C. Serving Homeless Under Other Federal Statutes	09/26/2023

4A. DV Bonus Project Applicants	09/26/2023
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

1C-7. PHA Homeless Preference
OH-501 Continuum of Care

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by LMHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding may also affect the order in which families are selected from the waiting list. LMHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to LMHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically named families living in specified types of units. In these cases, LMHA may admit families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. LMHA must maintain records showing that such families were admitted with special program funding.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- (1) A family displaced because of demolition or disposition of a public housing project or substantial renovation of public housing through the Rental Assistance Demonstration program;
- (2) A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- (3) For housing covered by the Low-Income Housing Preservation and Resident Homeownership Act of 1990, (41 U.S.C. 4101 et seq.):
 - (i) A non-purchasing family residing in a project subject to a homeownership program, (under 24CFR 248.173); or
 - (ii) A family displaced because of mortgage prepayment or voluntary termination of a mortgage insurance contract, (as provided in 24 CFR 248.165);
- (4) A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term;
- (5) A non-purchasing family residing in a HOPE 1 or HOPE 2 project; and
- (6) Shelter Plus Care.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a LMHA funding for a specified category of families on the waiting list. LMHA must use this funding only to assist the families within the specified category.

In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

LMHA Policy

LMHA currently administers the following types of targeted funding:

- Family Unification Program**
- Mainstream Vouchers for Persons with a Disability**
- Mainstream (Section 811) Vouchers**
- Veterans Affairs Supportive Housing**
- Non-Elderly Disabled**
- Money Follows the Person Initiative**
- Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

OTHER ADMISSIONS

Supportive Housing:

Contingent upon funding availability, LMHA will make up to 178 Housing Choice vouchers available for tenant-based assistance through referrals from Toledo Lucas County Homelessness Board (TLCHB), the Toledo Lucas County Continuum of Care, The Ridge Project, and the LHSC Bridge to Independence and Success Program. Agencies, identified by TLCHB or the Ridge Project, must provide ongoing supportive services to the families served. LMHA will make up to 65 Housing Choice vouchers available for either homeless or chronically homeless families through the Housing First model and up to 90 Housing Choice vouchers available for families experiencing homelessness or unstable housing who are either pregnant or have a child(ren) 12 months of age or younger through the Getting to 1 Through Housing project. LMHA will also make up to 20 Housing Choice vouchers available for previously incarcerated citizens participating in a reentry program developed and operated by The Ridge Project, in an effort to reduce recidivism and keep families together after incarceration, as determined and referred by the Coordinator of The Ridge Project (also referred to as Reentry vouchers). LMHA will make up to 3 Housing Choice Vouchers available for the Bridge to Independence and Success Transition Age Youth (TAY) Pilot through LHSC. They will be identified as "Supportive Housing."

When a family is referred to LMHA through "Supportive Housing" they will receive a voucher if they meet all of the eligibility requirements in this plan, and a voucher is available for the program.

Preference will be given to families who are referred, regardless of whether the family is on the regular voucher waiting list, regardless of the family's current waiting list position, and regardless of whether the waiting list is closed. When a family is referred to LMHA through "Supportive Housing", LMHA will search its regular voucher waiting list to determine whether the referred family is on that list. If the referred family's name is on the regular LMHA waiting list, the "Supportive Housing" preference will be added to applicants waiting list preferences, and the family will be counted toward the 178 "Supportive Housing" vouchers.

"Supportive Housing" providers are responsible for referring families to LMHA, via the above identified entities, in the order deemed acceptable by the participating agencies and as specified in the executed MOU. The MOU will specify all other responsibilities of the participating agencies.

Lucas Metropolitan Housing Authority
Adopted by Commission: July 6, 2021
Last Revision: July 6, 2021

Supportive Housing is defined as: "A combination of housing and wrap-around services, provided directly by the proposer or through acquired services providers, aimed at providing supportive services for individuals or families without housing alternatives due to homelessness or unstable housing. Supportive housing can be coupled with social services such as, but not limited to (at LMHA's discretion), as job training, life skills training, alcohol and drug abuse programs, community support services (e.g., child care, educational programs, etc.), and case management to the populations in need of assistance."

Emergency Housing Vouchers:

LMHA will administer 123 Emergency Housing Vouchers (EHV) in partnership with the local Continuum of Care (CoC) the Toledo Lucas County Homelessness Board. EHV's are available for individuals and families who are: homeless; at risk of homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. EHV's will be administered in accordance with the Administrative Plan and operating requirements established in HUD Notice PIH 2021-15 (HA) and subsequent notices and requirements pertaining to EHV's.

Verification that the individual or family meets one of these four eligibility categories is conducted by the CoC that makes direct referrals to LMHA. The CoC must provide supporting documentation to LMHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

LMHA must enter into a Memorandum of Understanding (MOU) with the CoC to establish a partnership for the administration of the EHV's. The MOU is a complete statement of the responsibilities of the parties and evidence of a commitment of resources to the EHV program. The MOU may be subsequently amended to add or change the services that the CoC may provide but must always retain the direct referral responsibility of the CoC.

EHV's are tenant-based vouchers under Section 8(o) of the United States Housing Act of 1937. Unless expressly waived, all statutory and regulatory requirements and HUD directives regarding the HCV program are applicable to EHV's, including the use of all HUD- required contracts and other forms. The administrative policies adopted in LMHA's written administrative plan apply to the EHV vouchers unless such local policy conflicts with the requirements of the American Rescue Plan (ARP), the requirements of applicable PIH notice(s), or other waivers and alternative requirements.

EHV Services Fees

LMHA will use the services fee(s) it receives as part of EHV's in accordance with requirements established in HUD Notice PIH 2021-15(HA) and subsequent notices and requirements pertaining to EHV's, and, where necessary, in consultation with the CoC. LMHA may use the services fee to provide any or all of the defined eligible uses to assist families to successfully lease units with the EHV's.

As described in HUD Notice PIH 2021-15 (HA), the services fees fall into four main components comprised of specific activities:

- i. Housing Search Assistance
- ii. Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses
 - a. Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.

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Adopted by Commission: July 6, 2021
Last Revision: July 6, 2021

- b. Holding fees
- c. Security deposit assistance
- d. Utility deposit assistance/utility arrears
- iii. Owner-Related Uses
 - a. Owner recruitment and outreach
 - b. Owner incentive and/or retention payments
- iv. Other eligible uses.
 - a. Moving expenses (including move-in fees and deposits)
 - b. Tenant-readiness services.
 - c. Essential household items
 - d. Renter's insurance if required by the lease

Permissive Prohibitions on PHA Denial of Assistance to an EHV applicant

LMHA will administer EHV's, including mandatory and permissive prohibitions, in accordance with the Administrative Plan, operating requirements established in HUD Notice PIH 2021-15 (HA), subsequent notices and requirements pertaining to EHV's, and the MOU with the CoC.

LMHA may prohibit admission of a family for the grounds stated below. LMHA may choose not to prohibit admission for these grounds or may establish a more permissive policy than LMHA's policy for admission to the regular HCV program. LMHA may not establish a permissive prohibition policy for EHV applicants that is more prohibitive than the policy established for admissions to the regular HCV program. LMHA policy on EHV permissive prohibitions must be described in the PHA's administrative plan.

If LMHA intends to establish permissive prohibition policies for EHV applicants, LMHA must consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration. The LMHA policy on EHV permissive prohibitions must be described in the PHA's administrative plan.

Determinations must be made based on an individualized assessment of relevant mitigating information. The permissive prohibitions are:

- (1) If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:
 - a. Violent criminal activity.
 - b. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.
- (2) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.
- (3) If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

Lucas Metropolitan Housing Authority
Adopted by Commission: July 6, 2021
Last Revision: July 6, 2021

Moderate Rehabilitation Admissions:

A family may be admitted to the voucher program if they are a family in the Moderate Rehabilitation Program and it has been determined by LMHA that the family must relocate because the family is under housed or the family has a disabled member and there are not available Moderate Rehabilitation units of the appropriate size or type.

Applicants are required to complete an application and be placed on the Moderate Rehabilitation program waiting list. A voucher will be issued to the family immediately upon verifying the family's need for more suitable housing.

Eligible families are placed on LMHA's Moderate Rehabilitation waiting list. When vacancies occur in Moderate Rehabilitation projects, LMHA refers eligible families for participation in the Moderate Rehabilitation program from its waiting list to owners. Owners select families for occupancy of a particular unit after screening each family.

Involuntarily Displaced by Government Action or Natural Disaster:

Involuntarily displaced by government action is limited to the following: Current LMHA housing programs which are not approved for renewal funding, FUP participants (youth aging out of Foster care) who have reached their voucher life limitation, families in the Moderate Rehabilitation Program who must relocate because the family is under housed or the family has a disabled member who needs to relocate due to a reasonable accommodation and there are not available Moderate Rehabilitation units of the appropriate size or type, a project based voucher contract which is terminated, etc.

Involuntarily displaced by natural disaster- With proper documentation, families who are victims of a natural disaster are eligible to be added to the waiting list. Natural disasters include, but are not limited to floods, tornadoes, hurricanes, earthquakes and tsunamis. Proper documentation includes, but is not limited to, written statements from disaster relief agencies such as Federal, State or local Emergency Management Agencies, the Red Cross and other Federal, State or local agencies either within or outside the jurisdiction where the natural disaster occurred. Vouchers will be made available to these families, regardless of whether the family is on the regular voucher waiting list, regardless of the family's current waiting list position, and regardless of whether the waiting list is closed.

VASH Program Graduates:

Under the VASH Program, when the VA determines that the participant family no longer requires case management, this is not grounds for termination of assistance. In such a case, at LMHA's option, and if available, LMHA will offer the family continued voucher program assistance through one of its regular vouchers, to free up the HUD-VASH voucher for another eligible family referred by the VA.

4-III.C. SELECTION METHOD

LMHA must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that LMHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

LMHA is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits LMHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with LMHA plan and the consolidated plan, and must be based on local

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housing needs and priorities that can be documented by generally accepted data sources.

LMHA Policy

LMHA will select families based on the following preferences, by priority:

Homeless individuals and families, and Reentry participants to include Supportive Housing (limited to up to 178 vouchers); TLCHB, the Ridge Project (for Reentry), or the LHSC Bridge to Independence and Success Program (for Bridge to Independence and Success TAY Pilot) will refer to LMHA families that meet the above criteria.	1
Involuntarily Displaced Families involuntarily displaced (defined above) due to natural disaster or government action.	2
Insufficient Funding LMHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.	3
Disabled persons and their families.	4

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during LMHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30% of the area median income, whichever is higher. To ensure this requirement is met, LMHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

LMHA Policy

LMHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income-targeting requirement is met. If there are not enough ELI families on the waiting list, LMHA shall conduct special outreach to attract ELI families to the program to meet the statutory requirements.

Continuously assisted is defined as families that reside in and are receiving assistance under a federally subsidized program.

September 26, 2023

Michael K. Hart
Executive Director
Toledo Lucas County Homelessness Board (Collaborative Applicant)
1220 Madison Ave
Toledo, OH 43604

Re: Letter of Support from Internal System Experts with Lived Experience of Homelessness

Dear Mr. Hart,

The Toledo Lucas County Homelessness Board and the Home for Everyone CoC have made efforts to more effectively and proactively engage the voices of people with lived experience of homelessness. The Home for Everyone CoC Board has a minimum of 3 seats dedicated to people with lived experience of homelessness and regularly engages in feedback on CoC decision-making processes. As Internal System Experts, we are provided stipends to support our work with the CoC.

Each signatory to this letter is a person with lived experience of homelessness. Each has participated in CoC planning and outreach efforts. Among our membership, many actively support the planning and execution of the PIT Count and provide regular feedback to identify barriers and potential solutions to help end homelessness in Lucas County, Ohio.

We were briefed on the new permanent supportive housing (PSH) projects to be developed and provided feedback. We acknowledge that these projects will prioritize serving individuals and families experiencing homelessness with severe service needs and recommend inclusion of all projects in the Continuum of Care competition.

We support the priorities of the Toledo and Lucas County Continuum of Care in serving individuals and families experiencing homelessness with severe service needs as demonstrated by having all PSH units dedicated to servicing individuals and families meeting the chronic homeless definition and having individuals and families with a disability with the longest history of homelessness and the most severe service needs given first priority for all resources within the local homelessness crisis response system.

We recommend the inclusion of all projects in the Continuum of Care competition and support the priorities of the local Continuum of Care.

Date: 9.26.23

Witnessed by: (see next page)

• James Barker

• Tim & Amy

• Craig Henry

• Brianna

• Harold Harvino

• Hunt's Parish

• Dan John

• Damon Brandy

• Linda Koluski

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1E-1. Web Posting of Local Competition Deadline
OH-501 Continuum of Care

Continuum of Care (CoC) Program

On behalf of the OH-501 Home For Everyone Continuum of Care (Local CoC), the Toledo Lucas County Homelessness Board (TLCHB) is soliciting proposals and issuing the following guidance for the FY2023 Continuum of Care (Annual NOFO). This announcement is being provided in accordance with the U.S. Department of Housing and Urban Development's Notice of Funding Opportunity's (NOFO) issued for the [Annual NOFO](#). Prospective applicants should carefully read all instructions in all sections of this document as well as the Annual NOFO and Special NOFO to avoid sending an incomplete or ineligible application.

The Continuum of Care (CoC) Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers and local governments to quickly rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families, and to optimize self-sufficiency among those experiencing homelessness.

Important Information for FY 2023 Annual CoC NOFO Potential Applicants [HERE](#):

[Notice of Funding Opportunity \(NOFO \) for Fiscal Year \(FY\) 2023 Continuum of Care Competition \(2023 CoC Annual NOFO\)](#)

[Home for Everyone CoC: 2023 Continuum of Care Funding \(Annual NOFO\) Policy](#)

[2023 OH-501 Annual NOFO Timeline](#)

[Combined Intent to Submit Projects under CoC program Competition FY 2023](#)

[2023 OH-501 All In One Scoring Guide](#)

[2023 OH-501 NOFO Threshold Checklist](#)

[FY2023 Home For Everyone OH-501 CoC - Competition Certifications and Policy Addendum](#)

[FY2023 Home For Everyone OH-501 CoC - Coordinated Entry System Addendum](#)

[OH-501 Written Standards \(updated 8/7/23\)](#)

Action	Date
NOFO released by HUD	July 5 th , 2023
CoC Board meeting to review policy, materials, and process recommended by committee	August 4 th , 2023
CoC Board approves policy, materials, final scorecards, and process recommended by committee.	By 3:00 pm ET August 7 th , 2023
2023 Toledo Lucas CoC NOFO Competition Policy, process, timeline, review applications, scoring criteria, addenda, and other competition materials released	August 7 th , 2023
Notice of Intent for new projects due at 5:00pm	August 10 th , 2023
Informational webinars for applicants (mandatory for new applicants)	August 15 th & 17 th , 2023
Review and scoring process training for CoC Citizens Review Committee	August 18 th , 2023
Draft applications for all projects are due at 5:00 pm in e-snaps (MUST be at least 30 days before HUD NOFA deadline)	August 25 th , 2023
All project applications and updated certifications must be entered into E-SNAPS by 5:00 pm	September 1 st 2023
Applications out to Citizen Review Committee	September 1 st 2023
Citizen Review Committee scores due	September 8 th , 2023
Citizen Review Committee meets to review, score, and rank all applications	September 11 th , 2023
TLCHB will compile scores and create a final ranking to be approved by the Home For Everyone Board.	September 11 th , 2023
Home for Everyone Board meeting to approve final ranking	September 12 th , 2023
Applicants notified of placement in scoring and ranking for CoC application OR rejection from CoC application (MUST be at least 15 days before HUD NOFA deadline)	September 13 th , 2023
E-snaps feedback provided to applicants	No later than September 18 th , 2023
Final project applications due in e-snaps by 5:00pm	September 22 nd , 2023
Estimated public posting of CoC application (MUST be at least 2 days before HUD NOFA deadline)	September 25 th , 2023
Estimated CoC application submission to HUD	September 27 th , 2023

1E-2. Local Competition Scoring Tool
OH-501 Continuum of Care

Home for Everyone - OH-501 Lucas County CoC

All In One Scoring Guide

FY23 Continuum of Care Competition

The application materials are worth 100% of the overall score of 100 points. If applicable, community ranking priorities, cost effectiveness and prior CoC performance will be considered in the final ranking in addition to the scoring.

Renewal/New/Bonus/Expansion Application: Total Score Summary	
System Performance-Renewals Only*	MAXIMUM POINTS: 40
e-snaps Application	MAXIMUM POINTS: 60
MAXIMUM APPLICATION TOTAL: 100 Points	
<i>-25 Additional Bonus Points Possible-</i>	

*New applications will be held harmless for Performance Outcomes (will not be scored) and receive partial points for that section.

System Performance will be scored by HMIS Lead
E-snaps application will be scored by CoC Review Committee

SUMMARY

System Performance	
4 pts	Data Quality
4 pts	Reporting Timeliness
2 pts	Length of Stay
4 pts	Exits to Permanent Housing
4 pts	Returns to Homelessness
8 pts	New or Increased Income and Earned Income
14 pts	Serves High Need Populations
40	TOTAL SCORE

Section 1: Experience of Applicant	
2 pts	1.1 Experience utilizing federal funds
2 pts	1.2 Experience Leveraging Funds
2 pts	1.3 Organization & Management Structure
No Score	1.4 Explain any unresolved monitoring or audit findings
Section 2: Project Description	
2 pts	2.1 Component Type meets criteria for local priorities
3 pts	2.2 Project Summary
2 pts	2.3 Coordinated Entry Participation
2 pts	2.4 Specific population
3 pts	2.5 Partnerships for Housing and Healthcare
2 pts	2.6 Partnerships and Coordination Related to Children and Youth
2 pts	2.7 Rapid housing placement
3 pts	2.8 Housing First & Low Barrier
5 pts	2.9 Racial Equity & Access
5 pts	2.10 LGBTQ+, Survivor & Vulnerable Population Safety

Section 3: Supportive Services	
5 pts	3.1 Project Milestones
5 pts	3.2 Employment and Income Assistance
5 pts	3.3 Supportive Services description
3 pts	3.4 Access to SSI/SSDI / Staff SOAR training in the past 24 mo.
Section 4: Budget	
5 pts	4.1 Budget
2 pts	4.2 Match
60 pts	TOTAL SCORE

BONUS OPPORTUNITIES

5 pts	New PSH projects awarded tax credits
5 pts	New PSH or RRH projects that leverage partnerships with housing resources
5 pts	New PSH or RRH that leverage partnerships with healthcare resources
2 pts	Participated in Planning or execution of 2023 PIT counts
5 pts	NEW Project dedicated to serving veterans, youth aged 18-24, families, those experiencing chronic homelessness and disabilities
3 pts	Leverage exceeds 125%
25 pts	MAX BONUS

SYSTEM PERFORMANCE

This section will be calculated by the HMIS Lead in Final Rating and Ranking Scoresheet

1. Experience of Applicant	
1.1 Experience utilizing federal funds <i>Exhibits experience developing and implementing relevant program systems, services.</i>	Score each of these items per this scale: 2 points – Applicant exhibits experience and competent structure. 1 point – Limited experience. 0 points – No experience, applicant project component is not eligible.
1.2 Experience Leveraging Funds <i>Exhibits experience with any federal, state, local and private sector fund leverage.</i>	
1.3 Organization & Management Structure <i>Is the agency using GAAP?</i>	
1.4 Explain any unresolved monitoring or audit findings. NOT SCORED	

2. Project Description

<p>2.1 Meets Local Funding Priorities: <i>Please review the OH-501 CoC Community Funding Priorities to ensure the proposed project meets the needs identified by our community. Applications for any New/Bonus Projects funds for the FY2023 Continuum of Care NOFO must follow locally established funding priorities approved by the CoC Board.</i></p> <p>Eligible Components/Intervention Types: PSH RRH TH PH-RRH</p>	<p>2 points – <i>Applicant has selected an eligible component type and Response is consistent with e-snaps application responses.</i></p> <p>0 points – <i>Applicant project component is not eligible.</i></p>
<p>2.2 Project Summary: <i>The description must be consistent with other parts of this application and identify:</i> Criteria:</p> <ul style="list-style-type: none"> • <i>The target population, including the total number of clients (single adults and/or families with children) to be served when the project is at full capacity.</i> • <i>Number and type of units (e.g., scattered site or single site)</i> • <i>The specific services that will be provided and outreach methods to be used to serve the long-term homeless population.</i> • <i>Projected outcomes, Coordination with partners</i> • <i>Project timeline/milestones – when units will be developed or leased-up</i> 	<p>3 points – <i>Applicant has provided a comprehensive summary including items listed.</i></p> <p>2 points – <i>Applicant has sufficient program information but lacks some detail.</i></p> <p>1 point – <i>Applicant provides narrative but lacks detail and leaves questions unanswered.</i></p> <p>0 points – <i>Applicant fails to provide adequate details to understand project design and value.</i></p>

<p>2.3 Coordinated Entry Participation</p>	<p>2 points – <i>Applicant exhibits their coordination with Coordinated entry for all project participants.</i></p> <p>0 points – <i>Applicant project does not exhibit Coordinated Entry coordination</i></p>
<p>2.4 Specific Population</p>	<p>2 points – <i>Applicant provides explanation of experience and clear summary of population to serve.</i></p> <p>1 point- <i>Applicant provides explanation of experience but lacks experience.</i></p> <p>0 points- <i>Applicant lacks experience and understanding of populations to serve.</i></p>

<p>2.5 Partnerships for Housing and Healthcare Resources (Renewal Projects Only) <i>Project describes how project leverages (or is planning on leveraging) housing and healthcare resources not funded through the CoC or ESG programs (e.g., HOME-ARP, Housing Choice Vouchers, HOPWA, healthcare)</i></p> <p><i>Criteria: Existing or planned partnerships for housing leverage are clearly described. Existing or planned partnerships for healthcare leverage are clearly described</i></p>	<p>3 points – <i>Meets all criteria, has written MOUs.</i></p> <p>1 point – <i>Meets 50% of the criteria (either housing leverage or healthcare leverage)</i></p> <p>0 points – <i>No partnerships or leverage is planned</i></p>
<p>2.6 Partnerships and Coordination Related to Children and Youth: <i>Project describes how project partners and coordinates (or how the project plans to partner and coordinate) with education services to families with children between the ages of 0-5; and collaborates with educational educational authorities, and school districts.</i></p> <p><i>Criteria:</i></p> <ul style="list-style-type: none"> - <i>Identify formal partnerships with youth education providers, local educational authorities, or school districts;</i> - <i>Demonstrate policies and procedures that have been adopted or will be adopted to inform individuals and families who are experiencing homelessness of their eligibility for educational services;</i> - <i>Indicate there are written agreements in place between your project or proposed project and educational supports and services for children ages 0-5, such as HOPE Toledo/Pre-K, Head Start, Child Care, and home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV). If no written agreement exists, please</i> 	<p>2 points – <i>Meets all criteria, has written agreements.</i></p> <p>1 point – <i>Does not have written agreements but is able to demonstrate clearly existing partnerships and coordination</i></p> <p>0 points – <i>No partnerships or leverage is planned.</i></p>

<p><i>describe your plan to develop those written partnerships.</i></p>	
<p>2.7 Rapid Housing Placement <i>Applicant exhibits resources, experience and plan to quickly place participant in permanent housing.</i></p>	<p>2 points – Meets all criteria.</p> <p>1 point – Meets 50% of the criteria: has a plan but few resources to implement.</p> <p>0 points – No resources or adequate plan</p>
<p>2.8 Housing First& Low Barrier <i>The Home for Everyone CoC has adopted the Housing First approach throughout our system. Services are targeted and prioritized for the most vulnerable people in our community and are offered without conditions. Within the Housing First model, barriers to accessing and maintaining housing and services are reduced or eliminated to ensure those who need the resources most have access to them. Housing First is a homeless services approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness, and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach aims to eliminate the system barriers that prevent people from accessing their right to housing. Housing First can be contrasted with older models, like Housing Ready, that focus on addressing other issues (e.g., substance abuse, increasing income) prior to placing a person in housing. Additionally, Housing First is based on the idea that participant choice is valuable in housing selection and supportive</i></p>	<p>3 points – Meets all criteria.</p> <p>1 point – Meets 50% of the criteria: has a plan but few resources or details to implement.</p> <p>0 points – No resources or adequate plan</p>

<p><i>service participation, and that exercising the right to choose will likely make a client more successful in remaining housed and improving their quality of life.</i></p> <p><i>Services should be culturally appropriate. Personal barriers, such as non-adherence to a medication regimen or substance abuse, are addressed using collaborative approaches, like motivational interviewing.</i></p>	
<p>2.9 Racial Equity & Access: <i>Agency describes efforts to identify and reduce racial and ethnic disparities.</i></p> <p><i>Criteria:</i></p> <ul style="list-style-type: none"> • <i>Clear and effective planning process, including goals, key people, collaborators, and their roles.</i> • <i>Evaluation process in place to determine effectiveness of strategies at addressing racial and ethnic disparities. Timeline is mentioned as a planning /implementation tool.</i> • <i>Evidence or Plan exists to ensure representation in board, leadership and staffing.</i> 	<p>5 points – <i>Meets all criteria.</i></p> <p>3 point – <i>Meets 50% of the criteria, could improve representation of staff: has a plan but few resources or details to implement.</i></p> <p>1 point- <i>Some representation, no plan or evaluation planned</i></p> <p>0 points – <i>No resources or adequate</i></p>
<p>2.10 LGBTQ, Survivor & Vulnerable Population Safety</p> <p><i>Criteria:</i> <i>Trainings provided to staff that aim to address and reduce bias, educate staff on gender and sexuality including updates to language, and identify legal protections for LGBTQ+ clients.</i></p> <ul style="list-style-type: none"> • <i>Mention grievance policy and process for clients who experience discrimination or mistreatment by staff and other clients.</i> • <i>Mention policies and processes in place for ensuring client choice in geographic placement of housing and supportive services provided.</i> • <i>Plan for recruitment, hiring, retention, and promotion of LGBTQ+ staff and those with</i> 	<p>5 points – <i>Agency provides clear narrative addressing all criteria.</i></p> <p>3 points – <i>Agency provides clear narrative addressing some criteria. - must include use of client feedback, and staff training, and plan for recruitment/hiring/ retention/promotion of LGBTQ+ staff.</i></p> <p>2 points – <i>Agency provides clear narrative addressing some criteria– including use of client feedback and staff training.</i></p> <p>1 point – <i>Agency does not mention client feedback OR does not have clear processes or policies for addressing LGBTQ+ safety in service delivery but demonstrates a plan for incorporating these.</i></p> <p>0 points – <i>Agency demonstrates no, if few efforts.</i></p>

<p><i>lived experience.</i></p> <ul style="list-style-type: none"> • <i>Mention client feedback in improving LGBTQ+, survivor safety in service delivery.</i> • <i>Mention client feedback in evaluation of program and service delivery</i> • <i>Subcontracting with LGBTQ+ -led organizations and trauma Informed Care for any eligible costs (e.g., outreach, peer support, substance use treatment, case management, housing navigation, and any gender-affirming or relocation services)</i> 	
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3. Supportive Services	
<p>3.1 Project Milestones</p> <p><i>Criteria:</i> <i>Provides staffing and Implementation Plan with frequency and staff roles to meet needs. This should include any coaching, mentorship, peer support.</i></p>	<p>5 points – <i>Meets all criteria.</i></p> <p>3 points – <i>Meets 50% of criteria, including peer support roles.</i></p> <p>1 point – <i>Roles and relevant experience of working team members are clearly outlined; no other criteria met.</i></p> <p>0 points – <i>Poor plan, lack detail</i></p>
<p>3.2 Employment and Income Assistance</p> <p><i>Criteria:</i> <i>Explanation should include staff role, support and plans to assist participants increase employment and income opportunities. Community partners with workforce development or other services should be listed.</i></p>	<p>5 points – <i>Meets all criteria.</i></p> <p>3 points – <i>Meets 50% of criteria, including partnerships.</i></p> <p>1 point – <i>Plan lacks detail no partnerships</i></p> <p>0 points – <i>Poor plan, lack detail</i></p>
<p>3.3 Supportive Services</p> <p><i>Criteria:</i> <i>Explanation should include but not limited to: transportation, accessing mainstream benefits, referral networks, transportation asst. and staff roles in supporting client success for housing stability.</i></p>	<p>5 points – <i>Meets all criteria.</i></p> <p>3 points – <i>Meets 50% of criteria, including partnerships.</i></p> <p>1 point – <i>Plan lacks detail, no partnerships</i></p> <p>0 points – <i>Poor plan, lack detail</i></p>

<p>3.4 Access to SSI/SSDI / Staff SOAR training in the past 24 months</p>	<p>3 points – Meets 100% of criteria</p> <p>2 Points-Meets 50% of criteria, including staff support roles.</p> <p>1 point-Trained but not recently</p> <p>0 points- No training</p>
<p>4. Budget</p>	
<p>4.1 Budget Budget is complete with no unresolved error messages</p>	<p>5 points – Budget is complete and shows no evidence of system errors.</p> <p>0 points- Unresolved Errors</p>
<p>4.2 Match Criteria: Must be 25%</p>	<p>2 points – Meets all criteria.</p> <p>1 point- Fails to meet criteria.</p> <p>0 points – Meet criteria- has a plan but no proof.</p>

Home for Everyone - OH-501 Lucas County CoC Amended RENEWAL Scorecard FY23 Continuum of Care Competition

Section 1: Experience of Applicant		
	No Score	
Section 2: Project Description		
	2 pts	2.1 Component Type meets criteria for local priorities
	3 pts	2.2 Project Summary
	2 pts	2.3 Coordinated Entry Participation
	2 pts	2.4 Specific population
	3 pts	2.5 Partnerships for Housing and Healthcare
	2 pts	2.6 Partnerships and Coordination Related to Children and Youth
	2 pts	2.7 Rapid housing placement
	3 pts	2.8 Housing First & Low Barrier
Section 3: Supportive Services		
	5 pts	3.2 Employment and Income Assistance
	5 pts	3.3 Supportive Services description
	3 pts	3.4 Access to SSI/SSDI / Staff SOAR training in the past 24 mo.
Section 4: Budget		
	5 pts	4.1 Budget
	2 pts	4.2 Match
	39 pts	TOTAL SCORE
BONUS OPPORTUNITIES		
	2 pts	Participated in Planning or execution of 2023 PIT counts
	2 pts	MAX BONUS
	41 pts	OVERALL TOTAL

Home for Everyone - OH-501 Lucas County CoC

Scorecard

FY23 Continuum of Care Competition

Section 1: Experience of Applicant		
	2 pts	1.1 Experience utilizing federal funds
	2 pts	1.2 Experience Leveraging Funds
	2 pts	1.3 Organization & Management Structure
	No Score	1.4 Explain any unresolved monitoring or audit findings
Section 2: Project Description		
	2 pts	2.1 Component Type meets criteria for local priorities
	3 pts	2.2 Project Summary
	2 pts	2.3 Coordinated Entry Participation
	2 pts	2.4 Specific population
	3 pts	2.5 Partnerships for Housing and Healthcare
	2 pts	2.6 Partnerships and Coordination Related to Children and Youth
	2 pts	2.7 Rapid housing placement
	3 pts	2.8 Housing First & Low Barrier
	5 pts	2.9 Racial Equity & Access
	5 pts	2.10 LGBTQ+, Survivor & Vulnerable Population Safety
Section 3: Supportive Services		
	5 pts	3.1 Project Milestones
	5 pts	3.2 Employment and Income Assistance
	5 pts	3.3 Supportive Services description
	3 pts	3.4 Access to SSI/SSDI / Staff SOAR training in the past 24 mo.
Section 4: Budget		
	5 pts	4.1 Budget
	2 pts	4.2 Match
	60 pts	TOTAL SCORE

BONUS OPPORTUNITIES		
	5 pts	New PSH projects awarded tax credits
	5 pts	New PSH or RRH projects that leverage partnerships with housing resources
	5 pts	New PSH or RRH that leverage partnerships with healthcare resources
	2 pts	Participated in Planning or execution of 2023 PIT counts
	5 pts	New Project dedicated to serving veterans, youth aged 18-24, families, those experiencing chronic homelessness and disabilities
	3 pts	Leverage exceeds 125%
	25 pts	MAX BONUS
	85 pts	OVERALL TOTAL

1E-2a. Scored Forms for One Project
OH-501 Continuum of Care

PERFORMANCE SCORECARD**AGENCY/PROJECT: NPI-PATHWAYS**

# Svd 5a:	19
Quality-4	4
Timeliness 6e-4	3
High Need Pops =>75% have 3 Q13a2, 13b2, 13c214	14
Income 19a1-8	6
LOS-move in 22c-2	2
PH exit 90%-4	2
Returns-4	4
TOTAL	35

Renewal NPI Pathway to Shelter

Home for Everyone - OH-501 Lucas County CoC

Amended RENEWAL Scorecard

FY23 Continuum of Care Competition

Section 1: Experience of Applicant		
	No Score	
Section 2: Project Description		
2	2 pts	2.1 Component Type meets criteria for local priorities
3	3 pts	2.2 Project Summary
2	2 pts	2.3 Coordinated Entry Participation
2	2 pts	2.4 Specific population
2	3 pts	2.5 Partnerships for Housing and Healthcare
1	2 pts	2.6 Partnerships and Coordination Related to Children and Youth
2	2 pts	2.7 Rapid housing placement
3	3 pts	2.8 Housing First & Low Barrier
Section 3: Supportive Services		
5	5 pts	3.2 Employment and Income Assistance
5	5 pts	3.3 Supportive Services description
3	3 pts	3.4 Access to SSI/SSDI / Staff SOAR training in the past 24 mo.
Section 4: Budget		
5	5 pts	4.1 Budget
2	2 pts	4.2 Match
37	39 pts	TOTAL SCORE
BONUS OPPORTUNITIES		
	2 pts	Participated in Planning or execution of 2023 PIT counts
	2 pts	MAX BONUS
37	41 pts	OVERALL TOTAL

Home for Everyone - OH-501 Lucas County CoC

Scorecard

FY23 Continuum of Care Competition

Section 1: Experience of Applicant		
[REDACTED]	2 pts	1.1 Experience utilizing federal funds
[REDACTED]	2 pts	1.2 Experience Leveraging Funds
[REDACTED]	2 pts	1.3 Organization & Management Structure
[REDACTED]	No Score	1.4 Explain any unresolved monitoring or audit findings
Section 2: Project Description		
2	2 pts	2.1 Component Type meets criteria for local priorities
2	3 pts	2.2 Project Summary
2	2 pts	2.3 Coordinated Entry Participation
2	2 pts	2.4 Specific population
1	3 pts	2.5 Partnerships for Housing and Healthcare
0	2 pts	2.6 Partnerships and Coordination Related to Children and Youth
2	2 pts	2.7 Rapid housing placement
3	3 pts	2.8 Housing First & Low Barrier
[REDACTED]	5 pts	2.9 Racial Equity & Access
[REDACTED]	5 pts	2.10 LGBTQ+, Survivor & Vulnerable Population Safety
Section 3: Supportive Services		
[REDACTED]	5 pts	3.1 Project Milestones
5	5 pts	3.2 Employment and Income Assistance
5	5 pts	3.3 Supportive Services description
3	3 pts	3.4 Access to SSI/SSDI / Staff SOAR training in the past 24 mo.
Section 4: Budget		
5	5 pts	4.1 Budget
2	2 pts	4.2 Match
34	31 pts	TOTAL SCORE
BONUS OPPORTUNITIES		
[REDACTED]	5 pts	New PSH projects awarded tax credits
[REDACTED]	5 pts	New PSH or RRH projects that leverage partnerships with housing resources
[REDACTED]	5 pts	New PSH or RRH that leverage partnerships with healthcare resources
2	2 pts	Participated in Planning or execution of 2023 PIT counts
[REDACTED]	5 pts	New Project dedicated to serving veterans, youth aged 18-24, families, those experiencing chronic homelessness and disabilities
[REDACTED]	3 pts	Leverage exceeds 125%
2	25 pts	MAX BONUS
36	75 pts	OVERALL TOTAL

1E-5. Notification of Projects Rejected-Reduced
OH-501 Continuum of Care

From: Michael Hart <mhart@tlchb.org>

Sent: Wednesday, September 13, 2023 4:34 PM

To: Jennifer Jacobs <jjacobs@lfhtoledo.org>

Cc: Sena Mourad-Friedman <Smouradfriedman@outlook.com>; breda.osburn@jfs.ohio.gov; Julie Embree <jembree@tlchb.org>

Subject: FY 2023 CoC Priority Listing Notification

Good afternoon,

Your renewal project application(s) for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing.

Please note that *Steps to Home RRH 2023* was ranked last and therefore straddles between HUD's Tier 1 and Tier 2. While the Tier 1 portion of the award will be conditionally awarded, the Tier 2 portion is subject to a separate evaluation process whereby HUD will determine whether or not you receive funding for that portion of the project.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
Beach House/LFH	Steps to Home PSH 2023	PSH	741,147	15	1
Beach House/LFH	Steps to Home RRH 2023	RRH	520,316	16	straddles Tier 1
Beach House/LFH	Steps to Home RRH 2023	RRH	264,059	17	Straddles Tier 2

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

We sincerely appreciate your hard work during this application process, and your efforts to end homelessness in Toledo Lucas County. If you have any questions or concerns, or would like to schedule a follow-up debrief, please reach out to me at mhart@tlchb.org.

From: Michael Hart <mhart@tlchb.org>

Sent: Wednesday, September 13, 2023 5:02 PM

To: jcintronvega@lucasmha.org; Rachel Gagnon <rgagnon@lucasmha.org>

Cc: Sena Mourad-Friedman <Smouradfriedman@outlook.com>; breda.osburn@jfs.ohio.gov; Julie Embree <jembree@tlchb.org>

Subject: FY 2023 CoC Priority Listing Notification- LHSC Harbor

Good afternoon,

Thank you for submitting a new project application for consideration to the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition. Your application has been evaluated by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing; however, the budget amount requested was reduced to \$101,559.

The reason for the reduction was based in part on the project timeline and the fact that the proposed project will not be fully operational until late 2024 at the earliest. The Home for Everyone Ranking and Review Committee determined that new project applications that are able to be operational in and throughout 2024 should be prioritized for this funding cycle.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
LHSC-Harbor	Park Apartments PSH	PSH	101,559	20	2

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

We sincerely appreciate your hard work during this application process, and your efforts to end homelessness in Toledo Lucas County. If you have any questions or concerns, or would like to schedule a follow-up debrief, please reach out to me at mhart@tlchb.org.

