

# FY18 CSB Gateway

## INFORMATION PACKET

### Guidelines, Requirements & Conditions

February 2017



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## 1. Introduction, Purpose & Overview:

The Community Shelter Board (CSB) provides annual support to programs within the City of Columbus and Franklin County, so persons at risk of homelessness and homeless and formerly homeless persons may have access to safe and decent shelter and receive services that assist them in accessing and maintaining housing. This annual support includes funding prevention services for families at risk of homelessness, shelters for homeless persons, programs that provide housing services and permanent supportive housing projects for formerly homeless individuals and families.

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

- < City of Columbus Emergency Solutions Grant (ESG)
- < City of Columbus General Funds
- < Franklin County Emergency Solutions Grant (ESG)
- < Franklin County General Funds via Real Estate Transfer Fee
- < State of Ohio, Ohio Development Services Agency, Office of Community Development
- < US Department of HUD, Homeless Assistance Program
- < US Department of HUD, HOME
- < US Department of HUD, CoC Program
- < United Way of Central Ohio
- < Other private donors

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

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

## FY18 Gateway Timeline

Key Dates	Activities
2/9/17	Application materials released to agencies
3/10/17	CSB board review and approval of the FY18 financial plan
3/10/17	Recommended Program Outcomes Plans (POP) and FY18 funding awards forwarded to agencies
3/29/17	Completed proposals due to CSB by 5 pm
4/13/17 - 5/8/17	One-on-One meetings between CSB and Partner Agencies
5/15/17	All appeals resolved
5/16/17	RLFC approval of funding decisions
5/19/17	CSB Board approval of funding decisions
Early June	Partnership Agreements issued to Partner Agencies

## 2. Assumptions:

The application process is driven by the following assumptions:

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

CSB may need to implement a contingency plan that reduces funding to its partners in the second half of the funding cycle. In keeping with our practice of full disclosure, CSB will keep its partners fully apprised of the status of fundraising throughout the year.

### **3. Eligible Applicants:**

#### **< Renewal Applicants**

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

#### **< Voluntary Programs**

These programs voluntarily participate in the Columbus ServicePoint, but do not receive funding from CSB.

#### **< New Applicants**

CSB will consider new applicants on a case-by-case basis.

All funded and non-funded programs must adhere to CSB's Partner Agency standards, as applicable.

### **4. Funding Categories:**

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

#### **< Access**

- Homelessness Prevention
- Coordinated Point of Access

#### **< Crisis Response**

- Emergency Shelter
- Seasonal Overflow
- Outreach Services

#### **< Transition**

- Permanent Supportive Housing
- Transitional Housing
- Rapid Re-Housing/Navigator
- Direct Client Assistance

**a) Access**

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

**i) Homelessness Prevention Program**

**Purpose:**

- ⟨ The Homelessness Prevention Program provides services and referrals to prevent homelessness.
- ⟨ The programs in this funding category provide linkage to community resources and/or financial assistance to families at imminent risk of becoming homeless.

**Target Population:**

- ⟨ Families' requests for assistance must be related to housing crises and households served must generally have income below 30% of the Area Median Income (AMI).
- ⟨ Households served must be at imminent risk of homelessness. Imminent risk must be documented.

**Expectations:**

- ⟨ The agency must engage in direct consumer contact and provide supportive services to clients.

**Eligible Activities:**

- ⟨ Homelessness Prevention Program is a model that may include relocation assistance, case management, service linkage, budget counseling, mediation services, and referrals for material assistance and rent/utility assistance.

**Eligible Costs:**

- ⟨ Service providers may apply for staffing costs, such as benefits, payroll taxes, professional development, and other costs associated with operating the program. Administrative costs related to program oversight may also be included.

**ii) Coordinated Point of Access/Homeless Hotline**

**Purpose:**

- ⟨ The Homeless Hotline program provides diversion services through linkage to community resources to prevent single adults and families from entering the shelter system. In case shelter entry cannot be avoided, the program will help with the shelter referral process.

