

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	Attachment 1C-5 P...	09/12/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	Eastern PA CoC CE...	09/16/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Eastern PA CoC - ...	09/16/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Eastern PA CoC - ...	09/16/2018
1E-4. CoC's Reallocation Process	Yes	Eastern PA CoC - ...	09/16/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Eastern PA CoC - ...	09/16/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Eastern PA CoC - ...	09/16/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Eastern PA CoC - ...	09/16/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC HMIS MOU	09/16/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	Eastern PA CoC HM...	09/16/2018
3A-6. HDX–2018 Competition Report	Yes	Eastern PA CoC HD...	09/16/2018
3B-2. Order of Priority–Written Standards	No	Eastern PA CoC Pr...	09/16/2018

3B-5. Racial Disparities Summary	No	Eastern PA CoC - ...	09/16/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: Attachment 1C-5 PHA Administration Plans - Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: Eastern PA CoC CE Assessment Tools

Attachment Details

Document Description: Eastern PA CoC - 1E-1

Attachment Details

Document Description: Eastern PA CoC - 1E-3

Attachment Details

Document Description: Eastern PA CoC - 1E-3

Attachment Details

Document Description: Eastern PA CoC - 1E-4

Attachment Details

Document Description: Eastern PA CoC - 1E-5

Attachment Details

Document Description: Eastern PA CoC - 1E-5-rejected

Attachment Details

Document Description: Eastern PA CoC - Local comp deadline

Attachment Details

Document Description: CoC HMIS MOU

Attachment Details

Document Description: Eastern PA CoC HMIS Charter

Attachment Details

Document Description: Eastern PA CoC HDX Competition Report

Attachment Details

Document Description: Eastern PA CoC Prioritization Policy for PSH

Attachment Details

Document Description: Eastern PA CoC - Racial Disparities Summary

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Document Description:

Submission Summary

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

Page	Last Updated
4B. Attachments	Please Complete
Submission Summary	No Input Required

ATTACHMENT 1C-5.

PHA Administration Plan (Applicable Section(s) Only)

Attachment 1C-5 documents include the following:

- Centre County Housing Authority
 - Public Housing homeless preference
 - Housing Choice Voucher program homeless preference

- Clinton County Housing Authority
 - Public Housing homeless preference

- Lycoming County Housing Authority
 - Public Housing homeless preference
 - Housing Choice Voucher program homeless preference

- Housing Authority of Monroe County
 - Public Housing homeless preference
 - Housing Choice Voucher program homeless preference

- Schuylkill County Housing Authority
 - Public Housing and Housing Choice Voucher program homeless preference
 - Housing Choice Voucher program homeless preference

3. The HACC will admit families to the Section 8 Program to comply with the Income Targeting requirement, and may adjust the waiting list selection to do so.

At any time the HACC may, at its sole discretion and without notice, adjust the selection of Income Targeting Eligible families to an amount between 75% and 100% if it has determined that an insufficient number of families whose incomes do not exceed 30% of the area median income are being admitted to the Section 8 Program.

E. TARGETING AND PREFERENCES

Eligible applicants will be placed on the waiting list and selected for admission based upon date, time and Federal Income Targeting eligibility requirements, except as provided for "Homeless Vouchers" in Chapter 4 Section F.

1. Federal Income Targeting

All families whose annual gross incomes do not exceed 30% of the area median income (extremely-low-income) at the time of admission will be considered Federal Income Targeting Eligible. Seventy-five percent (75%) of all new admissions to the Section 8 Program are required to be in this category. Families who do not meet this income requirement will be placed on the waiting list as Federal Income Targeting ineligible.

Where necessary, a request will be made to HUD by the HACC to establish and implement different targeting standards, for "good cause", in accordance with the HACC's Public Housing Agency Plan. "Good cause" may include, but is not limited to, the requirement to house eligible families as special non-waiting list admissions and the treatment of the family's income for the purposes of eligibility and Federal Income Targeting.

2. Preferences

Eligible applicants who qualify for a local preference are entitled to be placed on the waiting list and receive a preference in selection of Housing Vouchers. Families who qualify as local preference holders, as defined in this section, will be admitted prior to families who do not have a local preference within either the Federal Income Targeting Eligible or Federal Income Targeting Ineligible categories of the waiting list. All Local Preferences will be rated as equal, having no individual weight or aggregate value for multiple preferences.

The HACC will place families on the waiting list as either Federal Income Targeting Eligible or Federal Income Targeting Ineligible, by time and date of application, and by any Local Preference as described below. Over/Under housed Public Housing residents will receive highest priority on the Preference Waiting List. Applicants who fall within Transitional Housing or Domestic Violence preference will receive second priority on the Preference Waiting List. Within this preference category, families will be selected according to the date and time their completed application was received by the PHA. The remaining preference categories, Homeless Elderly/Disabled, Involuntarily Displaced, and Homeless will carry equal weight on the preference list.

OVERHOUSED PUBLIC HOUSING RESIDENTS -Any resident of Beaver Farm Apartments, who no longer qualifies to reside in Public Housing. (Must have two children to qualify) In the event a child moves out of the unit and the resident no longer has two children residing in the household the resident would qualify for preference.

TRANSITIONAL HOUSING - Any participant of the Bridge Housing or Supportive Housing Program would qualify for preference. These participants would be facing homelessness if not referred to the Section 8 Housing Choice Voucher Preference List. These applicants would be referred by Housing Transitions, Inc., the Women's Resource Center, or other similar agency that assists homeless families. The status of such homeless families must be verified by the referring.