1E-5a. Notification of Projects Accepted
OH-501 Continuum of Care

From: Michael Hart <mhart@tlchb.org>
Sent: Wednesday, September 13, 2023 4:41 PM
To: mzimmerman@nationalchurchresidences.org; Colleen Bain <cbain@nationalchurchresidences.org>
Cc: Julie Embree <jembree@tlchb.org>; breda.osburn@jfs.ohio.gov; Sena Mourad-Friedman <Smouradfriedman@outlook.com>
Subject: FY 2023 CoC Priority Listing Notification

Good afternoon,

Your renewal project application(s) for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing. Please see the chart below for your project ranking.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	Budget Amount Approved	RANK	TIER
NCR PSH Services	2022 NCR Commons at Garden Lake	PSH	75,000	9	1

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

We sincerely appreciate your hard work during this application process, and your efforts to end homelessness in Toledo Lucas County. If you have any questions or concerns, or would like to schedule a follow-up debrief, please reach out to me at mhart@tlchb.org

From: Michael Hart <mhart@tlchb.org>

Sent: Wednesday, September 13, 2023 4:37 PM

To: rschuster@toledodiocese.org

Cc: Sena Mourad-Friedman <Smouradfriedman@outlook.com>; breda.osburn@jfs.ohio.gov; Julie Embree <jembree@tlchb.org>

Subject: FY 2023 CoC Priority Listing Notification- Catholic Charities

Good afternoon,

Your renewal project application(s) for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing. Please see the chart below for your project ranking.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
Catholic Charities	Special Assistance for Families Accessing Housing	PSH	248,928	14	1

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

From: Michael Hart <mhart@tlchb.org>
Sent: Wednesday, September 13, 2023 4:46 PM
To: lhair@neighborhoodproperties.org; jguenther@neighborhoodproperties.org
Cc: breda.osburn@jfs.ohio.gov; Sena Mourad-Friedman <Smouradfriedman@outlook.com>; Julie Embree <jembree@tlchb.org>
Subject: FY 2023 CoC Priority Listing Notification- NPI

Good afternoon,

Your renewal project application(s) for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your applications has been accepted and ranked in the FY 2023 CoC Priority Listing. Please see the chart below for your project ranking.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
NPI	Pathway to Shelter	PSH	107,866	1	1
NPI	PACT Partnership	PSH	241,168	2	1
NPI	A Place Called Home	PSH	113,195	3	1
NPI	1st Avenue	PSH	241,183	4	1
NPI	Fresh Start	PSH	112,877	5	1
NPI	Housing First	PSH	180,422	6	1
NPI	Affordable Housing for Persons with Mental Illness	PSH	376,480	8	1
NPI	Families with Mental Illness	PSH	88,820	12	1
NPI	Families with Mental Illness Expansion	PSH	95,380	13	1

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

From: Michael Hart <mhart@tlchb.org>
Sent: Wednesday, September 13, 2023 4:47 PM
To: Joe Habib <jhabib@spcc-toledo.org>
Cc: breda.osburn@jfs.ohio.gov; Sena Mourad-Friedman <Smouradfriedman@outlook.com>; Julie Embree <jembree@tlchb.org>
Subject: FY 2023 CoC Priority Listing Notification- SPCC

Good afternoon,

Your renewal project application(s) for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing. Please see the chart below for your project ranking.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
SPCC	Rapid Rehousing Services for Single Adults	RRH	65,562	7	1

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

We sincerely appreciate your hard work during this application process, and your efforts to end homelessness in Toledo Lucas County. If you have any questions or concerns, or would like to schedule a follow-up debrief, please reach out to me at mhart@tlchb.org

From: Michael Hart <mhart@tlchb.org>

Sent: Wednesday, September 13, 2023 4:53 PM

To: jmccollough@tascnw.org

Cc: breda.osburn@jfs.ohio.gov; Sena Mourad-Friedman <Smouradfriedman@outlook.com>; Julie Embree <jembree@tlchb.org>

Subject: FY 2023 CoC Priority Listing Notification- TASC

Good afternoon,

Your **new project application(s)** for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing. Please see the chart below for your project ranking.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
TASC	A Home for Keeps	PSH	\$228,600	18	2

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

We sincerely appreciate your hard work during this application process, and your efforts to end homelessness in Toledo Lucas County. If you have any questions or concerns, or would like to schedule a follow-up debrief, please reach out to me at mhart@tlchb.org

From: Michael Hart <mhart@tlchb.org>

Sent: Wednesday, September 13, 2023 4:50 PM

To: Jeff De Lay <jdelay@unisonhealth.org>

Cc: breda.osburn@jfs.ohio.gov; Sena Mourad-Friedman <Smouradfriedman@outlook.com>; Julie Embree <jembree@tlchb.org>

Subject: FY 2023 CoC Priority Listing Notification- Unison Health

Good afternoon,

Your new project application(s) for funding through the Toledo Lucas County Continuum of Care (CoC) in the HUD FY 2023 CoC Notice of Funding Opportunity (NOFO) competition has/have been reviewed, scored, and ranked by the Home for Everyone Ranking and Review Committee. Your application has been accepted and ranked in the FY 2023 CoC Priority Listing. Please see the chart below for your project ranking.

AGENCY NAME	PROJECT NAME	PROJECT TYPE	BUDGET AMOUNT APPROVED	RANK	TIER
Unison	Unison Health Home for Everyone	PSH	218,900	19	2

Please note that while your review application has been accepted, the Toledo Lucas County Homelessness Board (TLCHB) may reach out to request modification of your final application(s) in HUD's e-snaps system, including requests to modify narratives, the budget to align with the Grant Inventory Worksheet and/or rent calculations provided by HUD. Timely and accurate response to any such requests is critical for renewal projects.

We sincerely appreciate your hard work during this application process, and your efforts to end homelessness in Toledo Lucas County. If you have any questions or concerns, or would like to schedule a follow-up debrief, please reach out to me at mhart@tlchb.org

1E-5b. Local Competition Selection Results
OH-501 Continuum of Care

OH-501 Toledo Lucas County 2023 CoC Competition Ranking

AGENCY	PROJECT NAME	PROJECT TYPE	SCORING PERCENTAGE	PROJECT STATUS	FUNDING SOURCE	BUDGET REQUESTED	BUDGET APPROVED	RANK	TIER
Neighborhood Properties, Inc	Pathway to Shelter	PSH	90%	Accepted	Renewal	107,866	107,866	1	TIER 1
Neighborhood Properties, Inc	PACT Partnership	PSH	86%	Accepted	Renewal	241,168	241,168	2	
Neighborhood Properties, Inc	A Place Called Home	PSH	86%	Accepted	Renewal	113,195	113,195	3	
Neighborhood Properties, Inc	1st Avenue	PSH	85%	Accepted	Renewal	241,183	241,183	4	
Neighborhood Properties, Inc	Fresh Start	PSH	77%	Accepted	Renewal	112,877	112,877	5	
Neighborhood Properties, Inc	Housing First	PSH	76%	Accepted	Renewal	180,422	180,422	6	
St. Paul's Community Center	Rapid Rehousing Services for Single Adults	RRH	75%	Accepted	Renewal	65,562	65,562	7	
Neighborhood Properties, Inc	Affordable Housing for Persons with Mental Illness	PSH	75%	Accepted	Renewal	376,480	376,480	8	
National Church Residences Permanent Supportive Housing Services	2022 NCR Commons at Garden Lake	PSH	73%	Accepted	Renewal	75,000	75,000	9	
TLC Homelessness Board	HMIS	HMIS	N/A	Accepted	Renewal	148,599	148,599	10	
TLC Homelessness Board	Coordinated Entry	SSO-CE	N/A	Accepted	Renewal	151,534	151,534	11	
Neighborhood Properties, Inc	Families with Mental Illness	PSH	72%	Accepted	Renewal	88,820	88,820	12	
Neighborhood Properties, Inc	Families with Mental Illness Expansion	PSH	71%	Accepted	Renewal	95,380	95,380	13	
Catholic Charities, Inc.	Special Assistance for Families Accessing Housing	PSH	68%	Accepted	Renewal	248,928	248,928	14	
Beach House, Inc	Steps to Home PSH 2022	PSH	62%	Accepted	Renewal	741,147	741,147	15	
Beach House, Inc	Steps to Home RRH 2022	RRH	54%	Accepted	Renewal	784,375	520,316	16	
TIER 1 TOTAL REQUEST							3,508,477		
Beach House, Inc	Steps to Home RRH 2022	RRH	54%	Accepted	Renewal	264,059	264,059	17	<i>straddles 2</i>
TASC of Northwest Ohio	A Home for Keeps	PSH	105%	Accepted	New	228,600	228,600	18	TIER 2
Unison Behavioral Health Group, Inc	Unison Health Home for Everyone	PSH	92%	Accepted	New	218,900	218,900	19	
Lucas Housing Services Corporation	Park Apartments PSH	PSH	102%	Accepted	New	332,435	101,559	20	
TIER 2 TOTAL REQUEST							813,118		
TLC Homelessness Board	CoC Planning	,		Accepted	Renewal	392,171	392,171	N/A	
TOTAL FUNDING REQUESTED							4,713,766		

1E-5d Notice of CoC Approved Consolidated Application

OH - 501 Continuum of Care

Resolution to Authorize TLCHB to Submit CoC Consolidated Application

MH

Michael Hart

To ● Sena Mourad-Friedman; ● Jeff De Lay; ● Ali, Coleena; ● breda.osburn@jfs.ohio.gov; ● hbaker@tps.org; ● jcintronvega@lucasmha.org;
● Ann Ebbert; ● gthomas@toledofhc.org; ● lhair@neighborhoodproperties.org
Cc ● Julie Embree; ● Alison Kuntz



Fri 9/22/2023 10:36 AM



Dear Home for Everyone CoC Board,

We were not able to achieve quorum at yesterday's meeting. Please vote to approve the attached resolution which authorizes TLCHB to submit the completed CoC Consolidated Application.

The CoC-designated Collaborative Applicant must submit the CoC Consolidated Application in e-snaps on behalf of their CoC. The Consolidated Application includes the parts listed below:

- The FY 2023 CoC Application, with all charts and narratives completed (as applicable) and all required attachments.
- FY 2023 Project Applications, including charts, narrative responses, attachments, applicant code of conduct, and HUD required forms.
- The FY CoC Priority Listing, including CoC New Project Listing, CoC Renewal Project Listing, CoC Planning Project Listing, and Form HUD-2991, Certification of Consistency with the Consolidated Plan.

The Toledo Lucas County Homelessness Board is the designated Collaborative Applicant and must submit the FY 2023 CoC Consolidated Application by September 28th, 2023. With this approval, we will be positioned to finalize the application and publicly post it by Tuesday, September 26th, per HUD requirements.

As a reminder, the following Board members should **ABSTAIN**: Lynnette Hair, Joaquin Cintron Vega, and Jeff De Lay

Best,
Michael Hart
Executive Director
Toledo Lucas County Homelessness Board

Sent: Friday, September 22, 2023 11:39 AM

To: Michael Hart <mhart@tlchb.org>; Sena Mourad-Friedman <Smouradfriedman@outlook.com>; jdelay <jdelay@unisonhealth.org>; Ali, Coleena <coleena.ali@toledo.oh.gov>; breda.osburn@jfs.ohio.gov; hbaker@tps.org; jcintronvega@lucasmha.org; Ann Ebbert <AnnEbbert@cherrystreetmission.org>; lhair@neighborhoodproperties.org

Cc: Julie Embree <jembree@tlchb.org>; Alison Kuntz <akuntz@tlchb.org>

Subject: Re: Resolution to Authorize TLCHB to Submit COC Consolidated Application

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

I vote "yes."

Sincerely,

George Thomas

CEO and General Counsel

The Fair Housing Center

326 N. Erie St., Toledo, OH 43604

[419-243-6163](tel:419-243-6163), ext. 115

gthomas@toledofhc.org



Jeff De Lay <Jdelay@unisonhealth.org>

To Michael Hart; Sena Mourad-Friedman; Ali, Coleena; breda.osburn@jfs.ohio.gov; hbaker@tps.org; jcintronvega@lucasmha.org;
 Ann Ebbert; gthomas@toledofhc.org; lhair@neighborhoodproperties.org

Cc Julie Embree; Alison Kuntz

If there are problems with how this message is displayed, click here to view it in a web browser.

Good morning everyone.

I abstain as a respondent to RFP.

Jeff De Lay

Jeffrey R De Lay RN-BSN, MBA

CEO

Unison Health

www.unisonhealth.org

Phone: 419-936-7545



Sena Mourad-Friedman <Smouradfriedman@outlook.com>

To ✓ Michael Hart; 🟡 Jeff De Lay; ● Ali, Coleena; ● brenda.osburn@jfs.ohio.gov; ● hbaker@tps.org; ● jcintronvega@lucasmha.org; ● Ann Ebbert;
● gthomas@toledofhc.org; ● lhair@neighborhoodproperties.org
Cc ● Julie Embree; ● Alison Kuntz

I approve.

Thank you, Jeff, for your prompt response. Just so you know, every one obtaining should respond as well. 😊

Have a great weekend, everyone!

Kind regards,

Sena

Sena Mourad Friedman

419-654-2021

Helping to build vibrant communities through filmmaking, consulting, advocating, speaking and marketing



Ann Ebbert <AnnEbbert@cherrystreetmission.org>

To gthomas@toledofhc.org; Michael Hart; Sena Mourad-Friedman; Jeff De Lay; Ali, Coleena; brenda.osburn@jfs.ohio.gov;
 hbaker@tps.org; jcintronvega@lucasmha.org; lhair@neighborhoodproperties.org

Cc Julie Embree; Alison Kuntz

I vote yes

Ann Ebbert

CEO/President

Cherry Street Mission Ministries

cherrystreetmission.org

419-214-4160

[1501 Monroe Street | Toledo OH 43604](#)

AC

Ali, Coleena <Coleena.Ali@toledo.oh.gov>

To ● 'Ann Ebbert'; ● gthomas@toledofhc.org; ● Michael Hart; ● Sena Mourad-Friedman; ● Jeff De Lay; ● breda.osburn@jfs.ohio.gov;
● hbaker@tps.org; ● jcintronvega@lucasmha.org; ● lhair@neighborhoodproperties.org
Cc ● Julie Embree; ● Alison Kuntz

You don't often get email from coleena.ali@toledo.oh.gov. [Learn why this is important](#)

I vote yes
Coleena

Coleena Ali

(she/her/hers)

Tenant Landlord Services Manager

Division of Housing and Community Development

Coleena.Ali@toledo.oh.gov

o: [\(419\) 245-1643](tel:(419)245-1643)

→ toledo.oh.gov





Breda.Osburn@jfs.ohio.gov

To ● Ann Ebbert; ● gthomas@toledofhc.org; ✓ Michael Hart; ● Sena Mourad-Friedman; ● Jeff De Lay; ● Ali, Coleena; ● hbaker@tps.org;
● jcintronvega@lucasmha.org; ● lhair@neighborhoodproperties.org
Cc ● Julie Embree; ● Alison Kuntz

You don't often get email from breda.osburn@jfs.ohio.gov. [Learn why this is important](#)

I vote "yes".

Breda E. Osburn

Director

Lucas County Dept. of Job & Family Services

[3737 W. Sylvania | Toledo, OH 43623](#)

T 419.213.8904 | F 419.213.8819

breda.osburn@jfs.ohio.gov | www.lucasjfs.org

Re: Resolution to Authorize TLCHB to Submit COC Consolidated Application



Heather Baker <hbaker@tps.org>

To ● Sena Mourad-Friedman

Cc ● Michael Hart; ● Jeff De Lay; ● Ali, Coleena; ● breda.osburn@jfs.ohio.gov; ● jcintronvega@lucasmha.org; ● Ann Ebbert; ● gthomas@toledofhc.org; ● lhair@neighborhoodproperties.org; ● Julie Embree; ● Alison Kuntz

You don't often get email from hbaker@tps.org. [Learn why this is important](#)

I approve.

RE: Resolution to Authorize TLCHB to Submit COC Consolidated Application



Lynnette Hair <lhair@neighborhoodproperties.org>

To ● hbaker@tps.org; ● Sena Mourad-Friedman

Cc ● Michael Hart; ● Jeff De Lay; ● Ali, Coleena; ● breda.osburn@jfs.ohio.gov; ● jcintronvega@lucasmha.org; ● Ann Ebbert; ● gthomas@toledofhc.org; ● Julie Embree; ● Alison Kuntz

I abstain.


RE: Please Respond: Resolution to Authorize TLCHB to Submit COC Consolidated Application



Joaquin Cintron Vega <jcintronvega@lucasmha.org>

To ● smouradfriedman@gmail.com; ● hbaker@tps.org; ● lhair@neighborhoodproperties.org

Cc ● Julie Embree; ● Alison Kuntz; ● Michael Hart

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

I abstain.

Joaquin Cintron Vega | President and Chief Executive Officer

Executive Department

Lucas Metropolitan Housing

424 Jackson Street

Toledo, OH 43604

Office 419-259-9439

Mobile 419-270-8538



2A-6. HUD's Homeless Data Exchange (HDX) Competition Report
OH-501 Continuum of Care

From: CoCNOFO <CoCNOFO@hud.gov>
Sent: Friday, August 25, 2023 11:28 AM
To: Julie Embree <HMISSadministrator@tlchb.org>
Subject: LSA Usability Information

You don't often get email from cocnofo@hud.gov. [Learn why this is important](#)

Dear Rebecca Hall,

Thank you for your participation in 2022 LSA data collection. A comprehensive review of CoC data submissions was conducted, and the ability to use those data to produce national estimates was determined at the project type and household type level (e.g., rapid rehousing for adult only households was assessed separately from rapid rehousing for households with adults and children). This email includes usability results for **OH-501 - Toledo/Lucas County CoC**.

- **Usable** data indicates that both data on the number of people served and data on the inventory of beds used to serve people were of sufficient quality to be used for this purpose.
- **Partially Usable** data indicates that while the quality of data on people served was sufficient, the data on inventory was not able to be used.
- **Not Usable** data indicates there were remaining and considerable issues with the data.

Usability Results

CoC	ES, SH, TH – Adult Only	ES, SH, TH – Adults and Children	ES, SH, TH – Child Only	RRH – Adult Only	RRH – Adults and Children	RRH – Child Only	PSH – Adult Only	PSH – Adults and Children	PSH – Child Only
OH-501	Not Usable	Not Usable	Not Usable	Not Usable	Not Usable	Not Usable	Usable	Usable	Usable

If you have questions regarding these determinations, please review your [last data submissions](#) for flags that were left unresolved at the end of data collection. Thank you again for your participation in the 2022 LSA data collection process.

CoC NOFO Team
Office of Special Needs Assistance Programs
U.S. Department of Housing and Urban Development
cocnofo@hud.gov

3A-1a. Housing Leveraging Commitments
OH-501 Continuum of Care

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM

**AGREEMENT TO ENTER INTO A
HOUSING ASSISTANCE PAYMENTS CONTRACT**

NEW CONSTRUCTION OR REHABILITATION

PART I

Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.152, which requires the PHA to enter into an Agreement with the owner prior to execution of a HAP contract for PBV assistance as provided in §983.153. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

1.1 Parties

This Agreement to Enter into Housing Assistance Payments Contract (“Agreement”) is between:

Lucas Metropolitan Housing Authority (“PHA”) and
Warren Commons, LLC (“owner”).

1.2 Purpose

The owner agrees to develop the Housing Assistance Payments Contract (“HAP Contract”) units to in accordance with Exhibit B and to comply with Housing Quality Standards (“HQS”), and the PHA agrees that, upon timely completion of such development in accordance with the terms of the Agreement, the PHA will enter into a HAP Contract with the owner of the Contract units.

1.3 Contents of Agreement

This Agreement consists of Part I, Part II, and the following Exhibits:

EXHIBIT A: The approved owner's PBV proposal. (Selection of proposals must be in accordance with 24 CFR 983.51.)

EXHIBIT B: Description of work to be performed under this Agreement, including:

- if the Agreement is for rehabilitation of units, this exhibit must include the rehabilitation work write-up and, where the PHA has determined necessary, specifications and plans.
- if the Agreement is for new construction of units, the work description must include the working drawings and specifications.
- any additional requirements beyond HQS relating to quality, design and architecture that the PHA requires.
- work items resulting from compliance with the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205, the accessibility requirements under section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.22 and 8.23, and accessibility requirements under Titles II and III of the Americans with Disabilities Act at 28 CFR parts 35 and 36, as applicable.

EXHIBIT C: Description of housing, including:

- project site.
- total number of units in project covered by this Agreement.
- locations of contract units on site.
- number of contract units by area (size) and number of bedrooms and bathrooms.
- services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner.
- utilities available to the contract units, including a specification of utility services to be paid by the owner (without charges in addition to rent) and utility services to be paid by the tenant.

- estimated initial rent to owner for the contract units.

EXHIBIT D: The HAP contract.

1.4 Significant Dates

- A. **Effective Date of the Agreement:** The Agreement must be executed promptly after PHA notice of proposal selection to the owner has been given. The PHA may not enter this Agreement with the owner until a subsidy layering review has been performed and an environmental review has been satisfactorily completed in accordance with HUD requirements.
- B. A project may either be a single-stage or multi-stage project. A single-stage project will have the same Agreement effective date for all contract units. A multi-stage project will separate effective dates for each stage.

Single-stage project

- i. Effective Date for all contract units: 09/12/2022
- ii. Date of Commencement of the Work: The date for commencement of work is not later than 30 calendar days after the effective date of this Agreement.
- iii. Time for Completion of Work: The date for completion of the work is not later than 425 calendar days after the effective date of this Agreement.

Multi-Stage Project

Enter the information for each stage upon execution of the Agreement for the corresponding stage.

STAGE	NUMBER OF UNITS	EFFECTIVE DATE	DATE OF COMMENCEMENT OF WORK	TIME FOR COMPLETION OF WORK

1.5 Nature of the Work

- This Agreement is for **New Construction** of units to be assisted by the project-based Voucher program.
- This Agreement is for **Rehabilitation** of units to be assisted by the project-based Voucher program.

1.6 Schedule of Completion

- A. **Timely Performance of Work:** The owner agrees to begin work no later than the date for commencement of work as stated in Section 1.4. In the event the work is not commenced, diligently continued and completed as required under this Agreement, the PHA may terminate this Agreement or take other appropriate action. The owner agrees to report promptly to the PHA the date work is commenced and furnish the PHA with progress reports as required by the PHA.
- B. **Time for Completion:** All work must be completed no later than the end of the period stated in Section 1.4. Where completion in stages is provided for, work related to units included in each stage shall be completed by the stage completion date and all work on all stages must be completed no later than the end of the period stated in Section 1.4.
- C. **Delays:** If there is a delay in the completion due to unforeseen factors beyond the owner’s control as determined by the PHA, the PHA agrees to extend the time for completion for an appropriate period as determined by the PHA in accordance with HUD requirements.

1.7 Changes in Work

- A. The owner must obtain prior PHA approval for any change from the work specific in Exhibit B which would alter the design or quality of the rehabilitation or construction. The PHA is not required to approve any changes requested by the owner. PHA approval of any change may be conditioned on establishment of a lower initial rent to owner at the amounts determined by PHA.

- B. If the owner makes any changes in the work without prior PHA approval, the PHA may establish lower initial rents to owner at the amounts determined by PHA in accordance with HUD requirements.
- C. The PHA (or HUD in the case of insured or coinsured mortgages) may inspect the work during rehabilitation or construction to ensure that work is proceeding on schedule, is being accomplished in accordance with the terms of the Agreement, meets the level of material described in Exhibit B and meets typical levels of workmanship for the area.

1.8 Work completion

- A. Conformance with Exhibit B: The work must be completed in accordance with Exhibit B. The owner is solely responsible for completion of the work.
- B. Evidence of Completion: When the work is completed, the owner must provide the PHA with the following:
 - 1. A certification by the owner that the work has been completed in accordance with the HQS and all requirements of this Agreement.
 - 2. A certification by the owner that the owner has complied with labor standards and equal opportunity requirements in the development of the housing. (See 24 CFR 983.155(b)(1)(ii).)
 - 3. Additional Evidence of Completion: At the discretion of the PHA, or as required by HUD, this Agreement may specify additional documentation that must be submitted by owner as evidence of completion of the housing. Check the following that apply:
 - A certificate of occupancy or other evidence that the contract units comply with local requirements.
 - An architect's or developer's certification that the housing complies with:
 - the HQS;
 - State, local, or other building codes;
 - Zoning;
 - The rehabilitation work write-up for rehabilitated housing;

- - The work description for newly constructed housing; or
- _____ Any additional design or quality requirements pursuant to this Agreement.

1.9 Inspection and Acceptance by the PHA of Completed Contract Units

- A. Completion of Contract Units: Upon receipt of owner notice of completion of Contract units, the PHA shall take the following steps:
 - 1. Review all evidence of completion submitted by owner.
 - 2. Inspect the units to determine if the housing has been completed in accordance with this Agreement, including compliance with the HQS and any additional requirements imposed by the PHA under this Agreement.
- B. Non-Acceptance: If the PHA determines the work has not been completed in accordance with this Agreement, including non-compliance with the HQS, the PHA shall promptly notify the owner of this decision and the reasons for the non-acceptance. The parties must not enter into the HAP contract.
- C. Acceptance: If the PHA determines housing has been completed in accordance with this Agreement, and that the owner has submitted all required evidence of completion, the PHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

1.10 Acceptance where defects or deficiencies are reported:

- A. If other defects or deficiencies exist, the PHA shall determine whether and to what extent the defects or deficiencies are correctable, whether the units will be accepted after correction of defects or deficiencies, and the requirements and procedures for such correction and acceptance.
- B. Completion in Stages: Where completion in stages is provided for, the procedures of this paragraph shall apply to each stage.

1.11. Execution of HAP Contract

- A. Time and Execution: Upon acceptance of the units by the PHA, the owner and the PHA execute the HAP contract.

- B. Completion in Stages: Where completion in stages is provided for the number and types of units in each stage, and the initial rents to owner for such units, shall be separately shown in Exhibit C of the contract for each stage. Upon acceptance of the first stage, the owner shall execute the contract and the signature block provided in the contract for that stage. Upon acceptance of each subsequent stage, the owner shall execute the signature block provided in the contract for such stage.
- C. Form of Contract: The terms of the contract shall be provided in Exhibit D of this Agreement. There shall be no change in the terms of the contract unless such change is approved by HUD headquarters. Prior to execution by the owner, all blank spaces in the contract shall be completed by the PHA.
- D. Survival of owner Obligations: Even after execution of the contract, the owner shall continue to be bound by all owner obligations under the Agreement.

1.12 Initial determination of rents

- A. The estimated amount of initial rent to owner shall be established in Exhibit C of this Agreement.
- B. The initial amount of rent to owner is established at the beginning of the HAP contract term.
- C. The estimated and initial contract rent for each units may in no event exceed the amount authorized in accordance with HUD regulations and requirements. Where the estimated initial rent to owner exceeds the amount authorized in accordance with HUD regulations, the PHA shall establish a lower initial rent tow owner, in accordance with HUD regulations and requirements.

1.13 Uniform Relocation Act

- A. A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.
- B. The cost of required relocation assistance may be paid with funds provided by the owner, or with local public funds, or with funds available from other sources. Payment of relocation assistance must be paid in accordance with HUD requirements.

- C. The acquisition of real property for a project to be assisted under the program is subject to the URA and 49 CFR part 24, subpart B.
- D. The PHA must require the owner to comply with the URA and 49 CFR part 24.
- E. In computing a replacement housing payment to a residential tenant displaced as a direct result of privately undertaken rehabilitation or demolition of the real property, the term “initiation of negotiations” means the execution of the Agreement between the owner and the PHA.

1.14 Protection of In-Place Families

- A. In order to minimize displacement of in-place families, if a unit to be placed under Contract is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the PHA’s waiting list (if they are not already on the list) and, once their continued eligibility is determined, given an absolute selection preference and referred to the project owner for an appropriately sized unit in the project.
- B. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.
- C. The term “in-place family” means an eligible family residing in a proposed contract unit on the proposal selection date.
- D. Assistance to in-place families may only be provided in accordance with the program regulations and other HUD requirements.

1.15 Termination of Agreement and Contract

The Agreement or HAP contract may be terminated upon at least 30 days notice to the owner by the PHA or HUD if the PHA or HUD determines that the contract units were not eligible for selection in conformity with HUD requirements.

1.16 Rights of HUD if PHA Defaults Under Agreement

If HUD determines that the PHA has failed to comply with this Agreement, or has failed to take appropriate action to HUD’s satisfaction or as directed by HUD, for enforcement of the PHA’s rights under this Agreement, HUD may assume the PHA’s rights and obligations under the Agreement, and may perform the obligations and enforce the rights of the PHA under the Agreement. HUD will, if it determines that the owner is not in default, pay Annual Contributions for the purpose of providing housing assistance payments with respect to the dwelling unit(s) under this Agreement for the duration of the HAP contract.

1.17 Owner Default and PHA Remedies

A. Owner Default

Any of the following is a default by the owner under the Agreement:

1. The owner has failed to comply with any obligation under the Agreement.
2. The owner has violated any obligation under any other housing assistance payments contract under Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).
3. The owner has committed any fraud or made any false statement to the PHA or HUD in connection with the Agreement.
4. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing assistance program.
5. If the property where the contract units are located is subject to a lien or security interest securing a HUD loan or mortgage insured by HUD and:
 - a. The owner has failed to comply with the regulations for the applicable HUD loan or mortgage insurance program, with the mortgage or mortgage note, or with the regulatory agreement; or
 - b. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with the HUD loan or HUD-insured mortgage.
6. The owner has engaged in any drug-related criminal activity or any violent criminal activity.

B. PHA Remedies

1. If the PHA determines that a breach has occurred, the PHA may exercise any of its rights or remedies under the Agreement.
2. The PHA must notify the owner in writing of such determination. The notice by the PHA to the owner may require the owner to take corrective action (as verified by the PHA) by a time prescribed in the notice.

3. The PHA's rights and remedies under the Agreement include, but are not limited to: (i) terminating the Agreement; and (ii) declining to execute the HAP contract for some or all of the units.

C. PHA Remedy is not Waived

The PHA's exercise or non-exercise of any remedy for owner breach of the Agreement is not a waiver of the right to exercise that remedy or any other right or remedy at any time.

1.18 PHA and Owner Relation to Third Parties

A. Selection and Performance of Contractor

1. The PHA has not assumed any responsibility or liability to the owner, or any other party for performance of any contractor, subcontractor or supplier, whether or not listed by the PHA as a qualified contractor or supplier under the program. The selection of a contractor, subcontractor or supplier is the sole responsibility of the owner and the PHA is not involved in any relationship between the owner and any contractor, subcontractor or supplier.
2. The owner must select a competent contractor to undertake rehabilitation or construction. The owner agrees to require from each prospective contractor a certification that neither the contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contract by the Comptroller General or any federal Department or agency. The owner agrees not to award contracts to, otherwise engage in the service of, or fund any contractor that does not provide this certification.

B. Injury Resulting from Work under the Agreement: The PHA has not assumed any responsibility for or liability to any person, including a worker or a resident of the unit undergoing work pursuant to this Agreement, injured as a result of the work or as a result of any other action or failure to act by the owner, or any contractor, subcontractor or supplier.

C. Legal Relationship: The owner is not the agent of the PHA and this Agreement does not create or affect any relationship between the PHA and any lender to the owner or any suppliers, employees, contractor or subcontractors used by the owner in the implementation of the Agreement.

D. Exclusion of Third Party Claims: Nothing in this Agreement shall be construed as creating any right of any third party (other than HUD) to

enforce any provision of this Agreement or the Contract, or to assert any claim against HUD, the PHA or the owner under the Agreement or the Contract.

- E. Exclusion of owner Claims against HUD: Nothing in this Agreement shall be construed as creating any right of the owner to assert any claim against HUD.

1.19 PHA-Owned Units

Notwithstanding Section 1.18 of this Agreement, a PHA may own units assisted under the project-based voucher program, subject to the special requirements in 24 CFR 983.59 regarding PHA-owned units.

1.20 Conflict of Interest

- A. Interest of Members, Officers, or Employees of PHA, Members of Local Governing Body, or Other Public Officials
 1. No present or former member or officer of the PHA (except tenant-commissioners), no employee of the PHA who formulates policy or influences decisions with respect to the housing choice voucher program or project-based voucher program, and no public official or member of a governing body or State or local legislator who exercises functions or responsibilities with respect to these programs, shall have any direct or indirect interest, during his or her tenure or for one year thereafter, in the Agreement or HAP contract.
 2. HUD may waive this provision for good cause.
- B. Disclosure

The owner has disclosed to the PHA any interest that would be a violation of the Agreement or HAP contract. The owner must fully and promptly update such disclosures.

1.21 Interest of Member or Delegate to Congress

No member of or delegate to the Congress of the United States of America or resident-commissioner shall be admitted to any share or part of the Agreement or HAP contract or to any benefits arising from the Agreement or HAP contract.

1.22 Transfer of the Agreement, HAP Contract, or Property

A. PHA Consent to Transfer

The owner agrees that the owner has not made and will not make any transfer in any form, including any sale or assignment, of the Agreement, HAP contract, or the property without the prior written consent of the PHA. A change in ownership in the owner, such as a stock transfer or transfer of the interest of a limited partner, is not subject to the provisions of this section. Transfer of the interest of a general partner is subject to the provisions of this section.

B. Procedure for PHA Acceptance of Transferee

Where the owner requests the consent of the PHA for a transfer in any form, including any sale or assignment, of the Agreement, the HAP contract, or the property, the PHA must consent to a transfer of the Agreement or HAP contract if the transferee agrees in writing (in a form acceptable to the PHA) to comply with all the terms of the Agreement and HAP contract, and if the transferee is acceptable to the PHA. The PHA's criteria for acceptance of the transferee must be in accordance with HUD requirements.

C. When Transfer is Prohibited

The PHA will not consent to the transfer if any transferee, or any principal or interested party, is debarred, suspended, subject to a limited denial of participation, or otherwise excluded under 2 CFR part 2424, or is listed on the U.S. General Services Administration list of parties excluded from Federal procurement or nonprocurement programs.

1.23 Exclusion from Federal Programs

A. Federal Requirements

The owner must comply with and is subject to requirements of 2 CFR part 2424.

B. Disclosure

The owner certifies that:

1. The owner has disclosed to the PHA the identity of the owner and any principal or interested party.

2. Neither the owner nor any principal or interested party is listed on the U.S. General Services Administration list of parties excluded from Federal procurement and nonprocurement programs; and none of such parties are debarred, suspended, subject to a limited denial of participation, or otherwise excluded under 2 CFR part 2424.

1.24 Lobbying Certifications

- A. The owner certifies, to the best of the owner's knowledge and belief, that:
 1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the owner, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of the Agreement or HAP contract, or the extension, continuation, renewal, amendment, or modification of the HAP contract.
 2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Agreement or HAP contract, the owner must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification by the owner is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

1.25 Subsidy Layering

- A. Owner Disclosure

The owner must disclose to the PHA, in accordance with HUD requirements, information regarding any related assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is made available or is expected to be made available with respect to the contract units. Such related assistance includes, but is not limited to, any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance.

B. Limit of Payments

Housing assistance payments under the HAP contract must not be more than is necessary, as determined in accordance with HUD requirements, to provide affordable housing after taking account of such related assistance. The PHA will adjust in accordance with HUD requirements the amount of the housing assistance payments to the owner to compensate in whole or in part for such related assistance.

1.26 Prohibition of Discrimination

- A. The owner may not refuse to lease contract units to, or otherwise discriminate against, any person or family in leasing of a contract unit, because of race, color, religion, sex, national origin, disability, age, or familial status.
- B. The owner must comply with the following requirements:
1. The Fair Housing Act (42 U.S.C. 3601–19) and implementing regulations at 24 CFR part 100 *et seq.*;
 2. Executive Order 11063, as amended by Executive Order 12259 (3 CFR 1959–1963 Comp., p. 652, and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107;
 3. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1;
 4. The Age Discrimination Act of 1975 (42 U.S.C. 6101–6107) and implementing regulations at 24 CFR part 146;
 5. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title;
 6. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*;
 7. 24 CFR part 8;
 8. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135;

9. Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964–1965 Comp., p. 339; 3 CFR, 1966–1970 Comp., p. 684; 3 CFR, 1966–1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60;
 10. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971–1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprise Development); and
 11. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393, and 3 CFR, 1987 Comp., p. 245) (Women’s Business Enterprise).
 12. HUD’s Equal Access Rule at 24 CFR 5.105. [OGC-Nonconcurrency: This section failed to reference protections with respect to actual or perceived sexual orientation, gender identity, or marital status in accordance with HUD’s Equal Access Rule at 24 CFR 5.105(a). Revising as indicated above is sufficient to resolve this concern.
- C. The PHA and the owner must cooperate with HUD in the conducting of compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders, and all related rules and regulations.

1.27 Owner Duty to Provide Information and Access to HUD and PHA

- A. The owner must furnish any information pertinent to this Agreement as may be reasonably required from time to time by the PHA or HUD. The owner shall furnish such information in the form and manner required by the PHA or HUD.
- B. The owner must permit the PHA or HUD or any of their authorized representatives to have access to the premises during normal business hours and, for the purpose of audit and examination, to have access to any books, documents, papers, and records of the owner to the extent necessary to determine compliance with this Agreement.

1.28 Notices and Owner Certifications

- A. Where the owner is required to give any notice to the PHA pursuant to this Agreement, such notice shall be in writing and shall be given in the manner designated by the PHA.

- B. Any certification or warranty by the owner pursuant to the Agreement shall be deemed a material representation of fact upon which reliance was placed when this transaction was entered into.

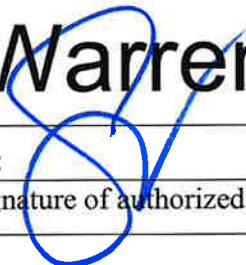
1.29 HUD Requirements

- A. The Agreement and the HAP contract shall be interpreted and implemented in accordance with all statutory requirements, and will all HUD requirements, including amendments or changes in HUD requirements. The owner agrees to comply with all such laws and HUD requirements.
- B. HUD requirements are requirements that apply to the project-based voucher program. HUD requirements are issued by HUD Headquarters as regulations, *Federal Register* notices, or other binding program directives.

1.30 Applicability of Part II Provisions — Check All that Apply

- Training, Employment, and Contracting Opportunities
Section 2.1 applies if the total of the contract rents for all units under the proposed HAP contract, over the maximum term of the contract, is more than \$200,000.
- Equal Employment Opportunity
Section 2.2 applies only to construction contracts of more than \$10,000.
- Labor Standards Requirements
Sections 2.4, 2.8, and 2.10 apply only when this Agreement covers nine or more units.
- Flood Insurance
Section 2.11 applies if units are located in areas having special flood hazards and in which flood insurance is available under the National Flood Insurance Program.