**Target Population:**

- ⟨ All persons served must be single adults or families that meet the HUD definition of homelessness, as documented at intake and defined by the Department of Housing and Urban Development in the Homeless Emergency Assistance and Rapid Transition to Housing Act (24 CFR

91, 582, and 583) and CSB HEARTH Operating Policies and Procedures.

**Expectations:**

- ⟨ The Homeless Hotline will provide services based upon the Housing First model. The CPoA site is expected to be operational on a daily basis, based on program design.

**Eligible Activities:**

- ⟨ Diversion activities ensure that individuals and/or families seeking shelter are diverted when they are not in need of immediate emergency shelter and have safe alternative housing.
- ⟨ When diversion options are exhausted, intake specialists help clients find emergency shelter that provides programs suited to the clients' need to secure permanent housing.

**Eligible Costs:**

- ⟨ Service providers may apply for staffing costs, such as wages, benefits, payroll taxes, professional development, and other costs associated with operating the program. Administrative costs related to program oversight may also be included.

**b) Crisis Response**

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

**i) Emergency Shelter**

**Purpose:**

- ⟨ Emergency shelters assist homeless individuals and families meet basic shelter needs. The primary outcome is placement in stable housing **within a short timeframe**.

**Target Population:**

- ⟨ All persons served must meet the definition of a homeless person, as documented at intake and defined by the Department of Housing and Urban Development in the Homeless Emergency Assistance and Rapid Transition to Housing Act (24 CFR 91, 582, and 583) and CSB HEARTH Operating Policies and Procedures .

**Expectations:**

- ⟨ Shelter services should be provided as seamlessly as possible, based on the housing first model. Shelters are expected to be operational on a 24-hour a day, 7-day a week basis.
- ⟨ Shelters must operate at capacity unless the system is experiencing demand insufficient to fill capacity.
- ⟨ Family Shelters must identify resource specialists to work closely with CSB's Transition Program or other rapid re-housing programs to coordinate short-term financial assistance to clients to help them exit shelter and become stabilized in housing.

- < Single Adult Shelters must cooperate and work closely with the Navigator Program to achieve system-wide housing and stabilization goals.
- < Shelters must have a Memorandum of Agreement for Direct Client Assistance in place with CSB.
- < Shelters must sign an MOA with all system partners by June 30 for the upcoming year.

**Eligible Activities:**

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

**Eligible Costs:**

- < Shelter programs should apply for operations costs associated with operating a shelter and providing basic services to residents.
- < Shelters may apply for service costs associated with an emergency shelter program as detailed above, such as wages, benefits, payroll taxes, etc. (applicable to family shelter services only).
- < Shelters can also apply for client assistance funds for bus passes, securing client identification and documentation, and other costs not covered by the CSB Transition Assistance program (applicable to family shelters, triage and inebriate shelters only).

**ii) Seasonal Overflow**

**Purpose:**

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

**Target Population:**

- < All persons served must meet the definition of a homeless person, as documented at intake and defined by the Department of Housing and Urban Development in the Homeless Emergency Assistance and Rapid Transition to Housing Act (24 CFR 91, 582, and 583) and CSB HEARTH Operating Policies and Procedures.

**Expectations:**

- < Agencies providing Overflow should ensure that proposed services are developed in concert with CSB and other system partners.



- ⟨ The format of the overflow agreement should be mutually agreed upon between the provider and CSB. Overflow agreements should include:
  - Logistical and programmatic assumptions to address overflow.
  - Information regarding operational specifics as well as details regarding capacity.
  - The process for determining operational and other costs associated with handling overflow.

**Eligible Activities:**

- ⟨ Basic Overflow consists of 24-hour shelter, other shelter duration may be considered.

**Eligible Costs:**

- ⟨ Agencies should apply for costs associated with providing overflow shelter beyond normal system capacity.

