HOMELESS CONTINUUM OF CARE OF STARK COUNTY
BOARD MEETING
Tuesday, July 14, 2020 at 9:30am
Zoom Meeting Minutes

Members Present
Lynne Dragomier
Danelle Lightner
Lisa Warden
Steve Inchak
Rollin Seward
Kim Kroh
Julie Sparks
Beverly Lewis
JoAnn Breedlove
Shirene Starn-Tapyrik
John Aller

Members Not Present
Maria Heege
Captain John Gabbard
Marty Chumney
Cathy Jennings
Shannon McMahon Williams

Guests
Jennifer Keaton, StarkMHAR
Amanda Burdette, StarkMHAR
Scott Schnyders, Refuge of Hope

SHNI
Marcie Bragg
Melissa Terrell

I. Welcome and Introductions

At 9:40 a.m., Marcie Bragg, Board Chair, called the meeting to order and welcomed everyone to the Zoom meeting. Marcie requested that Board members keep their phone on mute when they are not speaking and to state their name when making a motion. Marcie welcomed guests Jennifer Keaton and Amanda Burdette with StarkMHAR and Scott Schnyders with Refuge of Hope. The guests will provide an update or review on agenda topics. Marcie welcomed Amanda Burdette as a new staff member with StarkMHAR and to the Homeless Continuum of Care of Stark County.

II. Review and Approval of May 2020 Meeting Minutes

Motion: Marcie requested a motion to approve the May 2020 Homeless Continuum of Care of Stark County Board meeting minutes as presented. Shirene motioned to approve. Julie seconded the motion and it was carried by all members present.

III. Introduce Homeless Navigation Supervisor

Jennifer Keaton introduced the new StarkMHAR Partner Solutions Homeless Navigation Supervisor, Amanda Burdette. The Homeless Navigation team has been led by the Homeless Navigation Supervisor, Teresa Ponchak, since 2014. Teresa decided to retire with a resignation date of June 30th, 2020. StarkMHAR Partner Solutions solicited candidates for the position starting in the end of March in anticipation of having roughly a month of overlap between Teresa's departure and training the new supervisor; unfortunately the pandemic slowed down the hiring process and Amanda Burdette started her position on July 25th which left only five days of overlap with Teresa. Amanda is a former Homeless Navigation Specialist with knowledge of the HCCSC policies and practices, she is well versed in case management and has extensive experience with supervisory positions. Amanda came back to StarkMHAR Partner Solutions from her role at the Tuscarawas Domestic Violence Shelter. Jennifer stated that the Homeless Navigation staff is excited about the transition and future of the team.

At the time of 9:48am, Beverly Lewis joined the meeting.

IV. Review 2020 Point-in-Time Count (PIT) *(See Attachment 1)*

Jennifer Keaton reviewed the 2020 Point-in-Time (PIT) Count summary that was submitted to the Department of Housing and Urban Development (HUD) on June 30th, 2020. The summary document was provided to Board members via email prior to the meeting. Jennifer summarized the PIT count outcomes with Board members indicating that each year the HCCSC has seen a decrease in the total of number of people sheltered and unsheltered. In 2019, the total count was 273 persons and the total for the 2020 count was 250 persons. Jennifer

discussed the sub-populations increase or decrease in the number of households/individuals counted. Jennifer also discussed the structure of the 2020 PIT Count and indicated that a larger number of teams were out in Stark County areas as compared to past years. The 2020 PIT Count also followed the HCCSC's traditional survey distribution to obtain information. The PIT count was held with three count types which are as follows: 1) Street Count (teams that looked for those that are unsheltered, living on the streets); 2) Serviced-Based Count (teams that administered the PIT survey at area agencies / participating partners); 3) Youth Count (focused solely on the youth population which included street teams and/or service-based). Please see the attached summary for additional details.

At the time of 9:53am, Rollin Seward joined the meeting.

Jennifer also provided the Board members with an overview of Homeless Navigation operations since the start of the pandemic. The Homeless Navigation team has transitioned to working from home, with the exception of one Specialist remaining in the office to triage the calls to other Specialist who then complete the full assessment. There are currently two Specialists rotating days in the office. Jennifer reported that there hasn't been any issues with the continuation of services provided and no interruption with the work being completed. StarkMHAR is currently closed to the public with limited staff on-site; StarkMHAR continues to review the state of the pandemic and staff returns to the office.