EXECUTION OF THE AGREEMENT

PUBLIC HOUSING AGENCY (PHA) Name of PHA (Print) Lucas Metropolitan Housing Authority
<small>DocuSigned by:</small> By: <i>Joaquin Cintron Vega</i> Signature of authorized representative
Joaquin Cintron Vega, President and CEO Name and official title (Print)
Date 9/20/2022
OWNER Name of Owner (Print) Warren Commons, LLC
By:  Signature of authorized representative
Samantha Shuler, President of Warren Commons, Inc., Managing Member of Warren Commons, LLC
Name and official title (Print)
09/16/2022
Date

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM

**AGREEMENT TO ENTER INTO A
HOUSING ASSISTANCE PAYMENTS CONTRACT**

NEW CONSTRUCTION OR REHABILITATION

PART II

Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.152, which requires the PHA to enter into an Agreement with the owner prior to execution of a HAP contract for PBV assistance as provided in §983.153. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

2.1 Training, Employment, and Contracting Opportunities

- A. The project assisted under this Agreement is subject to the requirements of section 3 of the Housing Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The owner shall carry out the provisions of section 3 and the regulations issued by HUD as set forth in 24 CFR part 135 and all applicable rules and orders of HUD issued thereunder prior to the execution of this Agreement. This shall be a condition of the Federal financial assistance provided to the project, binding upon the owner, the owner's contractors and subcontractors, successors and assigns. Failure to fulfill these requirements shall subject the owner, the owner's contractors and subcontractors, successors and assigns to the sanctions specified by this Agreement, and to such sanctions as are specified by 24 CFR part 135.
- B. The owner shall incorporate or cause to be incorporated into any contract or subcontract for work pursuant to this Agreement in excess of \$100,000 the following clause:

1. The work to be performed under this contract is subject to the requirements of section 3 of the Housing Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, and shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135

require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

6. Pursuant to 24 CFR §135.90, recipients of HUD financial assistance that is subject to Part 135 requirements, are required to submit Section 3 Annual Reports on Form HUD-60002 to the Office of Fair Housing and Equal Opportunity (FHEO). This form must be submitted electronically and can be found at www.hud.gov/section3.
7. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
8. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 405e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprise. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

2.2 Equal Employment Opportunity

- A. The owner shall incorporate or cause to be incorporated into any contract in excess of \$10,000 for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is to be performed pursuant to this Agreement, the following nondiscrimination clause:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising;

layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, or national origin.
3. The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice to be provided by or at the direction of the Government advising the labor union or workers representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor of will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and with the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by HUD and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions as may be imported and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by law.

7. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Government may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Government, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

- B. The owner agrees to be bound by the above nondiscrimination clause with respect to his or her own employment practices when participating in federally assisted construction work.

- C. The owner agrees to assist and cooperate actively with HUD and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the nondiscrimination clause and the rules, regulations, and relevant orders of the Secretary of Labor, to furnish HUD and the Secretary of Labor such information as they may require for the supervision of such compliance, and to otherwise assist HUD in the discharge of HUD's primary responsibility for securing compliance.

- D. The owner further agrees to refrain from entering into any contract or contract modification subject to Executive Order No. 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the nondiscrimination clause as may be imposed upon contractors and subcontractors by HUD or the Secretary of Labor pursuant to the Executive Order. In addition, if the owner fails or refuses to comply with these undertakings, HUD may take any or all of the following actions; cancel, terminate, or suspend in whole or in part this Agreement; refrain from extending any further assistance to the owner under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the owner, and refer the case to the Department of Justice for appropriate legal proceedings.

2.3 Reserved

2.4 HUD—Federal Labor Standards Provisions

The owner is responsible for inserting the entire text of section 2.4 of this Agreement in all construction contracts and, if the owner performs any rehabilitation work on the project, the owner must comply with all provisions of section 2.4. (Note: Sections 2.4(b) and (c) apply only when the amount of the prime contract exceeds \$100,000.)

(a)(1) Minimum Wages. (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project) will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made part hereof regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section l(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-

1321)) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination;

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, D. C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(B) or (C) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determinations or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program: Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractors under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and

on account of the contractor or subcontractor to the respective employees to whom they are due.

(3)(i) Payrolls and Basic Records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

*(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD the PHA. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included in weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g. the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at:
<http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor*

site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to HUD, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a “Statement of Compliance,” signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5 (a)(3)(i) and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the “Statement of Compliance” required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution

under section 1001 of Title 18 and section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and Trainees.(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the

contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employee and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted

under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal Employment Opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act Requirements. The contractor shall comply with the requirements of 29 CFR part 3 which are incorporated by reference in this Agreement.

(6) Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in section 2.4(a)(1) through (11) and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this section 2.4(a).

(7) Contract Terminations; Debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes Concerning Labor Standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the PHA, HUD, the U. S. Department of Labor, or the employees or their representatives.

(10) Certification of Eligibility. (i) By entering into this Agreement, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR part 24.

(ii) No part of this Agreement shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, section 1010, Title 18, U.S.C., "Federal Housing Administration transactions, provides in part: "Whoever, for the purpose of ...influencing in any way the action of such Administration...makes, utters or publishes any statement, knowing the same to be false... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Agreement are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Agreement to his employer.

(b) Contract Work Hours and Safety Standards Act. The provisions of this paragraph (b) are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the

basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

(3) Withholding for Unpaid Wages and Liquidated Damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontractors. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

(c) Health and Safety. The provisions of this paragraph (c) are applicable only where the amount of the prime contract exceeds \$100,000.

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to his health and safety as established under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The contractor shall comply with all regulations issue by the Secretary of Labor pursuant to Title 29 part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, 40 USC 3701 et seq.

(3) The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

2.5 Reserved

2.6 Reserved

2.7 Reserved

2.8 Wage and Claims Adjustments

The owner shall be responsible for the correction of all violations under section 2.4, including violations committed by other contractors. In cases where there is evidence of underpayment of salaries or wages to any laborers or mechanics (including apprentices and trainees) by the owner or other contractor or a failure by the owner or other contractor to submit payrolls and related reports, the owner shall be required to place an amount in escrow, as determined by HUD sufficient to pay persons employed on the work covered by the Agreement the difference between the salaries or wages actually paid such employees for the total number of hours worked and the full amount of wages required under this Agreement, as well as an amount determined by HUD to be sufficient to satisfy any liability of the owner or other contractor for liquidated damages pursuant to section 2.4. The amounts withheld may be disbursed by HUD for and on account of the owner or other contractor to the respective employees to whom they are due, and to the Federal Government in satisfaction of liquidated damages under section 2.4.

2.9 Reserved

2.10 Evidence of Unit(s) Completion; Escrow

- A. The owner shall evidence the completion of the unit(s) by furnishing the PHA, in addition to the requirements listed in Part I of this Agreement, a certification of compliance with the provisions of sections 2.4 and 2.8 of this Agreement, and that to the best of the owner's knowledge and belief there are no claims of underpayment to laborers or mechanics in alleged violation of these provisions of the Agreement. In the event there are any such pending claims to the knowledge of the owner, the PHA, or HUD, the owner will place a sufficient amount in escrow, as directed by the PHA or HUD, to assure such payments.
- B. The escrows required under this section and section 2.8 of shall be paid to HUD, as escrowee, or to an escrowee designated by HUD, and the conditions and manner of releasing such escrows shall be designated and approved by HUD.

2.11 Flood Insurance

If the project is located in an area that has been identified by the Federal Emergency Management Agency as an area having special flood hazards and if the sale of flood insurance has been made available under the National Flood Insurance Program, the owner agrees that: (1) the project will be covered, during the life of the property, by flood insurance in an amount at least equal to its development or project cost (less estimated land cost) or to the limit of coverage made available with respect to the particular type of property under the National Flood Insurance Act of 1968, whichever is less; and (2) that it will advise any prospective purchaser or transferee of the property in writing of the continuing statutory requirement to maintain such flood insurance during the life of the property.

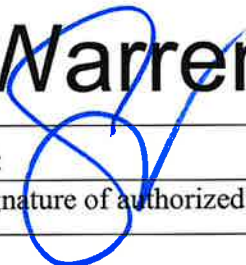
Lucas Metropolitan Housing Authority

AHAP Exhibit C -Warren Commons

Friday, September 16, 2022

Address	Unit #	Unit Type	Bedrooms	Utilities Provided	Appliances Provided	Contract Rent	Utility Allowance	Source of Rent Subsidy
2011 Franklin Road, Toledo, Ohio 43620	101	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	103	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	105	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	106	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	107	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	108	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	117	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	119	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	120	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	121	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	201	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	202	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	203	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	204	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	205	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	206	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	207	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	208	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	209	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	210	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	211	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	213	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	215	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	217	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	218	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	219	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	220	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV
2011 Franklin Road, Toledo, Ohio 43620	221	Midrise	1	Electric, Hot Water, A/C, Water, Sewer, and Trash	Range, Refrigerator, A/C	\$ 685	\$ -	LMHA HCV

EXECUTION OF THE AGREEMENT

PUBLIC HOUSING AGENCY (PHA) Name of PHA (Print) Lucas Metropolitan Housing Authority
<small>DocuSigned by:</small> By: <i>Joaquin Cintron Vega</i>
<small>6E5F601CC1D3451</small> Signature of authorized representative
Joaquin Cintron Vega, President and CEO
Name and official title (Print)
Date 9/20/2022
OWNER Name of Owner (Print) Warren Commons, LLC
By: 
Signature of authorized representative
Samantha Shuler, President of Warren Commons, Inc., Managing Member of Warren Commons, LLC
Name and official title (Print)
Date 09/16/2022
Date



Lucas Metropolitan Housing
 211 S. Byrne Road
 Toledo, OH 43615
 419-259-9448 Fax 419-259-9495
 TRS: Dial 711
www.lucasmha.org

August 10, 2023

Lucas Housing Services Corporation
 Attn: Kattie Bond, Chief of Real Estate Development & Modernization
 424 Jackson Street
 Toledo, OH 43604

RE: Project-Based Vouchers for Transition Age Youth Commitment

Dear Ms. Bond:

Lucas Metropolitan Housing (LMH) has selected Lucas Housing Services Corporation (LHSC) for the commitment to award **45** project-based vouchers for the Transition Aged Youth (TAY) Initiative.

This commitment authorizes project-based vouchers for your permanent supportive housing community, Park Hotel redevelopment, located at 201 Knapp Street, Toledo, Ohio 43604 as follows:

Bedroom Size	Number of Units	Proposed Gross Rent	Potential Monthly HAP	Potential Annual HAP
One	41	\$837	\$34,317	\$411,804
Two	4	\$1,087	\$4,348	\$52,176

Lucas Housing Services Corporation must satisfy all relevant requirements necessary to enter into a Section 8 Project-Based Voucher Program PBV Agreement to Enter into Housing Assistance Payments Contract (AHAP) and subsequent Section 8 Project-Based Voucher Program PBV Housing Assistance Payments Contract (HAP).

LMH looks forward to the partnership and the opportunities this development will provide to Toledo. If you have any questions regarding this commitment, please contact us for clarity and guidance.

Sincerely,

Amy J. Gerber,
 Vice President of Housing Choice Voucher Program
 Lucas Metropolitan Housing

Joaquin Cintron Vega, *President and Chief Executive Officer*
 Board of Commissioners

Hugh W. Grefe, Chair, Alisha M. Gant, Vice Chair, William J. Brennan, Pastor Michael Hanck, Michael K. Hart



3A-2a. Healthcare Formal Agreements
OH-501 Continuum of Care



Contractual Agreement between

The Hospital Council of Northwest Ohio dba The Northwest Ohio Pathways HUB and Lucas Metropolitan Housing for Lucas County Community Health Workers for the Coordinated Community Approaches to Target the Disparity in the African American Infant Mortality Rate Project

This agreement (“Agreement”) is made and entered into in Toledo, Ohio effective the 1st day of July 2023 between The Hospital Council of Northwest Ohio (“HCNO”), an Ohio nonprofit corporation and Lucas Metropolitan Housing (“Contractor”), an Ohio non-profit corporation (collectively referred to as “Parties”).

All terms, conditions and provisions contained in the most current version of The Northwest Ohio Pathways HUB (“Pathways HUB”) Participation Agreement (including amendments, attachments and exhibits) are hereby incorporated by reference in this Agreement. *Except as otherwise noted, the terms not defined herein shall have the meaning set forth in the Pathways HUB Participation Agreement.*

In June 2022 HCNO was awarded funding from the Ohio Department of Medicaid (“Medicaid”) to continue to implement the certified Pathways Community HUB Model with the goal of reducing infant mortality in Lucas County. Special emphasis is placed on services for African American women since the infant mortality rate in Lucas County is disproportionately higher for African American populations.

HCNO requires the services of Contractor to complete certain deliverables for this project. The Parties agree as follows:

1. **SCOPE OF WORK.** Contractor shall complete all tasks and deliverables as set forth in Exhibit A. Contractor shall not appoint any outside agent(s) to fulfill responsibilities under this Agreement unless such agent is an affiliated organization, or an organization approved by HCNO in writing. Any proposed changes in deliverables must be approved by HCNO in writing prior to implementation.

2. **PERIOD OF PERFORMANCE.** Contractor will perform specified deliverables between July 1, 2023 and June 30, 2024 and remit the final invoice to HCNO no later than April 15, 2024. Community Health Worker(s) (“CHWs”) dedicated to this project must be employed on a full-time basis and if a CHW’s employment ends prior to the contract period, a complete accounting of the funds provided must be reported and any unused funds must be returned to HCNO.
3. **COMPENSATION.** The sum paid in quarterly increments to the Contractor by HCNO under this Agreement is based on completing the deliverables in Exhibit A and submitting reports that detail expenditure of funds. The funds are designated to cover wages and benefits of CHWs and CHWs’ training and operating costs.
4. **PAYMENT.** The Contractor must invoice HCNO quarterly to receive the full funding amount. The first quarterly invoice should be sent to HCNO within 30 days of assigning/hiring a CHW for this project. Resumes of all CHWs funded through this contract must also be submitted with the first invoice. Contractor must invoice HCNO for the future quarterly payments after submitting an expenditure report which documents that previously received funds have been expended.

Invoices and expenditure reports shall be submitted electronically to Brittani Hart at bhart@hcno.org . If HCNO changes the individual to whom Contractor is to submit invoices, HCNO is to inform Contractor of that change in writing.

It is understood by the Contractor that the availability of funds under this Agreement is contingent on payments received from Medicaid and that the payment schedule described above may be delayed without penalty or interest, if Medicaid delays payment of funds to HCNO.

In the event that HCNO is notified by the Ohio Department of Medicaid (ODM) or the Medicaid Managed Care Organizations that funding will be discontinued or expires, this Agreement will be terminated as of such notification date and HCNO will have no further financial obligation(s) to Contractor.

HCNO shall make all checks payable to and send them to the following appointed agent:

Organization’s Name: Lucas Metropolitan Housing
Organization Address 424 Jackson Toledo OH 43604

5. **NOTICES AND TERMINATION OF AGREEMENT.** Any notices affecting the terms of this Agreement must be submitted in writing to the following:

HCNO: Amy Hurley
Director, Northwest Ohio Pathways HUB
3231 Central Park West Drive, Suite 200
Toledo, OH 43617
Phone: 419-842-0800/Fax: 419-842-0999

unemployment compensation insurance premiums, workers' compensation premiums, all income tax deductions, pension deductions, health insurance and any and all other taxes or payroll deductions required by Contractor for Services performed pursuant to this Agreement.

B. Business Associate Agreement. This Agreement is subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as amended. For purposes of this Agreement, Contractor is considered to be a Business Associate of HCNO. Accordingly, Contractor and HCNO shall enter into a Business Associate Agreement ("BAA") in substantially the same form and substance as the BAA attached hereto as Exhibit B.

C. Contract Work Hours and Safety Standards Act (40 U.S.C. 327). All contracts and subcontracts subject to the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) shall include a provision requiring Contractor to comply with the applicable sections of the Act and the Department of Labor's supplementing regulations (29 CFR Parts 5 and 1926).

D. Equal Employment Opportunity. In carrying out this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, disability, national origin, ancestry, veteran status, military status or any other factor specified in Section 125.111 of the Ohio Revised Code, in the Civil Rights Act of 1964, as amended, or in Section 504 of the Rehabilitation Act of 1973, as amended, and in any subsequent legislation pertaining to civil rights.

Contractor shall incorporate the foregoing requirements of this Section in all of its contracts for performance of any of the work prescribed herein and must require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

12. **RECORDS, DOCUMENTS, AND INFORMATION.** All records, documents, writings or other information produced or used by Contractor in the performance of this Agreement shall be treated according to the following terms:

A. Contractor shall not use any information, systems, or records made available for any purpose other than to fulfill the contractual duties specified herein. Contractor agrees that forms, checklists and tools provided by HCNO may not be altered or changed from their original state. Contractor agrees to be bound by the same standards of confidentiality that apply to employees of HCNO. The terms of this Section shall be included in any subcontracts executed by Contractor for work under this Agreement.

B. All records relating to costs, work performed and supporting documentation for invoices submitted to HCNO by Contractor for work performed under this Agreement shall be retained and made available by Contractor for audit for a minimum of three (3) years after payment for work performed under this Agreement. If an audit, litigation, or other action is initiated during this time period, Contractor shall retain such records until the action is concluded and all issues are resolved or the three (3) years end, whichever is later.

13. **AUDIT, MONITORING, AND OVERSIGHT.**

a) Contractor is subject to audit by HCNO and/or AUTHORIZED GOVERNMENT OFFICIALS (e.g., offices of inspectors general) and will make its books and records available for review and examination upon request, as necessary to permit HCNO, and/or AUTHORIZED GOVERNMENT OFFICIAL to confirm Contractor compliance with all applicable requirements and that the funds provided pursuant to this AGREEMENT were expended in accordance with the terms of the AGREEMENT. CONTRACTOR shall maintain availability of such books and records, and such audit may be conducted, during the term of the AGREEMENT and for the three (3) years after the expiration or sooner termination of this AGREEMENT. This provision shall survive the expiration or sooner termination of this AGREEMENT.

b) Single Audit. Per 2 CFR 200.501- 200.521, CONTRACTOR certifies that it will provide notice of any adverse findings, instances of noncompliance or material weaknesses which impact this AGREEMENT as soon as they are made aware of such findings. CONTRACTOR will provide access to records as required per 2 CFR 200.337, as applicable, as a result of such findings. If CONTRACTOR is not subject to the Single Audit Act, then CONTRACTOR will provide notice of the completion of any required audits and provide access to such audits upon request. CONTRACTOR may be subject to Specific Conditions as a result of adverse findings, instances of noncompliance or material weaknesses related to this AGREEMENT.

c) Monitoring. Following 2 CFR Subpart D, part 200.332, HCNO will monitor CONTRACTOR to ensure compliance with federal and program requirements, that funds are being used for authorized purposes, that performance goals are being achieved and identify any failures in the administration and performance of the award. In addition to program performance, HCNO will monitor financial performance and any specific conditions or corrective action plans resulting from risk assessment or previous monitoring.

14. MISCELLANEOUS.

A. Drug Free Workplace. Contractor shall comply with all applicable state and federal rules, regulations and statutes pertaining to a drug-free workplace. Contractor shall make a good faith effort to ensure that all employees of Contractor do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way while working on state, county, or municipal property.

B. No Third-Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

C. Notices. Any notices to be given hereunder to a party shall be made via U.S. Mail or express courier to such Party's address and/or (other than for the delivery of fees) via facsimile to the facsimile telephone numbers identified in Section 5 of this Agreement.

D. Counterparts; Facsimiles. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile copies shall be deemed to be originals.

E. Construction. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the enforceability of the balance of this Agreement shall not be affected thereby, provided that the absence of the unenforceable provision does not render the performance of the remainder of the contract impossible.

F. Disputes. If any controversy, dispute or claim arises between the Parties with respect to this Agreement, the parties shall make good faith efforts to resolve such matters informally.

G. LIMITATION OF LIABILITY. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR DAMAGES OF ANY KIND OR NATURE, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), OR OTHERWISE, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be executed in its name and on its behalf.

Lucas Metropolitan Housing

The Hospital Council of Northwest Ohio

DocuSigned by:
Joaquin Cintron Vega
By: _____
6F5F601CC103451...

DocuSigned by:
Pamela Jensen
By: _____
621CC0C567C24F5...
Pamela Jensen, President

Date: 08/07/23

Date: 08/08/23

424 Jackson
OH 43604
419-259-9550

3231 Central Park West Drive, Suite 200 Toledo

Toledo, OH 43617
(419) 842-0800, (419) 842-0999 fax

Tax I.D. Number: 34-6401430

Exhibit A

Scope of Work for the Coordinated Community Approaches to Target Disparity in the African American Infant Mortality Rate Project

HCNO shall provide funds for the sole and express purpose of undertaking the following acts:

Scope of Work	Payment		
<p>Care Coordination Agency (CCA) Agree to:</p> <ul style="list-style-type: none"> • Implement the Pathways HUB Care Coordination Model. • Comply with the most current version of The Hospital Council of Northwest Ohio (HCNO) HUB Participation Agreement (including amendments, attachments and exhibits). • Use the Pathways HUB Authorization to Disclose Protected Health and Other Personal Information (Consent Form) and all other Pathways HUB forms and tools as created without deletions, additions or other alterations. • Accept and follow-up with ALL referrals sent by the Pathways HUB to the Care Coordination Agency regardless of payor source with 48 hours (2 business days). • Accept up to 10 In-Kind HUB referrals that are enrolled per CHW annually. • Employ and maintain [_1_] certified Community Health Workers (CHWs) to work through the Pathways HUB serving low-income women with an emphasis on African American women. • Work toward achieving HCNO’s Quality Improvement Metrics with enrolled clients. • Submit the resume and contact information of the CHWs hired for this project to HCNO. <p>Community Health Workers (CHWs) Agree to:</p> <ul style="list-style-type: none"> • Be employed full-time. • Focus on enrolling minority women of childbearing age (13-44). • Maintain an active caseload ranging from 30-50 clients with at least a 70% rate of completed monthly checklists. • Complete current versions of unaltered HCNO Consent, Release of Information, Checklists, Pathways, Tools, and any other necessary forms in Care Coordination Systems (CCS) to meet the identified and agreed upon needs of the client. • Enter documentation within 48 hours (2 business days) into CCS. <p>CHW Supervisors Agree to:</p> <ul style="list-style-type: none"> • Conduct a weekly review of each CHW’s caseload to ensure: (a) referred clients are contacted within 48 hours; (b) signed Consent and Release of Information forms are obtained and uploaded at the first client visit; (c) an Initial Checklist and monthly Checklists are completed; (d) Pathways and Tools are completed based on identified client needs. • Approve and signoff on all completed Checklists, Pathways and Tools to initiate billing to the Medicaid Managed Care Plans. • Assist each CHW in maintaining an active caseload by supporting the discharge of clients lost to follow up, or who no longer wish to be involved in care coordination services. • CHWs and Supervisors must attend at least 75% of Coordinated Community Approaches to Target the Disparity in the African American Infant Mortality Rate Project/HUB meetings and periodic educational meetings. 	<p><i>*Contracts will be executed once a CHW is hired and in place. If your organization cannot secure all CHWs by 9/30/2023 the contract will be revised based on the existing workforce.</i></p> <p>\$31,000 per CHW for the 12-month period (July 1, 2023 to June 30, 2024) calendar year, payable in four (4) quarterly installments of \$7,750 per eligible CHW.</p> <p>Payments will be made as long as the CHW assigned to this project is employed full-time and has at least 70% of completed caseload monthly checklists and/or is making progress towards an improvement plan.</p> <p>Invoice HCNO for the first payment within 30 days after the contract is executed; all future payments will be paid after submitting an expenditure report showing that the previous installment(s) have been spent and the CCA maintains satisfactory monthly audits and progressive improvement plans.</p>		
<table border="1"> <tr> <td data-bbox="190 1791 393 1820"># CHWs: 1</td> <td data-bbox="393 1791 1161 1820">X \$31,000 per CHW</td> </tr> </table>	# CHWs: 1	X \$31,000 per CHW	\$31,000.00
# CHWs: 1	X \$31,000 per CHW		

EXHIBIT B

BUSINESS ASSOCIATE AGREEMENT

This Contractor Business Associate Agreement (“Agreement”) is entered into this 1st day of July, 2023 and between **THE HOSPITAL COUNCIL OF NORTHWEST OHIO** (“Business Associate”) and Lucas Metropolitan Authority (“Contractor”).

1. Purpose of Agreement.

Contractor and Business Associate have entered into an arrangement or series of arrangements, whereby Contractor provides certain services for or on behalf of Business Associate Entity. In the course of providing its services to Business Associate, Contractor may, upon occasion, use, disclose, or have access to PHI (as defined below), from or on behalf of Business Associate. This Agreement sets forth Contractor’s responsibilities and obligations with respect to safeguarding the confidentiality and security of PHI that it uses, accesses, or discloses in the performance of such services.

2. Definitions. As used in this Agreement:

2.1 “Breach Notification Standards” shall mean the HIPAA regulations governing notification in the case of breach of unsecured PHI as set forth at 45 CFR Part 164, Subpart D, as they exist now or as they may be amended.

2.2 “Designated Record Set” shall have the same meaning as set forth in 45 CFR § 164.501. As used herein, the term “Record” means any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by or for Covered Entity.

2.3 “HIPAA” shall mean the Health Insurance Portability and Accountability Act, Public Law 104-91, and any associated regulations and amendments thereto.

2.4 “HITECH Act” means the Health Information Technology for Economic and Clinical Health Act; found in the American Recovery and Reinvestment Act of 2009 at Division A, Title XIII and Division B, Title IV.

2.5 “Individual” shall have the same meaning as the term “individual” in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).

2.6 “Minimum Necessary” shall have the meaning set forth in the HITECH Act, § 13405(b).

2.7 “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, as they exist now or as they may be amended.

2.8 “Protected Health Information” or “PHI” shall have the same meaning as the term “protected health information” in 45 CFR § 160.103, limited to the information that Contractor accesses, creates, maintains, retains, modifies, records, stores, destroys or otherwise holds, uses or discloses on behalf of Business Associate.

2.9 “Secretary” shall mean the Secretary of the Department of Health and Human Services or his designee.

2.10 "Security Standards" shall mean the Security Standards, 45 CFR Parts 160, 162 and 164, as they exist now or as they may be amended.

2.11 "Transaction Standards" shall mean the Standards for Electronic Transactions, 45 CFR Parts 160 and 162, as they exist now or as they may be amended.

2.12 Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR §160.103, 164.304, 164.402 and 164.501.

3. Obligations and Activities of Contractor.

3.1 Contractor agrees that it shall not use or further disclose PHI other than as permitted or required by this Agreement or as required by law.

3.2 Contractor agrees to use appropriate safeguards to prevent use or disclosure of the PHI other than as provided for by this Agreement.

3.3 Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI by Contractor in violation of the requirements of this Agreement.

3.4 Contractor agrees to report to Business Associate any use or disclosure of the PHI not provided for by this Agreement of which it becomes aware, including breaches of unsecured PHI as required in 45 CFR § 164.410 and any security incident of which it becomes aware.

3.5 Contractor agrees to ensure that any agent, including a subcontractor, to whom it provided PHI received from, or created or received by Contractor on behalf of Business Associate, agrees in writing to the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information.

3.6 Contractor agrees to provide access to an Individual as necessary if requested to do so by Covered Entity to meet the requirements under 45 CFR §164.524 and HITECH Act § 13405(e).

3.7 Contractor agrees to forward to Business Associate any request for PHI received directly from a patient/client within five (5) business days of receipt. Contractor agrees to respond directly to the patient/client on behalf of Business Associate within the required regulatory time frame.

3.8 Contractor agrees to forward to Business Associate any request for amendment to PHI received directly from a patient/client within five (5) business days of receipt. Contractor agrees to respond directly to the patient/client on behalf of Business Associate within the required regulatory time frame and to forward any such amendments to Business Associate for incorporation into that portion of the Designated Record Set held by Business Associate within five (5) business days after such amendment is made by Contractor to the Designated Record Set.

3.9 Contractor agrees to make any amendment(s) to PHI in a Designated Record Set that Business Associate directs or agrees to pursuant to 45 CFR § 164.526 at the request of Business Associate or an Individual, and in the time and manner designated by Business Associate. If Business Associate provided Designated Record Sets to third parties, Contractor shall ensure such records are also amended.

3.10 Contractor agrees to make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Contractor on behalf of Business Associate, available to Business Associate, or at the request of Business Associate to the Secretary, in a time and

manner designated by Business Associate or the Secretary, for purposes of Secretary determining Business Associate's compliance with the Privacy Rule.

3.11 Contractor agrees to document disclosures of PHI, and information related to such disclosures, as would be required for Business Associate to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 CFR § 164.528 and any additional regulations promulgated by the Secretary pursuant to HITECH Act § 13405(c). Contractor agrees to implement an appropriate recordkeeping process that will track, at a minimum, the following information: (i) the date of the disclosure; (ii) the name of the entity or person who received the PHI and, if known, the address of such entity or person; (iii) a brief description of the PHI disclosed; and (iv) a brief statement of the purpose of such disclosure which includes an explanation of the basis for such disclosure.

3.12 Contractor agrees to provide to Business Associate or to an Individual, in the time and manner designated by Business Associate, information collected in accordance with Section 3.11 of this Agreement, to permit Business Associate to respond to a request by an Individual for an accounting of disclosures of PHI during the six (6) years prior to the date on which the accounting was requested, in accordance with 45 CFR § 164.528.

3.13 Contractor agrees to forward to Business Associate copy of any request for an accounting of disclosures received directly from a patient within five (5) business days of receipt. Contractor agrees to respond directly to the patient within the required regulatory time frame and to forward a copy of its response to Business Associate within five (5) business days after providing such accounting to the patient.

3.14 In the event Contractor receives a subpoena, court or administrative order or other discovery request or mandate for release of PHI, Business Associate will respond as permitted by 45 CFR § 164.512(e) and (f) following consultation with Business Associate. Contractor shall notify Business Associate of the request as soon as reasonably practicable, but in any event within five (5) business days of receipt of such request.

3.15 If Contractor performs marketing or fundraising services on behalf of Business Associate and uses or discloses PHI in furtherance of those services, Contractor Associate shall adopt and implement a policy and procedure for removing the names of all individuals who have expressly opted out of receiving future marketing or fundraising materials from Contractor on Business Associate's behalf. If Contractor receives information of an individual's request to opt out of future mailings, Contractor agrees to notify Business Associate of such request as soon as reasonably practicable after receipt of the request. Additionally, Contractor will not make any communications to individuals who are clients of Business Associate in violation of the restrictions on marketing in HITECH Act § 13406(a), effective February 17, 2010.

3.16 If Contractor communicates with any individuals who are the subject of PHI originating from or prepared for Business Associate, Contractor agrees to comply with and use best efforts so that its agents and subcontractor comply with 45 CFR § 164.522(b), so as to ensure that PHI will only be communicated to those individuals designated in such a request as authorized to receive the PHI.

3.17 Electronic Transactions. Contractor hereby represents and warrants that, to the extent that it is electronically transmitting any of the HIPAA Transactions for Business Associate, the format and structure of such transmissions shall be in compliance with the Transaction Standards.

3.18 Electronic Data Security. To the extent that Contractor creates, receives, maintains or transmits electronic PHI, Contractor hereby represents and warrants that it has implemented and documented administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the electronic PHI that Contractor creates, receives, maintains

or transmits on behalf of Business Associate consistent with the requirements at 45 CFR §§ 164.308, 164.310, 164.312 and 164.316.

3.19 **Breach Notification.** Contractor will notify Business Associate within five (5) business days of discovering an acquisition, access, use or disclosure of PHI in a manner or for a purpose not permitted by the HIPAA Privacy Rule and within thirty (30) calendar days of discovery will provide Business Associate with the identification of each individual whose PHI has been or is reasonably believed by Contractor to have been acquired, accessed, used or disclosed during such incident. Contractor will assist Business Associate in assessing whether the impermissible acquisition, access, use or disclosure poses a significant risk of financial, reputational or other harm to the individuals whose information is involved.

4. **Permitted Uses of PHI.**

4.1 **General Use.** Except as otherwise limited in this Agreement, Contractor may use or disclose PHI on behalf of or to provide services to Business Associate as necessary to perform the services in the separate written agreement between Contractor and Business Associate, if such use or disclosure of PHI would not violate the Privacy Rule if done by Business Associate or the minimum necessary policies and procedures of Business Associate

4.2 **Specific Use and Disclosure.** Except as otherwise limited in this Agreement, Contractor may use PHI for the proper management and administration of Contractor or to carry out the legal responsibilities of Contractor, provided that disclosures are required by law, or Contractor obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notified Contractor of any instances of which it is aware in which the confidentiality of the information has been breached Contractor may also use PHI to provide Data Aggregation services to Business Associate as permitted by 45 CFR § 164.504(e)(2)(i)(B).

5. **Obligations of Business Associate.**

5.1 Business Associate shall notify Contractor of any limitation(s) in the notice of privacy practices of Business Associate in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Contractor's use or disclosure of PHI. Contractor will give timely effect to such limitations.

5.2. Business Associate shall notify Contractor of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Contractor's use or disclosure of PHI. Contractor will give timely effect to such changes or revocations.

5.3 Business Associate shall notify Contractor of any restriction to the use or disclosure of PHI that Business Associate has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Contractor's use or disclosure of PHI. Contractor will give timely effect to such restrictions.

6. **Term and Termination.**

6.1 **Term.** The Term of this Agreement shall be effective on the date of signatures or such later date as PHI is disclosed pursuant to this Agreement and shall terminate when all of the PHI provided by Business Associate to Contractor, or created or received by Contractor on behalf of Business Associate, is destroyed or returned to Business Associate, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section 6.

6.2 Termination for Breach. Upon Business Associate or Contractor's knowledge of a material breach of the terms of this Agreement by the non-breaching party, that party shall provide an opportunity for the breaching party to cure the breach or end the violation and terminate their relationship and this Agreement if breaching party does not cure the breach or end the violation within ten (10) days or report the breach to the Secretary if termination is not feasible as required by 45 CFR § 164.504.

6.3 Effect of Termination. Upon termination of this Agreement for any reason, Contractor shall return or destroy all PHI received from Business Associate or created or received by Contractor on behalf of Business Associate. This provision shall apply to PHI that is in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of the PHI. In the event that return, or destruction of the PHI is infeasible, Contractor shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such PHI.

7. Part 2 Protected Health Information.

7.1 Disclosure of Part 2 Protected Information. Notwithstanding anything to the contrary stated herein and only if this Agreement applies to Protected Health Information about patients/clients receiving diagnosis, treatment, or referral for treatment of a substance use disorder created by a Part 2 program ("Part 2 Protected Information") that Business Associate has in its possession as a "lawful holder," as that term is used in 42 C.F.R. Part 2.33, and provided that the patient has already executed a valid, written consent that fulfills the requirements of 42 C.F.R. 2.31, Business Associate and its subcontractors are permitted to disclose Part 2 Protected Information to Contractor and its subcontractors, as necessary, to perform payment and/or health care operations or referral activities on behalf of Business Associate. Both Contractor and Business Associate ("Parties") acknowledge that they are fully bound by the provisions of 42 C.F.R. Part 2, when applicable, upon receipt of Part 2 Protected Information. Both Parties have implemented appropriate safeguards to prevent unauthorized uses and disclosures of Part 2 Protected Information.

7.2 Activities Considered as Permissible Disclosures. Contractor and its subcontractors shall report to Business Associate any unauthorized uses, disclosures, or breaches of Part 2 Protected Information. Examples of the activities that are considered permissible for disclosures in accordance with this provision include, without limitation:

- Billing, claims management, collections activities, obtaining payment under a contract for reinsurance, claims filing and related health care data processing;
- Clinical professional support services (e.g., quality assessment and improvement initiatives, utilization review and management services);
- Patient safety activities;
- Activities pertaining to: (a) the training of student trainees and health care professionals; (b) the assessment of practitioner competencies; (c) the assessment of provider and/or health plan performance; and (d) training of non-health care professionals;
- Accreditation, certification, licensing, or credentialing activities;
- Underwriting, enrollment, premium rating, and other activities related to the creation, renewal, or replacement of a contract of health insurance or health benefits, and ceding, securing, or placing a contract for reinsurance of risk relating to claims for health care;
- Third-party liability coverage;
- Activities related to addressing fraud, waste and abuse;
- Conducting or arranging for medical review, legal services, and auditing functions;

- Business planning and development, such as conducting cost-management and planning-related analyses related to managing and operating, including formulary development and administration, development or improvement of methods of payment or coverage policies;
- Business management and general administrative activities, including management activities relating to implementation of and compliance with the requirements of Part 2;
- Customer services, including the provision of data analyses for policy holders, plan sponsors, or other customers;
- Resolution of internal grievances;
- The sale, transfer, merger, consolidation, or dissolution of an organization;
- Determinations of eligibility or coverage (e.g., coordination of benefit services or the determination of cost sharing amounts), and adjudication or subrogation of health benefit claims;
- Risk adjusting amounts due based on enrollee health status and demographic characteristics; or
- Review of health care services with respect to medical necessity, coverage under a health plan, appropriateness of care, or justification charges.

7.3 Disclosure Statement to Accompany Part 2 Protected Information. Any disclosure of Part 2 Protected Information made by Business Associate to Contractor, pursuant to this provision, shall be accompanied by the following statement: “**42 C.F.R. Part 2 prohibits unauthorized disclosure of these records.**” Contractor is not permitted to re-disclose Part 2 Protected Information to any third party, unless that third party is a contract agent of the Contractor, assists with the performance of the services that Contractor provides and only further discloses the Part 2 Protected Information back to either the Contractor or the Business Associate.

7.4 Changes in Applicable Part 2 Programs. If either Party notifies the other that any applicable Part 2 Program elements have been discontinued or have been taken over or acquired by another program, Contractor shall fully cooperate with all Part 2 obligations concerning the disposition of Part 2 Protected Information, including, without limitation, those described at 42 C.F.R. 2.19.

8. Miscellaneous.

8.1 Amendment. No provision of this Agreement may be modified except by a written document signed by a duly authorized representative of the parties. The parties agree to amend this Agreement, as appropriate, to conform with any new or revised legislation, rules and regulations to which Business Associate is subject now or in the future including, without limitation, the Breach Notification Standards, the Privacy Rule, Security Standards or Transaction Standards (collectively, “Laws”).

8.2 Survival. The respective rights and obligations of Contractor under Section 6 of this Agreement shall survive the termination of this Agreement.

8.3 Interpretation. Any ambiguity in this Agreement shall be resolved to permit Business Associate to comply with the Laws. If there is any inconsistency between this Agreement and any other agreement between the parties, the language in this Agreement shall control.

8.4 Minimum Necessary. Contractor hereby agrees that, for all PHI that Contractor accesses or requests from Business Associate for the purpose of providing services, it shall comply with the requirements in the HITECH Act, § 13405(b), or as otherwise specified in regulations promulgated by the Secretary of the Department of Health and Human Services.

8.5 HITECH Act §13404. Contractor may use and disclose PHI only if such use or disclosure, respectively, is in compliance with each applicable requirement of 45 CFR § 164.504(e) and this

Agreement. The additional requirements of HITECH Act §§ 13400-13425 that relate to privacy and that are made applicable with respect to covered entities are also applicable to Contractor and are hereby incorporated into this Agreement.

IN WITNESS WHEREOF, the Parties intending to be legally bound have executed this Agreement the day and year first written above.