**iii) Outreach Services**

**Purpose:**

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

**Target Population:**

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

**Expectations:**

- ⟨ Programs must work closely with the other parts of the homeless system to ensure that individuals move into next step housing as appropriate and available.
- ⟨ The program must work to place street homeless individuals and families in available permanent supportive housing, other appropriate affordable housing and shelters as quickly as possible.
- ⟨ Direct client assistance may be provided for low cost items related to successfully engaging individuals and families living on the street.
- ⟨ Providers must have a Direct Client Assistance MOA with CSB.

**Eligible Activities:**

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

**c) Transition**

**Ends Policy: Guide exits from homelessness to stable housing.**

**i) Permanent Supportive Housing**

**Purpose:**

- ⟨ Supportive housing provides affordable housing to homeless individuals and families with voluntary services that help them maintain housing on a long-term basis.

**Target Population:**

- ⟨ The target population for Supportive Housing is single men, women, and families with disabilities experiencing long-term homelessness.
- ⟨ Households served in Rebuilding Lives projects must meet Rebuilding Lives eligibility requirements. In addition, households served in units designated as chronic homeless must meet the HUD defined chronic homeless eligibility criteria.
- ⟨ Household prioritization based on the CSB HEARTH Policies and Procedures is required.

**Expectations:**

- ⟨ Programs should work with other systems to obtain rent subsidies, supportive services and other operating subsidies to the extent possible.
- ⟨ Programs must work with the Unified Supportive Housing System (USHS) to coordinate activities, as requested by CSB.
- ⟨ Supportive housing projects must establish tenants' councils to gather resident input on operations and service delivery and encourage resident participation on the CSB Citizens Advisory Council. Services must be offered on a voluntary basis only.
- ⟨ All projects, including new projects funded and approved by the Rebuilding Lives Funder Collaborative (RLFC), should prioritize and house clients meeting chronic homeless eligibility as defined by HUD.
- ⟨ Projects must also periodically review tenants and provide assistance to move tenants to more independent housing as appropriate.

**Eligible Activities:**

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

**Eligible Costs:**

- ⟨ Eligible costs include support services and direct client assistance costs associated with operating Rebuilding Lives-eligible units within a supportive housing project, along with operations support on a limited basis.

- ⟨ Eligible costs for Continuum of Care programs include support services, rental assistance, leasing, operating costs, and administration on a limited basis.
- ⟨ Please note that Medicaid eligible services provided to Medicaid eligible clients are not considered eligible costs.

## **ii) Transitional Housing**

### **Purpose:**

- ⟨ Transitional Housing is intended to facilitate the movement of homeless individuals and families into an environment that helps their long-term stability as they transition to permanent housing. Homeless persons are placed in transitional housing programs for a recommended stay of no more than 24 months and receive supportive services that enable them to live more independently.

### **Target Population:**

- ⟨ The target population for Transitional Housing is single men, women, families, and transitional age youth.

### **Expectations:**

- ⟨ If residents of the program sign leases or subleases, projects must establish tenants' councils to gather resident input on operations and service delivery and encourage resident participation on the CSB Citizens Advisory Council. Services must be offered on a voluntary basis only.
- ⟨ Projects must also periodically review tenants and provide assistance to move tenants to more independent housing as appropriate.

### **Eligible Activities:**

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

### **Eligible Costs:**

- ⟨ Eligible costs include support services, rental assistance, leasing, operating costs, and administration on a limited basis.
- ⟨ Please note that Medicaid eligible services provided to Medicaid eligible clients are not considered eligible costs.

## **iii) Rapid Re-Housing/Navigator**

### **Purpose:**

- ⟨ Rapid Re-Housing/Navigator moves families and pregnant women into permanent housing from emergency shelter.

- ⟨ After housing has been secured, supportive services staff work with clients to help maintain housing.

**Target Population:**

- ⟨ The target population for Rapid Re-Housing/Navigator is homeless families and pregnant women who are clients of the emergency shelters and have income below 35% of the Area Median Income (AMI).