V. Review of Coordinated Entry System Committee Activities

    a. *Approval* of OHFA COVID19 – Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance – Homeless Prevention *(See Attachment 2)*

    b. *Approval* of OHFA COVID19 – Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance – Emergency Rental Assistance *(See Attachment 3)*

    c. *Approval* of OHFA COVID19 – Recordkeeping Policies *(See Attachment 4)*

The Ohio Housing Finance Agency (OHFA) on March 18, 2020, approved financial assistance for homeless prevention and Emergency Rental Assistance. The Coordinated Entry System (CES) Committee has established access and prioritization policies and record keeping policies for this one-time funding opportunity that expires on March 31, 2021. Scott provided an overview of the Coordinated Entry Committee's sub-workgroup efforts to create standalone policies for compliance with administering the OFHA funding opportunity for Homeless Prevention and Emergency Rental Assistance; additionally the sub-workgroup created standalone policies for OHFA funded projects recordkeeping requirements. The sub-workgroup consisted of providers, Coordinated Entry Committee co-chairs and members, the Stark Housing Network, Inc. (SHNI), Homeless Navigation, and Shannon McMahon Williams Recipient Approval and Evaluation Committee (RAEC) chair, Homeless Prevention Task Force Chair, and HCCSC Board member. The SHNI and RAEC chair worked to create a Letter of Inquiry for the OHFA funding opportunities to gage agencies interest and created applications for those applicants that met Threshold Criteria (the application process provides a more in-depth detailed overview of the projects number to be served, types of supportive services provided, and scope of work to complete). Scott discussed that the sub-workgroups policy recommendations were provided to the full CES Committee for review and approval to forward to the HCCSC Board. Each policy created was based on the guidance received from OHFA and grant agreements between the SHNI and awarded agencies. The Homeless Prevention and Emergency Rental Assistance policies mirror the guidance as much as possible in order to maintain compliance with the award requirements, such as prioritization of households with COVID19 hardship claims and the Annual Median Income (AMI) for participants to receive funding. Scott also indicated that the Coordinated Entry process at Homeless Navigation would not use the traditional full Service Prioritization Decision Assistance Tool (SPDAT), but referrals would be based on a Pre-Screen process that included additional questions regarding the applicants underlying health conditions and whether or not the applicant has a COVID19 hardship claim. Melissa reviewed the OHFA record keeping policy with Board members and outlined the sources of information and agency expectations for documentation and reporting to the SHNI.

Motion: Marcie requested a motion to approve the OHFA COVID19 – Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance – Homeless Prevention, OHFA COVID19 – Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance – Emergency Rental Assistance and OHFA COVID19 – Recordkeeping Policies as presented. Lisa motioned to approve. Lynne seconded the motion and it was carried by all members present except for Shirene and Julie, who abstained. Both Shirene and Julie are recipients of the OHFA COVID19 funding.

VI. **Update on COVID-19 Homeless Task Force Activities** *(See Attachment 5)*
   a. Funding
      Marcie reviewed the Stark County Homeless System COVID-19 Response document that was sent to Board members via email prior to the meeting. The document outlines COVID19 specific funding that the Stark Housing Network, Inc. has received or prioritized. Marcie highlighted the COVID-19 Task Force activities and outcomes. The COVID-19 Task Force was created in March and daily calls were held with community partners such as housing providers, the health department and local foundations etc. The calls act as a support for providers and assist in strategizing a systematic response to COVID-19; the calls are now only taking place on Tuesdays with an optional meeting on Thursdays if topics need to be discussed. There have been several funding opportunities provided to Stark County in response to the pandemic including assistance from local charities; Marcie summarized each of the funding sources and the eligible activities under each award, the amount that was awarded, and the amount of funding remaining. During the initial response to the pandemic, local foundations provided funding to address new needs of the homeless system providers such as the expense to secure and pay for the services of a cleaning company for emergency and alternative shelters. COHHIO provided each CoC with $10,000 without an application process; a portion of these funds were used to reduce congregate living areas within the shelters by purchasing mini refrigerators and microwaves for each unit. The COHHIO award for $60,000 was provided to support the costs of emergency shelter alternative sites including hotel/motel stays. The Ohio Housing Finance Agency (OHFA) provided funding to Stark County to support the following activities; homeless prevention, rapid rehousing, and emergency rental assistance. Letters of Inquiry were sent out to HCCSC Members and providers to determine interest in this funding opportunity; agencies that submitted an inquiry were awarded funding. All agencies that applied for the OHFA funding are existing CoC providers, with the exception of Catholic Charities; additional financial information was requested from Catholic Charities and Bob Fay, CPA and Recipient Approval and Evaluation Committee Member, reviewed the financials prior to the Stark Housing Network, Inc. (SHNI) moving forward with grant agreements. The City of Canton (City) is the recipient of the Emergency Solution Grant CARES Act (ESG CV) funding and the City is required to submit to HUD a revised Con Plan for 2019 in order to receive the funding award; the City was required to provide HUD with the name of the agencies who will be sub-recipients for the funding. The City, SHNI and RAEC chair have been working through this funding award process collectively; the City has received a line of credit and is ready to move forward with round one agreements. The City has requested to expedite the second round of ESG CARES Act funding if possible. The Ohio Development Service Agency (ODSA) provided $86,700.00 in Rapid Rehousing funds; this amount was a pre-determined amount and provided through a non-competitive process. The SHNI had a discussion with the sub-recipients of ODSA Homeless Crisis Response Program (HCRP) funded agencies to determine which agency had the capacity to administer the award; the YWCA declined the funding and ICAN will be the sub-recipient of the full award.