DOMESTIC VIOLENCE - The head of household and/or members of your family are victims of actual or threatened domestic violence. The domestic violence should have occurred recently or be of a continuing nature. An applicant may qualify for victims of domestic violence if the applicant vacated a unit because of domestic violence or lives in a unit with a person who engages in violence. An applicant who qualifies for the preference should certify that the person who engaged in the violence will not reside with the applicant family. If the family is admitted, the PHA may deny or terminate assistance for breach of the agreement. The status of such victims of domestic violence must be verified by Women's Resource, Center for Domestic Violence or other similar agency that assists victims of domestic violence.

HOMELESS ELDERLY/DISABLED -The head of household and/or spouse must be homeless and elderly (62 years or older) or homeless and disabled as defined in Section 223 of the Social Security Act.

INVOLUNTARILY DISPLACED - INCLUDES situations where the landlord does not renew the lease; displacement due to non-suspicious fires, disasters, government action or action by a private owner that the tenant could not control or prevent; action carried out by a government agency in connection with a public improvement or development program. **DOES NOT INCLUDE** evictions for non-payment of rent; lease violations, or damages caused to the property; being asked to vacate the premises if there has been no previous rental agreement and the applicant has been part of the owner/tenant's own household immediately prior to application; overcrowding if the unit is otherwise adequate.

HOMELESSNESS -A homeless individual or family is one who lacks a fixed, regular, or nighttime residence and has a primary nighttime residence that is a supervised publicly or privately operated shelter (includes welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or an individual or family who will imminently lose their housing within 14 days. *NOTE-DOES NOT INCLUDE AN INDIVIDUAL IN PRISON OR DETAINED BY LAW.

We understand the need for housing assistance in Centre County and in order to fairly offer assistance for all needed, when vouchers become available the PHA will invite individuals/families from both the Section 8 HCV waiting list and the Preference List. For every ten (10) individuals/families offered assistance, seven (7) will be from the Centre County HCV Waiting List (until exhausted) and three (3) from the Preference List (until exhausted). Once these lists are exhausted individuals from the Others outside Centre County List will be offered assistance.

F. PREFERENCE DENIAL

A preference does not guarantee admission. The applicant must meet all HACC tenant screening criteria before being selected as a tenant.

If the applicant's preference cannot be verified, the applicant will be notified of the preference denial and given the opportunity for an informal hearing.

The HACC will not give a preference to an applicant if any member of the family is a person who was evicted during the past three (3) years, because of drug-related activity, violent criminal activity or alcohol abuse from housing assisted under a 1937 Housing Act program.

G. SPECIAL ADMISSIONS (NON-WAITING LIST SELECTION)

A special admission is the admission of an applicant who is not on the HACC's waiting list or who is admitted without consideration of the applicant's waiting list position. The HACC will admit families as special admissions under the following conditions:

1. If HUD awards funding that is targeted for families living in specified units:
 - The HACC will use the assistance for the families living in these units; and
 - The HACC will maintain records showing that a family was admitted with HUD-targeted assistance.

- 4) CCHA applications for admission to public housing shall indicate for each application the date and time of receipt; applicant's race and ethnicity; determination by CCHA as to eligibility of the applicant; when eligible, the unit size(s) for which eligible; preference, if any; and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

E) The Preference System

- 1) An admission preference does not guarantee admission. Preferences establish the order of placement on the waiting list. Every applicant must still meet Screening Criteria before being offered a unit.
- 2) Factors other than preferences that affect the selection of applicants from the waiting list:

Before applying its preference system, CCHA will match the characteristics of the available unit to the applicants available on the waiting list. Unit size, accessibility features, or type of project, limit the admission of families to households whose characteristics "match" the vacant unit available.

By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing before families with an earlier date and time of application or families with a higher preference; e.g. the next unit available is an accessible unit and the only applicant family needing such features is identified as having no preference.

CCHA will not hold units vacant for applicants with preferences, nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with preferences. Preferences will be granted to applicants who are otherwise qualified and who, at the time of the unit offer (prior to execution of the CCHA Public Housing Lease), meet the definitions of the preferences described below.

Factors other than the preference system that affect applicant selection are described below:

- (a) When selecting a family for a unit with accessible features, CCHA will give priority to families that include persons with disabilities who can benefit from the unit's features. First priority will be given to existing tenant families seeking a transfer and second priority will be given to applicant families.
- (b) When selecting a family for a unit, CCHA will give a preference to families to ensure compliance with 24 CFR § 960.202 and the CCHA De-concentration and Income Targeting Policy.
 - CCHA will admit in a year not less than 40 percent of families with extremely low-income; i.e., families with incomes between 0 percent and 30 percent of area median income; and
 - CCHA will admit in a year not more than 60 percent of families with incomes between 31 percent and 80 percent of area median income.
- (c) When selecting a single person family for a unit, elderly, disabled or near elderly families will have priority over other singles.

3) Preferences

Applicant families may qualify for one or more of the following preferences:

- Homeless Preference
- Displacement Preference
- Residency Preference
- Upward Mobility Preference
- Veteran Preference

CCHA Procedure on Making Unit Offers and Organizing the Waiting List will be used to order the waiting list and make unit offers. Families that qualify for none of the above preferences will be categorized as No-preference families.