**Expectations:**

- ⟨ The program must work closely with the emergency shelter to move clients quickly out of shelter and into housing. Rapid Re-Housing/Navigator case managers work closely with clients to identify and secure housing.
- ⟨ Rapid Re-Housing/Navigator case managers will work closely with CSB's DCA program to coordinate financial assistance to families to help them exit shelter and become stabilized in permanent housing.
- ⟨ Providers must have a Direct Client Assistance MOA with CSB.
- ⟨ Services must include home visits that focus on establishing a housing stability case plan, accessing needed services in the community and providing referrals, advocacy, assistance with budgeting and household management, parenting and other life skills essential to maintaining housing and improving economic well-being.
- ⟨ The average length of participation should be three to six months of intensive case management (up to 12 months for pregnant women). Time period may vary dependent on partner agency agreements with CSB.
- ⟨ The provider must sign an MOA with all system partners by June 30 for the upcoming year.

**Eligible Activities:**

- ⟨ Rapid Re-Housing/Navigator case managers provide services to families in order to locate and maintain stable housing. Services include housing planning such as referrals to landlords, advocating on the individual's behalf to secure financial assistance, job search and other employment assistance and linking the family to supportive services in their new neighborhood.
- ⟨ Rapid Re-Housing/Navigator case managers also provide short-term case management (3-6 months and up to 12 months for pregnant women) to families who have exited shelter into housing.

**Eligible Costs:**

- ⟨ A Rapid Re-Housing/Navigator program may apply for services costs and other costs associated with providing services. These include direct staff and other costs associated with staff, such as wages, benefits, payroll taxes, and allowable direct client assistance excluding rental assistance.

#### **v. Direct Client Assistance**

##### **Purpose:**

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

##### **Target Population:**

- ⟨ Persons residing in emergency shelters or experiencing street homelessness.
- ⟨ Persons at imminent risk of homelessness.

##### **Expectations:**

- ⟨ Program staff will provide effective case management which should lead to a high degree of successful housing outcomes for program participants.
- ⟨ Providers are responsible for providing assistance in determining appropriate housing referrals, maintaining complete and accurate client files, and protecting client rights. Providers are expected to advocate for their client with landlords, employers, debtors, and community resources.

##### **Eligible Activities:**

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

##### **Eligible Costs:**

- ⟨ Agency may apply for costs of providing financial assistance directly to clients.

#### **vi. Voluntary programs**

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

### **5. Types of Payment**

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

- ⟨ **Performance based payments** – These payments will be based on outcomes (i.e., successful housing outcomes, new households served, etc.). Emergency

shelter, homeless hotline, and Navigator providers may have a performance based component in their partnership agreement.

- ⟨ **Reimbursement based payments** – Agencies are reimbursed for costs by submitting an invoice form. Reimbursement based payments are required for all agencies providing Rebuilding Lives units and agencies receiving federal funds through CSB contracts with the City, County, State and HUD.
- ⟨ **Schedule A payments** – Agencies with this type of partnership agreement will receive 1/12 of their base award amount each month. Year-end reconciliation occurs to true up to actual expenses.
- ⟨ Some agencies and partnership agreements will have a combination of two or more of these payment methods.

## 6. Definitions

### Homeless Person

A person sleeping in a place not meant for human habitation or in an emergency shelter, as defined by the Department of Housing and Urban Development in the Homeless Emergency Assistance and Rapid Transition to Housing Act (24 CFR 91, 582, and 583) and CSB HEARTH Operating Policies and Procedures.

### Household

A household is defined as two or more individuals presenting together as a family, with or without children. Please find HUD's definition of "family" at:

<https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/>.

### Rebuilding Lives Eligible Household

A homeless household, including an individual or group of persons presenting together with or without children, where the Head of Household is an individual with a disability that has a cumulative length of time spent homeless, whether in shelter or on the street or a combination of the two, totaling at least 120 days or has had at least 4 occasions of homelessness where the combined occasions total at least 120 days and each break in homelessness included at least 7 consecutive nights.

Families presenting together with children, living in a rapid re-housing unit currently supported by Community Shelter Board are still considered eligible as Rebuilding Lives families if they meet the eligibility criteria.