   b. Activities and Outcomes
      Marcie provided an update on some of the additional outcomes of the group, however, the focus of the discussion was on the efforts of the Canton City Schools and CommQuest Professional Services.
      i. Canton City School Update
         Lisa Warden with Canton City Schools has worked with other school staff to identify at-risk students/families though connecting with students to identify their current housing status/living situation and needs. Lisa has performed this outreach by calling the students/families. Through the Homeless COVID19 Task Force call conversations, it was recommended that Lisa do a second round of calls and ask additional questions regarding housing status/living situation. Amy Dornack of CommQuest Professional Services / Family Living Center reported that CommQuest had an ESG remaining balance from 2019 for Homeless Prevention and offered to assist Lisa

with connecting to the students / families to determine need and offer resources in the community. After the second round of calls, Lisa report that 145 said yes to the additional questions and that 122 families are in At-Risk situations. In order to keep track of referrals, Lisa and Amanda of Homeless Navigation will review the referral list together to see which families are reaching out to Homeless Navigation for services.

VII. Update on FY2020 Funding Competitions

a. Continuum of Care

Marcie stated that HUD has not released the FY2020 Notice of Funding Availability (NOFA). HUD has indicated that CoCs should focus on preparing and responding to COVID19 rather than preparing for the CoC Program funding competition. Throughout the COVID-19 pandemic, HUD has provided various webinars regarding new funding streams and provided CoC's with guidance on working through processes and changes during this time. The guidance provided by HUD representatives is that CoC's should be focusing on the response to the pandemic and should not be as focused on monitoring, performance measures and/or CoC goverance. Currently CoC's are waiting for additional HUD guidance that will outline this year's competition and any competition nuances due to the pandemic. The SHNI and RAEC chair have been working through processes based on knowledge of past HUD competitions. For the FY2020 CoC Program competition, the SHNI will hold an application workshop that will provide guidance on the HUD eSNAPS application. The SHNI and RAEC chair have discussed providers increased efforts in response to the pandemic and determined that providers should only complete one application for this year's competition; providers will be required to complete the HUD eSNAPS application and not be required to complete the HCCSC's Local Application. Applicants that complete the HUD eSNAPS application will still undergo the scoring and ranking process as completed in the past; the source of information for the scoring and ranking process will be extracted from the HUD eSNAPS application rather than the HCCSC's Local Application.

b. Ohio Development Services Agency

Marcie received clarification from an ODSA staff member, Amy Bullard, that applications for the PY2020 Homeless Crisis Response Program and/or Supportive Housing Program applications will not require HCCSC (CoC) Board endorsements. Each grantee will receive an allocation amount based on their existing award. This means that the Board will not be asked to endorse agency applications for PY2020 ODSA HCRP or SHP funding.

VIII. Update on Upcoming HCCSC Racial Equity Discussions

Marcie reported to the Board that there was a Racial Equity sub-committee created before the pandemic and since the pandemic, the discussions have slowed down. Many of the Racial Equity committee members are also members of the System Performance Committee (SPC), with the exception of one person, so Marcie is recommending that SPC committee focus on these discussions and invite the one volunteer to meet with the SPC that is not a committee member.

