

## 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
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	PA-601 Evidence o...	09/28/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	PA-601 Public Pos...	09/28/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	PA-601 CoC Rating...	09/28/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	PA-601 CoC's Rati...	09/28/2017
05. CoCs Process for Reallocating	Yes	PA-601 CoCs Proce...	09/28/2017
06. CoC's Governance Charter	Yes	CoC's Governance ...	09/26/2017
07. HMIS Policy and Procedures Manual	Yes	PA-601 HMIS Polic...	09/28/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PA-601 PHA Homele...	09/26/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	09/26/2017
11. CoC Written Standards for Order of Priority	No	CoC Written Stand...	09/26/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX-system Perfor...	09/26/2017
14. Other	No	PA-601 Renewal Ra...	09/28/2017
15. Other	No		

## **Attachment Details**

**Document Description:** PA-601 Evidence of the CoC's communication to rejected participants

## **Attachment Details**

**Document Description:** PA-601 Public Posting Evidence

## **Attachment Details**

**Document Description:** PA-601 CoC Rating and Review Procedure

## **Attachment Details**

**Document Description:** PA-601 CoC's Rating and Review Procedure:  
Public Posting Evidence

## **Attachment Details**

**Document Description:** PA-601 CoCs Process for Reallocating

## **Attachment Details**

**Document Description:** CoC's Governance Charter

## **Attachment Details**

**Document Description:** PA-601 HMIS Policy and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** PA-601 PHA Homeless Preference  
Documentation

## **Attachment Details**

**Document Description:** CoC-HMIS MOU

## **Attachment Details**

**Document Description:** CoC Written Standards for Order of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** HDX-system Performance Measures

## **Attachment Details**

**Document Description:** PA-601 Renewal Ranking Calculator

## **Attachment Details**

**Document Description:**



## Submission Summary

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

Page	Last Updated
<b>4B. Attachments</b>	09/28/2017
<b>Submission Summary</b>	No Input Required

## **ATTACHMENT 01.**

### **2017 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants**

Attachment 01 documents include the following:

- CoC accept/reject notification, email dated 9-13-17
- Voluntary Reallocation forms submitted by:
  - City Mission-Living Stones, Inc. - HOME AGAIN
  - Connect, Inc. - Safe Harbor
  - County of Washington - Can Do
  - County of Washington - FRESH START
  - Victim Outreach Intervention Center - Tomorrow's VOICE
  - Warren-Forest Counties Economic Opportunity Council - Warren Transitional Housing for Domestic Violence Survivors
- Notification to New Project Applicants not selected:
  - A Way Out
  - Aware
  - Clarion County Housing Authority
  - Valley Youth House Committee



Leigh Howard &lt;leigh@dma-housing.com&gt;

## Western PA CoC: Notification of Project Acceptance/Rejection for 2017 CoC Competition

1 message

Diana T. Myers and Assoc. &lt;pa\_coc@hotmail.com&gt;

Wed, Sep 13, 2017 at 5:21 PM

To: "dand@armstrongcap.com" <dand@armstrongcap.com>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "rmasi@fccaa.org" <rmasi@fccaa.org>, "hpiri@fccaa.org" <hpiri@fccaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfaught@iccap.net" <mfaught@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdvitt@westmorelandca.org" <amcdvitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "djb@capmercer.org" <djb@capmercer.org>, "edr@capmercer.org" <edr@capmercer.org>, "arosman@ccc-j.com" <arosman@ccc-j.com>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "sfuller@chapsinc.org" <sfuller@chapsinc.org>, "sconnelly@crisishshelter.org" <sconnelly@crisishshelter.org>, "dhennon@crisishshelter.org" <dhennon@crisishshelter.org>, "sfruit@crisishshelter.org" <sfruit@crisishshelter.org>, "jbrown@crisishshelter.org" <jbrown@crisishshelter.org>, "duboisha@duboishousing.org" <duboisha@duboishousing.org>, "splyler@humanservicescenter.net" <splyler@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "LATHompson@mckeancountypa.org" <LATHompson@mckeancountypa.org>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "ccha@clarionhousing.com" <ccha@clarionhousing.com>, "dcarney@theunionmission.org" <dcarney@theunionmission.org>, "ncadman@merceraware.org" <ncadman@merceraware.org>, "srockmore@cenclear.org" <srockmore@cenclear.org>, "awayout@zitomedia.net" <awayout@zitomedia.net>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>

Cc: "maclay@pa.gov" <maclay@pa.gov>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcampbell@chapsinc.org" <jcampbell@chapsinc.org>, "Ronald.christopher@va.gov" <Ronald.christopher@va.gov>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "mfaught@iccap.net" <mfaught@iccap.net>, "dhennon@crisishshelter.org" <dhennon@crisishshelter.org>, "vicar@trinitynewcastle.org" <vicar@trinitynewcastle.org>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "jbrown@westmorelandca.org" <jbrown@westmorelandca.org>, "kmstucke@stairwaysbh.org" <kmstucke@stairwaysbh.org>, "lathompson@mckeancountypa.org" <lathompson@mckeancountypa.org>, "wendy.kinnear@miu4.org" <wendy.kinnear@miu4.org>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "dbartha@phfa.org" <dbartha@phfa.org>, "debpennington@windstream.net" <debpennington@windstream.net>, "Jxj17@psu.edu" <Jxj17@psu.edu>, "tknouse@fccaa.org" <tknouse@fccaa.org>, "vkarabin@pa.gov" <vkarabin@pa.gov>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "fbillen@cccmer.org" <fbillen@cccmer.org>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>

Dear Western PA Continuum of Care grantees, members and stakeholders -

**The below is an important notice regarding the 2017 CoC NOFA Competition.**

This email summarizes the list of projects that have been accepted by the CoC and will be included in the Western PA CoC Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that were reallocated and the applicants for new projects that were not accepted for inclusion in the CoC Application.

## RENEWAL PROJECTS

**The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD.** Each of these projects will be funded at the full Annual Renewal Amount, as indicated on the CoC's 2017 Grant Inventory Worksheet. Listed in alphabetical order:

- Armstrong County Community Action Agency - Armstrong County Permanent Supportive Housing Program
- Armstrong County Community Action Agency - Armstrong-Fayette Rapid Rehousing Program
- Armstrong County Community Action Agency - Rapid Rehousing Program of Armstrong County
- Cameron/Elk Counties Behavioral & Developmental Programs - AHEAD
- Cameron/Elk Counties Behavioral & Developmental Programs - Home Again
- CAPSEA, Inc. - Housing Plus
- City Mission-Living Stones, Inc. - Gallatin School Living Centre
- Commonwealth of PA - Commonwealth of PA HMIS (PA-601)
- Community Action Partnership of Mercer County - Supported Housing for the Seriously Mentally Ill
- Community Action, Inc. - Housing for Homeless and Disabled Persons
- Community Action, Inc. - Transitional Housing Project
- Community Connections of Clearfield and Jefferson Counties - Housing First FY16 Project Application
- Community Services of Venango County, Inc. - Sycamore Commons
- Connect, Inc. - Westmoreland Permanent Supportive Housing
- County of Butler - Home Again Butler County
- County of Butler - HOPE Project
- County of Butler - Path Transition Age Project
- County of Washington - Permanent Supportive Housing
- County of Washington - Shelter plus Care I
- County of Washington - Shelter plus Care - Washington City Mission
- County of Washington - Supportive Living
- County of Washington - Crossing Pointe
- Crawford County Coalition on Housing Needs, Inc. - Liberty House Transitional Housing Program
- Crawford County Commissioners - Crawford County Shelter plus Care
- Crawford County Mental Health Awareness Program, Inc. - Crawford County Housing Advocacy Project
- Crawford County Mental Health Awareness Program, Inc. - CHAPS Family Housing
- Crawford County Mental Health Awareness Program, Inc. - Housing Now
- Crawford County Mental Health Awareness Program, Inc. - CHAPS Fairweather Lodge