### Chronically Homelessness Household (per HUD)

A homeless household with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the care facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. The individual must have been living as described above continuously for at least 12 months, or on at least 4 separate occasions in the last 3 years, where the combined occasions total a length of at least 12 months and each break in homelessness

included at least 7 consecutive nights. (HUD Final Rule: Defining Chronically Homeless, December 4, 2015)

Additionally, homeless individuals and households must:

- < Currently reside in Franklin County,
- < Not have housing available in Franklin or another county,
- < Not be more appropriately served by other systems of care (e.g. a domestic violence shelter), and
- < Have no other options or resources available for overnight shelter.

For a more detailed description of Rebuilding Lives and Chronic Homeless eligibility requirements please see the document titled “Rebuilding Lives; Eligibility Determination: Criteria, Verification and Documentation Standards”.

## **7. Submission Guidelines:**

### **Application Assembly and Submission Instructions**

Each section that comprises the entire application is detailed below. This section outlines how the application packet should be assembled and submitted. One application package should be submitted for each agency. Please note that applicants must submit **one (1) original and four (4) copies of the application**.

Completed applications are due in hard copy to **Heather Notter** at the **Community Shelter Board, 111 Liberty St., Suite 150, Columbus, OH 43215** no later than **5pm Wednesday, March 29, 2017**. In addition to the hardcopy, **an electronic version of the budget workbook and Environmental Review form** should be emailed to **Heather Notter** at [hnotter@csb.org](mailto:hnotter@csb.org).

The application should consist of the items listed on the Table of Contents and Application Submission Checklist. **The application should be tabbed and all pages numbered consecutively**. Each of the forms referenced in these instructions are available electronically at <http://www.csb.org/providers/applying-for-funds>.

### **Tab 1 - Table of Contents and Application Submission Checklist**

Include a Table of Contents and Application Submission Checklist. The order in which items are listed is the order in which they must be tabbed and submitted. Enter the page numbers for each section.

### **Tab 2 - Applicant and Project Information and Authorization**

This cover sheet must be completed for each agency. The authorization section requires two signatures: the Executive Director and the Finance Director or their equivalents. By signing this authorization, these staff members are certifying that the governing body of the organization has authorized submission of the application for funding; has reviewed all the conditions outlined in the information packet; and accept all the conditions as stated. Please provide the typed name and title of each signatory and date each signature line.

### **Tab 3 - Program Outcomes Plan**

The draft Program Outcomes Plan (POP) will be provided electronically for each program. The POP should be reviewed for agreement. **Return a signed copy for each**

**program** as acceptance of the outcomes. If you are in disagreement with the draft POP, contact **Lianna Barbu, Operations Director**, at 715-2535 or [ibarbu@csb.org](mailto:ibarbu@csb.org) to discuss concerns and develop a mutually agreeable POP.

#### **Tab 4 - Program Description Form or Program Update Form**

The Program Description Form includes questions related to program goals, services to be provided, and other key aspects of the program. Please fill out one form for each **NEW** program. **The Program Update Form includes questions related to changes that occurred in the program since the prior Program Description Form or Program Update Form was submitted to CSB.**

**Only ONE form should be submitted for each program.**

#### **Tab 5 – Environmental Review Address Form for HUD/CoC funded PSH programs**

The City and County perform all environmental reviews. They have asked that CSB obtain a complete list of all addresses once a year. Each agency should complete one Environmental Review Address Form for each CoC funded program.

The Environmental Review Address form contains an instructions page that explains how to complete the form. If the address is a complex with more than one unit, the agency need only to list the address of the complex and the number of units located at the complex. If the agency will be pulling the information from another software, and it is simpler to list each unit, regardless of whether or not there is more than one in a complex, that is acceptable. If the client is choosing the location of the unit, check yes for "Client selected location of unit". If the partner agency has control of the location of the unit, check the no box.