THE HOSPITAL COUNCIL OF NORTHWEST OHIO

By: _____

Title: Pamela Jensen, President

Date: _____

LUCAS METROPOLITAN HOUSING

By: _____

Title: _____

Date: _____

Exhibit C**2023 Quality Metrics – Northwest Ohio Pathways HUB - Summary**

Quality Metric	2023 Goal
% Pregnant clients enrolled in first trimester	32%
% Completed health coverage (formerly health insurance) pathways	59%
% Completed medical home pathways among pregnant and maternal age (ages 14-44) clients	24%
% Completed employment pathways	26%
% Completed adult learning (formerly adult education) pathways	9%
% Completed family planning pathways using LARC	51%
% Postpartum pathways completed between 7 and 84 days after delivery	96%
% Medical home pathways completed among adult (age 45+) clients	34%
% Medical referral pathways completed among adult clients (age 45+) (exception of mental health)	35%
% Medical referral pathways for mental health completed among adult clients (age 45+)	31%



August 14, 2023

Rachel Gagnon
Deputy Executive Director Lucas Metropolitan Housing Authority
424 Jackson St.
Toledo, Ohio 4604

Subject or Re: LMH to expand service footprint to include the Park Apartments, the project is to provide housing for homeless youth aged 18-24.

Dear Rachel Gagnon:

I am pleased to offer my support for the Park Apartments expansion for Lucas Metropolitan Housing (LMH). LMH is to expand its service footprint to include the Park Apartments, the project is to provide housing for homeless youth aged 18-24.

The Hospital Council of Northwest Ohio (HCNO) is a 501-c-3 nonprofit organization that represents and advocates on behalf of its member hospitals and health systems and provides collaborative opportunities to enhance the health status of the citizens of Northwest Ohio. The Northwest Ohio Pathways HUB (PCH) is a division of HCNO that was developed in 2005 to reduce health disparities utilizing the certified Pathways Community HUB Model. This model utilizes Community Health Workers employed by community organizations that identify and provide care coordination services to community members at greatest risk for a variety of health conditions, connecting them to appropriate medical care, removing barriers to obtaining care, and measuring the results. The PCH contracts with Medicaid Managed Care plans and receives grant funding to fund this outcome-oriented care coordination.

The Hospital Council of Northwest Ohio commits to providing in-kind support valued in the amount of approximately \$50,000 over the year time period between grant funding and outcome payments to support a Community Health Worker in this neighborhood

On behalf of HCNO, it is firmly believed that LMH has the expertise to provide housing to homeless aged youth at the Park Apartments in the Toledo area. Please consider this support in reviewing this project.

Amy Hurley, MA LSW
Director, Northwest Ohio Pathways HUB
Sincerely,

**MOBILE PEDIATRICS UNIT
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), is entered into by and between **The Toledo Hospital, doing business as ProMedica Russell J. Ebeid Children's Hospital** ("ProMedica"), and Lucas Metropolitan Housing Authority ("Facility"), both ProMedica and Facility are each a "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, ProMedica operates a mobile pediatrics unit for the purpose of offering pediatric primary care services ("Services"); and

WHEREAS, ProMedica desires to provide Services to members of the Facility's community ("Patients") on the Facility's premises, and Facility is willing to partner with ProMedica to permit ProMedica to perform the Services for Patients on the Facility's premises pursuant to the terms of this MOU.

WHEREAS, the services offered by ProMedica to residents of the Facility are not otherwise offered by the Facility and will provide health and wellness services consistent with the terms below for the benefit of the Facility and its residents.

NOW THEREFORE, in consideration of the mutual promises and covenants contemplated herein, the Parties agree as follows:

I. RESPONSIBILITIES OF PROMEDICA

ProMedica shall comply with the requirements of Exhibit A, attached hereto.

II. RESPONSIBILITIES OF FACILITY

Facility shall comply with the requirements of Exhibit B, attached hereto.

III. COMPENSATION

The parties shall comply with the requirements of Exhibit C, attached hereto.

IV. STATUS OF THE PARTIES

In performing Services pursuant to this MOU, each Party agrees that it is acting as an independent contractor and not as an agent or employee of the other Party.

V. CONFIDENTIALITY

5.1 Terms and Conditions. ProMedica and Facility agree that the terms and conditions of this MOU shall remain confidential to the extent

permitted by law, with the exception that the Parties may discuss the MOU as necessary to carry out the obligations of the MOU and to comply with the requirements of all applicable state and federal laws. Neither ProMedica, nor Facility shall distribute this MOU or any part thereof or reveal any of the terms of this MOU to parties other than their employees or agents, except as described in the preceding sentence.

- 5.2 Patient Information. The Parties agree that any information obtained by ProMedica in the performance of Services is confidential patient information and ProMedica shall only be required to release such information in accordance with applicable state and federal laws. ProMedica shall maintain ownership of medical records of Patients, who receive Services under this MOU. This provision shall survive termination of this MOU.
- 5.3 Marketing. Facility shall not publish promotional materials or otherwise advertise the Services without ProMedica's prior review and approval of such materials. The Parties intend to collaborate on promoting the Services to Patients in Facility's community.

VI. TERM AND TERMINATION

- 6.1 Term. Unless otherwise terminated as described in Section 6.2 hereof, the term of this MOU shall be effective as of July 1, 2023, and shall continue in effect for a period of one (1) year, and shall hereafter automatically renew for four successive one (1) year terms unless otherwise terminated earlier as provided herein. The terms of this MOU will expire automatically except as otherwise required, no later than June 30, 2028.
- 6.2 Termination. This MOU may be terminated as follows:
- 6.2.1 Mutual Agreement to Terminate. In the event ProMedica and Facility shall mutually agree in writing, this MOU may be terminated on the terms and date stipulated in such writing.
- 6.2.2 Termination without Cause. This MOU may be terminated by either Party with or without cause by delivering a written notice of termination to the other Party with at least thirty (30) days' prior written notice.
- 6.3 Effect of Termination. Upon termination of this MOU, neither Party shall have any further obligations hereunder except as otherwise stated in this MOU and for those obligations accruing prior to the date of termination.

VII. GENERAL PROVISIONS

- 7.1 Mutual Indemnification. ProMedica shall indemnify and hold Facility harmless from and against any and all third-party claims, damages and costs (including reasonable attorneys' fees) resulting from the negligent acts or omissions committed by ProMedica, its employees or agents relating to the Services. Facility shall indemnify and hold ProMedica harmless from and against any and all third-party claims, damages and costs (including reasonable attorneys' fees) resulting from the negligent acts or omissions committed by Facility, its employees or agents.
- 7.2 Regulatory Compliance. The Parties agree that this MOU is intended to comply with all applicable state and federal laws, rules, regulations and accreditation standards including, but not limited to, the Medicare and Medicaid Fraud and Abuse Statute and Regulations, HIPAA, OSHA and standards of accrediting bodies, including Joint Commission standards, and all regulations governing use of facilities financed with tax-exempt bonds ("Laws"). If, at any time, this MOU is found to violate any applicable provision of these Laws, or if either Party has a reasonable belief that this MOU creates a material risk of violating the Laws, and after consultation with the other Party, and thirty (30) days after written notice to the other Party, the Parties shall renegotiate the portion of this MOU that creates the violation of the Laws. If the Parties fail to reach agreement within thirty (30) days following said written notice, this MOU shall terminate.
- 7.3 HIPAA Compliance. Each Party agrees that it will comply in all material respects with all federal and state mandated regulations, rules or orders applicable to privacy, security and electronic transactions, including without limitation, regulations promulgated under Title II Subtitle F of the Health Insurance Portability and Accountability Act (Public Law 104-191) ("HIPAA"), and as amended by the Health Information Technology for Economic and Clinical Health Act ("HITECH"). Furthermore, the Parties shall promptly amend the MOU to conform with any new or revised legislation, rules and regulations to which ProMedica is subject now or in the future including, without limitation, the Standards for Privacy and Security of Individually Identifiable Health Information or similar legislation (collectively, "Privacy Laws") in order to ensure that ProMedica is at all times in conformance with all Privacy Laws. If, within thirty (30) days of either Party first providing notice to the other of the need to amend the MOU to comply with Privacy Laws, the Parties, acting in good faith, are (i) unable to mutually agree upon and make amendments or alterations to this MOU to meet the requirements in question, or (ii) alternatively, the Parties determine in good faith that amendments or alterations to the requirements are not feasible, then either Party may terminate this MOU upon thirty (30) days' prior written notice.

7.4 Amendments. This MOU may be amended only by an instrument in writing signed by the Parties hereto.

7.5 Assignment. Neither Party may assign this MOU or the rights or obligations without the prior written consent of the other Party; provided that ProMedica may assign this MOU to an affiliate or successor in interest without the prior written consent of the Facility.

7.4 Entire Agreement. This MOU supersedes all previous contracts or agreements between the Parties with respect to the same subject matter and constitutes the entire MOU between the Parties hereto and neither ProMedica nor Facility shall be entitled to other benefits than those herein specifically enumerated.

7.5 Governing Law. This MOU shall be construed and governed by the laws of the State of Ohio without giving effect to principles of conflicts of law. Venue for any and all actions, claims, or proceedings arising from or related to this MOU shall be Lucas County, Ohio.

7.6 Notices. Notices or communications herein required or permitted shall be given the respective Party by electronic mail (said notice being deemed given as of the date of sending) or by hand delivery at the following addresses unless either Party shall otherwise designate its new address by written notice:

To ProMedica:

The Toledo Hospital

Housing _____
d/b/a ProMedica Russell J.

Ebeid Children's Hospital
Attn: President
2142 N. Cove Blvd
Toledo, OH 43606

To Facility:

__Joaquin Cintron Vega
President and CEO
Lucas Metropolitan

___424 Jackson St.

_____Toledo, OH_____
_____43604_____

7.7 Severability. In the event that any provision hereof is found invalid or unenforceable pursuant to judicial decree or decision, the remainder of this MOU shall remain valid and enforceable according to its terms.

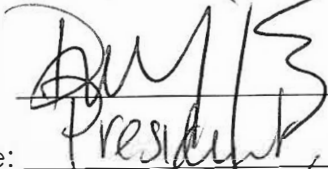
7.8 Waiver of Breach. The waiver by either Party of a breach or violation of any provision of this MOU shall not operate as nor be construed to be, a waiver of any subsequent breach hereof.

- 7.9 Third Party Beneficiary. It is the intent of the Parties that this MOU is to be effective only in regard to their rights and obligations with respect to each other. It is expressly not the intent of the Parties to create any independent rights in any third party or to make any third party a third-party beneficiary of this MOU.

[Signatures on the following page]

IN WITNESS WHEREOF, the duly authorized representatives of ProMedica and Facility have executed this MOU on the dates written below.

ProMedica Russell J. Ebeid Children's Hospital

By: 
Title: President, Acute Care
Date: 7-6-23

Facility:

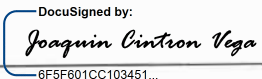
By: 
6F5F601CC103451...
Printed: Joaquin Cintron Vega
Title: President & CEO
Date: 7/27/2023

EXHIBIT A

RESPONSIBILITIES OF PROMEDICA

1. ProMedica agrees to provide Services to Patients at the Facility's designated site on such dates as mutually agreed upon by ProMedica and Facility.
2. ProMedica agrees to comply with all applicable state and/or federal laws or regulations related to the delivery of Services, including without limitation, ensuring that staff providing the Services are appropriately licensed in accordance with applicable law.
3. ProMedica shall be responsible for the provision of professional liability insurance and workers' compensation insurance for itself and all of its employees and/or contractors providing Services hereunder. ProMedica shall provide Facility with appropriate certificates evidencing such insurance coverage upon request. The Parties agree that ProMedica may also satisfy this requirement through self-insurance.
4. ProMedica agrees to maintain Facility's properties in the condition found upon arrival and it will be responsible for any damage done to the property by its agents or employees.

EXHIBIT B

RESPONSIBILITIES OF FACILITY

1. Facility agrees to identify a site coordinator to work with ProMedica to schedule Services and ensure all agreed upon Facility responsibilities are met.
2. Facility shall arrange parking for the mobile screening unit in a level, easily accessible area, approximately ten (10) parking space widths, that ensures the mobile screening unit is not required to back up or turn around. If Facility has cones available, it shall, the night before scheduled Services, block off the area where the mobile screening unit is to park.
3. Facility is responsible for the arrangement of any special parking requirements specific to its area, including obtaining any required parking permits for the mobile screening unit to park on-site.
4. Facility shall ensure ProMedica personnel providing Services have access and directions to Facility facilities, which shall include restrooms.
5. Facility is aware that, in the event of any failure of the mobile unit and accompanying equipment, ProMedica shall have the right to cancel any previously scheduled Services on all impacted dates.
6. Facility shall be responsible for the provision of commercial general liability insurance and shall provide ProMedica with appropriate certificates evidencing such insurance coverage upon request.

EXHIBIT C

COMPENSATION

The Parties agree that Facility shall not compensate ProMedica for the provision of Services. ProMedica's sole source of compensation shall be the billing and collecting from any patient or third party payor as further described below.

1. ProMedica agrees to submit bills to third party insurance providers and accept reimbursement from the insurance provider as fulfillment of the Patient's financial obligation.
2. Patients opting for self-pay Services will be billed for those Services.

August 22, 2023

Rachel Gagnon
Deputy Executive Director Lucas Metropolitan Housing
424 Jackson St.
Toledo, Ohio 43604

RE: Park Apartments Project – permanent supportive housing for homeless youth ages 18-24

Dear Rachel Gagnon:

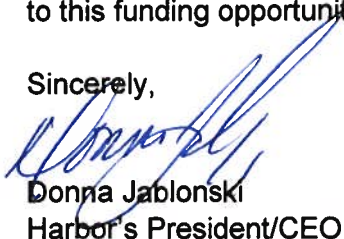
Harbor is pleased to offer this letter of support for the Park Apartments Project serving homeless youth in Lucas County. There is a real need for this type of project in Lucas County and will target a vulnerable and underserved population in our community.

Established in 1914, Harbor is highly regarded for providing top quality mental health and substance abuse treatment, medical services, and employment services throughout Northwest Ohio. With headquarters in Toledo, Harbor provides services to over 24,000 individuals per year and is the largest provider of mental health treatment services to families in the region. Our services are accredited by the Commission for Accreditation of Rehabilitation Facilities (CARF) and certified by the Ohio Department of Mental Health and Addiction Services (OhioMHAS). This accreditation and certification demonstrate our ability to provide high-quality services effectively and efficiently to the community and confirms we have the policies and procedures in place to deliver exceptional services. Harbor is an agency that strives to make a difference in the communities we serve, and this philosophy is reflected in our agency's core values: Excellence, Respect, Resilience, Integrity, and Compassion and our agency mission statement: "Harbor will improve the health and well-being of individuals and families by providing the highest quality compassionate care possible."

Harbor is the current provider of CCMEP (Comprehensive Case Management and Employment Program) services in Lucas County and the operator of OhioMeansJobs Lucas County. Harbor commits to providing in-kind support valued at \$60,000 in career services to assist youth participants in exploring careers, setting, and completing education and training goals, and pursuing employment providing we continue receiving the CCMEP grant for Lucas County.

On behalf of Harbor, we fully support Lucas Metropolitan Housing's leadership and their response to this funding opportunity.

Sincerely,



Donna Jablonski
Harbor's President/CEO



Department of Justice (DOJ)
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

Ms. Jhonna McCollough
TASC of Northwest Ohio, Inc.
701 Jefferson Avenue, Suite 101
Toledo, OH 43604-6956

Dear Ms. McCollough:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by TASC of Northwest Ohio, Inc. for an award under the OJP funding opportunity entitled "Second Chance Act Community-based Reentry Program: for Organizations serving Non-Rural Communities." The approved award amount is \$750,000. These funds are for the project entitled TASC MAT Program for Opioid Disorders During Reentry.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should TASC of Northwest Ohio, Inc. accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Tracey Willis, Program Manager at (202) 305-1766; and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at ask.ocfo@usdoj.gov.

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katharine T. Sullivan", is written over a horizontal line.

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Encl.



December 2, 2022

Johnetta McCollough
TASC of Northwest Ohio, Inc.
701 Jefferson Avenue, Suite 101
Toledo, OH 43604

22-026-G
Program Action Number

Johnetta McCollough:

I am pleased to inform you that the Corporation for Supportive Housing ("CSH") has approved a Grant (the "Grant") in the amount of \$110,000 (the "Grant Proceeds") to TASC of Northwest Ohio, Inc. ("the Grantee") for the purposes set forth in Section 1 below. The Grant will be made in accordance with the following terms and conditions:

1. Purpose of the Grant

The Grant is being drawn from funds received by CSH from the Ohio Department of Rehabilitation and Correction (the "Funding Source" or "ODRC"); *Permanent Supportive Housing Grant No. 2023-PSH-001* (the "Funding Grant").

The Grant Proceeds will be used for CSH's Returning Home Ohio project ("RHO") to provide funding for rental assistance, associated supportive services and other related housing and services costs for persons leaving prison who have been identified as homeless, or at risk, and who have a mental illness or are HIV+.

(a) Planned Activities:

- CSH closely monitors the occupancy and performance of each grantee through monthly and quarterly reports. Any changes in funding are due to need, or lack of need, and performance, as well as funding from ODRC.
- Grantees will identify safe, quality, and affordable housing and provide case management/supportive services for individuals exiting a state correctional institution who are homeless or at risk of homelessness with a severe and persistent mental illness and/or are HIV positive.
- Grantees will ensure that supportive services are available to assist the individual in maintaining housing for the long term. These services may include coordination with community based mental health services, alcohol and drug treatment services, employment and/or vocational programs, healthcare programs and reentry programs.
- Grantees will complete all required monthly and quarterly outcome and financial reports. Grantees will attend all required RHO Provider meetings and recommended training.

(b) Scope of Work:



GRANT AGREEMENT

PROGRAM ACTION NUMBER: 23-067-G

(this Agreement is not effective without a valid program action number)

This Grant Agreement ("Agreement"), dated as of July 1, 2023, made by and between Treatment Accountability for Safer Communities ("TASC") of Northwest Ohio ("Grantee"), with its principal place of business at 701 Jefferson Avenue, Suite 101, Toledo, Ohio 43604, and Corporation for Supportive Housing ("CSH"), with its principal place of business at 61 Broadway, Suite 2300, New York, NY 10006. Grantee and CSH may hereafter be referred to individually and collectively as "Party" or "Parties," respectively.

1. Award and Purpose of the Grant

CSH has approved a grant in the amount of \$119,600.00 (the "Grant") to Grantee for the purposes set forth in this Section 1 below and in accordance with the following terms and conditions.

The Grant is being drawn from funds received by CSH from Ohio Department of Mental Health and Addiction Services ("OhioMHAS"), on behalf of its Bureau of Criminal Justice (the "Funding Source"), and its 2024 Allocation Application approval of CSH (as amended, supplemented, amended and restated or otherwise modified from time to time, the "Funding Grant").

The Grant will be used by Grantee for costs to operate the statewide Community Transition Program ("CTP" or "Project"), providing rental assistance, associated supportive services and other related housing and services costs for persons leaving or having recently left state prison, who have participated in recovery services while incarcerated and are homeless, or at risk of homelessness, and who have a substance use disorder, or co-occurring mental illness and substance use disorders. Grantee's performance of the program requirements set forth below in furtherance of the Project are the "Services".

PROGRAM REQUIREMENTS

- Grantee agrees to read the CTP Program Manual in its entirety and abide by the policies, requirements and terms contained in the manual .
- Grantee will identify safe, decent, and affordable housing in the local community for eligible offenders, ensure that the housing meets Housing Habitability Standards, and coordinate leasing arrangements with the property owner/landlord(s).
- Grantee will ensure the timely payment of rent and utilities on behalf of tenant. Grantee will also work with local housing authority to identify tenants who may be eligible for Section 8 and assist tenant with the application process.
- Grantee will conduct at least monthly home visits, and coordinate with a range of behavioral health service providers, ensuring that supportive services desired by the tenant are provided and notifying

Supporting Documentation

OH-501 Continuum of Care

1. Home for everyone CoC Committees and Subcommittees – 4 Pages
2. Home For Everyone CoC Governance Charter – 24 Pages
3. Forward Toledo – 1 page
4. Coordinated Entry Referral Process – 1 Page
5. Coordinated Assessment Participation Agreement – 1 page.
6. Recommendations for Centralized Approach to Coordinated Access / Entry– 7 pages
7. Recommendations for Collaborative Governance of Coordinated Assessment – 4 pages
8. HMIS Consolidated Policies and Procedures – 10 pages

Home for Everyone CoC Committees and Subcommittees

Home for Everyone CoC will utilize Committees and Subcommittees to fulfill the responsibilities of the CoC, achieve the objectives of the Roadmap, develop and adopt system policies and processes, and align the work of the Homelessness Crisis Response System. In addition, Affinity Groups may be created by CoC stakeholders to contribute to the work of the Homelessness Crisis Response System but are not recognized as decision-making bodies of the CoC.

Committee Creation

The Home for Everyone CoC Board authorizes the creation and scope of work of all Committees as system needs are identified. The Home for Everyone Board will delegate issues and responsibilities to existing Committees when possible and actively work to limit the number of Committees acting within the Governance structure to ensure streamlined delegation of work and minimize duplication of work.

Purpose and Responsibilities

The Home for Everyone CoC will utilize Committees to meet the needs of the Homelessness Crisis Response System to track system progress, address system needs and gaps, and update and adopt critical system policies and procedures.

Committee Composition

Each Committee will be composed of no fewer than 5 voting members and no greater than 9 voting members. A Committee may not contain two or more voting members from the same agency or entity without Home for Everyone Board approval. The Lead Agency's Executive Director or their designee shall serve to support and convene all CoC committees and subcommittees but will not be a voting member.

Selection Process

Home for Everyone CoC Committee members will serve 2-year terms, with the option for a third year. No Committee members may serve for more than 6-years consecutively, with the exception of lived expertise representation. Vacant Committee seats will be publicly posted for at least the interim of two (2) Home for Everyone CoC Board meetings. Applicants will be appointed to vacant seats by a majority vote of the Committee members, with terms ending the last calendar meeting of the year their term expires.

Committee Leadership Officials

Committees will identify a Chair and Co-Chair to fulfill the responsibilities of Committee Officers. Each officer will serve a 1-year term, with the Vice Chair elevated to the Chair position at the end of the Chair's term. A Vice Chair will be elected by a majority vote of Committee members when the position is vacant.

Work Plan Development

Annually, Committees must develop a Work Plan to identify main goals and define key strategies, objectives, partnerships, expected outcomes, and action items to make progress on each of these goals as delegated to the Committee by the Home for Everyone Roadmap. The Roadmap identifies the delegated authority to the Committees to establish and enact the system policies and processes necessary for system advancement as identified by the Home for Everyone CoC Board, as well as the expected deliverables, timeline, and project updates quarterly. The Work Plan must be approved by the Home for Everyone CoC Board. Committees will report at least quarterly to the Home for Everyone CoC Board with progress on Work Plans and updated timelines for completion. Any changes to the authority, purpose, roles, responsibilities, etc., of a Committee must be authorized by the Home for Everyone CoC Board. Changes to Committee purposes, delegated authority, scopes of work, or tasks must be approved by a majority vote of the Committee, and the Home for Everyone CoC Board.

Existing Committees

HMIS Core Committee

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Each Continuum of Care (CoC) is responsible for selecting an HMIS software solution that complies with HUD's data collection, management, and reporting standards. The HMIS Core Committee should be comprised of HMIS decision makers at agencies that participate in HMIS. Its duties are to oversee policies and standards, evaluation criteria and reporting systems for HMIS implementation. This committee also serves as the final reviewer for data submissions to HUD such as SPMs, AHAR/LSA, PIT/HIC and other reporting purposes. The HMIS Core Committee will also aim to better serve our Lucas County neighbors experiencing homelessness through assessing and utilizing the data collected in the most efficient way. Compiled data will be shared with the community to close service gaps and support other funding to assist in housing those neighbors experiencing homelessness. The HMIS Core Committee meets semiannually or more frequently if needed.

- HMIS Agency Administrator Group Subcommittee: Includes all agency level Administrators of HMIS whom reviews the level of data integrity in the database, additional customization, or functionality needed in the system related to reporting and grant funding. They guide the development of HMIS and configuration changes to HMIS through feedback related to ease of use and feasibility by users and required reporting. The HMIS Agency Administrator Group Subcommittee meets semiannually or

more frequently if needed. **Attendance of HMIS Participating Partner Agencies is required.**

- **HMIS Users Subcommittee:** Includes all Users of HMIS and reviews the level of data integrity in the database, reviews upgrades to the system, and determines additional customization or functionality needed in the system related to client data entry. They guide the development of HMIS training materials and configuration changes to HMIS through feedback related to ease of use and feasibility. The HMIS User Group Committee meets semiannually or more frequently if needed. **Attendance of HMIS Participating Partner Agencies is required.**

Race, Equity, and Access Core Committee

The Race, Equity, and Access Core Committee provides input and makes recommendations to the Continuum of Care Board on how principles and guidelines for the Continuum of Care disproportionately impact people of color experiencing homelessness and implements the recommendations ensuring racial equity across the system.

No Barriers Housing Core Committee

Established in 2017 by a broad coalition of stakeholders, the goal of the No Barriers Housing Core Committee is to end chronic homelessness in Lucas County. This Committee focuses on community-wide adoption of the Housing First model across all project types and throughout the coordinated entry system. Housing First is an evidence-based national best practice that proves to be the more fiscally and socially responsible approach to solving homelessness. Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. The No Barriers Housing Core Committee should measure and put forth solutions to reduce the length of time our neighbors experience homelessness. The No Barriers Housing Core Committee should develop strategies to engage landlords and property owners to identify housing units available for rapid rehousing. Additionally, the No Barriers Housing Core Committee should identify and adopt strategies to increase permanent supportive housing options through the development of new housing projects as well as increasing the allocation of Housing Choice Voucher's dedicated to our neighbors experiencing chronic homelessness.

Proposed Committees

Review and Ranking Committee

The Review and Ranking Committee is responsible for reviewing all CoC applications, both new and renewals. The committee will review project applications to determine whether project applicants and subrecipients meet the eligibility and capacity thresholds. After the review process is complete, the committee sends notification to all CoC members on what projects were accepted or rejected. Those projects that are rejected, will receive a letter providing constructive guidance on methods to improve the application. The committee then ranks projects from highest to lowest, all projects into two tiers: Tier 1 and Tier 2. Review and Ranking is completed using the CoC approved scoring tool. All projects within Tier 1 shall be funded while projects in Tier 2 shall be funded in order of performance (highest to lowest), based on the

amount of funding that is awarded by HUD. Funding is not guaranteed for Tier 2 projects. Emphasis will be placed on permanent supportive housing and sub-populations served. The Review and Ranking Committee may be responsible for reviewing all ESG and HCRP applications. The Home for Everyone CoC Board may also designate the Review and Ranking Committee to be responsible for reviewing performance outcomes, monitoring results, and considering remedial action for poor performers. Additionally, the Home for Everyone CoC Board may designate the Review & Ranking Committee the responsibility to review the performance of TLCHB in accordance with the yet to be executed MOU in our capacity as CoC Lead Agency, Collaborative Applicant, and HMIS Lead Agency. The Review & Ranking Committee meets on an as needed basis.

Coordinated Entry System Core Committee

The Coordinated Entry Committee guides the operation and course of the coordinated entry structure and determines how the system will address the needs of homeless individuals and families. The Coordinated Entry Committee engages in ongoing planning for coordinated entry including engaging partners, supporting communication efforts, addressing systemic issues that may arise in implementation, assessing feedback from system stakeholders and system-wide data. The Committee will be responsible for:

- Investigating and resolving consumer and provider complaints or concerns about the process.
- Providing information and feedback to the CoC community partners and CoC Board about coordinated assessment;
- Evaluating the efficiency and effectiveness of the coordinated assessment process;
- Reviewing performance data from the coordinated assessment process; and
- Recommending changes or improvements to the Coordinated Entry System Policies and Procedures, based on performance data, to the CoC Board. This includes the four components of coordinated entry to include: 1) Access; 2) Assessment; 3) Prioritization; and 4) Referrals. The CES Core Committee shall consider the impact of CES Policies and Procedures for the following project types: 1) Supportive Services Only; 2) Emergency Shelter; 3) Transitional Housing; 4) Joint Transitional Housing- Rapid Re-Housing; 5) Rapid Re-Housing; 6) Permanent Supportive Housing. Considerations for various subpopulations, such as Veterans, Families, Unaccompanied Youth/Transition Aged Youth, fleeing/attempting to flee domestic violence, Reentry, etc, should be made.

Youth Action Board

A group of at least 3 youth with voting power on policy decisions of the CoC, particularly on policies that relate to preventing and ending youth homelessness. At least two-thirds of the YAB members must be age 24 or younger and have lived experience of homelessness and should be representative of the youth population experiencing homelessness in the community. The YAB must be a formal committee within the CoC. The YAB is a requirement for our community to apply for Youth Homelessness Demonstration Grant Program funds in the future.

Home for Everyone
CONTINUUM OF CARE
GOVERNANCE CHARTER

Approved by Home for Everyone CoC on June 28th, 2023

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BACKGROUND

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. HUD designates the CoC serving the geographic area of Lucas County, OH, as OH-501 Toledo Lucas County Continuum of Care. The local CoC has chosen the name Home for Everyone CoC. In Lucas County, representatives are generally individuals, either by their employment or experience, focused on ending homelessness in the Toledo / Lucas County area of Ohio.

The HEARTH Act, enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by HUD under the McKinney- Vento Homeless Assistance Act into a single grant program and revised the Emergency Shelter Grants program, renaming it the Emergency Solutions Grant (ESG) program. The HEARTH Act also codified into law the CoC planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater community-wide coordination, decision-making, and leadership into the Federal Registration under 24 CFR 578.

DEFINITIONS

AFFINITY GROUPS

Collections of stakeholders, with an established meeting frequency, whose self-determined purpose furthers and supports the strategic work of the homelessness response system, yet whose operations are not designated by the Home for Everyone. It is recommended that all Affinity Groups have a nominated co-chair structure and be willing to liaise with Home for Everyone as requested.

COORDINATED ENTRY SYSTEM

A centralized or coordinated process designed to coordinate program participants to ensure standardized, equitable access, assessment, provision of referrals, , and prioritization,. A centralized or coordinated entry system must seek to ensure that there is coverage of the geographic area, resources are easily accessible by individuals and families seeking housing or services, the coordinated entry system is well advertised, and includes a comprehensive and standardized assessment tool. Also referred to as Coordinated Access.

COLLABORATIVE APPLICANT

The Collaborative Applicant is the eligible applicant designated by the CoC to collect and submit all the required CoC application information for all projects selected for CoC funding and apply for planning funds on behalf of the CoC. The Collaborative Applicant is also responsible for developing procedures to implement the policies established by the CoC Board. The Toledo Lucas County Homelessness Board serves as the Collaborative Applicant for the Home for Everyone CoC.

COC COMMITTEE

A standing group of CoC stakeholders, similar in composition and procedural action to the Home

for Everyone, responsible for the oversight and progress of a domain of the homelessness response system as recognized and delegated by the Home for Everyone CoC Board.

COC STAKEHOLDER

Any individual or representative of an entity who lives or works within the Home for Everyone Continuum of Care geographic area with a vested interest in ending homelessness.

COC SUBCOMMITTEE

A group of CoC stakeholders, reporting to a CoC Committee, charged with the development of community policies and practices relating to a defined scope of practice or specialization. Subcommittees may be created or disbanded as the needs of the Committees change.

COC PROGRAM

The HUD Continuum of Care program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for organizations' efforts to quickly rehouse homeless individuals and families; promote access to and affect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families. The Continuum of Care program is the principal focus of this Charter.

COC PROGRAM NOTICE OF FUNDING OPPORTUNITY COMPETITION

The competitive grant provided under 24 CFR 578 for which only the Collaborative Applicant of a CoC may apply. Eligible Components include Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing, Joint Transitional and Rapid Re-Housing, Supportive Services Only, HMIS, CoC Planning, and Administration.

COC AND CONTINUUM

The group organized to carry out the responsibilities required under 24 CFR 578 and that is composed of representatives of organizations, including nonprofit homeless service providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate. The COC treats homelessness as an emergency to be responded to quickly and effectively. It consists of the local strategies and use of dedicated interventions, resources, services, facilities, and processes which ensures homelessness in Toledo is rare, brief, and nonrecurring.

EMERGENCY SOLUTIONS GRANTS (ESG)

The entitlement grant is provided under 24 CFR part 576 to metropolitan areas and counties to provide assistance to those experiencing homelessness. Eligible components include Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, HMIS, and Administration.

HOME FOR EVERYONE (CoC Membership)

The Home for Everyone CoC shall serve as the Continuum of Care membership and shall maintain all responsibilities as set forth in 24 CFR 578. Home for Everyone membership may

delegate certain CoC responsibilities to the CoC Board and/or TLCHB. Responsibilities include providing input, expertise, and recommendations to the CoC Board, TLCHB, and the TLCHB Executive Director regarding all matters relating to CoC responsibilities, policies, and procedures. CoC Membership meetings will be held at least quarterly.

HOME FOR EVERYONE BOARD (CoC Board)

The Home for Everyone membership shall elect from within its own membership a Board. The CoC Board may be delegated the responsibilities of the CoC by the CoC Membership and shall serve as a source of expertise and policy guidance for the CoC. Responsibilities include providing input, expertise, and recommendations to TLCHB and the TLCHB Executive Director regarding all matters relating to CoC responsibilities, policies, and procedures. CoC Board meetings will be held at least bimonthly.

HOMELESS CRISIS RESPONSE SYSTEM

The Homeless Crisis Response System consists of a wide continuum of services designed to identify individuals and families experiencing homelessness, meet their immediate needs for shelter and services, and ultimately re-house each household. These services and entities may be part of the formal continuum of care or consist of agencies and organizations which do not typically center around homelessness but may engage and impact the lives of those experiencing homelessness in Lucas County.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

The electronic database designated by the CoC to comply with the HMIS requirements prescribed by HUD. Data entered into the local database is used to report system-wide performance outcomes.

HOMELESS MANAGEMENT INFORMATION SYSTEM LEAD (HMIS LEAD)

The entity designated by the CoC to operate and facilitate the Continuum's HMIS database on its behalf. TLCHB serves as the HMIS Lead for OH-501 Toledo Lucas County CoC.

HOME FOR EVERYONE CONTINUUM OF CARE MISSION, PURPOSE, & AUTHORITY

VISION

A Lucas County where everyone has a safe, healthy, accessible, and affordable place to call home.

MISSION

The Home for Everyone CoC is a stakeholder-led organization whose mission is to further collaboration and accelerate solutions to end homelessness in Lucas County, Ohio. This goal is achieved by fostering shared responsibility, collaborative planning, and aligning the stakeholders and resources essential to implementing the strategic priorities of Toledo's plan to prevent and end homelessness.

VALUES

- *Dignity* – Recognition of the worth and rights of all human persons is foundational to building a society rooted in the common good.
- *Inclusion* – We maintain that no one is excluded from our mission and hold our community accountable for developing more accessible and welcoming initiatives for people experiencing homelessness.
- *Connection* – We believe in the power and necessity of strong collaborations to achieve solutions both systemically and immediate.
- *Efficiency* – We strive to remain proficient, effective, and innovative in our pursuit to serve our vision and mission through evidence-based practices.

PURPOSE

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. This Governance Charter (Charter) document summarizes the responsibilities and authorities for operation and governance of the Home for Everyone CoC under the HEARTH Act or any successor legislation. *24 CFR 578.1(a)*.

COMMUNITY WIDE COMMITMENT

The Home for Everyone CoC is responsible for the activities and outcomes of the Homelessness Crisis Response System throughout Lucas County, Ohio. As the primary decision-making body for the CoC, the Home for Everyone Board is responsible for the progress of the mission through the coordinated delegation of tasks and efforts to appropriate CoC Committees and Subcommittees. *24 CFR 578.1(b)(1)*.

LEAD AGENCY

The Home for Everyone CoC designates the Toledo Lucas County Homelessness Board (TLCHB) as the CoC Lead Agency, Collaborative Applicant, and HMIS Lead Agency for the Continuum. As

such, TLCHB is charged by the CoC with coordinating, supporting, and facilitating the activities of the CoC.

GEOGRAPHIC REPRESENTATION

The Home for Everyone Continuum of Care is composed of representatives from relevant organizations within its geographic area to carry out the duties and responsibilities of the CoC. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and individuals with lived expertise of homelessness.

COVERAGE AREA

The CoC reaffirms its geographic area of responsibility and coverage annually during the Continuum of Care NOFO competition and the CoC Registration Process. Home for Everyone includes the entire geographic area of Lucas County, Ohio.

IMPACT AREAS: PARTNERSHIPS, COORDINATED ENTRY, & DATA

HUD developed the concept of the CoC in 1995 through its annual competition for homelessness assistance grants. The CoC was envisioned as a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. Per *24 CFR 578.1(b)*, the CoC is designed to:

- Promote a community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts for rapidly re-housing homeless individuals and families.
- Promote access to and effective use of mainstream programs.
- Optimize self-sufficiency among individuals and families experiencing homelessness.

I. Coordinated Entry System

The Home for Everyone CoC establishes a coordinated entry system that ensures equitable and standardized access, assessment, prioritization, and referrals to available resources.

II. Homeless Management Information System (HMIS)

The centralized database of homelessness activities, resources, and recordkeeping enables the community to identify system needs and gaps as well as most strategically invest limited resources and efforts.

III. Written Standards for Service Delivery

The established definitions and expectations for evidence-based homelessness interventions and services to ensure comparable services adhere to national best practices.

IV. Outcome Goals

Ensures that projects, regardless of funding sources, meet the community expectation for high performance and equitable outcomes.

V. Governance Structure

The CoC established framework for the identification, delegation, design, and implementation of activities, policies, processes, and collaboration to address system issues as identified in the strategic plan to end homelessness or as they arise

OVERVIEW OF RESPONSIBILITIES

The Home for Everyone CoC will complete the following activities to ensure the resources, activities, and coordination of the Homelessness Crisis Response System is organized and structured to achieve its goal of fulfilling the mission of the CoC to end homelessness in Toledo.

I. OPERATING A COC

The Home for Everyone CoC must maintain certain responsibilities as outlined in *24 CFR 578.7*.

1. Regular Meetings

Regular and consistent meetings between Home for Everyone CoC Members, providers, funders, stakeholders, and other representatives is critical to the function of the Homelessness Crisis Response System. To this end, the CoC will hold an all-stakeholder meeting, with published agendas, at least semiannually. CoC Membership may meet more frequently as needed. Other CoC Committees and Subcommittees will establish meeting schedules necessary to carry out their purpose and scope of work. *24 CFR 578.7(a)(1)*.

2. Invitation for New Members

Diverse representation and inclusion of additional and new stakeholders furthers the CoC goals of equitable representation and coordinated entry system's planning and efforts. To this effect, the Home for Everyone CoC will issue a public invitation for new stakeholders from within the CoC's geographic area at least annually, affirmatively outreaching to organizations and partners with resources dedicated to those experiencing homelessness. The CoC Board shall review applications and recommend applicants for approval or disapproval to the Home for Everyone CoC. A total of 40 members plus the number required to attain three Lived Expertise seats are annually approved for participation.