- Crisis Shelter of Lawrence County - Transitional Housing FY16
- DuBois Housing Authority - SHELTER PLUS CARE 1/2/3/4/5
- Fayette County Community Action Agency, Inc. - Lenox Street Apartments
- Fayette County Community Action Agency, Inc. - Fairweather Lodge Supportive Housing
- Fayette County Community Action Agency, Inc. - Fayette Apartments
- Fayette County Community Action Agency, Inc. - Fayette County Rapid Rehousing
- Fayette County Community Action Agency, Inc. - Southwest Regional Rapid Re-Housing
- Fayette County Community Action Agency, Inc. - Southwest Regional Rapid Re-Housing II
- Greene County Human Services - Greene County Permanent Supportive Housing Project
- Greene County Human Services - Greene PSH Expansion
- Greene County Human Services - Greene County Shelter + Care Project
- Greene County Human Services - Greene County Rapid Rehousing Project
- Greene County Human Services - Greene County Rapid Rehousing Project #2
- Housing Authority of the County of Butler - Deshon Place
- Housing Authority of the County of Butler - Franklin Court Chronically Homeless
- Human Services Center - Pearson Street SHP
- Indiana County Community Action Program, Inc. - PHD for 2017-2018
- Indiana County Community Action Program, Inc. - PHD2
- Lawrence County Social Services, Inc. - NWRHA
- Lawrence County Social Services, Inc. - NWRHA 2
- Lawrence County Social Services, Inc. - SAFE
- Lawrence County Social Services, Inc. - TEAM RRH Project
- Lawrence County Social Services, Inc. - Turning Point
- Lawrence County Social Services, Inc. - Veterans RRH Project
- Lawrence County Social Services, Inc. - Western CoC Coordinated Entry Implementation
- Lawrence County Social Services, Inc. - Western CoC Coordinated Entry SSO
- McKean County Redevelopment & Housing Authority - Northwest RRH
- MERCER COUNTY HOUSING AUTHORITY - S+C RENEWAL APPLICATION
- Northern Cambria Community Development Corporation - Chestnut Street Gardens
- Northern Cambria Community Development Corporation - Clinton Street Gardens
- Union Mission of Latrobe, Inc. - Union Mission Permanent Supportive Housing
- Union Mission of Latrobe, Inc. - Union Mission Permanent Supportive Housing 2
- Venango County MH/MR - Shelter Plus Care MH
- Victim Outreach Intervention Center - Enduring VOICe
- Warren-Forest Counties Economic Opportunity Council - Youngsville Permanent Supportive Housing
- Westmoreland Community Action - Pathways Permanent Supportive Housing
- Westmoreland Community Action - WCA Transitional Age Permanent Supportive Housing
- Westmoreland Community Action - WCA PSH Pittsburgh Street House
- Westmoreland Community Action - WCA PSH for Families

The following renewal projects reallocated and will not be included in the Project Priority Listing submitted to HUD. Listed in alphabetical order:

- City Mission-Living Stones, Inc. - HOME AGAIN
- Connect, Inc. - Safe Harbor
- County of Washington - Can Do
- County of Washington - FRESH START
- Victim Outreach Intervention Center - Tomorrow's VOICe
- Warren-Forest Counties Economic Opportunity Council - Warren Transitional Housing for Domestic Violence Survivors

## NEW PROJECTS

The CoC received 16 new project applications totaling \$2,406,586. The CoC had a total of \$1,263,723 in funding to award. This amount includes funding from the following sources: the Permanent Housing Bonus and the reallocation of six renewal projects.

**The following new projects have been accepted for inclusion on the Project Priority List for funding:**

- Cen-Clear Child Services - CenClear Supportive Housing Project
- Connect Westmoreland (reallocation) - D.W.E.L. (Determination, Wellness and Empowerment for Life)
- County of Washington - Connect (reallocation) - HomeFIRST (Families In Residence Staying Together)
- County of Washington - Connect (youth) - HomeTEAM (Teaching, Educating And Mentoring)
- Fayette Community Action - Fayette County Rapid ReHousing II
- Lawrence County Social Services, Inc. – Northwest RHAB Rapid Rehousing for Youth
- Lawrence County Social Services, Inc. - Coordinated Entry Expansion
- PA Department of Community and Economic Development - HMIS Expansion
- Union Mission of Latrobe - Union Mission Permanent Supportive Housing 3
- Warren-Forest EOC (reallocation) - Warren Permanent Supportive Housing
- Washington County – Connect - HomeWISE

The following organizations submitted preliminary applications to the CoC, but were not selected for funding:

- A Way Out
- Aware
- Connect Westmoreland (1 of 2 projects was selected)
- The Clarion County Housing Authority
- Valley Youth House Committee

If you have any questions, please contact the CoC Consultant, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com).

The CoC's final ranking will be made available within one week.

Thank you for your participation in the Western PA CoC and your ongoing commitment and efforts to end homelessness,

*DMA, on behalf of the Western PA CoC Governing Board*

DMA - Diana T. Myers & Associates, Inc.

CoC Consultants for the Eastern & Western PA Balance of State CoCs

(215) 576-1558

[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

SUBMIT BY FRIDAY AUGUST 4 TO

PA\_CoC@hotmail.com

Agency Name: Grantee: City Mission-Living Streets, Inc  
Subrecipient:

Project Name: Home Again Youth

Project Type: ☐ SSO ☒ TH ☐ Safe Haven

☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Michelle Lindsey

Contact e-mail: mlindsey@citymissionfayette.org

Contact phone number: 724-439-0201

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☒ Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process. (Not reapply)

AND

☒ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

☐ We will be submitting a preliminary new project application for:

☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☐ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the  
\_\_\_\_\_ geographic area

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Signature of Agency Official

*Jamie E. Gaut*

Name and Title

Jamie E. Gaut, Executive Director 8/1/17



**FY2017 REALLOCATION RESPONSE FORM**

**PA-601 Western PA CoC**

**SUBMIT BY FRIDAY AUGUST 4 TO**

**PA\_CoC@hotmail.com**

Agency Name: Grantee: Connect, Inc.

Subrecipient:

Project Name: Safe Harbor

Project Type: ☐ SSO ☐ TH ☒ Safe Haven

☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Lyndsay Burrik

Contact e-mail: LBurrik@sphs.org

Contact phone number: 724-489-8095 x 4435

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☒ Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process.