At the time of 11am, Rollin Seward exited the meeting.

IX. Old

Marcie reported that the Homeless Management Information System data requested from the Ohio Data Warehouse has been submitted by June 30th as requested by ODSA. The data submission did not have a time and date stamp provided and Jennifer of StarkMHAR is working with Technical Assistance to work through this process.

X. New

a. Cathy Jennings was scheduled to discuss the 15-Day Unity Challenge that is being led by the YWCA and agency partners including a new coalition of Stark County nonprofits, education groups, and service and community agencies. The 15 Day Unity Challenge is inspiring residents to take action against racism and

other forms of discrimination. Marcie will email Board Members a link to the Repository article and provide any additional details she receives regarding this challenge. The Stark Housing Network, Inc. looks forward to participating in the 15-Day Unity Challenge.

b. Melissa, Stark County Veteran Coordinator, reported that, at this time, there were zero "Active" Veterans on the Veteran Benchmark Tool. The tool is utilized to track the state of Veteran homelessness and connection to services in accordance to the United States Interagency Council on Homelessness (USICH) recommendations / requirements to apply for "Presumptive Zero" recognizing the end of Veteran Homelessness.

XI. **Adjournment**

With no further business to be discussed, at 11:07am the meeting adjourned. Marcie thanked the guests for joining the meeting.

2020 Point-in-Time Count OH-508 Canton, Massillon, Alliance/Stark County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	32	6	0	38
Total Number of persons (Adults & Children)	**93**	**22**	**0**	115
Number of Persons (under age 18)	57	16	0	73
Number of Persons (18 - 24)	3	2	0	5
Number of Persons (over age 24)	33	4	0	37

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	64	13	0	77
Male	29	9	0	38
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	91	21	0	112
Hispanic/Latino	2	1	0	3

2020 Point-in-Time Count OH-508 Canton, Massillon, Alliance/Stark County CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	35	8	0	**43**
Black or African-American	36	12	0	**48**
Asian	0	0	0	**0**
American Indian or Alaska Native	0	0	0	**0**
Native Hawaiian or Other Pacific Islander	0	0	0	**0**
Multiple Races	22	2	0	**24**

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	**0**
Total number of persons	0		0	**0**

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	0	0	0	0	**0**
Total Number of children (under age 18)	0	0	0	0	**0**

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	**0**
Male	0	0	0	0	**0**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	**0**

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	0	0	0	0	**0**
Hispanic/Latino	0	0	0	0	**0**

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional			
White	0	0	0	0	**0**
Black or African-American	0	0	0	0	**0**
Asian	0	0	0	0	**0**
American Indian or Alaska Native	0	0	0	0	**0**
Native Hawaiian or Other Pacific Islander	0	0	0	0	**0**
Multiple Races	0	0	0	0	**0**

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	**0**

2020 Point-in-Time Count OH-508 Canton, Massillon, Alliance/Stark County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	114	1	0	16	**131**
Total Number of persons (Adults)	**118**	**1**	**0**	**16**	135
Number of Persons (18 - 24)	7	0	0	1	**8**
Number of Persons (over age 24)	111	1	0	15	**127**

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	50	1	0	3	**54**
Male	68	0	0	13	**81**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	**0**

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	115	1	0	16	**132**
Hispanic/Latino	3	0	0	0	**3**

2020 Point-in-Time Count OH-508 Canton, Massillon, Alliance/Stark County CoC

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	78	1	0	10	**89**
Black or African-American	27	0	0	6	**33**
Asian	1	0	0	0	**1**
American Indian or Alaska Native	2	0	0	0	**2**
Native Hawaiian or Other Pacific Islander	0	0	0	0	**0**
Multiple Races	10	0	0	0	**10**

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	2		0	1	**3**

Date of PIT Count: 1/28/2020
Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	146	7	0	16	**169**
Total Number of Persons	211	23	0	16	**250**
Number of Children (under age 18)	57	16	0	0	**73**
Number of Persons (18 to 24)	10	2	0	1	**13**
Number of Persons (over age 24)	144	5	0	15	**164**

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	114	14	0	3	**131**
Male	97	9	0	13	**119**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	**0**

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	206	22	0	16	**244**
Hispanic/Latino	5	1	0	0	**6**