On behalf of the CoC, TLCHB shall post on the TLCHB website by March 1 of each year that nominations for CoC Membership are open and send an email communicating the Home For Everyone CoC Membership Application and soliciting nominations to a wide array of community stakeholders. The nomination period shall remain open until the CoC Board meeting to be held in May/June annually. The CoC Board will consider nominations at the May/June meeting. The CoC Board must reach 2/3 majority when recommending new/replacement members for the CoC.

The CoC membership will then vote on the CoC Board recommendations at the Spring meeting including all CoC members and stakeholders. The CoC must achieve consensus when adding new/replacement members as outlined above. *24 CFR 578.7(a)(2)*.

3. Board Selection

Home For Everyone CoC shall adopt the Board Selection Policy to ensure the Home for Everyone Board is composed of representatives of diverse backgrounds, lived expertise of homelessness, and expertise across the Homelessness Crisis Response System. The Board is

formed with representatives from the CoC. The CoC Board shall serve as the CoC's Executive Committee. 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 at the June meeting, taking effect July 1 for the following two fiscal years. The CoC will review, update, and approve the selection process at least once every five years. The CoC board must meet all requirements as specified in 24 CFR part 578.5(b). *24 CFR 578.7(a)(3)*.

4. Additional Committees

The Home for Everyone CoC Board appoints CoC members to serve on additional committees, subcommittees, or subcommittees composed of CoC stakeholders and experts to complete the work of Home for Everyone. These groups must operate in accordance with the CoC Rules of Governance. *24 CFR 578.7(a)(4)*.

5. Governance Charter

In consultation with the collaborative applicant and the HMIS Lead, the Home for Everyone CoC will adopt and follow, and update annually this Governance Charter to include all procedures and policies needed to comply with 24 CFR part 578.5(b) and with HMIS requirements as prescribed by HUD. The Home for Everyone CoC will also develop, follow, and update annually a Conflict of Interest and recusal process for the board, its chair(s), and any person acting on behalf of the board. *24 CFR 578.7(a)(5)*.

6. Monitoring

For CoC Program and ESG Program recipients, the CoC Board, Lead Agency, and relevant committees shall establish performance targets appropriate for the population and program type. The CoC Board, Lead Agency, and relevant committees shall also establish a consistent and transparent process to monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers. In consultation with the Collaborative Applicant, the CoC Board will identify recipient projects that require remedial action and will make recommendations to the CoC Membership for approval. Program recipients or subrecipients are responsible for conducting regular self-monitoring for project operations and financial operations, preparing for HUD Field Office monitoring visits and/or desk audits, participate in HUD Field Office monitoring visits and/or desk audits, and communicate with the HUD Field Office and Collaborative Applicant regarding follow up. The Collaborative Applicant shall be available to provide basic technical assistance to CoC and ESG-funded projects, as well as monitor performance outcomes of CoC and ESG-funded projects. The HUD Field Office is responsible for conducting risk assessments to determine monitoring priority, prepare for monitoring visits, communicate with recipients and Collaborative Applicant regarding upcoming monitoring visits, and prepare the monitoring report and conducting follow-up on corrective action. *24 CFR 578.7(a)(6)*.

7. Evaluation

To ensure that the homelessness interventions utilized by the Homelessness Crisis Response System are tailored to the unique influences and conditions of the community, the Home for Everyone CoC will establish performance targets as appropriate for subpopulations and homelessness intervention program types in consultation with recipients and subrecipients. The establishment of consistent definitions for homelessness intervention program types enable consistency in service delivery and system outcomes. CoC and ESG recipients are required to report outcomes through SAGE and the Collaborative Applicant is responsible for

monitoring uploads for reporting outcomes. *24 CFR 578.7(a)(7)*.

8. Coordinated Entry System

The Home for Everyone CoC will establish and operate a coordinated entry system, in consultation with Emergency Solutions Grant and other program recipients, in compliance with the Coordinated Entry System Written Policies and Procedures. The coordinated entry system must ensure equitable access, assessment, prioritization, and referrals for individuals experiencing homelessness and seeking resources. *24 CFR 578.7(a)(8)*.

9. Written Standards for Service Delivery

The Home for Everyone CoC will establish and consistently follow written standards for service delivery by project type, in consultation with the recipients of Emergency Solutions Grants program funds. The Home for Everyone CoC has developed and adopted Written Standards for Service Delivery. *24 CFR 578.7(a)(9)*.

II. COC PROGRAM AND PLANNING OBLIGATIONS

The CoC is responsible for coordinating the implementation of a housing and service system to prevent and end homelessness within its geographic area. This responsibility includes:

1. System Coordination

In consultation with the Lead Agency, the CoC Board shall develop and maintain a strategic plan that includes coordinating the implementation of the Homelessness Crisis Response System providing housing and service systems within its geographic area that meets the needs of the homeless individuals and families. At a minimum, such a system encompasses the following: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies. *24 CFR 578.7(c)(1)*.

2. Point in Time (PIT) Count

Home for Everyone CoC will annually conduct a Point-In-Time (PIT) Count of persons experiencing homelessness within the geographic area. This count will include all persons living in a place not designed or ordinarily used as regular sleeping accommodation for humans, as well as persons living in emergency shelter and transitional housing projects. *24 CFR 578.7(c)(2)*.

3. Annual Gaps Analysis

In conjunction with the annual update to the strategic plan to end homelessness, TLCHB will conduct a gaps analysis of the homeless needs and services available within the geographic area. This annual Needs and Gaps report will include various analyses of system performance and outcomes in the preceding year to highlight how well the system is doing in serving people's needs and to make recommendations about system improvement. The report will also be used to inform funding priorities. *24 CFR 578.7(c)(3)*.

4. Consolidated Planning

The coordination, planning, and alignment of efforts to end homelessness across the geographic area is critical to achieving the goal of ending homelessness for the community. To this end, the Collaborative Applicant, on behalf of the CoC Board, actively participates in

the development and ensuring accuracy of regional Consolidated Plans and Action Plans for the City of Toledo and Lucas County, Ohio. *24 CFR 578.7(c)(4)*.

5. ESG Consultation

Recognizing that the Emergency Solution Grant provided funding for critical activities and crisis services for those experiencing homelessness, the Collaborative Applicant, on behalf of Home for Everyone CoC, consults with the state and local ESG recipients within the CoC geographic area for the planning and allocation of funds. The Home for Everyone CoC also establishes and supports the shared performance outcomes and monitoring of ESG program recipients and subrecipients. *24 CFR 578.7(c)(5)*.

III. DESIGNATING AND OPERATING HMIS

The Home for Everyone CoC Board will designate a single Homelessness Management Information System (HMIS) for the CoC and identify an eligible recipient to fulfill the requirement of the HMIS, including the selection of an HMIS vendor, providing HMIS technical assistance and training, ensuring all HUD required reports are submitted, and maintaining the integrity of data quality. The HMIS Lead Agency ensures all requirements are met to fulfill its responsibilities as outlined in the HMIS Policy and Procedures, the HMIS Governance Charter, and other local policies adopted and approved by the Home for Everyone CoC. The Toledo Lucas County Homelessness Board (TLCHB) has been designated to fulfill the responsibilities of the HMIS Lead for the community. *24 CFR 578.7(b)*.

IV. DESIGNATING THE COLLABORATIVE APPLICANT AND COC PROGRAM PLANNING FUNDS

The Continuum of Care Program NOFO requires the selection of an eligible recipient to complete the requirements of the CoC Program NOFO, including the completion of the Consolidated Application detailing the communities' accomplishments and efforts to end homelessness in the community, the Priority Listing detailing funding recommendations for CoC Program funds, and the completion of the CoC Planning Grant.

The Toledo Lucas County Homelessness Board (TLCHB) is the designated Collaborative Applicant for CoC. The Home for Everyone CoC Board maintains its responsibility to approve content and submission of the Consolidated Application, Priority Listing, and CoC Planning Grant. *24 CFR 578.9*.

GOVERNANCE STRUCTURE

Home For Everyone CoC designates the Home for Everyone CoC Board as the CoC Board and primary decision-making body for the geographic area, responsible for achieving the goals and objectives of the community to create and manage the system to prevent and end homelessness. The Home for Everyone CoC Board will establish and maintain the strategic vision of the CoC and strive

to executively delegate tasks, efforts, and actions to ensure the progress of the mission. Home for Everyone CoC Board will utilize the CoC Governance structure of Committees and Subcommittees to further and align the work of the CoC.

HOME FOR EVERYONE REQUIREMENTS

I. Home for Everyone CoC Representation

CoC Membership must be comprised of representatives of relevant organizations and projects serving those experiencing homeless including subpopulation, persons with substance use disorders; persons with HIV/AIDS; veterans; persons experiencing chronic homelessness; families with children; unaccompanied youth; persons with persistent mental health issues; victims of domestic violence, sexual assault, and stalking. One Home for Everyone member may represent the interests of more than one homeless subpopulation, and the Home for Everyone must attempt to ensure a diverse representation of stakeholders to efficiently achieve its responsibilities.

II. Lived Expertise Representation on the Home for Everyone CoC Board

The CoC Board must meet the minimum requirements outlined in the Board Selection Policy. That is, the Home for Everyone Board will have a minimum of three (3) dedicated seats that are reserved for community advocates who identify as people with lived expertise of homelessness.

III. Equitable Representation

The local Homelessness Crisis Response System is dedicated to equity and building a CoC that is representative of Lucas County communities, providers, and stakeholders within the Homelessness Crisis Response System; and most importantly, the individuals and families experiencing homelessness. To this end, CoC Membership and CoC Board Membership should strive to be reflective of the population experiencing homelessness in Lucas County.

IV. Home For Everyone CoC Board Selection Policy

Please see the separate Home for Everyone CoC Board Selection Policy document in Appendix A.

V. Home for Everyone Officers

The Home for Everyone Board will select a Chair and Vice Chair, as outlined in the Home for Everyone CoC Board Selection Policy. The Home for Everyone Officers, supported by the Lead Agency, are responsible for Home for Everyone meeting agendas, facilitating Home for Everyone meetings, and calling for votes regarding action items identified in the Home for Everyone Agenda.

VI. Roadmap

The Home for Everyone CoC Board will annually develop and adopt a work plan, the Roadmap, to outline the CoC's main goals and define key strategies, objectives, partnerships, expected outcomes, and action items to make progress on each of these goals, informed by the mission of the CoC. The Roadmap identifies the delegated authority to the Committees to establish and enact the system policies and processes necessary for system advancement as identified by the Home for Everyone CoC Board, as well as the expected deliverables timeline, and project updates quarterly. The Home for Everyone CoC Roadmap must establish Continuum-wide system priorities and oversee the efforts of the entire CoC Governance Structure. The Home for Everyone Roadmap shall be approved

annually by the CoC Membership.

VII. Conflict of Interest

All members of the Home for Everyone CoC and the Home for Everyone CoC Board shall abide by the Conflict of Interest guidelines provided in 24 CFR 578.95 Conflicts of Interest. All members of the Home for Everyone CoC Board shall sign a Conflict of Interest statement at the beginning of their membership. Members must act in accordance with the conflicts of interest requirements at 24 CFR §578.95(b). No member may participate in or influence discussions or resulting decisions concerning the award of a grant, contract, or other financial benefit to the organization that the board member represents or any member of the board member's immediate family (such as parent, sibling, child, spouse, or person with whom they cohabit) represents. "Representation" includes but is not limited to the organization that appointed the member, an organization that employs the member or an organization with which the member has a financial or oversight interest. Members who find themselves faced with a potential conflict between their business, organizational or private interests and their Home for Everyone CoC responsibilities shall avoid conflict of interest during the decision-making process by following these steps:

- a) Disclose any actual or potential conflicts of interest in advance of the meeting.
- b) Publicly disclose conflicts of interest at relevant TLCHB meetings.
- c) Recuse himself or herself at any time from involvement in any decision or discussion in which they believe he or she may have a conflict of interest.

The Home for Everyone CoC Board may compose, review, revise, implement, and uphold conflict of interest policies and procedures.

IV. Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Charter or standing rules of the organization.

COC COMMITTEES AND SUBCOMMITTEES

Home for Everyone CoC will utilize Committees and Subcommittees to fulfill the responsibilities of the CoC, achieve the objectives of the Roadmap, develop and adopt system policies and processes, and align the work of the Homelessness Crisis Response System. In addition, Affinity Groups may be created by CoC stakeholders to contribute to the work of the Homelessness Crisis Response System but are not recognized as decision-making bodies of the CoC.

I. CoC Committees

a. Committee Creation

The Home for Everyone CoC Board authorizes the creation and scope of work of all Committees as system needs are identified. The Home for Everyone Board will delegate issues and responsibilities

to existing Committees when possible and actively work to limit the number of Committees acting within the Governance structure to ensure streamlined delegation of work and minimize duplication of work.

b. Purpose and Responsibilities

The Home for Everyone CoC will utilize Committees to meet the needs of the Homelessness Crisis Response System to track system progress, address system needs and gaps, and update and adopt critical system policies and procedures.

c. Committee Composition

Each Committee will be composed of no fewer than 5 voting members and no greater than 9 voting members. A Committee will not contain two or more voting members from the same agency or entity without Home for Everyone Board approval. The Lead Agency's Executive Director or their designee shall serve to support and convene all CoC committees, subcommittees, or work groups, but will not be a voting member.

d. Selection Process

Home for Everyone CoC Committee members will serve 2-year terms, with the option for a third year. No Committee members may serve for more than 6-years consecutively, with the exception of the lived expertise representation. Vacant Committee seats will be publicly posted for at least the interim of two (2) Home for Everyone Board meetings. Applicants will be appointed to vacant seats by a majority vote of the Committee members, with terms ending the last calendar meeting of the year their term expires.

e. Committee Leadership Officials

Committees will identify a Chair and Co-Chair to fulfill the responsibilities of Committee Officers. Each officer will serve a 2-year term, with the Vice Chair elevated to the Chair position at the end of the Chair's term. A Vice Chair will be elected by a majority vote of Committee members when the position is vacant.

f. Work Plan Development

Annually, Committees must develop a Work Plan to identify main goals and define key strategies, objectives, partnerships, expected outcomes, and action items to make progress on each of these goals as delegated to the Committee by the Home for Everyone Roadmap. The Roadmap identifies the delegated authority to the Committees to establish and enact the system policies and processes necessary for system advancement as identified by the Home for Everyone CoC Board, as well as the expected deliverables, timeline, and project updates quarterly. The Work Plan must be approved by the Home for Everyone CoC Board. Committees will report at least quarterly to the Home for Everyone CoC Board with progress on Work Plans and updated timelines for completion in the format designated by the CoC Board. Any changes to the authority, purpose, roles, responsibilities, etc., of a Committee must be authorized by the Home for Everyone CoC Board. Changes to Subcommittee purposes, delegated authority, scopes of work, or tasks must be approved by a majority vote of the Committee, and the Home for Everyone CoC Board should be informed at the next quarterly report.

II. CoC Subcommittees

a. Purpose

Subcommittees provide forums for topical subject-matter experts to work together to collaborate, discuss issues, and implement system strategies for substantive issues. They will be tasked by their corresponding oversight committees to discuss and provide recommendations, through consensus decision-making, to the committees for decisions.

b. Subcommittee Creation

Subcommittees will be created and approved by Committees as necessary to achieve the Committee's Work Plan. Any voting Committee member may submit a proposal to the Committee for Subcommittee creation consideration. The Committee Work Plan will identify each Subcommittee, purpose, and delegated decision-making authority, if any.

c. Subcommittee Decision Making Structure

Subcommittees will strive to achieve 2/3 majority on items and policies appointed to the Subcommittee by its oversight committee. No subcommittees will be allowed to approve or enact systemic policy changes and could be empowered by their committee to approve and enact operational changes as limited by the Committee Work Plan.

COC RULES OF GOVERNANCE

I. Home for Everyone & Committee Meeting Quorum & Voting

A number equal to a majority of the Home for Everyone Board, Home for Everyone Membership, or a Committee/Subcommittee will constitute a quorum for the transaction of business decisions at any meeting. Appointed delegates of voting members count towards a meeting quorum. All CoC, CoC Board, and CoC Committee meetings may be conducted by teleconference or videoconference.

At all meetings, business items should be decided by arriving at a 2/3 majority vote. Votes will be by voice or ballot at the will of the majority of the voting members in attendance at a meeting with a quorum represented or at the desire of the Chair. Each representative seat will have one vote. No Home for Everyone or Committee member shall vote on any item that presents a real or perceived conflict of interest.

II. Code of Conduct

Home for Everyone CoC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations. Home for Everyone members will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity, and productivity. Home For Everyone CoC members shall not derive a personal or professional profit or gain, directly or indirectly, due to participation with the Home for Everyone CoC.

III. Meeting Frequency

Home for Everyone CoC Membership will meet at least semi-annually but may elect to meet more frequently as needed. The Home for Everyone CoC Board shall meet at least six (6) times during a 12-month period. The Home for Everyone CoC Board may meet more frequently as needed. The Home for Everyone Board Chair shall provide 10 days' notice prior to convening a Home for Everyone Board or Membership meeting.

Committee and subcommittee leadership will determine the frequency of committee meetings with the approval of committee members.

The Home for Everyone CoC Board and its Committees shall take all reasonable and practical steps to keep CoC stakeholders informed about their activities.

A calendar of scheduled Home for Everyone CoC Board, Membership, and Committee meetings will be posted on the CoC and/or TLCHB website. Meetings will be held in accessible and convenient locations. While in-person attendance is generally encouraged for all meetings, meetings may occur using remote access technology or be in-person. In-person meetings should also include a remote access option or provide an opportunity to participate in work through written feedback before and/or after meetings.

IV. Meeting Agendas, Motions, Motion Amendments, and Minutes

The Home for Everyone CoC Board Chair will disseminate agendas, materials and any known resolutions requiring a vote at least three (3) days in advance of scheduled meetings. Home for Everyone members will use their best efforts to propose to the Home for Everyone CoC Board Chair in writing any desired changes to the agendas or motions. Home for Everyone CoC Board Chair, or their designee, will disseminate agendas quarterly along with draft minutes of the previous meeting at least 30 days prior to scheduled meetings. Disseminate means emailing to members of Home for Everyone CoC and/or Committee and posting on the TLCHB/CoC website.

Committees will post upcoming meeting dates to the Lead Agency website and disseminate agendas and resolutions requiring a vote at least three (3) days in advance of scheduled meetings. The Committees will disseminate draft minutes of the meeting within thirty (30) days of the completion of the meeting.

V. Open Meetings

Attendance at meetings of the Home for Everyone CoC Board, Home for Everyone CoC Membership, and Committee meetings will be open to any interested person to observe.

VI. Notice of Meeting

The calendar of scheduled meetings of the Home for Everyone CoC and Home for Everyone CoC Board meetings will be posted on the CoC website. Special meetings may be called in situations when the Home for Everyone CoC or Home for Everyone CoC Board must vote on decisions that need to be made outside of the regular meeting schedule. When such a meeting is called, a meeting notice will be sent out to the full CoC email list at least twenty-four (24) hours in advance. Special meetings for committees may be scheduled as agreed upon by the majority of the committee

members.

VII. Action without Meeting

The Home for Everyone CoC, CoC Board, or Committee/Subcommittee may act without a meeting, provided:

- The action is within its authority.
- It is approved via email or conference call or letter when email is unavailable;
- It is approved by a 2/3 majority of all then-seated Home For Everyone CoC Board or Committee members who are entitled to vote on the matter and meet quorum requirements; and
- Home For Everyone CoC Board or Committee explains the urgency of acting without a meeting.

VIII. Meeting Attendance

Home for Everyone CoC Members will be expected to attend regularly scheduled and special meetings as part of their service; however, in the event of unavoidable absence members may select a Delegate to attend meetings in the members' stead. Home for Everyone CoC members must inform the Home for Everyone CoC Board Chair and Vice Chair in writing of the designated Delegate at least three (3) days before the meeting. Committee members will be expected to attend scheduled meetings. Home for Everyone CoC members may be removed by a majority vote of the Home for Everyone Board due to repeated absence. Likewise, a Committee member may be removed by a majority vote of the Committee for repeated absence.

APPENDIX A: HOME FOR EVERYONE BOARD SELECTION POLICY

Home for Everyone Board Selection Policy:

The Home for Everyone Continuum of Care must establish a Governing Board to act on behalf of the homeless crisis response system and its stakeholders.¹ Home for Everyone Continuum of Care (HFE COC) is the chosen name of the OH-501 Toledo Lucas County Continuum of Care and the Home for Everyone HFE Board (HFE Board) is the OH-501 Toledo Lucas County HFE Board and primary decision-making body for the Toledo/Lucas County homeless crisis response system. The HFE Board represents diverse stakeholders throughout Lucas County by leading a coordinated response to end homelessness and using stakeholder input to inform policies and decisions across the local homeless crisis response system. The HFE Board's primary purpose is to ensure that the HFE CoC fulfills the responsibilities of the Continuum of Care Program as assigned in 24 CFR 578 and as outlined in the HFE CoC Governance Charter. The HFE Board must be representative of the relevant stakeholders interested in preventing and ending homelessness within the geographic area and **include at least one person with lived expertise of homelessness.**

The HFE CoC will follow the written process outlined in the HFE Board Selection Policy to select HFE Board members and will ensure that the recruitment process meets the needs and guidelines outlined throughout the policy.

Guidelines and Practices: Membership Structure

The HFE Board Selection Policy will be reviewed, updated, and approved at least once every five years in accordance with the Home for Everyone Governance Charter and other local guidance (See section - Continuous Quality Improvement Expectations). As outlined in the policy, the HFE Board will be composed of no fewer than thirteen (13) and no more than fifteen (15) voting members - always maintaining an odd number. These voting members will represent or have expert knowledge in relevant membership categories.

Additional requirements of the HFE Board structure include:

- People who have first-hand expertise of the experience of homelessness are intimately familiar with many of the issues within and beyond the homeless crisis response system and hold valuable insights and knowledge on how to tailor local solutions. The following guidelines have been established to ensure the selection process meets local needs:
 - The HFE Board will have a minimum of **three (3) dedicated seats** reserved for community members who identify as people with lived expertise of homelessness. The HFE Board will strive to recruit individuals to participate beyond the minimum.
- The Toledo/Lucas County homeless crisis response system is dedicated to racial equity and building a HFE Board that is representative of the Toledo/Lucas County community, providers, and stakeholders within the homeless crisis response system; and, most importantly, the individuals and families experiencing homelessness. The following guidelines have been established to ensure the Board selection process meets local needs:
 - Active recruitment of new Board members will be used to achieve one-third (5 out of 15

seats) representation on the HFE Board with people who identify as non-white and/or Hispanic. However, if after active recruitment the slate of qualified applicants that applied for vacant positions does not represent the one-third requirement, the HFE Board can present the slate to the Home for Everyone Membership Meeting for the election process as not meeting HFE Board benchmarks. If this occurs, the HFE Board must also present a performance improvement memo outlining strategies and actions that will be taken to ensure the HFE Board will meet benchmarks for a diverse and qualified membership.

- The application and selection process will be developed, evaluated, and revised based on continuous quality improvement initiatives to ensure that the HFE Board meets the one-third requirement. Instead of relying on current members' existing personal and professional networks as a source of recruitment for vacant seats, which limits the diversity and experiences of the pool of candidates, the recruitment and application process will be well advertised and publicly posted.
- Applications to fill an elected seat on the HFE Board will be open to any community member who meets the goals and qualifications of the vacant seat. The HFE Board may approve by a majority vote to extend the application period and may establish additional application guidelines, at its discretion, to ensure that membership includes the racial and cultural diversity needed to effectively service the shared vision of ending homelessness in Toledo/Lucas County.
- An important step in creating a more equitable homeless crisis response system through the HFE Board is by promoting retention and ensuring that HFE Board members feel acknowledged for their unique contributions in ways that resonate with them. The HFE Board will ensure that members are committed to successfully integrating diversity, equity, and inclusion into the governance operations, strategies, and practices. To be successful in demonstrating a positive cycle of empowerment and visibility, building an inclusive environment requires ongoing work and practice. While there are some strategies that will result in quick wins, ensuring the leadership and governance of the homeless crisis response system is a place for authentic, inclusive, and equitable engagement will take time, and will be work that is always evolving.
- The HFE Board composition must be composed of members who can represent the unique needs of vulnerable subpopulations. Representation can be in the form of individual knowledge or experiences and/or agency affiliation and service provisions.
 - No more than one staff person and/or Board Member of a single agency/organization may be an Elected Member of the HFE Board, excluding persons who are elected under the “homeless or formerly homeless” HFE Board seat.
 - The selection process leading up to endorse the slate of candidates to be elected must incorporate a process to ensure all relevant subpopulations are represented to the maximum extent possible and include looking at the candidate qualifications of persons who are serving in appointed seats.
 - The application and scoring criteria used to evaluate candidates must incorporate an approach based on the combined scoring of the candidate's ability to represent each seat an application is submitted for and the candidate's ability to increase the diverse range of

knowledge, skills, and experiences within the existing HFE Board membership. This includes ensuring that the application allows candidates to select multiple areas of representation and using a matrix to evaluate gaps in representation.

HFE Board Composition:

The HFE Board slate consists of the following 2 types of seat designations:

Appointed Seat	There are no term limits for the 5 (five) Appointed seats.
Elected Seats	HFE Board members serving in the five (5) to seven (7) At-Large Elected Seats may select to serve either 2- or 3-year terms. Additionally, three (3) Lived Expertise Elected Seats will be prioritized for individuals with lived expertise and may select to serve either 2 or 3-year terms. Candidates who fill elected seats are selected through the application process. The current HFE Board members will evaluate and score candidates applying to fill vacant seats. Once the HFE Board has selected the candidates using the scoring criteria, they will approve the slate and list of endorsed candidates before announcing the slate to be elected. The candidates selected and endorsed by the HFE Board will be presented to the Home for Everyone CoC Membership. The endorsed candidates will be approved and formally elected by a consensus vote at the Annual meetings.

HFE Board Seat Category	Number/ Seat Types	Seat Terms
Local Government <ol style="list-style-type: none"> Lucas County Board of Commissioners City of Toledo Mayor 	2 Appointed Seats	No term Limit
Public Housing Authority: <ol style="list-style-type: none"> Lucas Metropolitan Housing 	1 Appointed Seat	No Term Limit
Lucas County Mental Health and Recovery Services Board	1 Appointed Seat	No Term Limit
Toledo Public Schools	1 Appointed Seat	No Term Limit
Home For Everyone Members representing Relevant and Diverse Stakeholders within the CoC and Homeless Crisis Response System To ensure maximum representation, these seats prioritize candidates that appropriately represent the services provided within the CoC and increase diverse stakeholder representation.	5-7 Elected Seats (Board membership must equal an odd number)	2-year min to 3-year max
Persons with Lived Expertise of Homelessness <ol style="list-style-type: none"> These members may represent one or more of the required categories within the HFE Board 	3 Elected Seats	2-year min to 3-year max

HFE Board Selection and Election

The process to recruit and select the persons serving on the HFE Board will be transparent,

inclusive, and democratic in nature. The HFE Board will be responsible for selecting and endorsing candidates that will be presented to full membership for election using the approved and adopted policies. Once final candidates have been identified, the HFE Board will present the slate of candidates during the HFE CoC Annual Meeting to elect new and ongoing HFE Board members.

The candidate evaluation and selection process will consider the extent to which each candidate is diverse in representation related to - geographic balance, representation of vulnerable subpopulations, racial equity experiences/expertise, and other knowledge and skills beneficial in supporting the HFE Board members achieve their purpose in serving the homeless crisis response system as well as the availability of positions within the HFE Board Seat Categories. Elections for available seats on the HFE Board shall be held at least annually.

- The HFE Board will ensure that all policies and procedures align with the Home for Everyone CoC Governance Charter and other regulations and requirements.
- The HFE Board will use the Selection Policy and accompanying documents to recruit new members when applicable.
- TLCHB will compile all candidate applications and enter information into the HFE Board Matrix as developed by the HFE Board.
- Elected seats that are vacant should be filled by evaluating candidates using information obtained from completed applications and the HFE Board Matrix to ensure the process considers how each candidate brings diverse representation and skillsets. The HFE Board will identify the candidates who, on paper, best meet the HFE Board's board qualifications and recruitment priorities using the combined documents - Application, Matrix, and Scoring Rubric.
- Based on the contents of each application and the completion of the HFE Board Matrix, candidates will be scored by the current HFE Board members using the Scoring Rubric. The HFE Board will select the candidates for each seat with the highest score and present an endorsed candidate list to be elected by all stakeholders.
- Once each vacant seat has an endorsed candidate identified, the HFE Board will present the slate to the homeless crisis response system stakeholders during an Annual Meeting (as outlined in the Governance Charter). The membership will approve the proposed slated members by a consensus vote to complete the election process. Home For Everyone will strive for unanimity, but if unanimous approval cannot be obtained, a 2/3 vote will be required to seat new/incumbent Board members.

The election process for vacant seats and the approval of the full HFE Board Slate (inclusive of all seats) all seats shall be held annually. The purpose of the annual election process is to:

1. Allow membership to review and approve the HFE Board members who will continue to serve in both appointed and elected seats throughout the year.
2. Allow membership to review and approve new candidates being endorsed to serve on the HFE Board.
3. To introduce each person who is serving on the HFE Board as a point of contact for the seat they will represent once elected and other areas of expertise that qualify them to help lead planning initiatives and system change needed within the homeless crisis response system.
4. Demonstrate responsibility to make sure that established procedures are transparent and respected.
5. Maintain ongoing communication and dialogue through disclosure of information about HFE Board members, including their qualifications, the selection process, and the process for recruiting future seat vacancies through recruitment initiatives.

HFE Board Application

The solicitation to request candidate applications to serve on HFE Board will occur 30 days prior to each election in which HFE Board vacant seats are identified. TLCHB, on behalf of the HFE Board, shall publicly announce and post all application materials on the TLCHB/CoC website by March 1 of each calendar year. The announcement will outline vacant seats, the seat criteria, position expectations, application materials, and the evaluation timeline.

All persons interested in serving on an elected seat of the HFE Board must complete an HFE Board Application. The Application must be submitted to TLCHB and follow the application instructions. All applications will be compiled and presented to the HFE Board for consideration.

TLCHB will provide administrative support in ensuring that the Application form is aligned with the information needed to select candidates based on the HFE Board Matrix. The Matrix will examine candidates applying for seats and the current HFE Board representatives in the following self-disclosed domains: racial, ethnic, cultural diversity, representation of vulnerable subpopulations within the local homeless crisis response system, leadership qualities and styles, and system design expertise. Ideal applicants will be leaders, local champions, and influential stakeholders dedicated to the mission of ending homelessness in the community through the alignment of resources, efforts, and expertise.

If a single qualified applicant is not identified through the evaluation and scoring process to fill a vacant seat, the HFE Board members must assess all other available candidates and determine if any other candidate is able and qualified to serve in the vacant seat. HFE Board members will use the Application Scoring Rubric to rate the applications based on their ability to meet the needs of the HFE Board membership and group composition. Once all HFE Board members have evaluated and scored the candidates, the final scores will be combined to identify the highest-scoring candidate for each vacant seat. HFE Board members who are applying for another term or vacant seat may not score their own application and the total score will be weighted. The HFE Board will use the total scores for each vacant seat to identify the candidates to be endorsed by the HFE Board for election.

HFE Board Terms and Vacancies:

Members are expected to fulfill the responsibilities of the HFE Board throughout the duration of their term. Elected positions can select either a 2-year term or a 3-year term and must at least commit to a minimum of 2 years. Currently, elected HFE Board members can be endorsed for an additional three-year term (for a total of six years). After a hiatus of at least one term, former members are again eligible for HFE Board service. Term limits and any additional expectations must follow any requirements outlined in the Governance Charter.

HFE Board service is defined as either two-year or three-year terms beginning on July 1 of the calendar year.

Frequent vacancies or changes in representation impact the HFE Board's ability to lead the HRS and engage in planning and decision-making activities needed to move the community forward. Vacancies could occur for the following reasons:

1. Representative reaches term limit.

2. Representative resigns from the appointed organization.
3. Representative serving in an elected seat resigns before the term limit is reached.
4. Representative does not meet or is unable to meet the HFE Board responsibilities.

In such instances of resignation or removal, the HFE Board members may appoint another representative to fill the unexpired term temporarily by either opening the application process or by appointing a previous applicant who meets the need of the vacant seat and any other HFE Board composition requirements (identified by evaluating gaps in representation using the Matrix). The HFE Board must ensure the new temporary appointment maintains the role and purpose of the vacant seat, the lived expertise of homelessness, and the racial and ethnic diversity requirements for the HFE Board composition. The appointed applicant will continue to serve in a temporary capacity and must be endorsed and elected during the next Annual Meeting, at which point, their term begins.

Resignation and Removal of HFE Board Members:

HFE Board members may resign at any time by giving oral or written notice to the Chair and Vice Chair. If the person who is resigning serves in an appointed seat, that member may suggest another person fill the seat from which the member is resigning, and the HFE Board will vote on whether to accept that person as the member's replacement to fill the seat.

HFE Board membership can be determined by a two-thirds vote of the remaining HFE Board members when necessary. Reasons for which removal may be necessary could consist of repeated absences, violation of the HFE Board Code of Conduct, violation of the Conflict-of-Interest Policy, or if the individual does not fulfill the responsibilities of an HFE Board member. A vote on terminating the member can only be taken when there has been advance notice of this vote of at least 5 days sent to all HFE Board members.

If an appointed seat, the CoC Board will recommend that the appointing authority remove/replace the current appointed representative.

Chair and Vice Chair Selection:

Strong leadership is essential to ensure the HFE Board can provide effective high-level oversight and direction-setting for the homeless crisis response system. The HFE Board will utilize an officer structure of electing a Chair and Vice-Chair with set term limits. To bolster the strength of this structure, the HFE Board will consciously and deliberately identify and invest in future officers to ensure they build the credentials, confidence, interest, and knowledge they will need to lead.

The HFE Board will vote to elect officers - a Chair and Vice Chair. The Chair will serve as Chair for a one-year term, and the Vice Chair will be elevated to the Chair subsequently. The Vice Chair will be elected to office by a majority vote of the HFE Board members present at a meeting in which a quorum has been established. This process is to help the HFE Board maintain a strong sense of continuity of leadership and increase the alignment of previous work with new work in the ongoing development of action plans and community priorities. If the Chair must step down before the end of the term, the Vice Chair will act as the Chair for the remainder of the term. If at any time, the Vice Chair seat is vacated, the Council can elect a new Vice Chair by a majority vote.

Establishing First Seated HFE Board:

For the governance transition and creation of the new HFE Board, an invitation will be extended by the TLCHB to stakeholders announcing the application process and timeline to fill vacant HFE Board seats. Once the application period ends, TLCHB will compile a list of people who submitted applications. TLCHB will provide the list of candidates and the application materials submitted by each candidate to the HFE CoC membership.

The Matrix will identify appropriate candidates for each elected seat, considering the criteria above. For vacant seats with multiple qualified applicants, the Governance Restructure Subcommittee will use the Application Scoring Rubric to select a qualified candidate to fill each vacant seat. Persons with the highest score will be added to the proposed HFE Board Slate which will be presented for final approval and the election at the next All Stakeholder Meeting event. The slate and list of endorsed candidates will be formally approved and elected by consensus during the first Annual Meeting.

HFE Board Seat Representation

Roles and Responsibilities of Seats:

HFE Board members should be **leaders, local champions, and influential stakeholders** in the community’s efforts to end homelessness. Recruiting people who are comfortable with making difficult decisions and have authority in their respective fields bolsters the homeless crisis response system’s ability to achieve real change through the alignment of resources dedicated to those experiencing homelessness, efforts to support this population, or expertise or knowledge to increase equity and influence in the homelessness response system.

The HFE Board translates strategic plans for the homeless crisis response system into a set of concrete goals for the HFE Board and committees; including timelines and required staff/stakeholder support.

The HFE Board evaluates its performance against the goals and uses the lessons learned to develop plans to improve system effectiveness.

Category	Role and Responsibilities of Seats
1. Local Government - Lucas County Representative (Appointed)	Candidates who qualify to serve in this seat must be a Lucas County government employee or another type of formal role allowing them to be representative of the county. This position will facilitate the alignment of efforts to end homelessness between the county and the larger homeless crisis response system. This could include someone who is knowledgeable surrounding federal funding resources received by the county, county consolidated/action planning process, or public housing resources that the county oversees.