AND

☐ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

☐ We will be submitting a preliminary new project application for:

☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☒ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the  
\_\_\_\_\_ geographic area

  
\_\_\_\_\_  
Signature of Agency Official

Lyndsey Burrik Executive Director  
\_\_\_\_\_  
Name and Title

7/31/2017  
\_\_\_\_\_  
Date

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

**SUBMIT BY FRIDAY AUGUST 4 TO**

PA\_CoC@hotmail.com

Agency Name: Grantee: Washington County

Subrecipient: Connect

Project Name:

Project Type: \_\_\_ SSO      X TH      \_\_\_ Safe Haven

\_\_\_ Permanent Supportive Housing    \_\_\_ Rapid Rehousing

Contact Name: William Leach

Contact e-mail: wleach@sphs.org

Contact phone number: 724-797-3333

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X Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process.

AND

\_\_\_ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

X We will be submitting a preliminary new project application for:

\_\_\_ Rapid Rehousing in the following geographic area: \_\_\_\_\_

\_\_\_ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

\_\_\_ Joint TH – RRH in the following geographic area: \_\_\_\_\_

\_\_\_ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

X Expansion of current grant Washington PSH serving the  
Washington County geographic area

  
\_\_\_\_\_  
Signature of Agency Official

William Leach  
\_\_\_\_\_  
Name and Title

8/2/17  
\_\_\_\_\_  
Date

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

Agency Name: Grantee: County of Washington

Sub-recipient: DVSSP

Project Name: FRESH START

Project Type: ☐ SSO ☒ TH ☐ Safe Haven

☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Michelle Robinson-Ritter

Contact e-mail: mrr@peacefromdv.org

Contact phone number: 724.223.5482

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☒ Our agency plans to voluntarily reallocate the above project in the FY2017 CoC application process.

AND

☐ We **DO NOT** plan to submit a new project application in place of this project under the FY17 CoC funding round

☒ We will be submitting a preliminary new project application for:

☒ Rapid Rehousing in the following geographic area: Washington County

☐ Permanent Supportive Housing for Chronically Homeless Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the \_\_\_\_\_ geographic area



Signature of Agency Official

Michelle L. Robinson-Ritter, Executive Director

Name and Title

26 July 2017

Date

**FY2017 REALLOCATION RESPONSE FORM**

**PA-601 Western PA CoC**

Agency Name: Grantee: Victim Outreach Intervention Center  
Subrecipient:

Project Name: Tomorrow's VOICe

Project Type: ☐ SSO ☒ TH ☐ Safe Haven  
☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Dawn Arthurs Peck

Contact e-mail: dawn@voiceforvictims.com

Contact phone number: 724-776-5910

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☒ Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process.

AND

☒ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

Reason: We will be seeking alternative funding for the project.

☐ We will be submitting a preliminary new project application for:

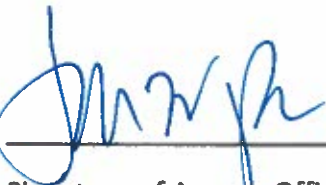
☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☐ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the  
\_\_\_\_\_ geographic area



Signature of Agency Official

DAWN ARTHURS PECK, PROG. COMP. OFFICER

Name and Title

6/3/17

Date

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

SUBMIT BY FRIDAY AUGUST 4 TO

PA\_CoC@hotmail.com

Agency Name: Grantee: Warren Forest Counties Economic Opportunities Council  
Subrecipient:

Project Name: Warren Transitional Housing for Domestic Violence Survivors

Project Type: ☐ SSO ☒ TH ☐ Safe Haven  
☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Robert Raible

Contact e-mail:

Contact phone number: 814-726-2400 extension 3021

☒ Our agency plans to voluntarily reallocate the above project in the FY2017 CoC application process.

AND

☐ We **DO NOT** plan to submit a new project application in place of this project under the FY17 CoC funding round

☒ We will be submitting a preliminary new project application for:

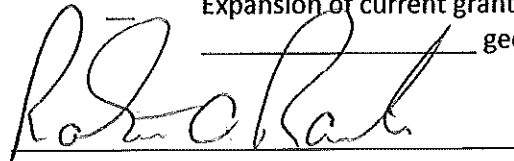
☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☒ Permanent Supportive Housing for Chronically Homeless Households in the following geographic area: Warren and Forest Counties

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the \_\_\_\_\_ geographic area



Signature of Agency Official

ROBERT A RAIBLE

Name and Title

8-1-17

Date

# Notification – New Project Proposal Not Included in Western PA CoC Application to HUD

Diana T. Myers and Assoc.

Mon 9/11/2017 8:57 PM

To: awayout@zitomedia.net <awayout@zitomedia.net>;

Mr. Hyde:

Thank you for submitting a Preliminary Application for a new project in the Western PA CoC. We received grant requests for a total of \$2,406,586 and only had funding available for a total of \$1,263,723. As a result a number of worthwhile projects could not be included for submission in the FY2017 Western PA CoC application to HUD.

All Preliminary Applications received were reviewed by a non-conflicted Funding Committee made up of individuals who are not CoC grantees to maximize objectivity. Chairs of the Northwest and Southwest RHAB were available at Funding Committee meetings to provide input into local needs. Unfortunately, your project fell below the threshold for funding availability.

We appreciate your interest in helping to end homelessness in Western Pennsylvania. We will be happy to talk with you in October about your submission and ideas for making it more competitive if you choose to submit again for FY2018.

Barbara Hodas and Leigh Howard  
On Behalf of the Western Pa CoC

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

# Notification – New Project Proposal Not Included in Western PA CoC Application to HUD

Diana T. Myers and Assoc.

Mon 9/11/2017 8:56 PM

To: ncadman@merceraware.org <ncadman@merceraware.org>;

Ms. Cadman:

Thank you for submitting a Preliminary Application for a new project in the Western PA CoC. We received grant requests for a total of \$2,406,586 and only had funding available for a total of \$1,263,723. As a result a number of worthwhile projects could not be included for submission in the FY2017 Western PA CoC application to HUD.

All Preliminary Applications received were reviewed by a non-conflicted Funding Committee made up of individuals who are not CoC grantees to maximize objectivity. Chairs of the Northwest and Southwest RHAB were available at Funding Committee meetings to provide input into local needs. Unfortunately, your project fell below the threshold for funding availability.

We appreciate your interest in helping to end homelessness in Western Pennsylvania. We will be happy to talk with you in October about your submission and ideas for making it more competitive if you choose to submit again for FY2018.

Barbara Hodas and Leigh Howard  
On Behalf of the Western Pa CoC

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

# Notification – New Project Proposal Not Included in Western PA CoC Application to HUD

Diana T. Myers and Assoc.

Mon 9/11/2017 8:54 PM

To: ccha@clarionhousing.com <ccha@clarionhousing.com>;

Ms. Campbell:

Thank you for submitting a Preliminary Applications for new projects in the Western PA CoC. We received grant requests for a total of \$2,406,586 and only had funding available for a total of \$1,263,723. As a result a number of worthwhile projects could not be included for submission in the FY2017 Western PA CoC application to HUD.

All Preliminary Applications received were reviewed by a non-conflicted Funding Committee made up of individuals who are not CoC grantees to maximize objectivity. Chairs of the Northwest and Southwest RHAB were available at Funding Committee meetings to provide input into local needs. Unfortunately, your project fell below the threshold for funding availability.