Race

Point In Time Summary for OH-508 - Canton, Massillon, Alliance/Stark County CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	113	9	0	10	**132**
Black or African-American	63	12	0	6	**81**
Asian	1	0	0	0	**1**
American Indian or Alaska Native	2	0	0	0	**2**
Native Hawaiian or Other Pacific Islander	0	0	0	0	**0**
Multiple Races	32	2	0	0	**34**

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	2		0	1	**3**

Homeless Continuum of Care of Stark County (HCCSC)
Ohio Housing Finance Agency (OHFA) COVID19-
Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance

Purpose. The Ohio Housing Finance Agency (OHFA) on March 18, 2020, approved financial assistance for homeless prevention. The Homeless Continuum of Care of Stark County (HCCSC) has established access and prioritization policies for this one-time funding opportunity that expires on March 31, 2021.

Section - I. Eligibility and Prioritization for OHFA Emergency Housing Assistant Grant Program - Homelessness Prevention

A. Prevention Programs Receiving OHFA Funds.

1. Eligibility for Homeless Prevention. To be eligible for Homelessness Prevention services operated by Participating Agencies, individuals and families must:

   a) Be residents of Stark County with funding targeted towards the residents outside of the City of Canton;

   b) Be ineligible for system diversion;

   c) Have a household related COVID19 hardship claim due to a decline in wages, unemployment, or health impact (i.e. confirmed or suspected COVID diagnosis that has led to drop in employment or income);

   d) Meet Homeless Navigation Pre-Screen eligibility;

   e) Have an annual income at or below 50% AMI, with priority given to households with incomes at or below 30% AMI;

   f) Be at Imminent Risk or Imminent Eviction (At-Risk). Imminent Risk applicants will imminently lose their primary nighttime residence, provided that (i) Residence will be lost within 14 days of the date of project referral; (ii) No subsequent residence has been identified; and (iii) The applicant lacks the resources or support networks needed to obtain other permanent housing. Imminent Eviction (At-Risk) eligible individuals will include those who are unable to pay their rent and are at imminent risk of eviction; an eviction order need not be received. Priority will be given to households at imminent risk.

2. Eligible Uses for Homeless Prevention OHFA Costs[1]

   a. Rental assistance payments (no more than six months of rental assistance including the arrears)
   b. Utility assistance including payments, deposits and arrears.
   c. Move-in cost assistance including security deposits, etc.
   d. Landlord verification services
   e. Housing case management
   f. Moving Cost Assistance
   g. On a limited basis, funds may be used for hotel or motel stays for high risk individuals. Eligible individuals include seniors aged 60 and older, individuals with underlying pre-existing conditions and pregnant women. The length of assistance may not to exceed 30 days. Individuals receiving such assistance must be prioritized for more permanent housing options to limit length of stay.

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[1] Recommended Uses for Homeless Prevention Response OHFA Costs for Homelessness Prevention Programs based on guidance from the Ohio Housing Finance Agency – Emergency Housing Assistance Program Guidelines

Homeless Continuum of Care of Stark County (HCCSC)
Ohio Housing Finance Agency (OHFA) COVID19-
Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance

3. <u>Prioritization for Homeless Prevention.</u> The following rules will be followed in prioritizing households for prevention services:

    a. <u>Prioritization for Households with Risk Factors for Contracting COVID-19</u>. Households in which any member has two of the following risks factors (underlying medical condition(s), is 60 years of age or older and/or is a pregnant woman) will be prioritized before households with one risk factor. Household that have one risk factor (underlying medical condition(s), is 60 years of age or older or is a pregnant woman) will be prioritized before households with no risk factors.

    b. <u>Prioritization for Households with Extremely Low Income.</u> Households that have an annual income at or below 30% AMI will be prioritized before households with income between 31% and 50% AMI.

    c. <u>Prioritization for Imminent Risk versus Imminent Eviction (At-Risk) Households.</u> Households that are at imminent risk of homelessness within 14 days of project referral will be prioritized before households that are facing imminent eviction (At-Risk).

4. <u>Requirement to Exhaust Other Resources.</u> Before providing prevention services to any household, prevention staff must determine whether they have exhausted other options available to them.

Homeless Continuum of Care of Stark County (HCCSC)
Ohio Housing Finance Agency (OHFA) COVID19-
Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance

Purpose. The Ohio Housing Finance Agency (OHFA) on March 18, 2020, approved financial assistance for emergency rental assistance. The Homeless Continuum of Care of Stark County (HCCSC) has established access and prioritization policies for this one-time funding opportunity that expires on March 31, 2021.