4) Definition of Preferences

CCHA defines **Homeless Preference** to include families who lack a fixed, regular, and adequate nighttime residence. Examples include:

1. A place not designed for or ordinarily used as a regular sleeping accommodation including a car, park, abandoned building, bus or train station, airport, camp ground, or retail business.
2. A publicly or privately operated shelter or transitional housing facility including a hotel or motel paid for by a governmental or charitable organization.

In addition, a person is considered homeless if they are being discharged from an institution where they have been a resident for 90 days or less and the person resided in a shelter (but not transitional housing) or a place not meant for human habitation immediately prior to entering that institution.

CCHA defines three (3) subcategories of **Displacement Preference** to include:

1. Families of federally declared disasters who are current Section 8 voucher holders or public housing tenants in another jurisdiction.
2. Families displaced; through no fault of their own, by any governmental action.
3. In accordance with the Violence Against Women Act (VAWA) as amended, families with a household member who can document displacement as a result of actual or threatened domestic violence, dating violence, sexual assault, and stalking. To qualify, families must complete form HUD-50066.

Upon proper verification, families in Subcategory 1 will receive preference over all other waiting list placeholders. Subcategories 2 and 3 are weighted equally.

CCHA defines **Residency Preference** to include families who, for a minimum of six (6) consecutive months, have a verifiable address within Clinton County or families who are working or who have been notified that they have been hired to work in Clinton County. These subcategories are equal.

CCHA defines **Upward Mobility** to include families with adult members who can document that they are employed or involved in job training, including job training undertaken as a requirement of persons receiving Temporary Assistance to Needy Families (TANF). These subcategories are equal.

CCHA defines **Veteran Preference** to include families with an adult member who has served honorably in the Armed Forces of the United States. Also included are families with Head of Household or Spouse currently serving on active duty (whether regular or reserve status) in the Armed Forces of the United States.

4.5.2 LOCAL AND RANKING PREFERENCES

In accordance with the Housing and Community Development Act of 1992 and prevailing HUD regulations, the Housing Authority has established "Local Preferences" for use in selecting among applicants. The following are the Local Preferences as defined by the Authority and their corresponding points:

Resident of Lycoming County: An applicant qualifies for a local preference on the basis of residency if:

- the applicants are working or who have been notified within the 30 calendar day period immediately preceding application that they are hired to work in Lycoming County; or
- The family is residing in Lycoming County, has given the proper physical address of the unit, and has properly identified the owner.

In its dedication to Fair Housing, without regard to age or handicap, the Housing Authority will give working preference to applicants' households whose head, spouse, or sole member is age 62 or older or is receiving social security disability, supplemental security income disability benefits, or any other payments based on the individual's (certifiable) inability to work and such will be counted as essentially the equivalent under the working preference.

Applicants who are residents of Lycoming County in accordance with the above definition will be accorded seven (30) points, and in combination with the following criteria will be selected according to the highest number of points, by date and time of application:

Currently Employed: An applicant qualifying for a local preference on the basis of residency will be further evaluated on the basis of being currently employed if the head or co-head of the applicant household is currently employed at a minimum of 25 hours per week..... 7 points

Evidence of Economic Empowerment Motivational Activities: An applicant qualifying for a local preference on the basis of residency will be further evaluated on the basis of economic motivational activities provided the head or co-head of the applicant family is a graduate of, or an active participant in educational and training programs designed to prepare individuals for the job market and working less than 25 hours per week.....2 point

Income Targeting: An applicant qualifying for a local preference on the basis of residency will be further evaluated on the basis of the following range of Median Incomes:

- 41% to 50%..... 2 points
- 31% to 40%.....10 points
- 0% to 30%.....30 points

Displaced Person: means a person (family, or individual) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of action by a government agency related to acquisition, rehabilitation, demolition, fire, flood or other acts of nature or who has been displaced as a result of domestic violence, dating violence, sexual assault or stalking perpetuated against them. Additionally, a displaced person is exiting from a local, managed long-term support program (nursing home) and is chronically homeless or a chronically homeless family that is referred by Lycoming County Children and Youth or a locally certified homeless shelter and is working with a caseworker and will agree to continue case management services for a period of six (6) months after being housed. Chronic homelessness is defined as (1) lacking a fixed, regular and adequate nighttime residence (2) Living/squatting in a local community/public

shelter.....30 Points

Circumstances that do not give rise to a “displaced person” designation include, but are not limited to: loss of residence as a result of an eviction by a private landlord, loss of residence as a result of foreclosure by a lending institution, leaving a transitional housing program or being released from incarceration. In addition, **no individual registered with the state lifetime sex offender registration program will be admitted to public housing.**

Veterans of US Military: This preference is available to applicants where the head of household, spouse or co-head is a veteran or survivor of a veteran who actively served in a branch of the United States Armed Services. The term survivor includes the spouse or widow of a veteran (unless remarried). A person who served in the military that was dishonorably discharged is not eligible for the veteran’s preference. You must provide a copy of your DD-214 as proof of veteran status. If you are a widow/er of a Veteran, in addition to the Veteran's DD-214 you must submit a copy of your marriage certificate and the Veteran's death certificate.....**30 Points**

This preference applies to Pennsylvania residents who serve:

- On 30 or more consecutive days of active duty with the Armed Forces of the United States or its reserve components.
- On 30 or more consecutive days of active duty or state active duty in the Pennsylvania Army or Air National Guard.
- As a member in good standing of any reserve component of the Armed Forces of the United States, including the PA National Guard, for a period of one year after release from a tour of active duty, authorized under Title 10 or Title 32, United States Code (other than active duty for training), of 30 or more consecutive days duration, when the need for assistance is directly related to the member’s performance of active duty.
- A member in good standing of the PA National Guard for a period of one year after release from a tour of state active duty of 30 or more consecutive days duration, when the need for assistance is directly related to the member’s performance of state active duty.
- A former member of the Armed Forces of the United States or its reserve components, including the PA National Guard for a period of 2 years after discharge if the discharge was for medical reasons arising out of the member’s military service, and meets the other requirements.