We appreciate your interest in helping to end homelessness in Western Pennsylvania. We will be happy to talk with you in October about your submission and ideas for making it more competitive if you choose to submit again for FY2018.

Barbara Hodas and Leigh Howard  
On Behalf of the Western Pa CoC

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)



# : Notification – New Project Proposals Not Included in Western PA CoC Application to HUD

Diana T. Myers and Assoc.

Mon 9/11/2017 9:03 PM

To: Kathi Krablin <kkrablin@valleyyouthhouse.org>;

Ms. Krablin:

Thank you for submitting Preliminary Applications for new projects in the Western PA CoC. We received grant requests for a total of \$2,406,586 and only had funding available for a total of \$1,263,723. As a result a number of worthwhile projects could not be included for submission in the FY2017 Western PA CoC application to HUD.

All Preliminary Applications received were reviewed by a non-conflicted Funding Committee made up of individuals who are not CoC grantees to maximize objectivity. Chairs of the Northwest and Southwest RHAB were available at Funding Committee meetings to provide input into local needs. Unfortunately, your project fell below the threshold for funding availability.

We appreciate your interest in helping to end homelessness in Western Pennsylvania. We will be happy to talk with you in October about your submission and ideas for making it more competitive if you choose to submit again for FY2018.

Barbara Hodas and Leigh Howard  
On Behalf of the Western Pa CoC

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

## **ATTACHMENT 02.**

### **2017 CoC Consolidated Application: Public Posting Evidence**

Attachment 02 documents include the following:

- Public Posting notification sent via email to CoC-funded organizations, CoC members & stakeholders. This notification provided a link to the CoC website and indicated that the complete draft of the CoC Application, all attachments and priority listing were posted.
- Screen shot of public posting. Documents provided on the webpage include:
  - FY2017 CoC Application: Completed CoC Consolidated Application, DRAFT 9-26-17
  - FY2017 CoC Application PA-601: Attachments to the CoC Consolidated Application, DRAFT 9-26-17
  - FY2017 Project Priority Listing PA-601, DRAFT 9-26-17
  - Final Ranking, distributed 9-20-17
  - FY17 Renewal Scoring Sheet
  - FY17 Renewal Ranking Calculator (provides outcomes for each ranking criteria and the scoring assigned)
  - New Project RFP, released 8-3-17



## Public Notice to Western PA CoC: All Parts of the CoC Application Posted for Public View

1 message

**Diana T. Myers and Assoc.** <pa\_coc@hotmail.com>

Tue, Sep 26, 2017 at 7:50 PM

To: "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "djb@capmercer.org" <djb@capmercer.org>, "edr@capmercer.org" <edr@capmercer.org>, "arosman@ccc-j.com" <arosman@ccc-j.com>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "fuller@chapsinc.org" <fuller@chapsinc.org>, "sconnelly@crisisshelter.org" <sconnelly@crisisshelter.org>, "sfruit@crisisshelter.org" <sfruit@crisisshelter.org>, "jbrown@crisisshelter.org" <jbrown@crisisshelter.org>, "duboisha@duboishhousing.org" <duboisha@duboishhousing.org>, "splyer@humanservicescenter.net" <splyer@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "dand@armstrongcap.com" <dand@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "masi@fcaa.org" <masi@fcaa.org>, "hpirl@fcaa.org" <hpirl@fcaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfaught@iccap.net" <mfaught@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdivitt@westmorelandca.org" <amcdivitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "srockmore@cenclear.org" <srockmore@cenclear.org>  
Cc: "maclay@pa.gov" <maclay@pa.gov>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcampbell@chapsinc.org" <jcampbell@chapsinc.org>, "Ronald.christopher@va.gov" <Ronald.christopher@va.gov>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "dhennon@crisisshelter.org" <dhennon@crisisshelter.org>, "vicar@trinitynewcastle.org" <vicar@trinitynewcastle.org>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "jbrown@westmorelandca.org" <jbrown@westmorelandca.org>, "kmstucke@stairwaysbh.org" <kmstucke@stairwaysbh.org>, "lathompson@mckeancountypa.org" <lathompson@mckeancountypa.org>, "wendy.kinnear@miu4.org" <wendy.kinnear@miu4.org>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "dbartha@phfa.org" <dbartha@phfa.org>, "Jxj17@psu.edu" <Jxj17@psu.edu>, "tknouse@fcaa.org" <tknouse@fcaa.org>, "vkarabin@pa.gov" <vkarabin@pa.gov>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "fbillen@cccmer.org" <fbillen@cccmer.org>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>

Good evening Western PA CoC members and stakeholders,

I am writing to you to with an important NOFA update and to inform you that all parts of the PA-601 Western PA CoC Application have been posted to the CoC's website in consideration of the following HUD requirement:

At least two days before the application submission deadline, the CoC must publicly post for all project applicants, community members, and key stakeholders (1) the objective ranking and selection process that was used for renewal and new projects, (2) all parts of the CoC Consolidated Application including CoC Application attachments and Priority Listing with reallocation forms and the acceptance, ranking, or rejection of all projects.

The following items have been posted to the CoC website on 9-26-17:

- Draft version of the completed CoC Consolidated Application
- Attachments to the CoC Consolidated Application
- Priority Listing with reallocation forms
- Priority Listing with all project applications that were accepted and ranked
- Priority Listing with rejected projects
- Documentation of objective ranking and selection process

Please follow this link to access the application: [PA-601 CoC Application](#)

Thank you,

Leigh and the DMA Team

DMA - Diana T. Myers & Associates, Inc.

CoC Consultants for the Eastern & Western PA Balance of State CoCs

(215) 576-1558

[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

News ▾ About the CoC Eastern CoC ▾ Western CoC ▾ Resources ▾ HMIS ESG Program

FY2017 CoC NOFA Competition ▾

[The FY 2017 CoC Program C...](#)

posted on July 14, 2017

[Register Now: Requirement...](#)

posted on March 16, 2017

[CoC Training: Webinars Fe...](#)

posted on March 4, 2016

[Public Posting of FY2016...](#)

posted on September 12, 2016

[From Our Federal Partners...](#)

posted on July 7, 2017

[SNAPS In Focus: Improving...](#)

posted on July 24, 2017

[New Resources Available f...](#)

posted on May 25, 2017

[IMPORTANT REMINDER.....](#)

posted on March 30, 2017

## Related Topics

[Central Valley RHAB \(30\)](#)

[Documents \(5\)](#)

[Eastern COC \(36\)](#)

[Eastern COC Board \(27\)](#)

[Lehigh Valley \(30\)](#)

[Northern Tier RHAB \(28\)](#)

[Northwest RHAB \(28\)](#)

[Pocono RHAB \(30\)](#)

[South Central RHAB \(30\)](#)

[Southwest RHAB \(28\)](#)

[Uncategorized \(7\)](#)

[Western COC \(31\)](#)

## Public Posting of FY2017 CoC Application for the Western PA Continuum of Care (PA-601)

In accordance with HUD's requirement that the FY2017 Continuum of Care Consolidated Application be available for public review and comment 48 hours prior to the submission deadline of September 28, 2017, 7:59 p.m. eastern time, please find the below listed documents to be submitted to HUD on behalf of the Western PA Continuum of Care (PA-601).