Section - I. Eligibility and Prioritization for OHFA Emergency Housing Assistant Grant Program – Emergency Rental Assistance (ERA)

A. Emergency Rental Assistance Programs Receiving OHFA Funds.

1. Eligibility for ERA. To be eligible for Emergency Rental Assistance services operated by Participating Agencies, individuals and families must:

    a) Be residents of Stark County;

    b) Meet Homeless Navigation Pre-Screen eligibility;

    c) Have an annual income at or below 50% AMI, with priority given to households with incomes at or below 30% AMI;

    d) Be at Imminent Eviction (At-Risk). Imminent Eviction (At-Risk) eligible individuals will include those who are unable to pay their rent and are at imminent risk of eviction; an eviction order need not be received. Individuals must have experienced a decline in income, weekly wage reduction, job loss or other financial challenges related or unrelated to COVID-19.

2. Eligible Uses for Emergency Rental Assistance OHFA Costs[1]

    a. Rental assistance payments (no more than six months of rental assistance including the arrears)
    b. Utility assistance including payments, deposits and arrears.
    c. Move-in cost assistance including security deposits, etc.
    d. Landlord verification services
    e. Housing case management
    f. Moving Cost Assistance

3. Prioritization for Emergency Rental Assistance. The following rules will be followed in prioritizing households for Emergency Rental Assistance services:

    a. Prioritization for Households with Risk Factors for Contracting COVID-19. Households in which any member has two of the following risks factors (underlying medical condition(s), is 60 years of age or older and/or is a pregnant woman) will be prioritized before households with one risk factor. Household that have one risk factor (underlying medical condition(s), is 60 years of age or older or is a pregnant woman) will be prioritized before households with no risk factors.

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[1] Recommended Uses for Homeless Prevention Response OHFA Costs for Homelessness Prevention Programs
  based on guidance from the Ohio Housing Finance Agency – Emergency Housing Assistance Program Guidelines

Homeless Continuum of Care of Stark County (HCCSC)
Ohio Housing Finance Agency (OHFA) COVID19-
Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance

      b. <u>Prioritization for Households with income loss due to COVID19.</u> Households that have a household related COVID19 hardship claim due to a decline in wages or unemployment will be prioritized before households that do not have a COVID19 hardship claim.

      c. <u>Prioritization for Households with Extremely Low Income.</u> Households that have an annual income at or below 30% AMI will be prioritized before households with income between 31% and 50% AMI.

4. <u>Requirement to Exhaust Other Resources.</u> Before providing Emergency Rental Assistance services to any household, Emergency Rental Assistance staff must determine whether they have exhausted other options available to them.

Purpose. The Ohio Housing Finance Agency (OHFA) on March 18, 2020, approved financial assistance for the OHFA Emergency Housing Assistant Grant Program. The Homeless Continuum of Care of Stark County (HCCSC) has established recordkeeping policies for this one-time OHFA funding opportunity that expires on March 31, 2021.

Section - I. Recordkeeping Requirements for OHFA Emergency Housing Assistant Grant Program Sub-grantee Projects

A. In General. Every sub-grantee of OHFA grant funds must establish and maintain standard operating procedures for ensuring that those funds are used in accordance with the requirements of the OHFA Emergency Housing Assistance Grant Program Guidelines and the HCCSC's Ohio Housing Finance Agency (OHFA) COVID19- Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance. Sub-grantees must maintain sufficient records and enable the HCCSC's Collaborative Applicant and OHFA Grantor, Stark Housing Network, Inc. (SHNI), access to these records.