The program also applies to certain members of the families of the eligible service members as long as the relatives are residents of Pennsylvania.

“Eligible service members” and “eligible relatives of eligible service members” are defined in 51 Pa.C.S. § 7319(j). An “eligible service member” is a member of the armed forces of the United States or reserve components serving on active duty for 30 or more consecutive days or a member of the Pennsylvania National Guard serving on state active duty for 30 or more consecutive days. Eligible service members must be legal residents of Pennsylvania when they apply for assistance.

Eligible relatives of eligible service members include the dependent spouse and dependent child of an eligible service member. In the case of applications for assistance to visit hospitalized service members, parents and siblings of the service member may also apply. To be eligible a relative must be a legal resident of Pennsylvania when they apply for assistance.

Applicants from another state. Subject to priority of admission, an eligible veteran who resides in another state may apply for admission if this Commonwealth was listed as home of record upon entry into active duty or this Commonwealth’s military forces. An applicant who is not a bona fide resident of this Commonwealth at the time of admission may not be admitted if a bona fide resident of this Commonwealth is awaiting admission.

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the HAMC with the information needed to determine the family's eligibility. HUD requires the HAMC to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the HAMC must select families from the waiting list in accordance with HUD requirements and HAMC policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The HAMC is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the HAMC to receive preferential treatment.

HUD regulations require that the HAMC comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the HAMC will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and HAMC policies for accepting applications, managing the waiting list and selecting families from the waiting list. The HAMCs policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the HAMC's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the HAMC will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the HAMC's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the HAMC will use to keep the waiting list current.

Part III: Tenant Selection. This part describes the policies that guide the HAMC in selecting families from the waiting list as units become available. It also specifies how in-person interviews will be used to ensure that the HAMC has the information needed to make a final eligibility determination.

E. RANKING PREFERENCES

The HA will rank preferences to prioritize applicants.

These categories will receive a ranking preference:

Victims of Domestic Violence - 2

Homelessness - 2

Veterans and Veterans spouse - 2

Monroe County Residents - 5

Working Families 2

Training program 2

Disabled 2

Elderly 2

Non Resident 1

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the HAMC with the information needed to determine the family's eligibility. HUD requires the HAMC to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the HAMC must select families from the waiting list in accordance with HUD requirements and HAMC policies as stated in the administrative plan and the annual plan.

The HAMC is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the HAMC that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the HAMC affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the HAMC will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and HAMC policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the HAMC will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the HAMC will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the HAMC in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the HAMC has the information needed to make a final eligibility determination.

4-III.C. SELECTION METHOD

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

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

PHAs are 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 the HAMC to establish other local preferences, at its discretion. Any local preferences established must be consistent with the HAMC plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HAMC Policy

- A. **Veteran: A veteran or spouse who has served on Federal Active Duty for a period of more than 180 days (i.e. 181 days, etc.) and was discharged or released from such active duty with other than a dishonorable discharge, or if less than 180 days was discharged or released from active duty because of a service-connected disability.**
- B. **Monroe County Resident: An adult who is living and/or working in Monroe County, PA.**
- C. **Victim of Domestic Violence: "Victim". A person who is physically or sexually abused by a family or household member, as defined under the "Protection from Abuse Act", Act of December 19, 1990, P.L. 1240, No. 206, as amended, found at 23 Pa.C.S.A. 6101. The term shall also include persons who have a significant relationship with the victim and who seek advice, counseling, or assistance from a domestic violence counselor or advocate regarding abuse of the victim.**
- D. **Homeless:**
 - 1. **A family/person who lacks a fixed, regular and adequate nighttime residence; or**
 - 2. **A family/person who has a primary nighttime residence that is:**
 - a. **a supervised publicly or privately operated shelter designed to provide temporary living accommodations; or**
 - b. **a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.**
- E. **Working or Work Training Program**

Working Family. The head of household or spouse must be legally employed. The head of household or spouse must work for wages, commissions, or other consideration of value and have been so gainfully employed at application. It must be apparent that employment is of a continuous nature and the head of household or spouse must anticipate such continuous employment after the date of placement. Self-employed individuals would qualify for this Local Preference if the head of the household was able to demonstrate 9 months of self-employment immediately prior to the date of placement. If the head of household or spouse is 62 or older, or is a person with disabilities; they will be given this preference.