**Please download and complete the FY17 Environmental Review Address form from [www.csb.org](http://www.csb.org). If you have any questions, please contact Janet Bridges, Grants Director, at [jbridges@csb.org](mailto:jbridges@csb.org).**

#### **Tab 6 - Budget Worksheet**

Each agency should complete one Budget worksheet, and one Salary and Wages worksheet. The Budget worksheet includes columns for each program included in the Gateway application.

The budget narrative should include a brief but thorough explanation of the revenue/expense projections associated with each budget category to the extent requested.

The budget worksheet should be approved and signed by the agency's executive director and finance director, or equivalent administrators.

**Supportive housing programs should complete all tabs on the budget worksheet using only revenues and expenses related to homeless units. For example, if the PSH program manages a facility with 20 units, but only 10 units are homeless - eligible, the budget worksheet should be completed for the 10 homeless units only.**



Please download and complete the FY18 budget form from <http://www.csb.org/providers/applying-for-funds>. CSB has included additions and updates to the form for FY18 and prior versions will not be accepted. If you have questions, please contact Heather Notter, Grants Administrator, at [hnotter@csb.org](mailto:hnotter@csb.org).

## 8. Appeals Process:

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

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

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

Steps in the appeal process are:

1. Before deciding to appeal a recommendation, the agency must call CSB to discuss the appeal. This conversation serves two purposes: 1) to try to resolve the issue without an appeal; or 2) CSB staff can help clarify the agency's concerns. Heather Notter is the contact person for appeals.
2. The agency will send written notice of its appeal to CSB. Appeals should be mailed to the attention of Heather Notter.
3. CSB staff will contact the agency, review the appeal and develop a staff response. If CSB staff and the agency are able to develop a mutually agreed upon resolution, the appeal will be considered closed. CSB staff has flexibility in the manner in which it conducts this review (phone conferences, phone polls, meetings, or contacts with the agency for additional information). If a mutually agreeable resolution of the appeal is not achieved, CSB's Board Chair will be notified. Copies of the materials submitted by the agency and the staff response will be forwarded to CSB's Board Chair.
4. CSB's Board Chair will review the agency's appeal and the CSB staff response. The Board Chair may take any of the following actions: a) reaffirm the initial funding recommendation and/or the Program Outcomes Plan; or b) revise the funding amount and/or the Program Outcomes Plan.

The recommendation of the Board Chair will be forwarded (in lieu of staff recommendations) to the CSB Board of Trustees for final approval. The decision of the Board of Trustees is final.

For programs that receive HUD CoC funding, POP appeals will be also handled by the Rebuilding Lives Funder Collaborative (RLFC) Board and the RLFC, as needed and appropriate.

## 9. Conditions:

The Community Shelter Board funding process operates under the conditions outlined below. An authorized official of the applicant organization must acknowledge understanding and acceptance of these conditions by signing the **Authorization** page that is part of the application. Signing the cover sheet also acknowledges agreement with the expectations outlined above.

- A. **Acceptance or Rejection by the Community Shelter Board.** The Community Shelter Board reserves the right to accept or reject any or all submissions. Acceptance does not guarantee funding from the Community Shelter Board.
- B. **Conformance with Statutes.** The Community Shelter Board funding process and any resultant contract or award are subject to all applicable laws, rules and regulations promulgated by any governmental authority having jurisdiction over the subject matter thereof, and the same may be amended from time to time. When applicable, this includes but is not limited to: City of Columbus Solicitation Permit; Registration as a Non-profit with the City of Columbus; Secretary of State Registration as Ohio Not-for-Profit; Registration with the Ohio Attorney General's Charitable Foundations Section; Annual Financial Filing with the Ohio Attorney General; and, state worker's compensation requirements.
- C. **Amending or Canceling Requests.** The Community Shelter Board reserves the right to amend or cancel the solicitation of projects at any time.
- D. **Rejection for Default or Misrepresentation.** The Community Shelter Board reserves the right to reject the application of any organization that is in default of any prior contract with CSB, the State of Ohio, or localities.
- E. **Clerical Errors in Awards.** The Community Shelter Board reserves the right to correct inaccurate awards resulting from clerical errors.
- F. **Rejection of Qualified Applications.** Applications are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the Community Shelter Board.
- G. **Presentation of Supportive Evidence.** A submitting organization, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the application.
- H. **Authorized Approval Required.** The solicitation or acceptance of submissions does not represent any obligation or agreement whatsoever, on the part of the Community Shelter Board, which may only be incurred or entered into by written agreement approved as necessary by an authorized officer of the Community Shelter Board.