   1. Records, Access, and Maintenance
      i. Sub-grantee must:
         a. Establish and maintain for at least three (3) years from the expiration or termination of grant agreement such records as are required by Grantor, including but not limited to, financial reports, intake and participant information, and all other relevant information.

         b. Provide records required by Grantor with respect to any questioned costs, audit disallowances, litigation or dispute between Grantor and Sub-grantee shall be maintained for the time needed for the resolution of said question and that in the event of early termination of the grant agreement, or if for any other reason Grantor shall require a review of the records related to the Project, Sub-grantee shall, at its own cost and expense, segregate all such records related to the Project from its other records of operation.

         c. Provide an updated OHFA COVID-19 Emergency Housing Assistance Grant Tracking Report Template to the SHNI on a monthly basis, starting one month after receipt of funding. Reporting will continue to be due on the 15th of every month until the month following the exhaustion of funds.

         d. Provide reports from Homeless Management Information System (HMIS) data input to the OHFA COVID-19 Emergency Housing Assistance Grant Tracking Report Template, including information about recipients, i.e. date of birth, age, race, ethnicity, income, geographic origination information, family status, members in household, etc. Data should be anonymized and de-identified prior to reporting through the use of a hashing process. The hashing process will provide a unique identifier in lieu of personal identifying information.

         e. In the event of Unusual Circumstances Affecting Performance that the Sub-grantee cannot meet any or all of the obligations placed upon it by the terms of the grant agreement the Sub-grantee shall immediately notify Grantor (SHNI) in writing.

         f. Submit to Grantor a Final Performance Report within 60 days of the end of the term of the grant agreement. This status report should be accompanied by details of individuals assisted, from HMIS system, OHFA COVID-19 Emergency Housing Assistance Grant Tracking Report Template and any other systems that are used for reporting and tracking grant relevant information.

2. Standard Sub-grantee OHFA Operating Procedure Policies
    i. Sub-grantee must abide by the following operating polices:

    a. Acceptance into OHFA Project. Projects will accept referrals from Coordinated Entry and verify applicant eligibility.

    b. Intake Process. Sub-grantee will complete the intake process including eligibility documentation requirements, Fair Market Rent calculation, any forms that may be utilized (ex. zero-income self-certification), and if applicable, participant verification of receipt of any agency project guidelines and/or policies (ex. receipt of HMIS Release of Information and Cause for Termination Statement).

    c. OHFA Assistance Calculation. Sub-grantees will abide by a Universal Procedure established to determine the amount of assistance that the project will provide to participants including how much rental assistance will be provided and the length of assistance, based on the individualized assessment of the participant and potential negotiations with the landlord. Procedures must align with the Homeless Continuum of Care of Stark County (HCCSC) Ohio Housing Finance Agency (OHFA) COVID19- Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance.

    d. Tracking OHFA Participants Assistance. Sub-grantee must track assistance and funds provided to participants via the Homeless Management Information System (HMIS) for the OHFA COVID-19 Emergency Housing Assistance Grant Tracking Report Template.

    e. Prioritization of Eligible OHFA Participants. Agencies will take referrals from the Prioritization List. Agencies will document updates to the list in a timely manner.

    f. Participant File Confidentiality. Sub-recipient will follow the HCCSC's System Privacy & Security Policies.

    g. Conflict of Interest. Sub-Grantees will abide by the Conflict of Interest Statement included in the Sub-Grantee Grant Agreement. If a referral is for a household being served in another program of a sub-grantee, that household may not be assisted with OHFA assistance from the same sub-grantee. However, the referred household may still be served with OHFA assistance by another sub-grantee administering the OHFA program.

    h. Participant Termination. Sub-grantee's may terminate a participant from the program under the following circumstances:

        i. Fraud
        ii. Failure to report income within the specified timeframe (ten days)
        iii. Failure to make contact with sub-grantee for thirty (30) days
        iv. Violent or Threatening behavior towards staff
        v. Head of Household has deceased and there is no co-applicant
        vi. Failure to comply with established financial assistance plan

Section – II Recordkeeping Requirements for OHFA Emergency Housing Assistant Grant Program - Project Participant Eligibility Required Documents

    A. <u>OHFA Participant Eligibility Required Documentation</u>

        1. <u>Eligibility Documentation</u>. Every sub-grantee of OHFA grant funds must establish and maintain eligibility documentation in a participant file to ensure that those funds are used in accordance with the requirements of the OHFA Emergency Housing Assistance Grant Program Guidelines and the HCCSC's Ohio Housing Finance Agency (OHFA) COVID19- Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance.

            a. Identification. Participant acceptable identification documentation includes a driver's license or state identification card indicating that the participant is a resident of Stark County; geographical area must be included in the documentation.

            b. HMIS Release of Information. Participant files must include an HMIS Release of Information signed by the participant.

            c. Household Composition. Household Composition and family-status of all members in household must be included in file.

            d. Household Demographics. Documentation including date of birth, age, race, ethnicity, income, geographic origination information for all household members must be included in file.