HOUSING AUTHORITY OF MONROE COUNTY

08343

1055 W. Main Street

Stroudsburg, PA 18360

Phone: 570-421-7770 TDD: 570-421-6968

FAX: 570-421-6958 & 570-424-9710

E-mail: hamc@ptd.net

Public Housing -
Homeless Preference

Pre-Application for Housing

Public Housing

CLOSED Housing Choice Voucher Program (a.k.a. Section 8)

HEAD OF HOUSEHOLD (Print clearly)

1. Name (First) (M.I.) (Last) Sex M or F

Mailing Address (City) (State) (Zip)

Social Security - - Date of Birth Age

Telephone # Contact/Cell # E-mail

2. Other Family Members

Table with 6 columns: First Name, Last Name, Social Security #, Sex, Date of Birth, Relation to Head

(Use other side for additional family members)

3. Race (check one below)

- White
Black/African American
American Indian/Alaska Native
Asian
Native Hawaiian/Other Pacific Islander

Ethnicity (check one below)

- Hispanic or Latino
Not-Hispanic or Latino

4. Is anyone in your family pregnant? YES NO

5. Are any people in the household disable/handicapped? YES NO

Mobility Impairment YES NO Hearing YES NO
Sight Impairment YES NO Mental Impairment YES NO

If applicable, list special accommodations

6. Do you claim any of the following local preferences?

- Working Preference: Does the head of household or spouse work?
Training Program: Is the head of household or spouse in a work training program?
Disability: Is the head of household or spouse disabled/handicapped?
Elderly: Is the head of household or spouse 62 years of age or older?
Homeless: Is the family currently homeless?
Victim of Domestic Violence: Is the head of household or spouse a victim?
Veteran: Is the head of household or spouse a veteran?
Resident: Does the family live or work in Monroe County?

authorizing PHA to issue HCV program vouchers within SCHA's jurisdiction in support of Independence Square LIHTC project located in Orwigsburg, Schuylkill County.

- **Partner with Par-King, Inc., for the development of a 17 unit family Low-Income Housing Tax Credit development in Frackville.**
- **Attach Project Based Vouchers to the Cherry Street Commons Low-Income Housing Tax Credit development in Frackville.**
- Apply for additional Housing Choice Voucher units should they become available.
- Leverage affordable housing resources in the community through the creation of mixed- finance housing.
- Pursue housing resources other than public housing or Housing Choice Voucher tenant-based assistance.
- Explore the use of project-based voucher program to help ensure the viability of mixed-finance projects and other developments.

To target available assistance to Homeless individuals and families:

- Establish an admission preferences for chronically homeless applicants who are receiving case management assistance.
- Actively participate in initiatives to end homelessness to assist this population.
- Work collaboratively with community partners such as the Local Housing Options Team (LHOT) to find case management services for disabled formerly homeless individuals in Public Housing and the Housing Choice Voucher Program.

To target available assistance to families at or below 30% of AMI, the SCHA plans to:

- Employ admissions preferences aimed at families with economic hardships.
- Adopt rent policies to support and encourage work.

To target available assistance to families at or below 50% of AMI, the SCHA plans to:

- Employ admissions preferences aimed at families who are working.
- Adopt rent policies to support and encourage work.

To target available assistance to the elderly, the SCHA plans to:

- Work with local agencies that seek transitional housing for the elderly.
- Apply for special-purpose vouchers targeted to the elderly, should they become available.

To target available assistance to families with disabilities, the SCHA plans to:

- Carry out the modifications needed in affordable housing based on the Section 504 Needs
- Assessment for Affordable Housing.
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
- Affirmatively market to local non-profit agencies that assist families with disabilities.
- Update SCHA's ADA Needs Assessment and Transition Plan



has updated the information reported in PIC to ensure accurate and up-to-date information. The Housing Authority will continue to pursue those individuals who are not meeting the requirements of CSSR in accordance with the Authority's CSSR policy and HUD regulations in order to ensure compliance.

Policies or Programs for Economic and Social Self-sufficiency.

SCHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families:

- Affordable Housing Admissions policies;
- Housing Choice Voucher Program Admissions policies;
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the SCHA;
- Preference/eligibility for Affordable Housing homeownership option participation;
- Preference/eligibility for Housing Choice Voucher Program homeownership option participation; and
- Preferences for homeownership units built by SCHA to families who have successfully completed SCHA's Family Self-Sufficiency and homeownership programs.

SCHA's FSS Action Plan addresses the activities SCHA plans to take to achieve at least the minimum program size for the FSS participants.

Homelessness

The Schuylkill County Housing Authority is an active member/participant in the Local Housing Options Team (LHOT) which is a collaborative of social services agencies and other public and private organizations that serve Schuylkill County and promotes safe, affordable, accessible housing choices for persons with disabilities and homeless persons.

In addition, the Housing Authority has proposed an amendment to the Local Preference Category in both the Admission and Occupancy Policy and Housing Choice Voucher Administrative Plan to eliminate the following language from the "Resident of Schuylkill County" preference: "Note: Persons residing in shelters or half-way houses are considered temporary residences and therefore do not qualify as a permanent resident of Schuylkill County."

The Housing Authority will therefore recognize persons residing in shelters or half-way houses in Schuylkill County as qualifying for the "Resident of Schuylkill County" preference.

Other Supportive Service Activities

The Schuylkill County Housing Authority sponsors a Supportive Services Provider Fair at the Schuylkill Haven, Minersville, Ashland, and Shenandoah High Rise developments for the elderly and persons with disabilities. These service providers include:

- **AHEDD**
- **Allied Services**
- **Community Development Block Grant (Fair Housing)**
- **Northwestern Human Services**