- I. **Applicant Costs.** The Community Shelter Board is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any applicant at any time, including the cost of submitting an application.
- J. **Community Shelter Board Discretion.** Any determination made in connection with the Community Shelter Board funding process shall be at the sole discretion and judgment of the Community Shelter Board.
- K. **Anti-Discrimination.** Applicants must be willing to comply with all applicable anti-discrimination requirements. Applicants may not discriminate against any client or applicant for services because of race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, age, disability or other handicap, marital or familial status, military status, status with regards to public assistance, or any other class of persons protected by applicable law. In addition, applicants may not make as a requirement of participation in a proposed project the observance of or participation in religious activity of any kind.
- L. **Alteration of Guidelines.** The Community Shelter Board reserves the right, at its sole option, to alter all program funding and Partner Agency Standards.
- M. **Incomplete Applications.** Each application must contain all of the information required by the application packet. The Community Shelter Board may, but is not required, to allow an applicant whose application is incomplete to submit further information in order to remedy such defect.
- N. **Funder Requirements.** Applicants must comply with all applicable funding requirements passed on to the applicant via a contract with the Community Shelter Board.
- O. **Cooperation with CSB.** If funding is awarded, the Provider shall use its best efforts to cooperate with CSB and with CSB's other providers to provide available shelter overflow services or assistance with other shelter or housing-related emergencies as CSB may request from time to time.
- P. **Recognition of Funding.** Any information given to the public by the Provider (including but not limited to, its letterhead, newsletters, public relations materials, media releases, interviews, fundraising appeals, brochures and correspondence), as it relates to the program funded in whole or in part by CSB, shall prominently identify its funders and CSB as the funding sources of the applicable programs.
- Q. **Board and Staff Meetings & Board Participation.**
  - ⟨ CSB may schedule staff training or other meetings or sessions from time to time and, upon notification of these meetings or sessions, the Provider shall ensure the attendance of its appropriate personnel performing services.
  - ⟨ In addition, the Provider shall routinely notify CSB of all regular meetings of the Provider's board of trustees. CSB or its funders may send representatives to any such meeting upon prior written notice to the

Provider including the reasons for such attendance. CSB agrees that the attendance shall be limited to that portion of the meeting dedicated to the discussion relating to the issues for which CSB or its funders notified the Provider of their attendance at such meeting.

#### **Inquiries and Technical Assistance**

Telephone inquiries can be made to **Heather Notter, Community Shelter Board, 614-715-2534** or [hnotter@csb.org](mailto:hnotter@csb.org).

## **10. Unallowable Costs & Procurement Guidelines**

### **CSB Unallowable Costs**

**Bad Debts** – Any costs arising from uncollectible accounts and other claims, and related costs are unallowable.

**Debt Repayment** – Any costs associated with loans, line of credit balances, mortgages, etc. are unallowable.

**Computer Equipment** – (Federal and City funds ONLY) Computer equipment is not an allowable cost.

**Contingencies** – Contributions to a contingency reserve or any similar provision for unforeseen events is unallowable.

**Contributions and Donations** – Any contributions or donations to other agencies, institutions, or organizations are unallowable.

**Depreciation Expenses** – This is a non-cash expense and is unallowable.

**Entertainment** – Costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation, and gratuities are unallowable.

**Equipment** – Equipment purchase is not an allowable cost. Equipment includes items such as fax machines, copier, file cabinets, and telephones. The lease of these items is allowable. Equipment purchases may be allowed upon prior CSB approval.