<p>2. Local Government – City of Toledo Representative (Appointed)</p>	<p>Candidate must be an employee of the City of Toledo. This role is vital in coordinating a community-wide response and acts as the liaison between all City of Toledo departments. This position integrates the work being done across all city departments with the larger homeless crisis response system planning and coordination.</p>
<p>3. Mental Health and Recovery Services Board (Appointed)</p>	<p>Candidate must be an employee or other representative of the Mental Health and Recovery Services Board. Facilitate system integration in Action Plan, act as a liaison, and ensure governance integration of mental health and substance abuse. Ensure Mental Health and/or substance abuse resources and/or efforts to support those experiencing homelessness are aligned and complementary to the system’s efforts and outcomes. Understand necessary partnerships that are important and contribute to the goal of ending homelessness. Strive to be a subject matter expert in local areas that impact homelessness.</p>

<p>Public Housing Authority Representative: LMH (Lucas Metropolitan Housing) (Appointed)</p>	<p>Candidate must be an employee of a local Public Housing Authority. Tasked with the management and operations of public housing programs for low-income families, the elderly, and persons with disabilities, representatives of area Public Housing Authorities must ensure coordination between PHAs and the CoC. The appointed representative must work to ensure the PHA’s Administrative Plan, and the Action Plan are complementary and that resources allocated for homelessness are utilized in a coordinated fashion.</p>
<p>Education/McKinney Vento Liaison (Appointed)</p>	<p>Under the McKinney-Vento Act, every local educational agency is required to designate a liaison for homeless children and youth. The local educational agency liaison coordinates services to ensure that homeless children and youths enroll in school and have the opportunity to succeed academically.</p>
<p>Homeless crisis response system providers and Other Continuum Stakeholders (Elected)</p>	<p>The homeless crisis response system Provider Representatives are responsible for ensuring alignment between system design and operationalization between planning efforts and execution. By highlighting the concerns and efforts of direct service providers, these representatives ensure high-performing service delivery.</p> <p>These seats may be comprised of:</p> <ul style="list-style-type: none"> -Agencies that operate a federally funded project dedicated to homelessness (e.g., CoC, ESG, HOPWA). Provide insight into federal regulations that impact homelessness and how agencies and services operate based on federal funding. Knowledge of government plans, reports, and resources used to strategically end homelessness through federal resources. -Non-HUD funded providers. Representing one or more of the following homeless subpopulations: a) Single individuals b) Families with children c) Veterans d) Persons who are chronically homeless e) Persons with HIV/AIDS f) Unaccompanied youth g) Persons with behavioral health issues h) Persons who are victims of domestic violence. -Healthcare and/or disability services. Would act as a representative for integrating and advocating for action-oriented plans and perspectives that integrate healthcare systems and disability services. Facilitate system integration in Action Plan, act as a liaison, and ensure governance integration of health/disability services. Ensure Healthcare and/or Disability Services resources and/or efforts to support those experiencing homelessness are aligned and complementary to the system's efforts and outcomes. Understand necessary partnerships that are important and contribute to the goal of ending homelessness. Strive to be a subject matter expert in local areas that impact homelessness. -Education or Workforce Development. Facilitate system integration in Action Plan, act as a liaison, and ensure governance integration of education and workforce. Ensure Education and/or Workforce Development resources and/or efforts to support those experiencing homelessness are aligned and complementary to the system’s efforts and outcomes. Understand necessary partnerships that are important and contribute to the goal of ending homelessness related to increasing income or educational achievement. <p>- Other Note: To ensure maximum representation, the “Other” seats will be utilized to ensure adequate representation of the identified diversity and subpopulation benchmarks established by the policy.</p>

	<p>Other seats can include any community stakeholders interested in ending homelessness through the planning and coordination of the homeless crisis response system. Elected members of the Other category should be individuals or representatives from entities, agencies, or systems of care, with resources dedicated to those experiencing homelessness, activities that heavily interact with individuals experiencing homelessness, or expertise which would further the implementation of a more just and equitable Homelessness Response System. These persons would ensure the alignment of those resources, populations, or expertise and efforts of the homeless crisis response system.</p>
<p>Other Funders</p>	<p>The private funding member will have knowledge of local and national private funding communities to assist in the recruitment, coordination, and leveraging of private funding sources to further the efforts of the CoC. Individuals may have current or historical access and knowledge related to private funding sources and entities (business or foundation funding). They will guide the utilization of private funding to leverage the gaps that federal funding can't cover and integrate the needs of the homeless crisis response system to increase connectedness and access to outside funding opportunities.</p> <p>Understand how homeless providers can tap into private funds to support our goal of ending homelessness and right-sizing the needs through diverse funding resources.</p> <p>A local agency that funds homeless services and housing programs in Toledo/Lucas County. This could include a philanthropic funder, a municipality, United Way, or another funder recommended by the Continuum of Care</p>
<p>Persons with Lived Expertise of Homelessness</p> <ol style="list-style-type: none"> 1. Youth or Young Adult Community Advocate w/ Lived Expertise of Homelessness 2. Community Advocate w/ Lived Expertise of Homelessness 3. 	<p>An individual who is experiencing or has a history of experiencing homelessness. Should include at least one of each of the following:</p> <p>Youth and Young Adult Community Advocate with Lived Expertise of Homelessness:</p> <ol style="list-style-type: none"> 1. Person between the ages of 18-25. Experiences of homelessness as a youth provides a perspective of what is needed to end youth homelessness and service provision standards. Knowledge and expertise in CoC's Action Plan to End Youth Homelessness and provides a voice for youth in system planning. <p>Community Advocate w/ Lived Expertise of Homelessness</p> <ol style="list-style-type: none"> 2. Provides a voice for persons currently experiencing homelessness to ensure adequate understanding of services provided within the homelessness response system and lead system planning focused on providing consumer-driven resources and services.

Continuous Quality Improvement Expectations

When meeting the review requirements, the review process may occur more frequently but must occur at least every 5 years. When reviewing, the evaluation of the Selection Policy should include how the process meets the needs of accomplishing goals and requirements related to having a diverse and representative HFE Board member composition. The review process should also include strategies to solicit feedback from various stakeholder groups on improvements that may be needed (e.g., slate, member recruitment process, application materials, selection, and election process) to ensure the HFE Board is supporting the overall homeless crisis response system in meeting the shared vision of ending homelessness in Toledo/Lucas County.

Diversity, Equity, and Inclusion Considerations:	
The evaluation process should include these three key phases:	<ol style="list-style-type: none"> 1. Assess: It is vital that the board first recognizes where it stands with respect to diversity, equity, and inclusion. 2. Recruit: Next, with a clearer understanding of where the board is and where the board aims to be, the board can engage thoughtfully in an equitable recruitment process that works to advance the community’s needs and your commitment to diversity, equity, and inclusion. 3. Retain: Finally, having recruited and ensuring that the board reflects the community, work to ensure that the board culture is inclusive and supportive of all identities.
Practices the Board can use to improve diversity, equity, and inclusion include:	<ol style="list-style-type: none"> 1. Engaging the board in training and conversations around the value of practicing diversity, equity, and inclusion. 2. Reconsidering board recruitment strategies and processes, such as proactively tapping into new networks to recruit individuals outside of your immediate circles. 3. Regularly engaging as a board in a gap analysis to assess gaps around diversity, equity, and inclusion, and to plan for how to do work differently as a board.

Appendix B: Conflict of Interest Disclosure Form

**Home for Everyone Membership
Conflict of Interest Disclosure Form**

This is to certify that per the Home for Everyone CoC Conflict of Interest Policy, I, except as described below, am not now, nor anytime during the past year been:

1. A participant, directly or indirectly, in any arrangement, agreement, relationship, investment, or other activity with any vendor, supplier, staff member, service recipient or other party doing business with Toledo Lucas County Homelessness Board which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Toledo Lucas County Homelessness Board.

There are situations beyond those listed above that may still raise the possibility that a conflict of interest exists. In these situations, the board member must use judgment to discern and disclose the existence of the potential conflict.

Any exceptions to 1 and 2 above, or other potential conflicts of interest risks, are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with TLCHB.

Should a conflict arise, I agree to abstain from participating in deliberations and discussion, as well as any decisions (either verbally or electronically) in regard to any issue related to conflicts between Home for Everyone and myself.

Conflicts:

If more space is needed, please use other side:

Signature: _____

Date: _____

Member: _____

Signature: _____

Date: _____

Home for Everyone Board Chair

HOME FOR EVERYONE CONTINUUM OF CARE ROSTER

Organization	Authorized Representative
1Matters	Shawn Dowling
Advocating Opportunity	Lexi Haas
Anthem BCBS	Ben Sears
Area Office on Aging of NW Ohio	Joanna Byers
Aurora Project, Inc.	Denise Fox
Bethany House	Deidra Lashley
Cherry Street Mission Ministries	Ann Ebbert
City of Toledo	Coleena Ali
ConneCToledo	Mac Driscoll
Criminal Justice Coordinating Committee	Holly Matthews
Equitas Health	Jack Alferio
Family House	Tonia R. Pace
Gryphon Place	Sandra De Steno
Harbor	John Fortner

HOME FOR EVERYONE CONTINUUM OF CARE ROSTER

Hospital Council of Northwest Ohio	Holly Pappada
LaPosada- Catholic Charities	Rodney Schuster
Leading Families Home	Lisa Banks
Lucas County Board of Commissioners	Breda Osburn
Lucas County Mental Health and Recovery Services Board	(appointed seat but awaiting confirmation)
Lucas Metropolitan Housing	Joaquin Cintron Vega
Lutheran Social Services of Northwest Ohio	Tracia Jaksetic
Mercy Health	Ellie Rieker
National Church Residences	Colleen Bain
Neighborhood Health Association	Doni Miller

HOME FOR EVERYONE CONTINUUM OF CARE ROSTER

Neighborhood Properties, Inc.	Lynnette Hair
NW Ohio LGBTQ+ Coalition	Angie Stanford
Pathway, Inc.	Cynthia Savage
St. Paul's Community Center	Joe Habib
TASC of Northwest Ohio	Johnetta McCollough
The Fair Housing Center	George Thomas
Toledo Area Regional Transit Authority	Susan Gettum
Toledo Public Schools	Heather Baker
Toledo Streets Newspaper	Val Vetter
Unison Health	Jeff De Lay
United Way of Greater Toledo	Jill Bunge

HOME FOR EVERYONE CONTINUUM OF CARE ROSTER

University of Toledo Medical Center	Jennifer Archer
Volunteers of America - Chestnut Hill Apartments	Mary Sikes
YWCA of Northwest Ohio	Karyn McConnell
Zepf Center	Deb Flores

**Housing Problem Solving
Lucas County Housing Crisis Response System Policy Guide**

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FLEX FUNDS GUIDANCE (This is subject to change as funding/resources
allow.)

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Purpose of this Policy

This document outlines the system-level policies related to the purpose, intent, timing, delivery, uses of flexible funds, and key outcomes of Housing Problem Solving (HPS) in Lucas County's Housing Crisis Response System. These policies are intended to guide the work of all organizations delivering HPS services and the use of HPS resources within the System, regardless of originating funding source, geographic area, location delivered or population served (where exceptions are made, these will be noted), with the intention of providing clear direction and effective and consistent service delivery within the area. In addition to providing guidance to those that will be engaging in this practice, this guide is also intended to help community partners develop a firm understanding of Problem-Solving so that they, too, can become champions of the approach.

This document is not a training manual or a best practice guide. Training materials and guidance on employing best practices in delivering Housing Problem Solving will be developed separately. Training will include a focus on developing and honing the skills and approaches needed for a successful HPS practice as well as how to apply the local policies included here. This document uses the term "participant" to indicate an individual or household participating in HPS services.

Housing Problem Solving Defined

The term Housing Problem Solving is used in Lucas County to describe a practice that works with people who are already homeless and those who are at imminent risk of immediate homelessness. In other communities these practices may be known as Diversion and Rapid Resolution. Housing Problem Solving is both a practice and a system intervention that works with a participant who is experiencing homelessness or is at imminent risk of homelessness by utilizing strengths-based solution-oriented conversations to identify options through self-help to resolve the housing crisis without the need for ongoing support from the Housing Crisis Response System.

Housing Problem Solving may be offered to participants who are literally homeless, which includes people staying in shelters and in places not meant for human habitation, and those who are fleeing domestic violence, as well as participants who are at imminent risk of homelessness and are living in doubled-up situations, in institutional settings, who are "invisibly housed" (that is, have no legal rights to occupy their current housing situation) and who will become literally homeless if not assisted. Housing Problem Solving may also work with leaseholders if they are unable to be appropriately assisted by an eviction prevention provider and will become homeless within three days if not assisted.

Intent of Housing Problem Solving

Housing Problem Solving is intended to both stem the inflow of new people becoming homeless and to help people who have already lost housing to return to homes quickly. The HPS conversation is intended to be the first intervention attempted with each individual and household who enters the Coordinated Entry or shelter system in Lucas County. The goal is to provide effective assistance to identify immediate, alternate housing arrangements and, if necessary, connect them with services or short-term financial assistance, in order to return to housing. As a system practice, it should prevent participants from waiting for other forms of assistance that may not be available, being added to the By Name List (wait list) when they are unlikely to be prioritized for a resource, and from unnecessary long-term housing crisis response system involvement.

Additionally, HPS can help participants avoid the trauma of prolonged experiences of homelessness through rapid solution-based interventions and connection to continued support and services in the community: case management, mediation, etc.

Who is Housing Problem-Solving For?

Housing Problem Solving is for any individual or household currently in Lucas County that self-reports literal homelessness or imminent risk of literal homelessness within the next 30 days.

The individual must be able to declare that they have experienced hardship that has led to homelessness or housing instability. The participant must be willing to discuss their needs and problem-solve with the HPS specialist to create an action plan.

The only other requirement to enter into HPS is the desire on the part of the participant to enter into the conversation. No income requirements will be necessary to enter into HPS; however current income or lack thereof must be described by the participant. Flexible Funds will be utilized once all other available resources or options have been explored and exhausted, which must also be described..

Potential Resolutions

Housing Problem Solving results in a successful resolution when one of five things occur:

1. A participant who was at imminent risk of becoming immediately homeless is able to safely remain in a place in their current residence or moves to another safe place without a longer-term resource from the housing crisis response system.
2. A participant moves from streets or shelter to a safe place to stay with family or friends.

3. A participant moves from streets or shelter into permanent housing, either independently or shared.
4. A participant who was already homeless or about to become homeless is assisted to relocate to another community where they have the social supports necessary to find stable and permanent housing.
5. A participant enters a treatment program or other temporary program outside the crisis response system to achieve a goal related to gaining housing with the intention of subsequently obtaining permanent housing.
6. A participant is identified as needing more intensive or supportive care and is successfully placed within appropriate transitional or shelter housing.

Note: These housing arrangements may be temporary, allowing time to identify a permanent housing option while avoiding the immediate trauma of homelessness, or it may allow those involved to explore the possibility of extending a temporary arrangement into a permanent one.

Rapid Exit

Rapid exit interventions are provided to a household as soon as possible after the household enters a shelter, a transitional housing program, or an unsheltered setting. A focus on rapid exit approaches is built upon the recognition that many people who experience homelessness can effectively resolve their own homelessness independently or with very limited help. By utilizing strengths-based, housing-focused case management, rapid exits can be facilitated for households that would not likely be prioritized for a housing intervention such as rapid re-housing or supportive housing, both of which involve deeper and longer-term rent assistance.

Rapid exit approaches often take the form of housing-focused services intended to help the person identify ways to exit homelessness quickly and, when possible, without utilizing homelessness-dedicated resources. Even when the exit does not occur quickly, attempts at resolving a person's housing crisis with housing-focused services should continue. Depending on the community and funding streams, limited short-term financial assistance may also be used, when necessary, to facilitate returns to housing.

Definition of Success

Housing Problem Solving success can be defined on a process or outcome level.

1. Process/Diversion success: The process of offering Housing Problem Solving is successful when a staff person and a participant work together to identify one or more options for self-help to resolve the housing crisis and the HPS staff has provided appropriate services or resources to support the resolution within one

week of first contact with Coordinated Access (including referrals to other resources.)

- a. HPS Resolution/Solution identified and Action Plan written within one (1) business day of initial incoming call.
2. Outcome successes: The HPS solution is successful when the provision of HPS services and supports has within 30, 60, 90 days resulted in:
 - a. Diversion - A participant who was at risk of homelessness finding a place to safely stay and avoiding homelessness/getting onto the By Name List.
 - b. Rapid Exit - A participant who was literally homeless getting rehoused without an additional resource from the Crisis Response System and being removed from the By Name List.

Measurable Outcomes

The following measurable outcomes will be documented and evaluated in monthly, quarterly, bi-annually, and yearly reports.

1. Instances of individualized engagement (quantitative and qualitative).
 - a. Demographics and engagement information on all HPS participants will be gathered. This information will help us understand which people are requiring more support, and what supports are in the highest demand in our community during a given timeframe.
2. Reduction in the community shelter waitlist
 - a. We will compare 2020 community shelter waitlist numbers to the 2021 community shelter waitlist numbers for the same month in both years.
3. Client Satisfaction Survey
 - a. The client will be asked to complete a three (3) question survey once engagement is completed. Scoring for the survey is on a scale of one (1) to five (5) for each question. One (1) means the client strongly agreed, and five (5) the client strongly disagreed. A lower overall combined score will reflect that the client was satisfied. An overall higher score means the client was not satisfied.
4. Average length of time between the initial call and connection to services.
 - a. This information will be recorded in HMIS as an entry and exit into the program. The metric would be one (1)-seven (7) days to be considered rapid diversion. Anything over seven (7) days would not be considered rapid diversion.
5. Utilization of community resources
 - a. The number of clients who used flexible funds or other CoC based resources versus those that were diverted and remained in housing at no cost will be tracked in HMIS.
6. Housing Stability at 30, 60 and 90 days.

- a. Housing stability will be assessed by re-entry into the Coordinated Entry System at 30, 60, and 90 days. No re-entry into CE System will be considered a positive outcome.

Components of Housing Problem Solving

1. HPS Conversation: All Housing Problem Solving will begin with a conversation designed to unearth potential alternatives to homelessness that could, temporarily or permanently, resolve the participants' housing crisis. The goal of this conversation is to explore safe housing options, even if temporary, and to connect the household to community supports and services. Ideally, the initial Problem-Solving conversation will occur before an individual or family becomes homeless so that an episode of homelessness can be prevented. If homelessness cannot be prevented, the provider should have staff who are equipped to continue the conversation until the household has been re-housed, using all available resources. A conversation guide is available; however, the guide is not a form and is not intended to be completed in the same way for every participant. Training to conduct this conversation, including safety screening and planning, will be offered regularly.
2. Other HPS supports: In some cases, the conversation will be the only support necessary to identify and support a potential resolution that the participant can pursue. If additional support is needed, staff conducting HPS may offer one or more of the following additional supports:
 - a. Referrals to other programs or services that the participant can access that will support a resolution, including but not limited to public benefits, employment and educational services, child care, health care, mental health services, substance use treatment services, legal services, and/or domestic violence (DV) services
 - b. Conflict resolution/mediation with landlords/property managers, friend or family members, with participant's permission
 - c. Housing search/housing location assistance to help a participant seek appropriate housing on their own
 - d. Flexible Funds to support a specific resolution opportunity. Specific requirements regarding flexible funds including eligible expenses, caps and other requirements are described below.

Locations Where HPS May Be Delivered

Housing Problem Solving may be delivered in a variety of settings. In Lucas County HPS is intended to be offered throughout the Housing Crisis Response System, especially as connected with Coordinated Entry, and among a broad array of community and mainstream agencies.

Delivering Housing Problem Solving within Coordinated Entry

The techniques associated with Housing Problem Solving, including problem solving conversations and support for alternative housing resolutions may be used throughout the system and at other times, by case/care managers, navigators, and others.

As a focus of this expansion, however, HPS as a discrete intervention will be focused on people who are at immediate risk for entry into the system or who are newly homeless, and those who are in a shelter on the current By Name List who are not likely to receive another resource.

As system practice, HPS will always be offered at least once when a participant is first identified as needing assistance and before a participant is assessed for other system resources using the Coordinated Entry Assessment process. It should also be continuously available after a participant has been assessed and not assigned to another resource until they receive a system resource, or are housed or lose contact. Once changes are made to the Coordinated Entry assessment, for some participants HPS may be the primary or only resource that is available to them after assessment, and this should be communicated clearly.

1. HPS at First Connection: Prior to Assessment

All people initially seeking housing crisis services will be offered an HPS conversation.

- a. Approach and key messaging for literally homeless: If the participant is literally homeless, HPS will be offered after determining homeless status, using the Coordinated Entry guidelines. Staff's initial message to the participant must include that the crisis response system has very limited shelter and housing resources and is unlikely to be able to help the participant in a timely fashion but that the staff person can help them to determine what options they may have right away and may assist them to secure an option immediately.
 - i. With resolution: If one or more potential resolutions is identified with someone who is literally homeless, staff will work with the participant

to develop a plan to pursue the resolution and will offer necessary assistance, including referrals, conflict resolution, housing search support and/or flexible funds (following the guidelines).

If one or more potential resolutions is identified the staff person will not conduct a new participant assessment. The staff person will ensure that the participant has the information they need to proceed with the resolution and will message that they can return if they need more Problem Solving assistance.

Staff will complete HPS Resolution Plan and enter appropriate data into HPS HMIS Project.

- ii. Without resolution: If no resolution is identified, and the staff person is a qualified assessor, the staff person may then offer an assessment immediately, schedule a time in the future to conduct an assessment, or may connect the participant to another person or site that does assessments. Whether or not a resolution is identified, if the participant will not be in a safe alternative that evening the staff person will also offer information about shelter availability.
 - b. Approach and messaging for those at imminent risk: If a participant is at imminent risk of becoming immediately homeless, an HPS conversation will be offered to identify ways to stay in their current situation if this is safe, or to move to an alternative situation. In addition to the conversation, HPS staff may offer referrals and, if time permits, conflict resolution/mediation. In order to ensure that HPS is always available to those literally homeless, unless the entity conducting HPS has specific resources targeted for those at imminent risk, financial assistance will be prioritized for those who are literally homeless. If no resolution is achieved, the participant will be told that they can return if they identify a potential option, or if they are unable to secure an option they may return for a further conversation and potentially an assessment.
2. Housing Problem Solving after Assessment:
- a. At this time, once someone has been assessed, they are entered onto the By Name List and may be offered system resources such as Rapid Rehousing or, if in the highest scoring group, Permanent Supportive Housing. Until such time as the assessment process is reformed and people can be told in real time that they are or are not prioritized for a system resource, all persons will be told that they may be contacted if a resource is available but that there is no guarantee that they will receive housing support. They should be told that

they may return (or call again) for Housing Problem Solving assistance at any time.

3. Housing Problem Solving for those on By Name List:
 - a. Due to the significant number of people on the BNL, HPS should be offered to those currently on the BNL who are unlikely to receive another resource, as funding for staff and support is available.

Venues for Housing Problem Solving

1. Housing Problem Solving by 2-1-1:
 - a. 2-1-1 operators will conduct initial HPS conversation with callers seeking housing crisis response system assistance. 2-1-1 HPS specialists will offer the HPS conversation to all individuals calling in who seek assistance with housing. Callers can either accept or refuse HPS conversation. If caller accepts HPS conversation, 2-1-1 operator will complete an HPS Resolution Plan with them and, if appropriate, identify a resolution that requires Flexible Funds. If Flexible Funds are appropriate, the 2-1-1 operator will complete a Recommendation Form and DFA and send to HPS Manager at TLCHB. All data from callers who accept any form of HPS will be documented in the HPS Project in HMIS.

2-1-1 will continue to refer those at imminent risk of homelessness to relevant resources such as food, utility assistance, rental assistance, landlord-tenant mediation, eviction prevention and emergency financial assistance even if the caller does not want to complete HPS.

2-1-1 will continue to refer literally homeless persons to Coordinated Entry. Literally homeless individuals can also participate in HPS, either as a form of diversion from a shelter or rapid exit from a shelter..

All HPS interactions that take place at 2-1-1/Coordinated Access will include a Housing Resolution Plan and/or a Request for Flexible Funds within seven days of initial contact.

- b. HPS may be initiated over the telephone and, during the COVID-19 or any other public health crisis or emergency, HPS may be delivered exclusively by phone. Efforts to collect documents and to provide financial assistance that avoid in-person contact may include scanning and texting or emailing documents, mailing resources, or dropping off documents or resources in locations where staff and participants do not need to meet in person. Agencies conducting HPS by phone must ensure that all necessary steps

are taken to reasonably ensure that the participant's situation is accurate and requires assistance and that the person or entity receiving the assistance is the intended beneficiary and will put that assistance toward ensuring a housing resolution for the participant.

2. Housing Problem Solving with an Outreach Worker:
 - a. Outreach workers will contact the Coordinated Entry Specialist at Coordinated Access/211 on behalf of the participant and complete HPS through the Coordinated Entry process.
3. Housing Problem Solving in an Emergency Shelter
 - a. Shelter staff onsite trained on HPS will be available for the initial HPS conversation or can connect to Coordinated Access for HPS conversation. Participants may be eligible for HPS if the participant is not eligible for RRH/PSH or if participant is at risk of being exited from shelter within 30 days with no identifiable solution.

Privacy and Comfort

All HPS conversations should be conducted in as private a setting as possible to ensure confidentiality and to maximize the participant's comfort. Participants should receive informed consent and understanding of rights and confidentiality with either a signature or verbal affirmation of understanding. Participants verbally affirm consent to participate in HPS and verbally consent for their information to be entered into HMIS and shared with partners within the system.

Safety Screening and DV/Human Trafficking Resources

All staff conducting HPS will be trained in safety screening and safety planning.

- During Initial Conversation: Safety screening must be part of the initial conversation and key questions designed to determine if someone may be a survivor is part of the Conversation Guide and training. Anyone who at this point is identified as a survivor should be offered DV/Human Trafficking resources. If the person who is a survivor declines these resources, and the housing problem solving conversation continues, safety planning should be part of any resolution plan.
- As Part of the Exploration of Options: For all participants, whether identified as survivors or not, all potential resolutions should be screened through the lens of safety. This includes ensuring that the person feels safe with the option selected and, if they have identified any safety concerns, specific plans have been made to address those concerns. Survivors who can safely stay where they are or obtain secure housing with assistance may be eligible for financial assistance and/or legal assistance and advocacy from a DV agency which have Housing First funds.

Timeframe for Problem Solving

Housing Problem Solving is not ongoing Navigation or case/care management. It is intended to be a short-term service and most resolutions should be completed within an anticipated one to three visits/conversations over a 30-60 day period. Continuation after four or more sessions or after 60 days should be approved by a supervisor.

Required Documentation

All providers of HPS will be provided with forms to guide and document the conversation and Resolution Plan, and to request and track Flexible Funds. (See Appendix A)

- Form 1: Conversation Guide and Resolution Plan
- Form 2: Flexible Funds Recommendation Form
- Form 3: TLCHB DFA/Request for Funds

Additional forms and requirements may be created as funding streams are identified and committed to this intervention.

Flexible Funds

Flexible Funds should be used when, in the course of a Housing Problem Solving Conversation or Session, staff assesses and determines that an individual/family would avoid homelessness and/or immediately truncate a homeless episode, would not require ongoing support (housing navigation, case management, rapid rehousing interventions), and other resources are not an option or are currently unavailable.

Appropriate Usage of Flexible Funds

These reasons must be documented on the Flexible Fund Recommendation Form, including how they were confirmed.

1. *Flex funds are not the primary HPS solution or are always offered.* Many HPS resolutions can be reached without the need of flex funds. In exploring options with a participant, flex funds should not be presented as the primary service of HPS nor specifically offered unless it is clear that flex funds are needed to secure the resolution under consideration.
2. *Flexible Funds for interim needs only.* Flexible funds are intended to cover costs that are necessary to achieve an immediate resolution and may cover some interim household needs or bridge a financial gap while more permanent resources are

secured. HPS staff should always seek alternatives to Flex Funds for ongoing needs such as food, childcare, transportation, utilities, etc. HPS staff should help participants develop and implement plans to secure needed resources, including income from benefits for which participants qualify. Flex funds should be issued with the intent to cover anticipated needs over no more than 30 days at a time. For anticipated needs beyond 30 days, referrals to other resources should be made.

3. *Eviction Prevention assistance only available in limited cases:* Rental assistance payments should not be made for existing housing in order to cover back rent or prevent eviction, unless:
 - a. The person or household does not qualify for any other eviction prevention assistance, as verified by HPS staff contacting third parties offering such assistance or consulting their written guidance; (typical reasons a person may not qualify may include that they have previously used the resource and there is a time-limit or cap or they are not in a qualifying subpopulation.)
 - b. The person does qualify but other programs do not have sufficient resources at the time of need or the process would take too long and the opportunity to preserve the housing would be lost.

Third-party or Trackable Expenditures

Flex funds may be directly paid to a third party such as a landlord, utility company, moving company or other vendor, or, in cases in which the funds will be used for specific needs such as food or transportation, may be provided to the participant through a trackable means such as a gift card. Under no circumstances are flex funds provided in cash or in a direct payment to the participant, even as reimbursement.

Direct Assistance

Grocery/Gas Cards will be distributed by the HPS Outreach Liaison to the participant's caseworker or, if participant is not working with a caseworker, directly to the participant.

Eligible Expenses

Flex Funds are intended to be flexible and cover a wide range of potential costs that could be used to secure a housing resolution. In general, expenses should be kept to the minimum needed to resolve the situation. Potential usages of Flexible Funds can be found in Appendix B.:

Flexible Funds Limits

As stated above, Flexible Funds are expected to support successful resolutions and are not intended to be used for expenditures for a period of greater than 30 days. Amounts offered will vary based on the type of resolution, the household needs, and the ability to

cover costs with other financial or in-kind resources. Specific maximums and restrictions on use may be set by funding sources, but in the absence of such caps, Flexible funds should be used sparingly and tracked closely.

Limits: [HPS Max Allowable Flex Spending](#)

Additional guidance that applies to flex funding limits include:

- Rental payments and deposits:
Unless approved by an HPS Manager, costs associated with past or current rent or deposit should not exceed two (2) times the Fair Market Rent for the unit being covered, to allow for a one-month deposit and first month's payment. Note that any payments approved for rent or deposit must include a lease or written occupancy agreement.
- Other Flexible Assistance:
Unless approved by HPS Manager, flex funding for resolutions that do not involve rental payments or deposits should not exceed Max Allowable Flexible Spending based on family size within one year of engaging with HPS.

Exceptions to these limits may be made on a case by case basis and must be approved by the Executive Director of TLCHB. If a participant returns for additional assistance, they may be supported again but the Problem Solving staff should follow the instructions under the Second Request section below.

Second or Additional Requests

If Flex Funds are requested for the second time (or more) for the same household/participant, a discussion between the recommending staff and their supervisor must occur prior to approval and is noted on the recommendation form.

Note that some expenses, such as rental application fees, or support to a family member during a crisis period, may be needed more than once and should not be seen as a sign of unwillingness or inability of the participant to follow through. In particular, for people who face racial or other discrimination in the job and housing markets, more time and multiple periods of assistance may be needed to overcome the impact of systemic racism in the availability of options.

Flexible Funds Forms and Approval Process

1. All uses of Flex Funds must include completion of the Flexible Funding Recommendation Form, which will be submitted to the Housing Problem Solving Manager for approval.
2. Submit Flexible Funding Recommendation Form along with any Direct Financial Assistance Forms.
3. Flexible Funding Recommendation Form, Request for Direct Financial Assistance Form, and any necessary supporting documents will be reviewed by the Housing Problem Solving Manager.
4. If Request for Funds and supporting documentation reflect stated need and requirements and are an appropriate use of flexible funds, funds will be released.
5. If Flexible Funds are denied, the participant has the right to appeal the denial using the TLCHB Grievance Process.

Follow up

As much as possible, staff that provide housing problem solving support to a participant who identifies and pursues a resolution should follow up at 30, 60, and 90 days after the last contact to determine whether the person or household remains in place and whether any other referrals are needed. Ongoing case management is not expected.

HMIS Data Collection

HMIS is the database that is used to collect information on homelessness in Lucas County and should, to the greatest extent feasible, be used by providers of HPS services. Given the short-term nature and potential high volume of HPS work, HMIS data collection should be kept as limited as possible while ensuring that information is available to the program operator and to the system to know:

- Who received assistance, including information about household type and demographics.
- If there was a process success (when were internal goals achieved, were the HPS staff and participant able to come up with a HPS Resolution Plan, etc).
- If there was an outcome success and if so, what type of housing outcome was achieved (diversion, rapid exit, moving from higher to lower risk factors).
- If participant was diverted from utilizing Flex Funds, shelter services, or other CoC services
- Length of time over which service was delivered.
- Participant satisfaction with process.
- Total Flexible Funds expenditures, and types of expenditures.
- Referrals made to outside resources.
- If possible, the participant's reported situation at subsequent follow ups.

HMIS data collection should include all [measurable outcomes](#) as well as the data collected routinely during calls into 211.

It will also be important for others who are delivering HPS to be able to look up a participant to determine that they are not already receiving HPS or another service from another entity.

Training

Housing Problem Solving is a skill and a technique that requires training and practice. Lucas County will make regular training available to those practicing HPS, including techniques and best practices, safety screening and safety planning; complying with these policies and any forms, procedures or other requirements that may be developed; data collection, privacy and reporting and other topics.

APPENDIX A:
Forms

- Housing Problem Solving Conversation Guide
- Housing Problem Solving Resolution Plan
- Housing Problem Solving Flexible Funds Recommendation Form

HOUSING PROBLEM SOLVING CONVERSATION GUIDE

INSTRUCTIONS: Use the questions below as a guide to work with a participant to identify potential options. Questions are offered as suggestions only; the conversation should flow naturally. If one or more solutions is identified, use the Resolution Plan (on this form) and Flexible Funds Recommendation Form if needed.

Introduction: “I’d like to help you find an immediate solution. There are limited shelter and housing options available in Lucas County, but I can help brainstorm some potential solutions to your current situation. Let’s start with where you have stayed recently.”

- Where did you stay last night?
- Do you feel unsafe where you are?
 - If with a partner or other people, follow up with questions about the situation such as “Do you feel comfortable answering questions about that right now?”
 - If so, ask clarifying questions. “Have you had any arguments with someone recently? Has someone recently hit or tried to hurt you? Do you share any financial resources with someone that concerns you?” If DV is identified, offer referrals to DV system.)
 - Note: Respect participant’s willingness to answer these questions. They are just meeting you and you may need to circle back to these after more rapport has been built:

<p>IF LITERALLY HOMELESS – “Let’s think of some ways you could have a safe place to stay tonight, maybe somewhere you have previously stayed or another place.”</p>	<p>NOT LEAVING DV – “Let’s think of what you could do to continue staying here or to find an alternative place to stay”</p>
<ul style="list-style-type: none"> ● Is there anywhere you stayed in the past that might be a place you could stay now? ● What do you think it would take for you to be able to go back? ● Do you pay any money to stay there? What amount of money do you have now? Could you work in exchange? ● Where are your personal belongings? ● Where else have you stayed 	<ul style="list-style-type: none"> ● Do you have a place to live now that you have rights to (like a lease?) ● When was the last time you paid rent? ● Have you tried to work out a payment plan with your landlord? ● Have you ever considered a roommate? ● Are you staying with family or friends right now? ● What happened that caused a

<p>recently that is not outside or in a car? Is that safe?</p> <ul style="list-style-type: none"> ● How long ago did you lose your last housing? ● What other family or friends might let you stay with them? Who else might worry about you? ● Do you have friends or family outside of Lucas County? ● If we can't help you find a place to stay, where will you stay tonight? ● Who would you contact in case of an emergency? 	<p>problem at the place you've been staying?</p> <ul style="list-style-type: none"> ● How have you tried to work things out with the people you are staying with, including offering to contribute? Is that safe for you? ● Do you have any income? What amount of money do you have now? ● When is the next time you'll have money that you could put toward the rent? ● Have you experienced this type of crisis before? How did you resolve it then? What other family or friends might let you stay with them?
<p>Are there other things about your current situation that I should be aware of, such as any pressing medical conditions, a current threat to your safety, or a new job?</p>	

First Name: _____ Last Name: _____ HMIS ID: _____

HOUSING PROBLEM SOLVING RESOLUTION PLAN

Please complete and submit to TLCHB Housing Problem Solving Manager for approval. Pending approval, a DFA Request form will need to be completed along with any required supporting documentation.

Summary of the Situation:

If one or more potential resolutions are identified, complete safety screening and move to complete the Housing Resolution Plan on the next page.

Safety Screening:

- Do you feel safe with this option? ___ Yes ___ No
 - If no, why not? _____
- Would you like information about domestic violence services? ___ Yes ___ No
- (If safety concerns) Does the abuser know where that person lives? Is it in an area that is safe from the abuser—does the abuser work nearby or would go in that area? ___ Yes ___ No
- (If safety concerns) Can I refer you to another agency for safety planning? ___ Yes ___ No

+++++

If no identified resolution, conclude conversation with statements such as:

- I am sorry we weren't able to find a solution that works for you today. You are always welcome to return to discuss options with me or my colleagues.
- I am going to now move on to do an assessment with you. This assessment may take up to XX minutes. Do you have time for that now and want to go ahead?
- I am going to give you with some referrals that may be helpful (make sure participant receives electronic or hard copy of referral information)
- Is there anything else I could do with you right now that would be helpful for you?

HOUSING RESOLUTION PLAN

Primary Solution Recommended <input type="checkbox"/> Flexible Funds		
Action(s) Steps for Participant	Action Steps for Staff	When?
Alternate Plan Solution:		
Action(s) Steps for Participant	Action Steps for Staff	When?

1. ~~Referral Information, if any (service provided, agency name, location, hours of operation, etc.):~~

2. ~~Documents Needed and for what Purpose (if any)~~

3. ~~Problem Solving Staff Contact Information:~~

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

HPS Screener Risk Level: _____ HMIS # _____

HOUSING PROBLEM SOLVING RESOLUTION PLAN

Please complete and submit to communications@tlchb.org for approval. Pending approval, a DFA Request form will need to be completed along with any required supporting documentation.

Summary of the Situation:

Is household homeless or at risk of homelessness in the next 30 days?

(https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf)

Describe the household's current income/lack of income:

Describe the household's current hardship:

Describe other referrals that were explored but are not possible at this time:

What is the specific situation Housing Problem Solving Flexible Funds are intended to address:

Describe how use of flexible funds will address the housing situation moving forward:

If one or more potential resolutions are identified, complete safety screening and move to complete the Housing Resolution Plan on the next page.

Safety Screening

Do you Feel safe with this option? Yes No

If now, why not?

Would you like information about domestic violence services? Yes No

(If safety concerns) Does the abuser know where that person lives? Is it an area that is safe from the abuser/Does the abuser work nearby or would go in that area? Yes No

(If safety concerns) Can I refer you to another agency for safety planning? Yes No

+++++

If no identified resolution, conclude conversation with statements such as:

- I am sorry we weren't able to find a solution that works for you today. You are always welcome to return to discuss options with me or my colleagues.
- I am going to now move on to do an assessment with you. This assessment may take up to XX minutes. Do you have time for that now and want to go ahead?
- I am going to give you with some referrals that may be helpful (make sure participant receives electronic or hard copy of referral information)
- Is there anything else I could do with you right now that would be helpful for you?

HOUSING RESOLUTION PLAN

Primary Solution Flexible Funds Recommended <input type="checkbox"/>		
Action(s) Steps for Participant	Action Steps for Staff	When?
Alternate Plan Solution:		
Action(s) Steps for Participant	Action Steps for Staff	When?

Referral Information, if any (service provided, agency name, location, hours of operation, etc.):

Documents Needed and for what Purpose (if any)

Problem Solving Staff Contact Information:

Participant Signature: _____ **Date:** _____
Staff Signature: _____ **Date:** _____

**HOUSING PROBLEM SOLVING
FLEXIBLE FUNDS RECOMMENDATION FORM**

Please complete and submit to TLCHB Housing Problem Solving Manager. A DFA will need to be completed along with any required supporting documentation.

Participant Name: _____ **HMIS ID:** _____

Describe situation, planned resolution, and role of flex funds in supporting successful resolution:

Example: Participant was staying with mother until two days ago, when she left and has remained in her car. Participant will return to stay with her mother. I have spoken to the mother who is willing to have her come back if she contributes to the household expenses and they can reach agreements on how to share the living area. Participant has agreed to rules for sharing the space and program will contribute \$150 grocery card to cover participant food costs this month. Participant will follow up on referrals for employment services:

Expense Type and Amount Gift Card/Flexible Resource to Support a Resolution:

Person whom the expense is intended to benefit:

- Participant
- Landlord
- Other: _____

Notes (describe how intended beneficiary has been notified):

Third party payments –Complete all that apply

- Housing Deposit

- Rent Payment
- Utility Payment
- Certification or License Payment, describe: _____
- Car Insurance, repair, or other car related payment, describe: _____
- Travel expenditure (bus or train ticket) describe: _____
- Other, describe _____

Conditions for Assistance

- If flex funds are to pay deposit or rent costs to remain in a current unit or to rent in a new unit, adequate income to pay rent or a plan to sustain housing has been discussed with participant.
- If flex funds are to pay deposit or rent, a copy of the lease or occupancy agreement is attached
- If flex funds are for past-due rent to prevent eviction, the assistance cannot be funded by an alternate source in a timely fashion: i.e. Salvation Army, Lutheran Social Services, etc. Describe efforts made to cover costs from another source including who spoken to (or determination that participant is not eligible for another source):

Staff Signature: _____ Date: _____

HPS Manager Approval: _____ Date: _____

- This participant has previously received assistance within the last year and is being recommended for additional assistance. Supervisor and staff have discussed the situation. Supervisor's conclusion and any additional steps required to approve expenditure.