This posting consists of:

- (1) CoC Application, including documentation of objective ranking and selection process, final version of the completed CoC Consolidated Application, and attachments to the CoC Consolidated Application.
- (2) Project Priority Listing, including reallocation forms, all project applications that were accepted and ranked, and rejected projects.

Please send any comments to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) by noon on Thursday, September 28, 2017.

## DRAFT Submission Documents

- [FY2017 CoC Application PA-601: Completed CoC Consolidated Application, DRAFT 9-26-17](#)
- [FY2017 CoC Application PA-601: Attachments to the CoC Consolidated Application, DRAFT 9-26-17](#)
- [FY2017 Project Priority Listing PA-601, DRAFT 9-26-17](#)

## FY2017 CoC Final Ranking, which includes new & renewal projects

- [Final Ranking, distributed 9-20-17](#)

## Renewal Projects: Ranking Documents

- [FY17 Renewal Scoring Sheet](#)
- [FY17 Renewal Ranking Calculator](#) (provides outcomes for each ranking criteria and the scoring assigned)

Translate »

## **ATTACHMENT 03.**

### **CoC Rating and Review Procedure**

Attachment 03 documents include the following:

1) Western PA CoC: 2017 Renewal Scoring Sheet

**Examples of criteria included in this document:**

Example of Objective Criteria for Review, Rating, Ranking and Selection

- Criteria 17a, 17b, 17c, 17d:
  - a) Cost effectiveness: Cost per Household: SSO/TH/RRH projects
  - b) Cost effectiveness: Cost per Household: PSH projects
  - c) Cost effectiveness: Cost per Exit to PH destination: SSO/TH/RRH projects
  - d) Cost effectiveness: Cost per Household that remains in PSH or edits to another PH destination: PSH

Examples of Criteria related to achieving positive housing outcomes

- Criteria 11a, 11b:
  - a) % permanent housing exit destinations: TH, SH, SSO only
  - b) % permanent housing exit destinations: RRH & PSH only

Example of specific method for evaluating projects submitted by victim service providers

- Criteria 12: % returns to homelessness within 6 months of exit to permanent housing destination
  - NOTE: DV programs are exempt from this measure due to the fact that households typically cycle between returning to their abuser and a DV program multiple times until they ultimately break all ties with their abuser.

2) Western PA CoC: Emails distributing the drafts and final version of the 2017 Ranking Calculator to renewal applicants

- The actual 2017 Ranking Calculator is attachment # 14

3) Western PA CoC: FY2017 Request for Proposals – New Permanent Housing Project & New Project Preliminary Application

4) Western PA CoC: FY2017 Request for Proposals – New Rapid Re-Housing Project for Youth & New Project Preliminary Application



- 5) Western PA CoC: 2017 New Project Scoring Tool – General RFP
- 6) Western PA CoC: 2017 New Project Scoring Tool – Regional Youth RFP
- 7) Western PA CoC: Policy for Appealing CoC Funding Decision

**Western PA Continuum of Care (PA-601)**  
**2017 RENEWAL SCORING SHEET**  
All scoring will be based on data for Calendar Year (CY) 2016  
**Final, 7/28/2017. Revised, 9-7-17.**

#	Criteria	Point Structure	Data Source	Points
<b>HUD POLICY PRIORITY</b>				<b>36</b>
1	<b>Project Type</b>	PSH = 6 points RRH = 4 points TH - 100% dedicated to youth, 24 years of age and younger = 2 points TH - all others = 0 points SSO = 0 points Safe Haven = 0 points	RSF	6
2	<b>Severity of Need</b>	25% or more above Ave = 8 points Ave to 24.9% above ave = 6 points 25% below ave to ave = 4 points 50% below ave to 24.9% below = 2 points Below 49.9% below ave = 0 points +1 Bonus point for highest scoring project	HMIS or DV comparable data base weighted average vulnerability of Head of Household only.	8
3	<b>Participant Eligibility:</b> Extent to which project serves literally homeless	90% of participants served were literally homeless = 6 points	HMIS or DV comparable database	6
4	<b>Percent Zero Income at Entry (NEW )</b>	50% + = 2 points 20% to 49 = 1 point <20% = 0 points	RSF	2
5	<b>Housing First</b>	Organization certifies through submission of CoC renewal project application that project is operating using housing first approach = 2 points	RSF (needs to be consistent with FY2017 renewal application)	2
6	<b>Meeting Goals of Opening Doors</b>	Serving 100%+ (total/overlapping) of the priority populations of <i>Opening Doors</i> = 2 points	RSF (needs to be consistent with FY2017 renewal application)	2
7	<b>Access to Mainstream Benefits:</b> Promote access to and effective utilization of mainstream benefits	Each activity listed below provided by your project = 0.5 points: ▪ Transportation assistance ▪ Use of a single application form for 4+ mainstream programs ▪ At least annual follow-ups with participants to ensure mainstream benefits are received and renewed ▪ Ensuring access to SSI/SSDI technical assistance	RSF (needs to be consistent with FY2017 renewal application)	2
8	<b>Access to Non-Cash Benefits:</b> Enrollment in mainstream benefits	70%+ project participants served during the operating year enrolled in SNAP = 1 point 70%+ of project participants served during the operating year enrolled in Health Insurance = 1 point	HMIS or DV comparable database	2
9	<b>Application Narrative:</b> Reflects understanding of and implementation of HUD Policy Priorities (NEW)	Design/Operation of project is responsive to the need for homeless assistance in the community = 1.5 points Description consistent with Housing First = 1.5 points Project prioritizes resources rather than first come first served = 1.5 points Applicant maintains and utilizes connections to community resources = 1.5 points	RSF (with Project Description to be used in FY2017 renewal application)	6

<b>PERFORMANCE OUTCOMES</b>				<b>22</b>
10	<b>Length of Stay:</b> TH, SH and SSO Only - Length of stay of for those who exited to permanent housing destinations	Less than 9 months = 2 points 9 - 11 months = 1 point >11 months = 0 points	HMIS or DV comparable database	2
11a	<b>% permanent housing exit destinations:</b> TH, SH, SSO Only - Percentage exited to permanent housing <sup>1</sup>	96 - 100% exited to PH = 8 points 90% - 95% exited to PH = 6 points 85% - 89% exited to PH = 4 points 80% - 84% exited to PH = 2 points <80% exited to PH = 0 points	HMIS or DV comparable database	8
11b	<b>% permanent housing exit destinations:</b> RRH & PSH Only - Percentage remained in or exited to permanent housing <sup>1</sup>	96-100% exited to or remained in PH = 10 points 90% - 95% exited to or remained in PH = 8 points 85% - 89% exited to or remained in PH = 6 points 80% - 84% exited to or remained in PH = 4 points <80% exited to PH = 0 points		10