**SCHUYLKILL COUNTY HOUSING AUTHORITY
QUESTIONNAIRE TO
DETERMINE PREFERENCES**

Name: _____

Address: _____

				<u>No. of Preferences</u>
1.	Is applicant involuntarily displaced by disaster or governmental action? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification Sent	Received	_____
2.	Does applicant live and/or work in Schuylkill County, excluding Pottsville? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification Sent	Received	_____
3.	Is applicant a working family (at least 20 hours per week) or unable to work because of age or because of age or disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification Sent	Received	_____
4.	Is applicant enrolled currently in an educational, training, or upward mobility program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification Sent	Received	_____
5.	Is applicant a veteran or is a member of applicant's family a veteran? Name: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	Has applicant provided a copy of Form DD214 or is presently receiving a VA Pension? _____		_____
6.	Is applicant a victim of domestic violence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification Sent	Received	_____
7.	Does applicant currently live in substandard housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification Sent	Received	_____
8.	Is applicant homeless? Yes No	Verification Sent	Received	_____
9.	Is applicant a participant in the Nursing Home Transition Program? Yes No	Verification Sent	Received	_____

Completed by: _____

Number of Verified Preferences = _____

Housing Authority Employee

Applicant

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

Between

PA EASTERN REGION CONTINUUM OF CARE BOARD

And the

HOMELESS MANAGEMENT INFORMATION SYSTEM LEAD AGENCY:

PA Department of Community & Economic Development

This Memorandum of Understanding (MOU) is entered into this eight day of September, 2016, by and between the *PA Eastern Region Continuum of Care Board (CoC Board)* and the *Pennsylvania Department of Community and Economic Development (DCED)*.

BACKGROUND:

WHEREAS the *CoC Board* shall serve the geographic area of the PA Eastern Region Continuum of Care (CoC), which includes all of Northern Tier, Pocono, Lehigh Valley, Central Valley, and South Central Regional Homeless Advisory Board (RHAB), to:

- Promote Community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by homeless individuals and families;
- Optimize self-sufficiency among individuals and families experiencing homelessness; and

WHEREAS the *CoC Board* shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.7 to designate a CoC Homeless Management Information System (HMIS) Lead Agency to serve as the HMIS Lead to administer the HMIS to support year-round administration for the collection and support of a data management system of homeless and homeless prevention housing and services; and

WHEREAS *DCED* has been designated as the HMIS Lead Agency, and as such is the sole eligible applicant for the HUD CoC HMIS Program Grant funds, and shall manage the required HUD process on behalf of the *CoC Board* to ensure the maximum amount of funds are received by the CoC jurisdiction and that the CoC is in compliance with all applicable HUD rules and regulations.

NOW, THEREFORE, the parties to this MOU set forth the following as the terms and conditions of their understanding:

ROLES AND RESPONSIBILITIES OF THE HMIS LEAD AGENCY:

- I. Assure that there is an effective performance management system through HMIS to ensure progress in meeting established project and continuum outcomes.
- II. Designate a single HMIS software solution for the geographic area.
- III. Ensure the HMIS is administered in compliance with requirements prescribed by HUD;
- IV. Keep the *CoC Board* up to date on relevant changes in HUD HMIS Data Standards and Technical Standards.
- V. To the extent possible, ensure that projects using an alternate data collection system (such as Victim Service Providers) are compliant with maintaining a “comparable database” and collecting the necessary HMIS data elements.
- VI. Ensure the consistent participation of recipients and sub-recipients in the Collaborative.
- VII. Provide a Quarterly HMIS report.
- VIII. Conduct the HUD CoC Program Renewal Grant process and advocate for the needs of the CoC funded projects.
- IX. Produce Annual Reports including:
 - a. HUD System Performance Measures Report
 - b. Point in Time count (PIT)
 - c. Housing Inventory Chart (HIC)
 - d. Annual Homeless Assessment Report (AHAR)
 - e. CoC Ranking and Review process
- X. Produce CoC Performance targets appropriate for each population and program type based on HUD performance standards identified in HUD guidance, Notice of Funding Availability (NOFA) and notices.
- XI. Conduct Performance Monitoring, Evaluation and Reporting of all CoC Program, Emergency Solutions Grant (ESG) program, Supportive Services for Veteran Families (SSVF) program, Runaway Homeless Youth (RHY) program, and Projects for Assistance in Transition from Homelessness (PATH) program Recipients and Sub-recipients.
- XII. Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the CoC geographic area.

ROLES AND RESPONSIBILITIES OF THE CoC BOARD:

- I. Ensure that the funds and resources needed by the HMIS Lead Agency for its work outlined in the roles and responsibilities are adequate and available.

- II. Approve policies and procedures for the performance monitoring, evaluation and reporting of all HMIS activities.
- III. Ensure that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.
- IV. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
- V. Review and approve the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.
- VI. Approve CoC Performance targets appropriate for each population and program type.
- VII. Provide to the HMIS Lead Agency, an annual planning timeline to include data information as needed.
- VIII. Conduct a bi-annual performance review of the HMIS Lead Agency.

DURATION AND RENEWAL:

Except as provided in the TERMINATION section, the duration of the MOU shall be from September 8, 2016 through March 31, 2017. This agreement shall renew automatically unless either party gives notification pursuant to TERMINATION section.

AMENDMENTS/NOTICES:

This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to:

- I. President of the Eastern PA Continuum of Care Board
- II. Director, Center for Compliance, Monitoring and Training, DCED

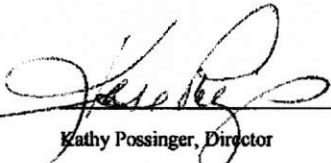
TERMINATION:

Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 120 days written notice to the other party. If the HUD CoC Program Planning Grant funds relied upon to undertake activities described in the MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

NO CONTRACTUAL RIGHTS OR OBLIGATIONS:

This MOU is not intended to and does not create any contractual rights or obligations with respect to the signatory entities or any other parties.