            e. Sub-grantees will document the agency's attempts to contact applicants for assistance and document applicants' failure to respond to the agency. Agencies have the ability to move on after two attempts within three business days from the first day on contact.

            f. COVID19 Health and/or Income Hardship. Verification of a decline in wages, unemployment, or health impact acceptable documentation includes the following: participant pay-stubs backdating from the date requesting assistance; letter from employer; unemployment letter and/or verification that unemployment has been applied for; zero-income self-certification form signed by participant. .

            g. Fair Market Rent (FMR) Eligibility. Documentation for calculating rental payments which must not exceed 120% of the HUD Fair Market Rent (FMR) for the CoC service area.

            h. Imminent Risk or Imminent Eviction (At-Risk). Acceptable forms of documentation includes the following: a court ordered eviction notice; a notice from landlord to vacate the premises; signed statement from owner/tenant of location being asked to leave, including the date in which the participant is required to leave the premises; template letter signed and dated by the landlord/owner/tenant asking participant to vacate the premises; and in some cases a self-report with supporting documentation if released by an institutional setting (any health record documentation that includes a diagnosis or any medical information should be blacked-out or removed prior to placing documentation in file).

            i. Resources Exhausted. Documentation that other community resources were attempted prior to providing OHFA assistance. Acceptable forms of documentation include a participant signed community resources list provided by agency.

STARK COUNTY HOMELESS SYSTEM COVID-19 RESPONSE

FUNDING SOURCE	ACTIVITY	AMOUNT	AMT. DISBURSED	AMT. REMAINING
Sisters of Charity Foundation of Canton	Shelter Operations/Street Outreach	$5,000.00	$3,290.71	$1,709.29
Sisters of Charity Foundation of Canton	Shelter Operations – Cleaning Services	$16,500.00	$4,577.40	$11,922.60
Stark Community Foundation	Shelter Operations – Cleaning Services	$28,500.00	$8,137.60	$20,362.40
Faith Family Church	Shelter Operations	$5,000.00	$0.00	$5,000.00
Coalition on Homelessness and Housing in Ohio	Shelter Operations/Alternative Sites	$10,000.00	$5,455.00	$4,545.00
Coalition on Homelessness and Housing in Ohio	Alternative Sites	$60,000.00	$45,000.00	$15,000.00
Ohio Housing Finance Agency (OHFA)	Homeless Prevention/Rapid Rehousing/Rental Assistance/Hotel	$139,141.00	$0.00	$139,141.00
SBA Paycheck Protection Program	SHNI Payroll/Occupancy Expenses	$37,437.00	$0.00	$37,437.00
Emergency Solutions Grant CARES Act Round 1– *City of Canton (SHNI/HCCSC prioritized agencies for the City of Canton to award funding)*	Shelter Operations/Street Outreach/Homeless Prevention/ Rapid Rehousing	$705,459.00	$0.00	$705,459.00
Emergency Solutions Grant CARES Act Round 2 – City of Canton	Shelter Operations/Street Outreach/Homeless Prevention/ Rapid Rehousing	$738,045.90	$0.00	$738,045.90
Ohio Development Services Agency – Homeless Crisis Response Program	Rapid Rehousing	$86,700.00	$0.00	$86,700.00
TOTAL		**$1,831,782.90**	**$66,460.71**	**$1,765,322.19**

COVID-19 HOMELESS TASK FORCE OUTCOMES

- Implemented weekday 8 am calls with representatives from shelter, housing, behavioral health, health department, federally qualified health clinic, and homeless school liaison *(calls have been reduced to twice a week on Tuesdays and Thursdays)*
- Secured two locations for alternative shelter sites totaling 15 units
- Established relationships with three hotels for alternative site locations
- Equipped shelter rooms with a mini refrigerator and microwave to allow for the closure of shared kitchen spaces
- Awarded $105,000 for system-wide grant applications to fund alternative shelter sites and cleaning services for shelters
- Partnered with Alliance Family Health Center to develop Stark County CoC COVID-Triage Sheet, Telehealth Services, and Mobile Health Clinic for Shelter Residents including COVID-19 testing
- Established medical transportation for service shelter and permanent housing residents
- Created peer support group for shelter and housing providers
- Created HCCSC Committee Workgroups to create and amend current HCCSC Coordinated Entry Policies for COVID-19 related OHFA and ESG funding