Supervisor Approval: _____ Date: _____

HPS Manager Approval: _____ Date: _____

APPENDIX B:
Flexible Funds Detailed Guidance

FLEX FUNDS GUIDANCE *(This is subject to change as funding/resources allow.)*

	Alternate Resources	To Demonstrate Need	Documentation to Be provided by participant	Items per Household
Gaining or Retaining Housing or Employment				
Grocery Cards	Sign up for SNAP Referral list of food banks	Self-identify Contingent on other housing needs	Demonstrate how food insecurity is linked to housing stability.	\$100/month per household (max 3 in 12 month period)
Gas Cards	OMJLC: WIOA (or Career Services if someone is not interested in training)/CCMEP (Youth)	Self-Identify	Demonstrate how transportation is related to housing stability.	\$100/month (card for gas only)
Certificates or licenses to work	OMJLC: WIOA/Career Services/CCMEP (Youth)	Demonstrate how transportation is related to housing stability.	Proof of employment/ requirements	
Car Repair	OMJLC: WIOA/Career Services; Prevention, Retention, Contingency	Demonstrate how transportation is related to housing stability.	Two quotes. W-9 from shop.	Max: \$500
Household Appliances	Pathways	Demonstrate how transportation is related to housing stability	Evidence that realty company does not provide for any	Limited to: appliances listed in housing quality standards
Furniture	Epworth	Demonstrate how transportation is related to housing stability	Discussion with HPS Specialist to determine need	Gift certs to ReStore? Relationships with businesses?
Pest Extermination/ Health and Safety Concerns (ex: black mold?)		Demonstrate how transportation is related to housing stability	Inspection by housing mgmt or licensed inspector Quote for extermination/mitigation Health Department decree	

Temporary Storage		Demonstrate how storage is related to housing stability	Eviction/lease termination Quote/invoice	90 days
Essential minor repairs to make a living space habitable	Ability Center Something from the County (Gina?)	Demonstrate how transportation is related to housing stability	Quote from licensed contractor/repair	
Transportation Vouchers/ Passes		Demonstrate how transportation is related to housing stability		TARTA Monthly Pass: \$60 (Disabled/Senior is cheaper - fill out application with participant)
Costs for birth certificates/ Documentation		Demonstrate how transportation is related to housing stability		BC: \$25 One time per individual. Each individual in household can qualify for one replacement of a vital document.
Housing Related Costs				
Housing Application Fees		Demonstrate how transportation is related to housing stability	Copy of Application W-9 from Rental Business/Proof of Ownership	As needed until housing is attained
Credit Checks		Proof of requirement	Proof of requirement	As needed until housing is attained.

Rental Deposits	Zepf Center COHHIO	CW/HPS Specialist should work with participant to ensure ability to pay future rent.	Copy of Lease W-9 from Rental Business/Proof of Ownership CW/HPS Specialist should work with participant to ensure ability to pay future rent.	Security deposit plus up to one additional month rent if required by landlord
Rental Assistance	Emergency Rental Assistance Zepf Center COHHIO	CW/HPS Specialist should work with participant to ensure ability to pay future rent.	CW/HPS Specialist should work with participant to ensure ability to pay future rent. Notice of past due rent Statement/bill Copy of Lease W-9 from Rental Business/Proof of Ownership	One month, one time. Only if does not qualify for outside programs. Amend to: up to three months of rental assistance. Must demonstrate inability to utilize other community resources. Participant should be able to demonstrate ability to pay moving forward.
One Month Rent on New Unit	Zepf Center COHHIO	CW/HPS Specialist should work with participant to ensure ability to pay future rent.	Copy of Lease W-9 from Rental Business/Proof of Ownership	Participant should demonstrate ability to be able to pay for apartment past one month.
Utility Deposit	Zepf Center COHHIO	CW/HPS Specialist should work with participant to ensure ability to pay future utilities.	Statement from Utility Company	Full deposit
Utility Payment	Pathways Zepf Center COHHIO	CW/HPS Specialist should work with participant to ensure ability to pay future utilities.	Past Due Notice from Utility Company	

Costs related to moving to another Community				
Bus Ticket		Solution identified during HPS Conversation	Verify destination.	One time
Train Ticket		Solution identified during HPS Conversation	Verify destination.	One time
Shipping Costs		Solution identified during HPS Conversation	Invoice/Quote	One time
Travel Incidentals				\$25/individual (to be developed)
Other				
Other Needs as Identified		Solution identified during HPS Conversation Demonstrate how transportation is related to housing stability	Supporting Documentation and Approval by HPS Manager and TLCHB Executive Director	

- WHAT IS FORWARD TOLEDO?** A Comprehensive Land Use Plan that guides future development in Toledo.
- WHY DO WE NEED A PLAN?** Land is a limited resource and should be planned for the greatest public benefit.
- WHO IS INVOLVED?** You, city planning staff, committee members, and all Toledoans.
- HOW CAN WE PARTICIPATE?** Attend public meetings, visit us at local events, interact on social media, and take our online surveys.
- WHAT ARE THE END GOALS?** Provide guidance for development, prioritize City policies, and fund new projects.

FORWARD TOLEDO is organized into **FIVE** themes. Each theme focuses on key topics:

 <p style="text-align: center; font-weight: bold; color: white;">MOVE</p> <ul style="list-style-type: none"> • Transportation • Connectivity • Accessibility 	 <p style="text-align: center; font-weight: bold; color: white;">PLACE</p> <ul style="list-style-type: none"> • Housing • Neighborhoods • Economic Development 	 <p style="text-align: center; font-weight: bold; color: white;">PLAY</p> <ul style="list-style-type: none"> • Recreation • Social Activity • Tourism 	 <p style="text-align: center; font-weight: bold; color: white;">BUILD</p> <ul style="list-style-type: none"> • Development • Placemaking • Building Preservation 	 <p style="text-align: center; font-weight: bold; color: white;">SUSTAIN</p> <ul style="list-style-type: none"> • Green Space • Rivers & Lake Erie • Food Access
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Each theme includes strategies to make Toledo a better city for residents, businesses, and visitors.



NEXT STEPS:
 Visit us online: toledo.oh.gov/forward
 Take the online surveys and attend public meetings to share your ideas!

CONTACT US:
 Toledo - Lucas County Plan Commissions
 One Government Center, Suite 1620
 (419) 245-1200
Forward@Toledo.oh.gov

Participation Agreement for Coordinated Assessment

- Coordinated Assessment is a combined effort of several homeless services providers. Coordinated Assessment helps find the best matching services for a household experiencing homelessness.
- Coordinated Assessment requires certain information and documentation from you in order to determine your eligibility for participating programs. More information may be required by the specific program you are referred to. Some commonly required information includes:
 - Photo identification
 - Custody of dependents/children
 - Recent income and non-cash benefits
 - Recent housing expenses
 - Lease, notice to vacate, court records, and amount owed
 - Criminal history and Youth Services involvement
 - Housing history, including foster care, evictions and homelessness
 - Credit history, including debts currently owed, judgments and restitution ordered by court
 - Presence or absence of disabling condition, including chronic health conditions, mental health, and substance abuse
- Based on your eligibility and program capacity, you may be referred to Rapid Re-Housing, Transitional Housing, or Permanent Supportive Housing programs. Information you provide to Coordinated Assessment may be communicated to any programs you are referred to.
- If you wish to appeal the eligibility determination or referral made by Coordinated Assessment, you may do so by contacting the Director of Community Outreach Services for United Way 2-1-1, Erin Goff, at 419.254.4611. You may be required to submit your appeal in writing to 424 Jackson Street, Toledo OH 43604.

Please confirm the following statements by writing your initials in the blank

- _____ This form was read by me or to me
- _____ I consent to participate in Coordinated Assessment as described above
- _____ I understand and agree to provide necessary information and documentation
- _____ I consent to have eligibility information shared and discussed between Coordinated Assessment and programs I may be referred to

Client Full Name: _____

Signature: _____ Date Signed: _____

Staff Witness: _____ Title: _____

Signature: _____ Date: _____

Toledo Lucas County Continuum of Care: Coordinated Entry Referral Process

Prepared by:

Carl Sutherland, HMIS Administrator, Toledo Lucas County Homelessness Board

Referral Components

The referral process begins with Coordinated Entry and continues with the TLCHB Homelessness Board (TLCHB) making a referral to a housing program for assistance. There are numerous components to the CoC's housing referral process that occur within TLCHB.

The following is an overview that provides the referral components. Additional details can be found in the subsequent sections of this manual.

1. Initial Contact
2. Determining Eligibility
3. Program Eligibility & Level of Assistance
4. Participating Project List
5. Referral Approach
6. Referral Communications & Tracking
7. Rejection Protocol
8. Referral Process for DV Victims
9. Referral Process for Veterans
10. Referral Process for Unaccompanied Youth

Initial Contact

Coordinated Entry: serving as the single, centralized point for access/entry

- 2-1-1 United Way
 - a. Individual calls 2-1-1: they can call 24 hours a day.
 - b. Community Navigation Specialist (CNS) assesses adult only household/households with children, determining their eligibility for shelter.
 - i. If eligible, CNS will conduct the necessary pre-screen, and send information to CE. For this, the Refer database is utilized.

- ii. If ineligible, CNS makes any other appropriate referrals.
- c. CNS verbally confirms family is stable for the night.
 - i. If so, they are told that CE will contact them within 1 business day.
 - ii. If not, a 2-1-1 supervisor is contacted, and subsequently contacts the CE staff on call. If it is an adult only household, outside shelters are given, and CE staff contacts the client back as soon as possible.
- d. When CE is given the information, CNS then transfers their information onto HMIS
- e. A call is then made to the client in order to complete housing crisis assessment and explain shelter process
 - i. If permission was previously given, CE staff will leave a message explaining the process.
 - ii. If CE staff is able to speak with client, assessment is completed, and CE gives any other referrals clients may need.
 - iii. If CE staff is unable to leave message, a follow-up is scheduled, and the client is contacted 3 times.
 - iv. Clients remain on list, until they either have refused shelter, or CE staff has attempted contact twice after housing crisis assessment has been completed.

Determining Eligibility

In TLCHB, one of the tools that the CoC uses to determine level of housing assistance is the SPDAT. The SPDAT/housing assessment is completed with the person in a housing crisis.

- *The Service Prioritization Decision Assistance Tool (SPDAT)*
Housed within all of participating shelters, as well as most of the Community Mental Health Centers, are Re-Housing Specialists. These specialized case managers are trained in the variations between Housing Programs within the community as well as the SPDAT.

The SPDAT (for individuals) takes into account 15 different domains. The Family SPDAT (F-SPDAT) takes into account 20 domains to determine the family's housing acuity. The SPDAT/F-SPDAT prioritize both housing type as well as housing priority. This tool provides an evidence based assessment of the client's housing preparedness. TLCHB

also considers the amount of time spent in shelter or on the streets within the referral process; this ensures the community minimizes the duration of homelessness.

Re-Housing Specialists utilize other case management expertise, case file documentation, and in depth interviewing techniques to complete the SPDAT or the F-SPDAT.

From the various remote access points for SPDAT re-housing assessments, all community SPDAT numbers and information are given to the TLCHB's Communication & Data Specialist to be compiled into a Community SPDAT list. Referrals to appropriate housing programs are coordinated from this list.

- *Community SPDAT List*

The Community SPDAT List is another tool that is used to determine client eligibility. The TLCHB Communication & Data Specialist is responsible for monitoring and maintaining the Community SPDAT Lists. The entries on the Community SPDAT List represent those individual/families who have obtained their required re-housing documents, completed a SPDAT, and are currently homeless. The entries contain the head of household's HMIS number, the SPDAT score, the date the SPDAT was completed, and the number of weeks on the Community SPDAT List.

The Community SPDAT List is distributed to all shelters, Community Mental Health Center, housing programs, CE staff, and outreach workers who have been SPDAT trained. This allows them to track their clients. When a person is referred to a housing program, the TLCHB Communication & Data Specialist documents the referral on spreadsheet and includes which agency and program the person is referred to. The TLCHB Communication & Data Specialist maintains two spreadsheets; 1) the referral spreadsheet which includes agency and recommend programs; 2) spreadsheet of all SPDAT Lists.

Referral Approach

The TLCHB CoC uses a cohesive referral approach. When a referral is made, an email is sent to all parties involved which allows each agency to see what other case managers and supports the referral may have. Case conferences occur frequently to ensure a warm handoff.

Case conferences should include every agency the referral is receiving services from. Examples may include the referring agency, the receiving agency, Children's Services, TLCHB, Community Mental Health Centers, etc. Utilizing case conferences allows all agencies to identify and discuss the referral's barriers and ultimately serve the person more efficiently.

Housing Program Eligibility & Level of Assistance

Within the TLCHB CoC, there is a range of housing programs available to persons experiencing homelessness. The programs range from offering short-term assistance to long-term assistance. The TLCHB CoC honors the referral's choice regarding a specific agency or program type, whenever possible. The TLCHB Communication & Data Specialist is advised when a referral requests alternate placement or program. Each program has eligibility requirements and provides a different level of assistance. Below are the eligibility requirements for each housing program:

- *Short-Term Rapid Re-Housing:*
 - a. Currently homeless
 - b. Obtained all required re-housing documents
 - c. Completed SPDAT
 - d. SPDAT score between 20-34 for single adults; 35-60 for families
- *Medium-Term Rapid Re-Housing:*
 - a. Currently homeless
 - b. Families only
 - c. Obtained all required re-housing documents
 - d. Completed SPDAT
 - e. SPDAT score in the higher RRH range
 - f. Cannot re-enter medium-term RRH for 9 months after exiting medium RRH
- *Tenant-Based Rental Assistance (TBRA):*
 - a. TBRA is still considered a form of RRH
 - b. Currently homeless
 - c. Obtained all required re-housing documents
 - d. Completed SPDAT

- e. SPDAT score on the higher end of the RRH range
- f. Cannot have been in the TBRA program previously
- *Permanent Supportive Housing (PSH):*
 - a. Currently homeless
 - b. Obtained all required re-housing documents
 - c. Completed SPDAT
 - d. SPDAT score between 35-60 for singles; 54-80 for families
 - e. Have a disability documented on a housing impairment form

Below are the services provided by each type of program:

- *Short-Term Rapid Re-Housing (RRH):*
 - a. Security deposit
 - b. Outstanding utility debt (up to 6 months)
 - c. \$2,400.00 stipend for rent
 - d. Ongoing case management and wrap around services
- *Medium-Term Rapid Re-Housing (RRH):*
 - a. Security Deposit
 - b. Up to 12 months of rental assistance
 - c. Up to 6 months of past utility debt
 - d. Ongoing case management and wrap around services
- *Tenant-Based Rental Assistance (TBRA):*
 - a. Security deposit
 - b. Utility deposits (for gas and electric)
 - c. 12 months of rental assistance
 - d. Utility allowance when housed
 - e. Ongoing case management and wrap around services
- *Permanent Supportive Housing (PSH):*
 - a. Security deposit
 - b. Outstanding utility debt (up to 6 months)
 - c. 12 months or more of rental assistance
 - d. Ongoing case management and wrap around services

Disclosure: The Coordinated Entry Process complies with the non-discrimination requirements of the Fair Housing Act, which prohibits discrimination in all housing transactions on the basis of race, national origin, sex, color, religion, disability status and familial status. This also includes protection from housing discrimination based on source of income. Additional protected classes under state law include sexual orientation (including gender identity), marital status, military

discharge status, age (40+). Agencies cannot preference any protected class unless allowed by statute/regulation, or written waiver from their funding or regulatory body (i.e. U.S. Department of Housing and Urban Development).

All Authorized User Agencies who enter into an MOU for the Coordinated Entry Process agree to take full accountability for complying with Fair Housing and all other funding and program requirements. The MOU requires User Agencies to use the Coordinated Entry Process in a consistent manner with the statutes and regulations that govern their housing programs.

The TLCHB CoC will request from each Authorized User Agency their tenant selection plan and any funding contract that requires or allows a specific subpopulation of persons to be served. For instance, Housing Opportunities for Persons with AIDS (HOPWA) programs will show funding contract, or a single-gender program must produce its HUD waiver. The TLCHB CoC in accordance with the Fair Housing Act also recognizes that a housing provider may seek to fulfill its “business necessity” by narrowing focus on a subpopulation within the homeless population. The Coordinated Entry Process may allow filtered searches for subpopulations while preventing discrimination against protected classes.

Participating Project List

It is critical to determine housing program availability before making a referral. TLCHB’s Communication & Data Specialist is responsible for monitoring housing program availability.

The TLCHB Communication & Data Specialist communicates weekly with the multiple housing programs to inquire about availability.

After the housing programs have communicated the availability for the week, the TLCHB Communications & Data Specialist enters that information into a spreadsheet. This spreadsheet includes the number of openings each week, the program type (RRH, TBRA or PSH) and the individual projects and any additional eligibility requirements.

A separate spreadsheet is created that has all of the Community SPDAT Lists that have been distributed complete with referral information.

Referral Communication & Monitoring

Referral Communication

After eligibility has been determined the TLCHB Communication & Data Specialist verifies that the person has all necessary documents and the SPDAT score. Then, when an opening has been identified, the TLCHB Communication & Data Specialist informs all parties involved of the referral. This is done via email as all parties can keep electronic records.

The referral email contains the following information:

- The referral date and time
- The person (identified by an HMIS number for confidentiality)
- The program type the person is being referred for
- Any relevant information or disabilities (family size, wheel chair access, etc.)
- A timeframe for the referral agency to contact the person
- How to locate the person's required documents and SPDAT

The referral email is sent from the TLCHB Communication & Data Specialist to the following parties:

- The agency currently serving the person (shelter and/or mental health provider)
- The agency receiving the referral
- The Coordinated Entry Specialist

When the referral agency receives the referral, they are given access to the client's documents and SPDAT score to verify eligibility.

Referral Monitoring

The TLCHB CoC has the ability to monitor referral progress. The TLCHB Communication & Data Specialist using electronic documentation and the HMIS data system monitors the referrals.

When a referral is made, the TLCHB Communication & Data Specialist sends an email notifying all parties of the referral. In that email there is a timeframe by which the receiving agency must contact the client, generally it is a 7-10 day timeframe. After the receiving agency completes an intake with the person, an entry is made in the HMIS data system. Additionally, there is an option in HMIS for the referral agency and the receiving agency to leave case notes documenting progress.

After 10 days the TLCHB Communication & Data Specialist will verify that the person's documents were shared correctly and check for an entry in HMIS. If the documents have been shared and there has been confirmation that the person has not been contacted the TLCHB Communication & Data Specialist will contact the receiving agency to inquire about the status of the referral. If the receiving agency is unable to take the referral, an alternative referral is identified. If the receiving agency is unable to locate a person after 7-10 days the case will be closed. The person will have the opportunity for another referral if they present as homeless again in the future.

Referral Rejection Protocol

Receiving Agency

In the TLCHB CoC, receiving agencies are permitted to reject a referral if the referral violates the agency's program policies. If a referral is rejected the person, the agency serving the person and the TLCHB Communication & Data Specialist is notified in writing of the rejection and the rationale. A rejection letter also contains that agency's grievance procedure. The person has the right to file a grievance and go through the grievance procedure within that agency. If the person wishes to escalate the grievance it is brought to either TLCHB's Executive Director or Grants Administrator.

If a solution cannot be reached and the person is still in need of housing assistance, the TLCHB Communication & Data Specialist makes every effort to identify an alternate referral agency.

Client

As mentioned previously, the TLCHB CoC does adhere to a person's choice when it comes to referrals. At the beginning of the process, the person is made aware of what program types are available for them and the eligibility requirements associated with each one. If the person has a preference for program type or agency and the person is eligible for that program or agency, the TLCHB CoC does honor that. If the person has a preference, they are informed that by limiting their referral options they may be prolonging the referral process, however if the person still has a certain preference, the TLCHB CoC honors it.

Referral Process for DV Victims

The TLCHB CoC has a process for serving a person that is fleeing from domestic violence. There are two options, one is used if the client is willing to have their

information entered into the secure HMIS data system, and the other is used if the client refuses to have their information entered into the secure HMIS data system.

Allow Information in HMIS

If a person consent to be entered into the HMIS system, they are given a consent form that they must sign. Then, the process proceeds as it usually does; a SPDAT is completed, the person is placed on the Community SPDAT List, a referral is made and agencies work together to assist the person obtaining housing.

Refuse Information in HMIS

No person is required to be entered into HMIS. If a person does consent to being entered into the HMIS system, they can be entered anonymously without providing any identifying information. In this case, either the DV shelter or the TLCHB Communication & Data Specialist will give the person an ID number, not an HMIS number. The person will have the SPDAT completed and be placed on the Community SPDAT List, using the client ID number.

When a referral is made, the TLCHB Communication & Data Specialist or the agency serving the person will fax the person's documents and SPDAT to the agency receiving the referral. This will only be communicated via fax for security. The person will be identified by the client ID number in any electronic correspondence.

If a case manager enters, a person anonymously in HMIS that case manager is responsible for tracking that person in the system.

If a person has had their information entered into HMIS and then chooses to be anonymous in that system, the HMIS Administrator is contacted to allow that person to be anonymous.

Housing Referrals for DV Victims

The agency receiving the referral is informed if the person is a DV victim or residing in a DV shelter. This allows the receiving agency to prepare a housing plan specific to that person.

Referral Process for Veterans

In order to identify all veterans in the Toledo Lucas County Continuum of Care, the Community Veterans Committee Master List Sub-group will use various sources of relevant data to compile and maintain a Master (by name) list. The following sources of relevant veterans' data have been identified. Sources shall be polled no less than every two weeks:

1. Toledo HMIS (Toledo Lucas County Homelessness Board), including data from Open Door Ministries, NPI Veterans Program (GPD), Beach House, St Pauls' Community Center Shelter & Family House Shelter
2. WSOS Community Action, including data from Outreach Sources i.e., Cherry Street Mission Ministries and Toledo Gospel, & National Church Residences (via ineligible referrals)
3. Veterans Affairs of Ann Arbor, including data from VA referrals to ADAMS House, VASH referrals and all outreach activities.
4. Verification of Permanent Housing Offer forms should be polled.

The Toledo Lucas County Homelessness Board's HMIS administrator will be responsible to maintain the Veterans' Master List. The HMIS Administrator will poll the sources of veteran data no less than every two week and update the Master List accordingly. Once updated the Master List will be securely distributed to members of the Master List Subgroup for the bi-weekly case conferencing meeting.

Not less than every two weeks, all veterans on the Master List will be discussed in the Master List Sub-group with the goal to identify barriers to permanent housing and facilitate solutions to those barriers. The HMIS administrator will lead the Sub-group through the Master list. All parties with relevant data will share updates to the veteran's status. The sub-group will identify next steps to the goal of the veteran's obtaining permanent housing and assign the next steps to a Sub-group member. The HMIS administrator will note all updates, next steps and responsible parties in the Master list.

The Master List Sub-group will report out aggregate statistics and benchmarks regularly. The HMIS Administrator will process the statistics and benchmarks no less than once monthly and report them to the Community Veterans Committee Planning Group. And the Master List Policies and Procedures will be reviewed no less than annually based on case conferencing performance.

Referral Process for Unaccompanied Youth

Currently, there are two processes for serving unaccompanied youth, the determinant being the age of the youth. For those youth between the ages of 18 to 24 years old, these youth are entered into the coordinated entry referral process described on pages 1 to 9. For unaccompanied youth under 18 years old, the youth are referred to Safety Net, a youth shelter for youth from 12 to 17 years old.

Safety Net provides temporary shelter, supportive services and life skills development lessons to youth who have left home without permission of their parents or guardians or to other homeless youth who might otherwise end up in the child welfare, mental health, or juvenile justice systems in Lucas County (Toledo), Ohio. Safety Net is designed to increase youth's safety, social and emotional well-being, self-sufficiency, and to help them build permanent connections with families, communities, schools and other positive social networks.

Youth ages 12-17 may stay (become a resident at Safety Net) if they meet one or more of the following criteria:

1. Youth are experiencing a family crisis to the point where safety, physical health or emotional health is at risk;
2. Youth who have run away;
3. Youth who have been asked to leave their residence;
4. Youth who are homeless or couch hopping from place to place;
5. Youth who are stranded in the area;
6. Youth who are being physically, sexual, or emotionally abuse and need to get help; or
7. Other situations that are a crisis for the resident (i.e. resident is lost, resident's guardians cannot be located, etc.).

Custodial consent is required for minor residents who remain in the Shelter for more than twenty-four hours. Staff will attempt to obtain consent at admission or as soon as possible unless there are reasons to delay contact with guardian.

Referrals may come from a variety of sources. Youth may just appear at Safety Net and will be assessed.

While at Safety Net, the youth will be provided with:

- **Gateway services**, providing food, shelter, clothing, transportation and hygiene-related items;

- **Assessment services and intensive coordinated case management**, ensuring youth receive assistance with emotional and behavioral health challenges while developing a plan for permanency;
- **Continuum service linkages**, ensuring the ability to provide services as a community to the target population; and
- **Follow-up/aftercare services**, providing three months of follow-up services to youth, including a plan to exit, permanent placement and personal goals.

Youth will be screened within their first two days in the shelter by staff; the results of these screens will be used to inform the service planning process, including the need for further assessment. Clinical assessment for behavioral health will be provided by staff within Zepf Center's youth services department.

Shelter staff will collaborate with the youth to develop an exit plan. Part of the exit planning process will be to ask the youth to discuss their plans for either reunification with the parents/ guardian or to consider options for a safe and stable living situation if reunification is not possible. 90 days of follow up/aftercare services will be provided for youth who receive shelter services or are provided alternative living arrangements, regardless of their length of stay in the shelter.

Recommended by Housing Collaborative Network on 14 August 2012/Approved by Toledo Lucas County Homelessness Board on 22 August 2012/
Amended version recommended by HCN on 18 October 2017/Amended by Toledo Lucas County Homelessness Board on 15 November 2017

Toledo Lucas County Continuum of Care: Recommendations for Centralized Approach to Coordinated Access/Entry

Prepared by:

Original: Terry Biel – Technology Director, Toledo Lucas County Homelessness Board
Revisions: Mike Badik – Executive Director, Toledo Lucas County Homelessness Board

What is a Centralized Approach to Coordinated Access/Entry (Centralized CE Approach)

Under a Centralized CE Approach, households may enter the system in a variety of ways. However, these all ultimately involve connecting households to a single, centralized point to receive the bulk of Screening, Diversion, and Temporary Placement services. In our community, a Centralized CE Approach is the “best fit” for Centralized CE with United Way 2-1-1 center serving as the single, centralized point for access/entry.

Emergency Shelter

Under this model, Emergency Shelters should not simply turn away walk-ins. If walk-ins present, Emergency Shelter staff should provide initial Screening to try to find a brief resolution to the household’s housing crisis. If this initial Screening does not result in a resolution to their housing crisis and the client is not in need of acute crisis services, the shelter assist the presenter to contact 2-1-1.

Phone calls to shelters for request for placement in their emergency shelter should be redirected to 2-1-1 once it has been established that they are not in need of acute crisis services.

Conversely, households determined to be in-need of emergency shelter by Coordinated Access/Entry will be referred to participating shelters. In the case of shelters using ServicePoint, Centralized CE Approach will check for capacity the emergency shelter before making a referral, and confirm availability as needed. The details of this handoff process must be arranged between Centralized CE Approach and the participating shelters collaboratively.

Diversion and Homelessness Prevention

Rapid Re-Housing, Permanent Supportive Housing and Homeless Prevention providers should direct all walk-ins and other inquiries to 2-1-1.

Households determined to be in-need of and eligible for Temporary Placement services will be referred to participating providers by Centralized CE Approach. The details of this handoff process must be arranged between Centralized CE Approach and the participating shelters collaboratively.

The centralized system will make use of a combination of United Way 2-1-1 Community Resource Navigator Specialist staff (CRNS) and two Coordinated Entry (CE) specialists. CRNS should be trained to provide the centralized Screening and to administer the modified VI-SPDAT. Once a client with a housing instability has cleared the initial Screening for safety concerns, the call should be elevated to CE specialists for Diversion and Homelessness Prevention components. These same CE specialists should provide the assessment for Diversion and Homelessness Prevention services.

Temporary Shelter

If the CE specialists are unable to divert or prevent homelessness, the CE specialists will review the modified VI-SPDAT results, the bed availability at the appropriate shelter(s), any wait list and temporary shelter criteria before authorizing a temporary shelter placement or waiting list referral. In filling an empty bed(s), the CE specialists will identify the person or family being highest on the priority at the time of the bed opening using the order of priority. When contacting the next highest prioritized person or family, the CE specialists will contact that person or head of household and offer available options. If a person or family does not choose to take advantage of any offer, the CE specialists will document the decline in HMIS. The person or family will not be sanctioned for future offers.

With an accepted offer, the TLCHB will contact the temporary shelter agency or entity and present that agency or entity with the referral. If, for any reason, a provider should determine that a referred case is ineligible or inappropriate for their programs, Centralized CE Approach and that provider must work jointly to make a more appropriate referral. The CE specialists will also provide HMIS access for the referred agency

Transportation assistance may be required in some cases, and should be budgeted appropriately.

Assessment

If a person or family has been placed in a temporary shelter, the shelter staff will perform an intake with the adult(s) in the households, noting appropriate information for entry into HMIS and review the status of required re-housing documents. SPDATs will only be conducted after the person or family has all of the appropriate re-housing documents. If there are missing re-housing documents and the person or family does not have the means to pay for some or all of the document(s), the shelter staff can assist the person or family to fill out the re-housing document applications and submit. Further, shelter staff will work with any person or family who has a member who has

been identified as having a diagnosed mental illness to secure a completed and executed Housing Impairment Form. The shelter staff will forward the form to the appropriate agency staff who will upload the copy into HMIS.

For those in hotel/motel or who choose to remain unsheltered and do not identify a mental illness at coordinated entry, the CE specialists will initiate contact with Community Health Worker (CHW). The CHW will assist the person or family to complete and submit the request for the re-housing document voucher application to the TLCHB Grants Administrator (GA) and link them to needed services. Further CHW will work with any person or family who has a member who has been identified as having a diagnosed mental illness to secure a completed and executed Housing Impairment Form. The CHW will forward the form to the appropriate agency staff who will upload the copy into HMIS.

For those in hotel/motel or who choose to remain unsheltered and do identify a mental illness at coordinated entry, the CE specialists will initiate contact with PATH. PATH will assist the person or family to complete and submit the request for the re-housing document voucher application to the TLCHB Grants Administrator (GA) and link them to needed services. Further, PATH will work with any person or family who has a member who has been identified as having a diagnosed mental illness to secure a completed and executed Housing Impairment Form. PATH will forward the form to the appropriate agency staff who will upload the copy into HMIS.

Upon approval of the voucher, the TLCHB GA will send the approved re-housing voucher(s) back to the requesting case manager, CHW or PATH staff member. For state IDs, the case manager will provide the voucher to the person or client for presentation at the Bureau of Motor Vehicles (BMV) to secure the state ID; the BMV will bill TLCHB directly for payment. For birth certificates, the case manager will secure a check(s) from his/her employer in an amount to pay for all needed household birth certificates and present them to the appropriate governmental body, either in person, electronically or through the mail. Upon receipt of birth certificates and Housing Impairment forms, the appropriate agency staff will scan and upload the scanned copies into HMIS.

After a person or family who has all of their re-housing documents for all household members and Housing Impairment form(s) if needed, a trained and approved CoC partner staff member will perform the assessment (SPDAT or F-SPDAT) preferably on-site. The shelter staff, the CHW or the PATH worker will schedule the SPDAT or F-SPDAT between the person or head of household and the trained and approved CoC partner staff member. The staff member performing the SPDAT or F-SPDAT will either upload the SPDAT or F-SPDAT in HMIS or have the appropriate agency staff upload the assessment into HMIS. Then either staff member performing the SPDAT or F-SPDAT or the shelter case manager, the CHW or PATH Worker will notify the TLCHB Communications & Data Specialist (CDS) that the SPDAT/F-SPDAT, the re-housing

documents and, if required, the Housing Impairment form has been uploaded into HMIS.

Permanent Housing Placement

Weekly, the TLCHB CDS will update the community SPDAT list. Once updated, the TLCHB Communications & Data Specialist will review the SPDAT scores, the order of priorities and any open permanent housing provider units and then make referrals for the highest ranked person or families into any open units. The TLCHB CDS will match the highest ranked person or family with any permanent housing openings for which they may qualify. If there is no available unit (including meeting the program criteria) for the highest ranked person or family, the TLCHB (CDS will move to next highest ranked individual who does qualify for the open unit. If a person or family is skipped for placement due to either refusal of the placement or unavailability of a unit for which the person or family meets program qualifications, that person or family will be continued on the list.

The permanent housing placements are generally made primarily upon their SPDAT score and availability of permanent housing for which they qualify. For those scoring less than 20 on the SPDAT and those scoring less than 27 on the F-SPDAT, no permanent housing options will be offered; those persons or families will be referred to the appropriate supportive services and are expected to self-resolve their homelessness. Those persons or families scoring between 20 and 27 on the SPDAT or between 27 and 40 on the F-SPDAT are eligible for Rapid Re-Housing financial assistance and services. Those scoring between 28 and 34 on the SPDAT or between 41 and 53 and do not have the ability to increase their earned income will be eligible for short or medium term rapid re-housing financial assistance and services, with a maximum of \$2,400 of rental assistance unless making progress on their housing stability plan. Those scoring between 28 and 34 on the SPDAT or between 41 and 53 and do have the ability to increase their earned income will be eligible for TBRA, renewable quarterly based upon being recertified as program eligible and progressing on their housing stability plan.

If the person or family has a disability as documented on a Housing Impairment form or has SSI or SSDI and scores less than 35 on the SPDAT or less than 54 on the F-SPDAT may be eligible for rapid re-housing, TBRA, or Housing Choice Vouchers (HCV) depending on a meeting of eligibility qualifications. If the person or family with the above SPDAT or F-SPDAT score has ongoing case management and meets LMHA's HCV client eligibility, the person or family is eligible for HCV voucher. If the person or family with the above SPDAT or F-SPDAT score, does not have ongoing case management services and/or does not meet HCV LMHA's HCV client eligibility but has the ability to increase their earned income, the person or family is eligible for TBRA financial services. If the person or family with the above SPDAT or F-SPDAT score, does not have ongoing case management services, does not have the ability to increase earned income, and/or does not meet HCV LMHA's HCV client eligibility, the person or family is

eligible for rapid re-housing financial assistance and services; but if this qualifying person or family with a disability fails in RRH program, they would be eligible for PSH.

If a person or family scores 35 or greater on the SPDAT or 54 or greater on the F-SPDAT, this person or family is eligible for PSH. But they are also eligible for rapid re-housing financial assistance or services and TBRA or HCV if they meet those two programs eligibility if they do not want to wait for PSH opening without penalty. Failing in any of those programs, the person or family will be re-assess and again eligible for PSH financial assistance and services.