IN WITNESS WHEREOF, the parties to this MOU have executed it through their respective duly authorized officers, as of the date first written above.



9/8/2016

(Date)

Kathy Possinger, Director
Center for Compliance, Monitoring and Training
PA Department of Community & Economic Development



9/8/2016

(Date)

Jeffrey B. Rich
President
PA Eastern Region Continuum of Care Board

2018 HDX Competition Report

PIT Count Data for PA-509 - Eastern Pennsylvania CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	2599	2170	1998
Emergency Shelter Total	1061	1,004	1,032
Safe Haven Total	0	0	0
Transitional Housing Total	935	761	620
Total Sheltered Count	1996	1765	1652
Total Unsheltered Count	603	405	346

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	159	156	91
Sheltered Count of Chronically Homeless Persons	99	104	67
Unsheltered Count of Chronically Homeless Persons	60	52	24

2018 HDX Competition Report

PIT Count Data for PA-509 - Eastern Pennsylvania CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	387	306	288
Sheltered Count of Homeless Households with Children	350	299	282
Unsheltered Count of Homeless Households with Children	37	7	6

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	33	111	82	97
Sheltered Count of Homeless Veterans	27	97	66	85
Unsheltered Count of Homeless Veterans	6	14	16	12

2018 HDX Competition Report
HIC Data for PA-509 - Eastern Pennsylvania CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	1279	350	609	65.55%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	756	79	406	59.97%
Rapid Re-Housing (RRH) Beds	583	23	560	100.00%
Permanent Supportive Housing (PSH) Beds	1370	0	942	68.76%
Other Permanent Housing (OPH) Beds	101	0	55	54.46%
Total Beds	4,089	452	2572	70.72%

2018 HDX Competition Report

HIC Data for PA-509 - Eastern Pennsylvania CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	308	871	835

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	53	117	123

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	284	612	583

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for PA-509 - Eastern Pennsylvania CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	3361	3262	68	91	23	34	30	-4
1.2 Persons in ES, SH, and TH	4705	4368	125	140	15	50	43	-7

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	3361	5354	95	102	7	43	44	1
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	4705	6428	150	145	-5	60	57	-3

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	7	0	0%	0	0%	0	0%	0	0%
Exit was from ES	881	104	12%	26	3%	30	3%	160	18%
Exit was from TH	464	13	3%	1	0%	10	2%	24	5%
Exit was from SH	0	0		0		0		0	
Exit was from PH	690	13	2%	24	3%	22	3%	59	9%
TOTAL Returns to Homelessness	2042	130	6%	51	2%	62	3%	243	12%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2599	2170	-429
Emergency Shelter Total	1061	1004	-57
Safe Haven Total	0	0	0
Transitional Housing Total	935	761	-174
Total Sheltered Count	1996	1765	-231
Unsheltered Count	603	405	-198

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	4705	4368	-337
Emergency Shelter Total	3361	3262	-99
Safe Haven Total	0	0	0
Transitional Housing Total	1344	1106	-238

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	557	544	-13
Number of adults with increased earned income	63	58	-5
Percentage of adults who increased earned income	11%	11%	0%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	557	544	-13
Number of adults with increased non-employment cash income	224	260	36
Percentage of adults who increased non-employment cash income	40%	48%	8%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	557	544	-13
Number of adults with increased total income	261	283	22
Percentage of adults who increased total income	47%	52%	5%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	553	470	-83
Number of adults who exited with increased earned income	139	151	12
Percentage of adults who increased earned income	25%	32%	7%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	553	470	-83
Number of adults who exited with increased non-employment cash income	121	94	-27
Percentage of adults who increased non-employment cash income	22%	20%	-2%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	553	470	-83
Number of adults who exited with increased total income	241	224	-17
Percentage of adults who increased total income	44%	48%	4%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	3829	3450	-379
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	285	359	74
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	3544	3091	-453

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	5098	4776	-322
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	406	515	109
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	4692	4261	-431

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	9	189	180
Of persons above, those who exited to temporary & some institutional destinations	1	50	49
Of the persons above, those who exited to permanent housing destinations	2	12	10
% Successful exits	33%	33%	0%

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	4457	4463	6
Of the persons above, those who exited to permanent housing destinations	2378	2529	151
% Successful exits	53%	57%	4%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	1203	1081	-122
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1113	1022	-91
% Successful exits/retention	93%	95%	2%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

PA-509 - Eastern Pennsylvania CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	712	957	868	887	1016	1094	987	880	1205	1299	1450	1399	177	302	284	612				
2. Number of HMIS Beds	415	538	386	444	779	815	767	669	911	894	993	926	177	292	284	612				
3. HMIS Participation Rate from HIC (%)	58.29	56.22	44.47	50.06	76.67	74.50	77.71	76.02	75.60	68.82	68.48	66.19	100.00	96.69	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1985	2616	3496	3070	1199	1244	1366	1043	1104	1147	1203	1020	1074	1208	1580	1901	144	69	148	391
5. Total Leavers (HMIS)	1653	2256	2949	2623	667	692	819	638	262	227	265	168	681	732	599	1212	101	3	5	176
6. Destination of Don't Know, Refused, or Missing (HMIS)	291	808	879	705	56	47	74	56	2	15	16	8	23	93	54	51	0	2	4	107
7. Destination Error Rate (%)	17.60	35.82	29.81	26.88	8.40	6.79	9.04	8.78	0.76	6.61	6.04	4.76	3.38	12.70	9.02	4.21	0.00	66.67	80.00	60.80

2018 HDX Competition Report

Submission and Count Dates for PA-509 - Eastern Pennsylvania CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/24/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/31/2018	Yes

Eastern PA Continuum of Care
Prioritization Policy for Permanent Supportive Housing

Approved by CoC Board, 10-19-15

Updated, 10-17-16

As of the date of this Policy, all CoC Program-funded Permanent Supportive Housing (PSH) will be required to follow the prioritization policies described in HUD Notice CPD-16-11 and summarized below.