#	Criteria	Point Structure	Data Source	Points
12	<b>% returns to homelessness:</b> Percentage of households return to homelessness within 6 months of program exit. N/A for DV providers, as there is no way to measure if clients reentered the system, only their specific program.	0 - 5% returns to homelessness within 6 months of program exit = 2 points 6 - 10% = 1 point >10% = 0 points	HMIS	2
13a	<b>% increases in income:</b> % of leavers and stayers reporting increase in earned income or non-employment cash during CY16 (Projects serving only individuals < age 18 exempt and only answer 13b)	50% or more had an increase in income = 10 points 40% to 49% increase income = 8 points 30% to 39% increase income = 6 points 20 - 29% increase income = 4 points <20% increase income = 0 points	HMIS or DV comparable database	10
13b	<b>Alternative question for projects only serving youth under age 18:</b> Children must be enrolled and actively attending school on a regular basis or actively working on a GED	90%+ of youth attend school regularly or actively working on a GED = 10 points	RSF	10

GRANT MANAGEMENT				25
14	<b>Unit Utilization rates:</b> Average utilization rate of project (using project utilization each quarter, as reported on APR for CY16) (NA for SSO)	100%+ utilization rate = 8 points 96% - 99% = 4 points 90% - 95% = 2 points <90% = 0 points	HMIS generated APR (CY16) or DV Comparable database and Number of Units from FY2015 Applications as reported on RSF	8
15	<b>Drawdown rates:</b> Minimum of quarterly drawdown from eLOCCS	Minimum of 1 drawdown per quarter = 3 points	RSF	3
16	<b>Funds Expended:</b> Ensure project is fully utilizing CoC funding	If project is still operating in first contract cycle = 8 points 100% of funds expended = 8 points 95% - 99% expended = 6 points 90% - 94% expended = 3 points <90% expended = 0 points	RSF	8
17a	<b>Cost Effectiveness:</b> Cost per household: SSO/TH/RRH	Project's last completed budget ÷ Number of households served during Calendar 2016 equal to or less than CoC average (SSO, TH, RRH) = 3 points 25% above average = 1.5 points >25% above average = 0 points	HMIS or DV comparable database	3
17b	<b>Cost Effectiveness:</b> Cost per household: PSH	Project's last completed budget ÷ Number of households served during Calendar 2016 equal to or less than CoC average (SSO, TH, RRH) = 3 points 25% above average = 1.5 points >25% above average = 0 points	HMIS or DV comparable database	
17c	<b>Cost Effectiveness:</b> Cost per EXIT to PH destination: SSO, TH, RRH	Project's last completed budget ÷ Number of Leavers to a PH destination during Calendar 2016 equal to or less than CoC average (SSO, TH, RRH) = 3 points 25% above average = 1.5 points >25% above average = 0 points	HMIS or DV comparable database	
17d	<b>Cost Effectiveness:</b> Cost per household that remains in PSH or exits to another PH destination: PSH	Project's last completed budget ÷ Number of Stayers + Number of Leavers to a PH destination during Calendar 2016 equal to or less than CoC average (PSH) = 3 points 25% above average = 1.5 points >25% above average = 0 points	HMIS or DV comparable database	3

#	Criteria	Point Structure	Data Source	Points
18	<b>Timely APR submission</b>	Most recent APR was submitted to HUD via e-snaps within 90 days of the end of the contract year = Not scored due to lag by HUD in transition of APR to SAGE. Will be scored in 2018	APR submission documentation	0
19	<b>HUD Monitoring</b>	No monitoring within the last two years, or monitored with no outstanding issues = 0 points Project monitored and has unresolved findings = -5 points	Letter verifying no monitoring; If monitored, evidence of no outstanding findings	0

<b>COC PARTICIPATION</b>	<b>9</b>
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**Participation in Planning:** CoC-funded organizations must participate in local, regional and CoC-wide meetings and planning in order to maximize knowledge of providers and engage the broader community.

20a	<b>CoC meetings</b>	Attendance at April 5, 2016 and October 5, 2016 CoC meeting = 3 points	CoC meeting sign-in sheets	3
20b	<b>Regional Homeless Advisory Board (RHAB) meetings</b>	Attended at least 50% of all RHAB meetings in 2016 = 3 points • N/A if in NW Region and not a member of the RHAB	RHAB attendance sheets	6
20c	<b>County LHOT or housing coalition meetings</b>	Attendance at 75% or more of all county LHOT/housing coalition meetings. • NW non-RHAB members = 6 points • All others = 3 points	Letter signed by Chair of county entity. Letter must be received by date of rating & ranking	
21	<b>Participation in CoC Training Events:</b>	Due to technology-related issues in the training provided in 2016, this will not be scored in 2017. However, now that the technology issues have been fixed and a set of face-to-face trainings were held in 2017, this will be scored in the FY2018 NOFA.	Based on attendance sheets.	0

<b>HMIS</b>	<b>8</b>
-------------	----------

22	<b>HMIS Data Quality:</b> Universal Data Elements reflect a low percentage of: 1) null/ missing values and 2) client doesn't know/ refused values	1) Null/Missing Value: 0% null/missing = 4 points .01% - 2.5% = 2 points 2.501% - 5% = 1 point >5% = 0 points 2) Doesn't Know/refused: 0% = 4 points .01% - 2.5% = 2 points 2.501% - 5% = 1 point >5% = 0 points If project operated by DV org, submit proof of data entry in comparable system = 8 points	HMIS         HMIS comparable system	8
23	<b>Timeliness of HMIS Data Entry</b>	Per the HMIS Participation Agreement, all data should be entered into PA-HMIS within 7 days. Will not be scored in FY2017.	HMIS N/A DV	0
24	<b>HMIS Bed Inventory</b>	Bed/Unit Inventory is set up in PA-HMIS and kept up to date. Not scored in 2017, but will be scored in 2018.	HMIS N/A DV	0
25 Bonus	Full <b>HMIS participation</b> within organizations receiving CoC funding	HMIS participation among homeless assistance programs (not receiving ESG or CoC funding) operated by your organization = 0.5 point (maximum)	RSF & HMIS	

**TOTAL POINTS: 100**

**POSSIBLE BONUS POINTS: 1.5**

**NOTES:**

<sup>1</sup>This measure excludes persons from the measure if they exited to one of the below listed "destinations":

- Hospital or other residential non-psychiatric medical facility
- Foster care home or foster care group home
- Long-term care facility or nursing home
- Deceased



Leigh Howard <leigh@dma-housing.com>

## Re: WEST RANKING SCORES: 2017 Renewal Ranking Calculator Attached

1 message

Diana T. Myers and Assoc. <pa\_coc@hotmail.com>

Fri, Sep 1, 2017 at 7:05 PM

To: "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "djb@capmercer.org" <djb@capmercer.org>, "edr@capmercer.org" <edr@capmercer.org>, "arosman@ccc-j.com" <arosman@ccc-j.com>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "sfuller@chapsinc.org" <sfuller@chapsinc.org>, "sconnelly@crisisshelter.org" <sconnelly@crisisshelter.org>, "dhennon@crisisshelter.org" <dhennon@crisisshelter.org>, "sfruit@crisisshelter.org" <sfruit@crisisshelter.org>, "jbrown@crisisshelter.org" <jbrown@crisisshelter.org>, "duboisha@duboishhousing.org" <duboisha@duboishhousing.org>, "splyler@humanservicescenter.net" <splyler@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "Thompson, Linda" <lathompson@mckeancountypa.org>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "dand@armstrongcap.com" <dand@armstrongcap.com>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, Amanda Feltenberger <afeltenb@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "masi@fcaa.org" <masi@fcaa.org>, "hpirl@fcaa.org" <hpirl@fcaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfaught@iccap.net" <mfaught@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdvitt@westmorelandca.org" <amcdvitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>  
Cc: Leigh Howard <leigh@dma-housing.com>, Barbara Hodas <barbara@dma-housing.com>, Fern Cutler <fern@dma-housing.com>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>, Tammy Knouse <tknouse@fcaa.org>, Kim Stucke <kmstucke@stairwaysbh.org>, "Madra L. Clay" <maclay@pa.gov>, "c-briamill@pa.gov" <c-briamill@pa.gov>

To All Renewal Applicants:

We are writing to provide you with an updated Ranking Calculator and remind you of the deadline for submitting information about errors in the Ranking Calculator.