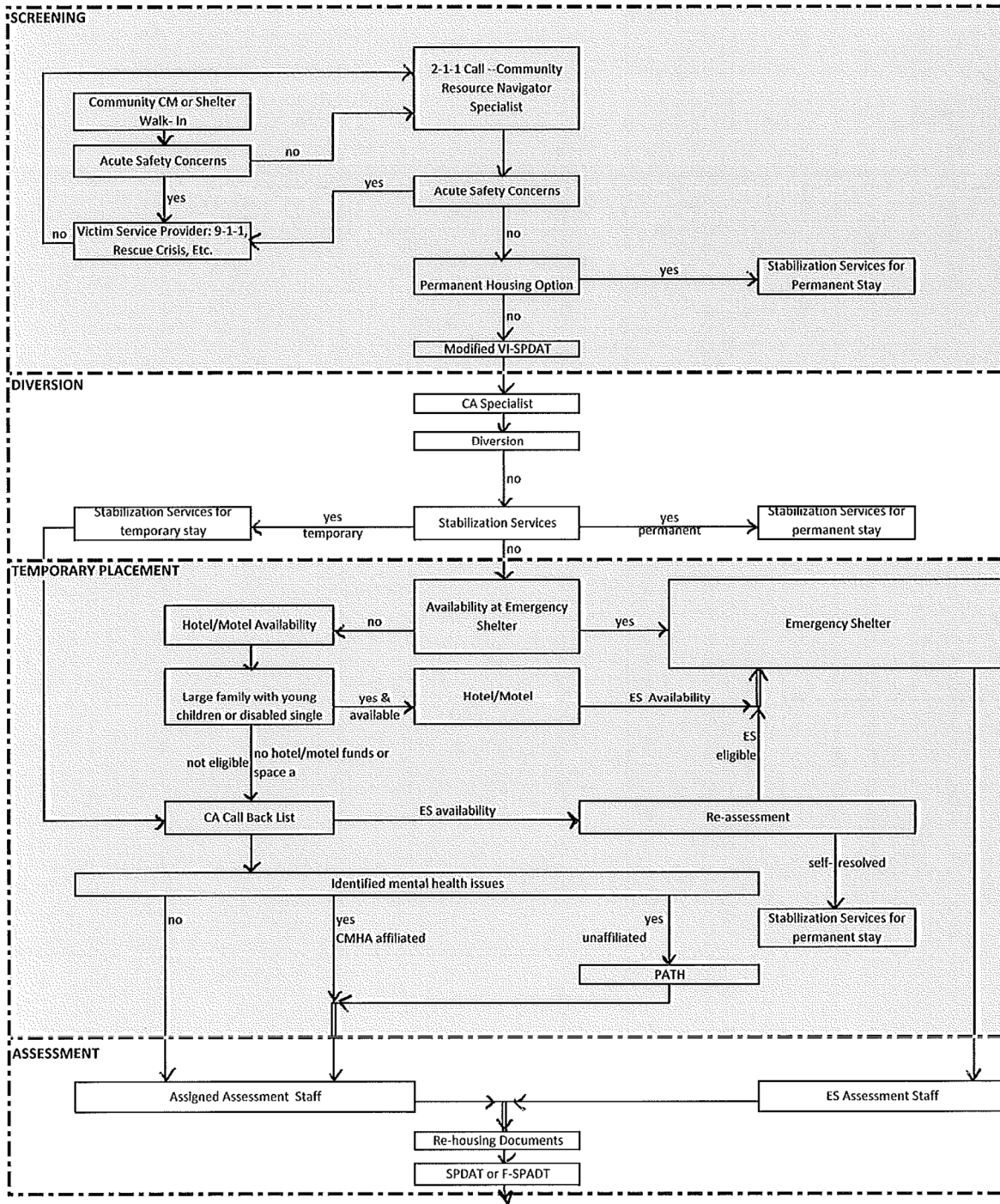
Mutual Responsibility for Appropriate Referrals

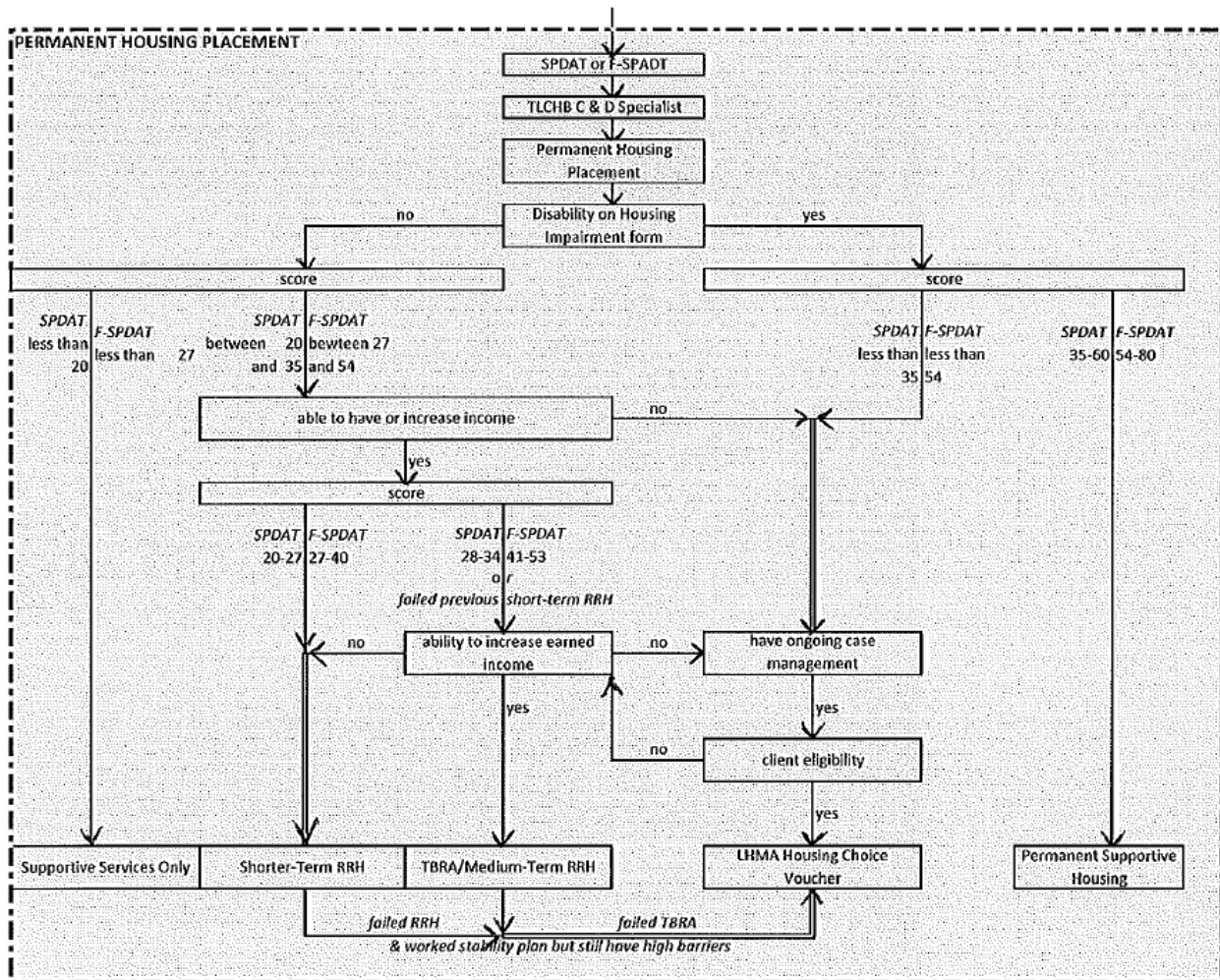
Whether through the Housing Collaborative Network or another body, participating providers must have the opportunity and responsibility to influence the design of Centralized CE Approach and provide feedback on the cases being referred to them. If, for any reason, a provider should determine that a referred case is ineligible or inappropriate for their programs, CE specialists and that provider must work jointly to make a more appropriate referral.

Putting it All Together

The following chart is intended to help visualize the interaction of the pieces in this system and the movement of households through the stages of Screening, Diversion, and Temporary Placement. The shaded areas marked as Screening, Diversion, and Temporary Placement would all take place through United Way 2-1-1. The securing of re-housing documents and, if required, Housing Impairment form is the responsibility of the person or family assisted by the assigned shelter case manager, the CHW or PATH worker who ensures that they are uploaded into HMIS and notify the appropriate CoC partner staff trained in conducting the assessment. Once the assessment is completed and uploaded, the responsible shelter case manager, the CHW or PATH worker notifies the TLCHB Communications and Data Specialist of that upload. The TLCHB Communications and Data Specialist then updates the Community SPDAT lists and makes referrals of the most severest ranked person or family based upon the TLCHB order of priorities and who meets any of the program criteria of an available housing unit to the appropriate Permanent Housing Provider.

REVISED FLOWCHART FOR COORDINATED ASSESSMENT





Toledo Lucas County Continuum of Care: Recommendations for Collaborative Governance of Coordinated Assessment

Original Document Prepared by

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Background

This document is intended as an addendum to the original Coordinated Assessment recommendations developed through the Housing Collaborative Network and subsequently adopted by the Toledo Lucas County Homelessness Board (TLCHB). The original recommendations left unaddressed the structure by which providers can provide feedback on the quality of referrals from Coordinated Entry, address logistics concerns, and establish standards for participating program types. These are addressed now in this document.

In January 2017, The Department of Housing and Urban Development (HUD) released the **Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System (Notice CPD-17-01)** and the **Coordinated Entry Process Self-Assessment**. Together, these two documents present updated requirements and a method of assessment to evaluate the current functioning of Coordinated Assessment (Coordinated Entry) projects. After reviewing the documents, the Quality and Performance Committee tasked themselves with reviewing and revising the local documents and processes.

Terminology: Coordinated Assessment to Coordinated Entry

While Coordinated Assessment is the terminology used in the statutes, HUD and the other Federal Partners have agreed on another phrase to describe the process: Coordinated Entry. While the terms may be used interchangeably, HUD and the Federal partners will use Coordinated Entry to refer to the projects. TLCHB will align with this change.

Management of Coordinated Entry

The Toledo Lucas County Homelessness Board and its staff are ultimately responsible for the implementation and management of Coordinated Entry for housing crises and homeless services in the Toledo Lucas County Continuum of Care.

Data Management for Coordinated Entry

Coordinated Entry includes significant data and therefore, data management. The Toledo Lucas County Continuum of Care has implemented a Homeless Management Information System (HMIS) to help manage data for persons who are homeless within the continuum. As such, data management for all Coordinated Entry functions will be managed within HMIS, to the extent effective within the HMIS software. Important Coordinated Entry data management functions include: Records of Initial Contact and Assessment; Referrals to Emergency Shelter, Transitional Housing or Safe Haven; Records of Stays in Emergency Shelter, Transitional Housing and Safe Haven; Assessments for Housing Placement; and Referrals to Permanent Housing Options (Rapid ReHousing, Permanent Supportive Housing, or other Permanent Housing services).

Privacy Protections for Coordinated Entry

As an extension of the HMIS, data collected for Coordinated Entry functions will be subject to the Privacy and Security provisions of the **Toledo Homeless Management Information System (HMIS) Consolidated Policies and Procedures**, including annual privacy and security training of all HMIS End users. While all homeless service clients must be entered in HMIS, clients that do not consent to share their Personally Identifiable Information (PII) may be entered anonymously.

Evaluation of Coordinated Entry

In order to maintain an effective and functioning system, the community will periodically evaluate the performance of the Coordinated Entry.

Client Surveys

Client Surveys will be used to evaluate the effectiveness of proximate Coordinated Entry experiences. Surveys will be conducted twice a year and at entry or exit of projects adjacent to the Coordinated Entry Functions, such as 1) at Emergency Shelter/Transitional Housing/Safe Haven Start to evaluate initial contact and assessment and referrals or 2) Emergency Shelter/Transitional Housing/Safe Haven Exit to evaluate assessments of permanent housing placement, or 3) at three (3) months after Permanent Housing Placement to evaluate the assessment of permanent housing placement.

Client Focus Groups

Client Focus Groups will be convened to evaluate the effectiveness of the immediate and ongoing Coordinated Entry experiences. Focus groups will be convened twice a year during project client stays and for all effected project types (e.g., Emergency Shelters and Permanent Supportive Housing).

Service Provider Reports

Service Providers and projects can, at any time, report feedback about Coordinated Entry processes to TLCHB using a Coordinated Entry Report Form.

Service Provider Focus Group

Annually, one Housing Collaborative Network (HCN) meeting will be designated for obtaining feedback from participating organizations/projects regarding the effectiveness of Coordinated Entry.

Feedback Evaluation and Reporting

Feedback from all data collection formats will be given to the TLCHB Quality and Performance Committee (or sub-committee thereof) for evaluation. The Committee will report annually on the functioning and effectiveness of the Coordinated Entry project to the community.

Client Privacy for Feedback

At a minimum, clients will have the opportunity to provide feedback anonymously through both surveys and focus groups, although TLCHB reserves the right to mandate anonymity for all collected client feedback. All client feedback passed to the Quality and Performance Committee (or sub-committee thereof) for the purpose of evaluation will be anonymous.

Quality of Care Workgroups

The Quality of Care groups, as created by previous policies, are discontinued.

Coordinated Assessment Advisory Committee

The Coordinated Assessment Advisory Committee, as created by previous policies, is discontinued.

Document History

Document Prepared by

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20 February 2013: Presented to HCN by TLCHB staff

27 March 2013: Adopted by TLCHB

Revisions prepared by
Richard Sutherland – HMIS Administrator, Toledo Lucas County Homelessness Board

18 October 2017: Presented to HCN by TLCHB staff
15 November 2017: Amendments approved by TLCHB

Toledo Homeless Management Information System (HMIS) Consolidated Policies and Procedures

Purpose of HMIS

The purpose of the Toledo HMIS project is to provide a robust and comprehensive system for collecting and disseminating information about persons experiencing homelessness and the homelessness service system in support of the Toledo-Lucas County Continuum of Care's goal to prevent, reduce, and eliminate homelessness.

We do this by assisting homelessness service providers in generating reports to the U.S. Department of Housing and Urban Development, the Toledo Lucas County Continuum of Care, and other funders, as well as streamlining and consolidating their internal tracking and record-keeping requirements.

I. Roles and Responsibilities

1. Project Management

The Toledo Lucas County Homelessness Board (TLCHB) is responsible for the HMIS project under the auspices of a TLCHB/HMIS Administrator. The HMIS Administrator is employed and supervised by TLCHB.

2. Project Staffing

The HMIS Administrator has primary responsibility for coordination and administration of the Toledo HMIS and reports to the TLCHB Chief Executive Officer (CEO).

3. Contributory HMIS Organizations

Any agency, group, or other entity that has completed an Agency Agreement with the HMIS Administrator is a Contributory HMIS Organization (CHO). All CHO's must abide by all policies and procedures outlined in this manual, which are subject to change. CHO's must complete a CHO Agreement with the HMIS Administrator on an annual basis. CHO's with expired CHO Agreements may have their End User accounts locked or removed to maintain the security, confidentiality, and integrity of the system. CHO's are responsible for the conduct of their End Users and the security of End User Accounts.

4. Project Agency Administrators

Each CHO will designate an HMIS Agency Administrator to serve as primary contact between the HMIS Administrator and the CHO, and each HMIS Agency Administrator must have a valid email address with the CHO. Each CHO should choose its HMIS Agency Administrator and send that person's name and contact information to the HMIS Administrator. Changes to that information should be promptly reported to the HMIS Administrator.

5. HMIS Advisory Committee

The CEO or designee will convene a committee to advise the project's operations, policies, and procedures and provide feedback on a regular basis. The CEO or designee will seek out particularly skilled individuals whose breadth and depth of expertise is well-suited to the project.

6. HMIS End Users

In addition to an HMIS Agency Administrator, CHO's must designate other individuals to access the system on their behalf, and CHO's are encouraged to use ServicePoint as their primary tool for client and service tracking, case management, and operational reporting. The HMIS Administrator will work with CHO's to determine the appropriate User Access Level designation for each End User.

Toledo Homeless Management Information System (HMIS)

Consolidated Policies and Procedures

There is no upper limit to the number of End Users each CHO may authorize, but Toledo HMIS may assess participation fees to recover the cost of ServicePoint licenses.

All End Users, including HMIS Agency Administrators and HMIS staff, must complete an End User agreement with the HMIS Administrator on an annual basis. End User accounts with expired End User Agreements may be locked or removed to maintain the security, confidentiality, and integrity of the system.

7. Communication

General communications from the HMIS Administrator will be directed toward Agency Administrators. Specific communications will be addressed to the person or people involved. The Toledo HMIS Administrator will be available via email, phone, and U.S. mail. The ServicePoint Newsflash feature may also be used to distribute HMIS information.

Participating CHO's are responsible for communicating needs, questions, and concerns regarding the Toledo HMIS directly to the HMIS Administrator.

8. System Availability

Wellsky (formerly Medidata and Bowman Systems) will provide a highly available database server and will inform Toledo HMIS staff in advance of any planned interruption in service. Whenever possible, if the database server is unavailable due to disaster or routine maintenance, Toledo HMIS staff will inform End Users of the cause and duration of the interruption in service. The HMIS Administrator will log all downtime for purposes of system evaluation.

9. Client Grievances

Clients will contact the CHO with which they have a grievance for resolution of HMIS problems. CHO's will provide a copy of the Toledo HMIS Policies and Procedures Manual upon request, and respond to client issues. CHO's will send written notice to the HMIS Administrator of any HMIS-related client grievance. The HMIS Administrator will record all grievances and will report these complaints to the HMIS Advisory Committee.

Toledo Homeless Management Information System (HMIS) Consolidated Policies and Procedures

II. Security and Privacy Plan

1. Security Officer

Each CHO must designate an HMIS Security Officer to be responsible for ensuring compliance with applicable security standards. The Security Officer need not be an End User. The Security Officer must be an employee of the CHO. For any CHO with no employees, the Security Officer must be the President, Chair, or other top-level representative responsible for the CHO.

2. Workforce Security

Each CHO must have a workforce security policy that includes conducting a criminal background check on its Security Officer and on any users with Agency Director level access or greater. Criminal background checks must be completed at least once every five years. On request, CHOs must certify to Toledo HMIS when the most recent criminal background check has been completed for each applicable staff member. The background check must include local and state records; CHOs are strongly encouraged to include federal records as well.

3. Security and Privacy Awareness Training

Toledo HMIS will conduct a security and privacy awareness training on an annual basis, which will be required for all End Users and Security Officers. This training will cover relevant statutory and regulatory requirements, local policies, and best practices for HMIS security and privacy.

4. Disaster Recovery Plan

In the event of a disaster involving substantial loss of data or system downtime, Toledo HMIS will contact CHO Security Officers by phone or email within one business day to inform them of the expected scale and duration of the loss or downtime. Toledo HMIS will continue to inform CHO Security Officers as new information becomes available about the scale and duration of lost data or system downtime. In the event that loss of data is expected to exceed three business days of activity or system downtime is expected to exceed 24 hours, Toledo HMIS will begin to disclose estimates of loss and downtime to the public as well.

5. Annual Security Review

All CHOs must undergo an annual security review, which includes, at a minimum, completion of the following security checklist:

- a. Proper display of “Purpose of Data Collection” notice
- b. Workstation security as described in Section 10
- c. Policies for tracking “HMIS Disclosure” forms
- d. Certification of most recent background check for applicable personnel as described in Section 2; and
- e. Mobile Security Policy

Annual Security Review will be scored using a points system. CHOs that meet the required standards for security during the review will receive five (5) points. CHOs that do not meet the required standards initially but correct their findings in the mitigation time frame will receive five (5) points. CHOs that do not meet the security standards or fail to correct their findings in the mitigation timeframe will receive zero (0) points.

Toledo Homeless Management Information System (HMIS)

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6. Contracts and Other Arrangements

Toledo HMIS must retain copies of all contracts and agreements executed as part of the administration and management of HMIS or required to comply with the requirements of these policies.

7. Allowable Use and Disclosure of HMIS Data

Toledo HMIS will only collect client data relevant to the delivery of services to people experiencing homelessness, a housing crisis, or housing instability in Lucas County, Ohio.

a. Service Delivery

Client-level data may be stored and retrieved by CHOs when relevant to assessing program eligibility, providing services, and making corrections.

b. Reporting to Program Funders

Reports of client data in aggregate may be generated to satisfy the reporting requirements of certain program funders, including but not limited to:

- U.S. Department of Housing and Urban Development Emergency Solutions Grant Program;
- U.S. Department of Housing and Urban Development Continuum of Care Program
- U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) and Family and Youth Services Bureau (FSBY) Programs; and
- State of Ohio Development Services Agency.

c. Planning and Analysis

Reports of client data in aggregate may be generated to improve planning and analysis of homelessness, housing crises, and related issues. These include local Continuum of Care planning efforts as well as national reports such as the Longitudinal System Analysis (LSA) Report to Congress, Point-in-Time Counts (PIT), Housing Inventory Chart (HIC), and the System Performance Measures (SysPM) including Data Quality Framework.

d. Coordinated Assessment

Reports of client data in aggregate, bed lists, or other availability may be generated to facilitate use of a Coordinated Assessment system.

e. Documentation of Homelessness

Client shelter stay records in HMIS may be used by CHOs as documentation of homelessness in accordance with guidance from HUD.

f. Data Quality

Reports of client data (individually or in aggregate) may be generated to assess and improve the quality of data being entered.

g. Troubleshooting

Toledo HMIS and Wellsky may from time to time access individual client-level data in order to manage system configuration, conduct special projects, troubleshoot system issues, and provide technical assistance.

Toledo Homeless Management Information System (HMIS)

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- h. Prohibition on CHO Transmission of Identifiable Client Data
Under no circumstances will CHOs transfer reports with readable or retrievable client-level identifying data. Any security breaches and consequences thereof due to violation of this prohibition will be the sole responsibility of the CHO.
- i. Data Integration and Warehousing
Client-level data may be exported and transferred from the designated Toledo HMIS system for use in research within an interagency data warehouse. Client-level data exported in this fashion will be accompanied by an obfuscated hash value to be used as a key for integrating data from multiple sources.
- j. Toledo HMIS Transmission of Identifiable Data
In order to further Continuum of Care (CoC) goals, Toledo HMIS may need, from time to time, to transmit unhashed, client-level personally identifiable information to tertiary entities. In these cases, data sharing agreements with non-disclosures will be implemented and any transmitted data will be encrypted to secure the data.

8. Openness of Data

Client-level data in HMIS will generally be Closed and not shared between CHOs unless specific consent is given by a client for data to be shared.

There are two routine exceptions to this general rule. First, any CHO who is performing Coordinated Assessment duties will always be able to search and find clients, regardless of which CHO first created the client record, in order to minimize duplication of client records. Second, any CHO to which Coordinated Assessment refers a client will be granted visibility of Client Identifiers and Coordinated Assessment information in order to transmit the referral, verify the identity of the referred client, and document eligibility for services.

9. Informed Client Participation

CHOs will display a Purpose of Data Collection Notice at all locations where HMIS data are collected from clients, and educate clients as to the purpose and scope of data collected and entered into HMIS.

10. Workstation Security

At a minimum, the primary workstation used by each End User to log in to ServicePoint should be configured to meet the following best practices:

- a. Password-protected log on for the workstation itself;
- b. Password-protected (aka locked) screensaver after five minutes or more of inactivity;
- c. Operating system updated with manufacturer's latest patches at least weekly;
- d. Ports firewalled;
- e. Using a currently supported browser and checking for updates regularly. The latest versions of Firefox, Chrome, Safari, and Edge qualify. Exceptions can be made when CHO non-HMIS activities needs a specific browser or version (e.g., Internet Explorer v9) but all other security measures must be maintained to mitigate increased security risks; and
- f. Systems scanned at least weekly for viruses and malware.

Toledo HMIS may provide recommendations or advise in pursuing these best practices, but proper workstation configuration remains the responsibility of each CHO.

Toledo Homeless Management Information System (HMIS)

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11. End User Accounts

The HMIS Administrator will provide an End User Account username and an initial password to each authorized End User. End User Accounts are assigned on a per-person basis, rather than to a particular position or role. End User Accounts are not to be exchanged, shared, or transferred between personnel at any time.

- a. **CHO Authority to Demand Usernames and Passwords**
Under no circumstances shall a CHO demand that an End User hand over his or her username and password. CHOs shall inform the HMIS Administrator of any changes in personnel or other requests to revoke or transfer accounts.
- b. **End User Password Security**
End User Account passwords must be changed every forty-five (45) days. Passwords should never be written on any item left in an office, desk, or other workspace, and passwords should never be in view of another person.
- c. **End User Inactivity**
End Users who have not logged into the system in the previous 90 days will be flagged as inactive. Inactive End Users may have their ServicePoint accounts locked or removed to maintain the security, confidentiality, and integrity of the system.

12. Prohibition on Client-level Data from Victim Services Providers

Projects which are primarily for survivors of domestic violence, dating violence, sexual assault, and stalking are prohibited from contributing client-level data into the designated HMIS System. However, these programs must record client-level data within a comparable internal database and be able to generate aggregate data for inclusion in reports as described in Section 7.

13. Reporting Security and Privacy Incidents

Any End User or Security Officer suspecting violations of Security and Privacy policies or other should report incidents in writing. Reports should include, at a minimum, the date, time, location, and personnel involved in the incident, along with a description of the suspected violation.

- a. **Chain of Reporting**
End Users should report issues first to their CHO's designated Security Officer within one business day. Security Officers, in turn, should report the issue jointly to the CHO director and Toledo HMIS Staff within one business day.
- b. **Public Disclosure of Security Incidents**
If a CHO is found to have committed a major violation as described in Section 14, the incident will be disclosed to the public along with the sanctions instituted in response.

14. Sanctions for Violations

- a. **Minor Violations**
Minor violations include but are not limited to:
 - End User or Security Officer absence at a required quarterly End User meeting or annual Security and Privacy Training, unless prior arrangements have been made for receiving missed training.
 - Workstations non-compliant with up to two Workstation Security items described in Section 10.

Toledo Homeless Management Information System (HMIS)

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The sanctions for minor violations are dependent on the number of minor violations by the CHO within a 24 month period.

- First violation
 - (a) A letter documenting violating event and involved personnel will be sent to CHO from Toledo HMIS and kept on-file with Toledo HMIS. CHO must submit to Toledo HMIS a written plan for corrective action, including any internal actions taken against employee who violated policy, within 10 business days and complete the corrective action within 30 days.
- Second violation
 - (a) A letter as described in “First violation” above.
 - (b) Toledo HMIS will conduct a mandatory training session on security and privacy policies for the CHO in question. This training must be attended by all end users, the CHO’s Security Officer, and the Security Officer supervisor or CHO CEO. In organizations where the Security Officer is the CEO, the training must be attended by the chair or president of the CHO’s board of directors.

b. Major Violations

Major violations include but are not limited to:

- Three or more minor violations within a 24 month period
- Failure to submit a written plan for corrective action for minor violations within 10 days
- Failure to complete corrective action for minor violations within 30 days
- Failure to conduct a criminal background check as described in Section 2
- Failure to participate in an Annual Security Review as described in Section 5
- Workstations non-compliant with three or more Workstation Security items as described in Section 10
- Failure to report security and privacy incidents as described in Section 13
- Transmitting Client Identifiers in plain text via unsecured or unencrypted e-mail

The sanction for a major violation is:

- A letter as described in “First violation” for minor violations above;
- A mandatory training as described in “Second violation” for minor violations above; and
- The End User violating the policy or procedure will be prohibited from accessing ServicePoint or participating in HMIS data collection for 90 days. The CHO remains responsible for meeting data quality and other obligations during this 90 day period.

c. Severe Violations

Severe violations include but are not limited to:

- Two or more major violations within a 24 month time period
- Sharing ServicePoint End User accounts
- End users leaving ServicePoint account credentials in plain view or unattended
- Improper access of client data beyond the scope outlined in Section 7

The sanction for a severe violation is:

- A letter as described in “First Violation” for minor violations above
- A mandatory training as described in “Second Violation” for minor violations above

Toledo Homeless Management Information System (HMIS)

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- The End User violating the policy or procedure will be prohibited from accessing ServicePoint or participating in HMIS data collection for one year
 - Toledo HMIS will levy a fine of one percent (1%) of the CHO's annual budget for activities reported on the Housing Inventory Chart, to a maximum of five hundred dollars (\$500). If a CHO has no activity on the Housing Inventory Chart, the fine will be calculated from their overall agency budget.
- d. Findings
The TLCHB HMIS Administrator will document any suspected finding of violation(s) and provide them to the TLCHB CEO. The CEO will issue notices to the CHO in question describing the finding of violation(s) and the associated sanction(s).
- e. Appeals
Findings of violations may be appealed, in writing, by the CHO in question. All appeals must be submitted in writing and should include any available supporting documentation. Appeals must be submitted within five (5) business days of the date the CHO received notice of the finding.
- Appeals for Minor Violations will be received and reviewed by the CEO. The CEO will issue a response within five (5) business days of receiving the appeal, including any amendments to the sanction(s).
 - Appeals for Major or Severe Violations will be received and reviewed by the Quality & Performance Committee, which will issue a response within thirty (30) calendar days of receiving the appeal, including any amendments to the sanction(s).

III. Data Quality Plan

1. Data Definitions

With the exception of custom fields used for Coordinated Assessment activity or other local data requests, Data Elements used by Toledo HMIS match those prescribed by HUD in their current Data Standards Manual and Data Dictionary which can be found at <https://www.hudexchange.info/programs/hmis/>. Data collected for Coordinated Entry and other local data requests can be found at <http://endinghomelessness Toledo.org/thmis/cho-resources>.

2. Required Data

CHO's will collect a required set of data elements for each client. The set of required data elements varies by project type or funding sources and individual data elements may not be required for all populations, as established in Section 1. For more information about the required data for each project type, please review the current Data Standards Manual and Data Dictionary which can be found at <https://www.hudexchange.info/programs/hmis/>. Local requirements for data collection by project type can be found at <http://endinghomelessness Toledo.org/thmis/cho-resources>.

3. Data Completeness

a. Program Entry Date and Program Exit Date

CHOs are responsible for completing 100% of their Program Entry Dates and Program Exit Dates for all clients served.

Toledo Homeless Management Information System (HMIS)

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b. All Other Data

CHOs are responsible for completing ninety-five percent (95%) or more of all other client-level data at entry, interim, exit, and aftercare/follow-up, where applicable.

4. Data Validity/Congruence

CHO's are responsible for providing data that is valid and congruent, meaning that the data should not contain contradictions or impossibilities. No more than one half of one percent (0.5%) of clients should exhibit any given incongruence case, which includes but is not limited to:

- a. Date of birth indicating negative age;
- b. Date of birth indicating age greater than one hundred years old;
- c. Date of birth same as date client was created in HMIS;
- d. Age inconsistent with household relationship (nine-year-old grandmother, etc.);
- e. Veteran status is yes but age is less than eighteen;
- f. Gender conflicts with household relationship (male grandmother);
- g. Listed as head of household but relationship to head of household is not "self";
- h. Not listed as head of household but relationship to head of household is "self";
- i. Household membership but no household relationship; and
- j. Client listed as pregnant but not a female between twelve and fifty-five years old.

5. HUD's Data Quality Framework Report (0640)

CHOs are responsible for providing data that is consistent with the completeness and timeliness standards in the HUD's Data Quality Framework Report. The Consistency Percentage should not drop below 85%.

No data element (listed below) should exceed 5% of error rate or calculability rate or in the case of timeliness, 90% of the data should be entered within six (6) days. Points will be awarded for each section of data according to the following principles:

- a. Section Q2. Personally Identifiable Information (PII): One (1) Point will be awarded for each of the six (6) data elements reported in the table where the error rate is less than 5%. The data elements are: Name, Social Security Number, Date of Birth, Race, Ethnicity, & Gender. The Overall Score is not used for this section.
- b. Section Q3. Universal Data Elements: One (1) point will be awarded for each of the five (5) data elements reported in the table where the error rate is less than 5%. The data elements are: Veteran Status, Project Entry Date, Relationship to Head of Household, Client Location, & Disabling Condition.
- c. Section Q4. Income and Housing Data Quality: One (1) point will be awarded for each of the four (4) data elements reported in the table where the error rate is less than 5%. The data elements are: Destination, Income and Sources at Entry, Income and Sources at Annual Assessment, & Income and Sources at Exit.
- d. Section Q5. Chronic Homelessness: One (1) point will be awarded for the Total Score if the % of Records Unable to Calculate does not exceed 5%.
- e. Section Q6. Timeliness: This section will not be scored at this time. However, HUD's commitment to timely data entry is recognized and important to Toledo HMIS.

The Consistency Percentage will be calculated by dividing the total points awarded by the total possible points (17 points). This percentage must exceed or equal 85%.

Toledo Homeless Management Information System (HMIS)

Consolidated Policies and Procedures

6. Monitoring and Evaluation

Toledo HMIS will periodically monitor and evaluate the Data Completeness and Validity of data along with consistency with HUD's Data Quality Framework. Data Completeness will be evaluated after each month, while Data Validity and HUD Consistency will be evaluated after each quarter.

a. Reporting Schedule

- All data for a reporting period should be completed within six (6) days of the collection point but no later than the fifth day of the following month;
- Toledo HMIS will provide preliminary reports of Data Completeness and Validity and the HUD Data Quality Framework (quarterly only) on the sixth day of the following month;
- Toledo HMIS will provide support to CHOs as needed for corrections of the previous reporting period's data and CHOs are expected to make any corrections by the tenth day of the following month;
- Toledo HMIS will provide a second, final report to each CHO on the eleventh day with updated figures; and
- Preliminary and Final reporting deadlines may be changed at the discretion of the HMIS Administrator with notification to the CHOs and End Users.

b. Performance Evaluation

CHO performance on Data Completeness, Data Validity and Data Quality Framework will be scored using a points system. CHOs who meet the required standard for Data Completeness will be awarded 1.50 points per month. CHOs who meet the required standard for Data Validity will be awarded 1.75 points per quarter. CHOs who meet the required standards for the Data Quality Framework will receive 1.0 points per quarter. The maximum number of points for Data Quality per calendar year is 29.00.

The annual security visit point total will be added to the Data Quality point total to arrive at the final point total with a maximum of 34.00. The final performance percentage will be calculated by dividing the total accrued points by the total possible points. All points will be reported on the CHO Tracker that is available on the TLCHB website at <http://endinghomelessnessstoleado.org/thmis/reports>.

c. Sanctions for Poor Performance

CHOs which consistently contribute low quality data may be required to receive additional training from Toledo HMIS, develop a written Data Quality Improvement Plan, and/or have End User Accounts suspended until appropriate action is taken to improve Data Quality. Ongoing poor performance will be documented and reported to Funding Programs and entities for review.

Before Starting the Project Listings for the CoC Priority Listing

The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.

- Project Listings:

- New;
- Renewal;
- UFA Costs;
- CoC Planning;
- YHPD Renewal; and
- YHDP Replacement.
- Attachment Requirement

- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.

- Project applications on the following Project Listings must be approved, they are not ranked per the FY 2023 CoC Program Competition NOFO:

- UFA Costs Project Listing;
- CoC planning Project Listing;
- YHPD Renewal Project Listing; and
- YHDP Replacement Project Listing.

- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.

- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.

- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD's website.
https://www.hud.gov/program_offices/comm_planning/coc/competition

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2023 CoC Priority Listing Detailed Instructions and FY 2023 CoC Priority Listing Navigational Guide on HUD's website. https://www.hud.gov/program_offices/comm_planning/coc/competition.

Collaborative Applicant Name: TLC Homelessness Board

2. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2023 CoC Priority Listing Detailed Instructions and FY 2023 CoC Priority Listing Navigational Guide on HUD's website. https://www.hud.gov/program_offices/comm_planning/coc/competition.

2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in Calendar Year 2024 into one or more new projects? No

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD’s website.

To upload all new project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC’s Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
Unison Health Hom...	2023-09-20 11:43:...	PH	Unison Health	\$218,900	1 Year	18	PH Bonus	PSH	
A Home for Keeps	2023-09-25 15:41:...	PH	Johnetta McCollough	\$228,600	1 Year	17	Both	PSH	
Park Apartments PSH	2023-09-25 15:22:...	PH	Lucas Housing Ser...	\$120,515	1 Year	19	PH Bonus	PSH	

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of renewal projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.	X
The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.	X
The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.	

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
Pathway To Shelter	2023-09-20 13:53:...	1 Year	Neighborhood Prop...	\$107,886	1	PSH	PH		
Steps to Home RRH...	2023-09-20 15:52:...	1 Year	Beach House, Inc.	\$784,375	16	RRH	PH		
Affordable Housin...	2023-09-20 14:04:...	1 Year	Neighborhood Prop...	\$376,480	8	PSH	PH		
FY23 NCR Commons ...	2023-09-20 13:12:...	1 Year	National Church R...	\$75,000	9	PSH	PH		
A Place Called Home	2023-09-20 14:07:...	1 Year	Neighborhood Prop...	\$113,195	3	PSH	PH		
Housing First	2023-09-20 14:00:...	1 Year	Neighborhood Prop...	\$180,422	6	PSH	PH		
Special Assistance...	2023-09-20 11:40:...	1 Year	Catholic Charitie..	\$248,928	14	PSH	PH		
PACT Partnership	2023-09-20 14:10:...	1 Year	Neighborhood Prop...	\$241,168	2	PSH	PH		
Fresh Start	2023-09-20 14:15:...	1 Year	Neighborhood Prop...	\$112,877	5	PSH	PH		
Families With Men...	2023-09-20 13:45:...	1 Year	Neighborhood Prop...	\$95,380	13	PSH	PH		
Families With Men...	2023-09-20 13:57:...	1 Year	Neighborhood Prop...	\$88,820	12	PSH	PH		
1st Avenue	2023-09-20 14:12:...	1 Year	Neighborhood Prop...	\$241,183	4	PSH	PH		
Steps to Home PSH...	2023-09-20 15:52:...	1 Year	Beach House, Inc.	\$741,147	15	PSH	PH		
HMIS Renewal 2023	2023-09-25 14:11:...	1 Year	Toledo Lucas Coun...	\$148,599	10		HMIS		

Coordinated Entry...	2023-09-25 14:14:...	1 Year	Toledo Lucas Coun...	\$151,534	11		SSO		
Renewal Project A...	2023-09-25 16:03:...	1 Year	St. Paul's Commun ...	\$65,562	7	RRH	PH		

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
CoC Planning Proj...	2023-09-25 14:55:...	1 Year	Toledo Lucas Coun...	\$392,171	Yes

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions:

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP Renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project Listings simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. .

As stated in the FY 2023 NOFO, CoCs must rank all YHDP Renewal projects that HUD initially funded in the FY 2016 (Round 1) YHDP Competition.
https://www.hud.gov/program_offices/comm_planning/coc/competition.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the YHDP Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing YHDP renewal projects.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted ?	Rank	PSH/RRH	Consolidation Type
This list contains no items									

Continuum of Care (CoC) YHDP Replacement Project Listing

Instructions:

Prior to starting the YHDP Replacement Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP Replacement project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal projects submitted by project applicant(s) to your CoC in the e-snaps system.

You may update each of the Project Listings simultaneously. To review a project on the YHDP Replacement Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked (if applicable) or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

As stated in the FY 2023 NOFO, CoCs must rank all YHDP Replacement applications for projects replacing YHDP Renewal projects that HUD initially funded in the FY 2016 (Round 1) YHDP Competition.

https://www.hud.gov/program_offices/comm_planning/coc/competition.

WARNING: If you amend project applications back to project applicants to make changes or corrections in e-snaps, you must approve the resubmitted project applications. If you do not approve the resubmitted project applications, they will not be included on your CoC's Priority Listings, which could result in your CoC losing funding. HUD lacks the authority to fund projects unless they are included on the Priority Listings, which tell us which projects your CoC is prioritizing.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	Rank
This list contains no items							

Funding Summary

Instructions

This page provides the total budget summaries for each of the project listings after you approved and ranked the New, Renewal, Round 1 YHDP Renewal and Round 1 YHDP Replacement projects, or rejected project applications. You must review this page to ensure the totals for each of the categories is accurate.

The "Total CoC Request" indicates the total funding request amount your CoC's Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$3,772,556
New Amount	\$568,015
CoC Planning Amount	\$392,171
YHDP Amount - Competitive	\$0
YHDP Amount - Non-Competitive	\$0
Rejected Amount	\$0
TOTAL CoC REQUEST	\$4,732,742

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes	Certificate of Co...	09/25/2023
Other	No		
Other	No		
Project Rating and Ranking Tool (optional)	No		

Attachment Details

Document Description: Certificate of Consistency with Consolidated Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

Page	Last Updated
Before Starting	No Input Required
1A. Identification	08/14/2023
2. Reallocation	09/20/2023
5A. CoC New Project Listing	09/25/2023
5B. CoC Renewal Project Listing	09/25/2023
5D. CoC Planning Project Listing	09/25/2023
5E. YHDP Renewal Project Listing	No Input Required
5F. YHDP Replacement Project Listing	No Input Required
Funding Summary	No Input Required
Attachments	09/25/2023
Submission Summary	No Input Required

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**U.S. Department of Housing
and Urban Development**

**Certification of Consistency Plan
with the Consolidated Plan
for the Continuum of Care
Program Competition**

I certify the proposed activities included in the Continuum of Care (CoC) project application(s) is consistent with the jurisdiction's currently approved Consolidated Plan.

Applicant Name: Multiple Applicants (see attachment)


Project Name: Multiple Projects (see attachment)

Location of the Project: Toledo, Lucas County, OH

Name of
Certifying Jurisdiction: City of Toledo

Certifying Official
of the Jurisdiction Name: Rosalyn Clemens

Title: Director, Department of Neighborhoods

Signature: 

Date: 9/22/2023

Public reporting burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, completing the form, attaching a list of projects if submitting one form per jurisdiction, obtaining local jurisdiction's signature, and uploading to the electronic e-snaps CoC Consolidated Application. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. This form does not collect SSN information. The Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under 24 CFR part 91, 24 CFR Part 578, and is authorized by the McKinney-Vento Act, as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 (42 U.S.C. 11371 et seq.).

HUD considers the completion of this form, including the local jurisdiction(s) authorizing official's signature, as confirmation the project application(s) proposed activities submitted to HUD in the CoC Program Competition are consistent with the jurisdiction's Consolidated Plan and, if the project applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan per the requirement of 24 CFR part 91. Failure to either submit one form per project or one form with a listing of project information for each field (i.e., name of applicant, name of project, location of project) will result in a technical deficiency notification that must be corrected within the number of days designated by HUD, and further failure to provide missing or incomplete information will result in project application removal from the review process and rejection in the competitive process.