This policy is described within two sections of this document:

- Section 1)** Prioritization of chronically homeless in all PSH that is either dedicated or prioritized for use by the chronically homeless; and
- Section 2)** Prioritization of non-chronically homeless households in PSH if a chronic household cannot be identified or if the program is not required to serve chronically homeless based on their current grant agreement with HUD.

These prioritizations should be followed for all PSH beds and units that become available, whether they are newly created beds or made available through turnover.

- Section 1)** **Prioritization of chronically homeless in all PSH that is either dedicated or prioritized for use by the chronically homeless**

All Permanent Supportive Housing projects are required to prioritize Chronic Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs for all available PSH units, including those at first occupancy and made available through turnover.

This updated policy requires the utilization of the below definitions from HUD Notice CPD-16-11, Section 1D:

- **Chronically Homeless**. The definition of “chronically homeless”, as stated in Definition of Chronically Homeless final rule is:
 - a) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
 - i. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii. Has been homeless and living as described in paragraph (a)(i) continuously for at least 12 months or on at least four separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (a)(i).

Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering an institutional care facility;

b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (a) of this definition, before entering the facility;

c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (a) or (b) of this definition (as described in Section I.D.2.(a) of this Notice), including a family whose composition has fluctuated while the head of household has been homeless.

- **Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.

a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or
- ii. Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support in order to maintain permanent housing.
- iii. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living situations.
- iv. When applicable CoCs and recipients of CoC Program-funded PSH may use an alternate criteria used by Medicaid departments to identify high-need, high cost beneficiaries.

b) Severe service needs as defined in paragraphs i.-iv. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool and process and should be documented in a program participant's case file. The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual. The determination cannot be made based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements, see 24 C.F.R. § 5.105(a).

Implementation of Section 1 of this policy

The implementation of this policy will be revised once the CoC's coordinated entry system is operational and/or the CoC's written standards are complete. At that time,

all CoC Program-funded PSH will be required to accept referrals through a prioritized waiting list that is created through the CoC's coordinated entry system, which will be consistent with the CoC's written standards for providing assistance.

Until that time, CoC-funded PSH programs with chronic designated and/or prioritized beds will follow the below protocol to identify and place chronically homeless households into available beds/units:

a) First priority is given to a chronically homeless household on the project's waiting list.

b) If there are no chronically homeless households on the project's waiting list, the project will work to identify other chronically homeless in its defined service area. This would include outreach to all agencies serving chronically homeless, including but not limited to outreach teams, emergency shelters and other PSH projects with chronically homeless individuals/households on the waiting list. The service area is the area that was defined in each individual project application to HUD for funding.

c) If still no chronically homeless households are identified, the project will post the availability of a chronic designated/prioritized bed on the Wiggio listserve and request referrals from the RHAB, with priority going to a household from within the project's region. Under this circumstance two conditions must be met:

- *In order to ensure compliance with Olmstead, the individual/household must be given choice as to whether or not to accept the available bed/unit; and*
- *The individual must be assured continued access to services if he/she will be changing counties.*

d) If multiple chronically homeless individuals/households are identified on the project's waiting list, within the defined service area, or within the region/CoC, the unit should be prioritized for the household with the longest length of time homeless and highest severity of need.

e) If no chronically homeless household is identified within 7 days of the vacancy, the project fills the unit based on the priorities outlined in Section 2 of this policy and the above protocol.

Section 2) Prioritization of non-chronically homeless households in PSH if a chronic household cannot be identified or if the program is not required to serve chronically homeless based on their current grant agreement with HUD.

(a) First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a

place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs.

(b) Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

(c) Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

(d) Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing.

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

Summary of the Order of Priority for Non-Chronic Dedicated & Prioritized PSH

Order of Priority for Non-Chronic Households in PSH	Four or more episodes of homelessness?	12+ months of homelessness?	Has Severe Service Needs?
1	No	Yes	Yes
2	No	No, but still considered	Yes
3	No	No, but still considered	No
4	No	No	No

Implementation of Section 2 of this policy

CoC-funded PSH programs not required through their HUD grant agreement to serve chronically homeless households will follow the priorities outlined in Section 2 of this policy to select households for placement in available units based on the individuals on their waiting list and/or the program's current process for receiving referrals within their defined service area.

Once the CoC's coordinated entry system is operational and/or the CoC's written standards are complete, the implementation of this policy will be updated.

Additional Information

Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority under Section 1 of this document to the extent in which persons with serious mental illness meet the criteria.

Recordkeeping Requirements

As indicated in HUD CPD Notice 16-11, Section V, all recipients of CoC Program-funded PSH that are required by grant agreement to serve chronically homeless must maintain the following types of records:

- Evidence of Severe Service Needs
- Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance
- Evidence that there are no Households Meeting Higher Order of Priority within CoC's Geographic Area

See HUD CPD Notice 16-11, Section V for more information regarding recordkeeping requirements.