### Changes reflected in the attached Ranking Calculator:

- Severity of Need. Initially this calculation was based on all members of the household. Based on input from grantees and further review, it was determined projects serving families were consistently

scoring lower than projects only serving single individuals. As a result, this calculation was revised to only reflect the “vulnerability” of the Head of Household.

- Some projects that were initially funded during the FY14 or FY15 CoC competition had not yet completed a full year of operation, based on the project review dates. As a result, these projects will not be competitively scored.
- Many of the corrections that have been submitted by grantees have already been made.
- We will also be updating some of the scoring on funds expended and cost effectiveness. Currently the Calculator is programmed to use your FY2015 budget, however, for some grants the most recently completed grant year is FY2014 and for some it is FY2015. This will be corrected in the final run of the Ranking Calculator to scoring based on the most recently completed grant year.
- In addition, we are looking more closely at the following two criteria and will be making recommendations to the Governing Board in order to make adjustments. This includes:
  - Cost Effectiveness
  - Participant Eligibility

**IMPORTANT REMINDER:** The final ranking will include projects not shown on the Ranking Calculator. This includes Coordinated Entry projects, HMIS projects, FY2017 New projects, as well as projects initially funded in FY2014, FY2015 and FY2016 that have not yet operated for one full year and cannot yet be competitively ranked. At this point, we are providing this information for the purpose of evaluating and scoring renewal projects, but not ranking.

**IMPORTANT REMINDER # 2:** To assist you with your review of the calculator, attached you will find a “CoC Ranking HMIS Details Guide” that DCED has created to guide you through reviewing your renewal ranking information in PA-HMIS. Specifically, they have created a CoC Ranking HMIS Details Report that provides project-level and client-level information used for the Ranking Calculator in the main HMIS data areas (Outcomes, Income Growth, Benefits, HMIS Data Quality and Timeliness, Severity of Needs, Eligibility, etc.).

**Appeal:** The deadline to submit an appeal is **Wednesday, September 6 at noon.**

To report an error, please follow the following process:

- Send an email to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)
- Use the subject line: West Ranking Error
- Within the body of the email please provide a description of the error and reference the relevant ranking criteria number, per the attached “2017 Renewal Scoring Sheet”. If appropriate, please provide any relevant supporting documentation.

**IMPORTANT REMINDER # 3:** If you sent your question/appeal directly to Leigh, Barbara, Ciarra or Fern, and not to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com), please forward the email to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com). This is the only way that we can ensure your email was received and addressed due to the large number of emails that we receive this time of year.

Thank you,

*The DMA Team*

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DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**From:** Diana T. Myers and Assoc. <[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)>  
**Sent:** Friday, August 25, 2017 9:56 PM  
**Subject:** WEST RANKING SCORES: 2017 Renewal Ranking Calculator Attached

Good evening FY2017 Renewal Grantees,

Attached you will find the 2017 Renewal Ranking Calculator. This document has been created using data submitted through each project's Renewal Summary Form, eLOCCS documentation, APR documentation, meeting attendance records, and data entered into PA-HMIS.

Please review the Ranking Calculator for accuracy. If something does not seem correct, please review the information that you originally submitted to DMA via the Dropbox and/or your data in PA-HMIS.

- Attached you will find a "*CoC Ranking HMIS Details Guide*" that DCED has created to guide you through reviewing your Renewal Ranking information in PA-HMIS. Specifically, they have created a CoC Ranking HMIS Details Report that provides project-level and client-level information used for the Ranking Calculator in the main HMIS data areas (Outcomes, Income Growth, Benefits, HMIS Data Quality and Timeliness, Severity of Needs, Eligibility, etc.).

Per the attached *Western PA CoC Policy for Appealing CoC Funding Decision*, **if there is an error, please contact DMA prior to noon on September 6.** (The appeal policy indicates 7 days, but day 7 is during Labor Day weekend, so we are extending the date in order to afford everyone the opportunity to review their data.) Errors submitted after noon on September 6 will not be addressed.

**Process for reporting an error:**

- Please submit an email to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)
- Use the subject line: West Ranking Error
- Within the body of the email please provide a description of the error and reference the relevant ranking criteria number, per the attached “Western PA Continuum of Care 2017 RENEWAL SCORING SHEET”. If appropriate, please provide any relevant supporting documentation.

**If your issue cannot be resolved through DMA or PA-HMIS staff, you will have the opportunity to appeal your ranking score to the CoC’s Funding Committee.**

**Process for filing an appeal:**

- Please submit an email to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)
- Use the subject line: West Ranking Appeal
- Please provide a written description of your issue, why this issue could not be corrected by DMA and/or PA-HMIS staff, as well as any supporting documentation. This document will be provided to members of the Western PA CoC’s Funding Committee and discussed during their next meeting.

**Attached you will find the following documents:**

- FY2017 Western PA CoC Renewal Ranking Calculator (which is a very large Excel file with many tabs)
- Western PA Continuum of Care 2017 RENEWAL SCORING SHEET
- Western PA CoC Policy for Appealing CoC Funding Decision
- CoC Ranking HMIS Details Guide




Please let us know before September 6 at noon if you have any questions using the above instructions.