**Fines and Penalties** – Costs resulting from violation or failure to comply with federal, state, or local laws and regulations are unallowable.

**Fundraising** – Fundraising is not an allowable cost.

**Interests and Other Financial Costs** – Interest on borrowings, bond discounts, costs of financing or refinancing operations, and legal or professional fees paid in connection therewith, are unallowable.

**Medicaid eligible services** – Medicaid eligible services provided to Medicaid eligible clients are unallowable.

**Memberships** – Memberships for individuals in any civic, business, technical, or professional organization is prohibited. Agency memberships are allowable if the cost is reasonable relative to the benefit and the activity is specifically related to the program.

**Out of State Travel and Conferences** – Out of state travel and conferences are unallowable unless pre-approved by CSB. Pre-approval requires the name of the conference, place, date, detail of estimated costs, name and position of the staff that will attend the conference, and the need/purpose for the staff to attend.

\*\*\*Exceptions to unallowable costs may be made with prior approval of CSB. This will be done on a case by case basis.

**The following are additional unallowable costs by the City of Columbus. If any of your organization's funding comes from the City of Columbus and is restricted by these guidelines, it will be noted in the FY18 contract.**

**Food** – Food is an unallowable cost unless it is specifically necessary as an element of the funded activity. Examples of allowable use include snacks and meals for school age day care/after school programs. **These cases must be pre-approved by the implementing department of the City of Columbus.** Unallowable examples include food for parties, trainings, meetings, conferences, and as gifts or prizes. Food purchased for general office use such as coffee, soft drinks, and snacks is not allowable. See travel for food exceptions.

**Furniture** – Furniture is not an allowable cost. Furniture includes office furnishings such as desks, lamps, chairs, etc.

**Indirect Costs** – Indirect costs are unallowable unless the sub-recipient completes an indirect cost allocation plan, and it is approved by the City of Columbus.

**Transportation** – Costs to purchase a vehicle for clients, to provide down-payment assistance to purchase vehicles, to purchase car insurance, or to pay license and registration fees are ineligible.

**Exceptions to unallowable costs may be made with prior approval of CSB. This will be done on a case-by-case basis.**

#### **Additional City of Columbus Guidelines**

#### **PROCUREMENT GUIDELINES FOR CDBG & ESG SUBRECIPIENTS**

The following procurement guidelines should assist CDBG and ESG sub-recipients in the development of a policy for the procurement of professional services, materials, and supplies. For equipment, a documented analysis of the economic feasibility of purchasing versus leasing must be performed. For on-going professional services and equipment leasing, procurement is to be completed at least every two years. These guidelines are *minimum* thresholds for the sub-recipient's procurement policy.

**Under \$5,000 – Professional Services, Materials and Supplies**

The sub-recipient must obtain at least three (3) verbal bids and document each bid. If the lowest bid is not taken, the sub-recipient must document why and justify the bid that was chosen.

**Over \$5,000 – Professional Services**

The sub-recipient must go through a Request for Proposal (RFP) process, which includes the criteria listed below. Evaluation of these criteria for each proposal must be documented.

1. Competence of offer or and personnel to complete the job
2. Quality and feasibility of technical proposal
3. Ability of entity making offer to complete job given physical resources and workload
4. Past performance
5. Cost

**Over \$5,000 – Materials and Supplies**

This requires a competitive bidding process of at least three separate businesses. Documentation required.

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In addition to the above guidelines, all procurement procedures must adhere to the stipulations described in Federal Regulation 2 CFR 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards.” Briefly, these regulations ensure that sub-recipient procurement procedures preclude conflict of interest, ensure that all bids and RFPs submitted are for identical items or services, and assure sub-recipients are providing for free and open competition for all procurement transactions. For sub-recipients who already have procurement policies in place please make sure that the above requirements are consistent with already established policies including dollar thresholds.

\*Also, see “A Handbook for CDBG Sub-recipients on Administrative Systems” for general procurement guidelines.