Thank you, Leigh

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 CoC Consultants for the Eastern & Western PA Balance of State CoCs  
 (215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**3 attachments**

-  **F17 Western CoC Ranking Calculator 2017 - Compiled - 9-1.xlsm**  
487K
-  **CoC Ranking HMIS Details Guide.pdf**  
358K
-  **FY17 Western PA CoC Renewal Ranking Scoring Sheet-to Grantees 7-28-17.pdf**  
623K



## Re: FY2017 Western PA CoC, Renewal Ranking Calculator - FINAL ATTACHED

1 message

**Diana T. Myers and Assoc.** <pa\_coc@hotmail.com>

Mon, Sep 18, 2017 at 2:28 PM

To: "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "djb@capmercer.org" <djb@capmercer.org>, "edr@capmercer.org" <edr@capmercer.org>, "arosman@ccc-j.com" <arosman@ccc-j.com>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "sfuller@chapsinc.org" <sfuller@chapsinc.org>, "sconnelly@crisisshelter.org" <sconnelly@crisisshelter.org>, "dhennon@crisisshelter.org" <dhennon@crisisshelter.org>, "sfruit@crisisshelter.org" <sfruit@crisisshelter.org>, "jbrown@crisisshelter.org" <jbrown@crisisshelter.org>, "duboisha@duboishousing.org" <duboisha@duboishousing.org>, "splyler@humanservicescenter.net" <splyler@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "LATHompson@mckeancountypa.org" <LATHompson@mckeancountypa.org>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "dand@armstrongcap.com" <dand@armstrongcap.com>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "rmasi@fccaa.org" <rmasi@fccaa.org>, "hpir@fccaa.org" <hpir@fccaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfaught@iccap.net" <mfaught@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdvitt@westmorelandca.org" <amcdvitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>  
Cc: "maclay@pa.gov" <maclay@pa.gov>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcampbell@chapsinc.org" <jcampbell@chapsinc.org>, "Ronald.christopher@va.gov" <Ronald.christopher@va.gov>, "vicar@trinitynewcastle.org" <vicar@trinitynewcastle.org>, "jbrown@westmorelandca.org" <jbrown@westmorelandca.org>, "kmstucke@stairwaysbh.org" <kmstucke@stairwaysbh.org>, "wendy.kinnear@miu4.org" <wendy.kinnear@miu4.org>, "dbartha@phfa.org" <dbartha@phfa.org>, "Jxj17@psu.edu" <Jxj17@psu.edu>, "tknouse@fccaa.org" <tknouse@fccaa.org>, "vkarabin@pa.gov" <vkarabin@pa.gov>, "fbillen@cccmer.org" <fbillen@cccmer.org>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>

Good afternoon,

Attached you will find a revised final version of the 2017 CoC Ranking Calculator.

Shortly after the distribution of the Calculator on September 9th, it was realized that the **Access to Non-Cash Benefits (criteria # 8)** did not have full insurance data included in the programming of this metric. This has been corrected and more projects are now meeting the 70% threshold than previously indicated.

The programming for each scoring criteria has been checked and this will be the final version for the 2017 renewal scoring/ranking process.

The final ranking was approved by the CoC Governing Board and will be distributed shortly.

Thank you.

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**From:** Diana T. Myers and Assoc. <[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)>  
**Sent:** Saturday, September 9, 2017 2:24 PM  
**Subject:** FY2017 Western PA CoC, Renewal Ranking Calculator - FINAL ATTACHED

Western PA CoC,

Attached you will find the final renewal project scoring based on the 2017 Ranking Calculator.

Many of you carefully reviewed your data to better understand your project's outcomes. As a result, many of you made corrections to and/or cleaned your data in HMIS – great!

Many of you also submitted great questions that forced us to work with the CoC's Funding Committee and Board to make slight modifications to the criteria, data source, benchmark/goals, and point structure.



A revised version of the FY2017 Renewal Scoring Sheet is attached and below is a brief summary of the modifications made:

- Criteria 2, Severity of Need: This measure was adjusted from looking at the vulnerability of all household members to only the vulnerability of the head of household. Using all household members negatively and unfairly impacted the outcomes of projects that serve families with children.
- Criteria 3, Project Participant Eligibility: This was revised from looking at every project participant to only the head of household.
  - Rationale for the change: there are countless examples of projects losing points for reasons that do not relate to whether or not the household was eligible upon entry or if they remain eligible for the program. Some examples include:
    - a baby being born while in the project, therefore never homeless
    - an adult child moving in with their parent and coming from a doubled-up situation
    - the head of household's spouse died and the head of household eventually remarried. While the new spouse was not stably housed, they were also not "literally homeless". However, because the head of household continued to need the supports provided through the Permanent Supportive Housing project, the couple remained project participants.
- Criteria 17a+b+c+d, Cost effectiveness: The original criteria used the "Project's FY16 award" as the basis of cost effectiveness. However, during calendar year 2016 (the look back period for the data), projects were operating in their FY14 and FY15 budgets. Therefore, this measure was changed to use the "last completed budget", which is also the basis of other measures like # 16 (funds expended).

Please understand that the **scores provided on the Ranking Calculator are considered to be final**. Also know that the projects listed are only those projects that will be competitively ranked. **The final ranking will include these competitively scored renewal projects, as well as renewal projects that were initially funded through the FY15 CoC competition and did not have a full year of data based on the reporting period (Calendar Year 2016), new projects initially funded in FY16, many of which have not begun operating, and new projects being submitted in FY17.**

The Funding Committee and Board will be meeting (separately) next week to finalize the ranking and tiering, which will be provided by next Friday, September 15.

Thank you,

DMA

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**2 attachments**



**FINAL-FY17 Western PA CoC Renewal Ranking Scoring Sheet-final revised, 9-7-17.pdf**  
590K



**REVISED FINAL - F17 Western CoC Ranking Calculator 2017- to CoC 9-18-17.xlsm**  
478K

# **Western PA Continuum of Care (CoC) FY2017 Request for Proposals NEW Permanent Housing Project**

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**Preliminary Application due by Close of Business on August 11, 2017**

The Western PA CoC is soliciting Preliminary Applications from agencies interested in applying for new projects to be submitted as part of the FY2017 Continuum of Care (CoC) Application this fall. At this time, the CoC is eligible to apply for up to \$527,809 in bonus funding to create new permanent housing projects. Additional funding may be available through the CoC's reallocation process.

Funding is not guaranteed to the organization(s) selected through this RFP. Funding will be made available by HUD based on the performance of the Western PA CoC in the 2017 Continuum of Care competition.

Eligible program types are limited to, which are further described within this document:

- Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families;
- Rapid Re-Housing
- Joint Transitional Housing and Rapid Re-Housing - **NEW**
- Expansion of Current RRH or PSH grant to provide additional units/serve additional households - **NEW**

These will initially be 1-year grants with the expectation that they will be eligible for renewal in future CoC applications. However, future funding will be dependent on the availability of funding from HUD and program performance.

- The CoC is seeking applicants with the capacity and interest in serving their entire Region.
  - New projects funded through the Permanent Housing Bonus will be strongly encouraged to serve their entire Region.
  - New projects seeking to operate solely within their own county must provide clear data to demonstrate the need for a single county project.

To indicate your interest in a new project, please submit the attached Preliminary Application by close of business on August 11, 2017.

- The application should be emailed to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)
- Please use the e-mail subject line: Preliminary Application – Western PA CoC

**Please review the information provided below regarding project type, eligible participants, eligible activities, expectations and requirements of the project recipient, and selection/scoring criteria to be used in the selection of new project applicants.**

## **Additional Information to review prior to submitting a Preliminary Application**

What are the goals and priorities of the CoC? As articulated in the CoC's Strategic Plan, we are seeking to reduce homelessness by 50% by 2022. This includes effectiveness eliminating chronic homelessness, Veterans homelessness and reducing family and youth homelessness by no less than 50% during this timeframe. As such, these are priority populations for the Western PA CoC.

Who is eligible for homeless assistance under the CoC? Project participants are limited to the literally homeless and fleeing/attempting to flee domestic violence categories of homelessness, as defined in [HUD's Homeless Definition Final Rule](#). Additional eligibility information can be found in the [FY2017 HUD CoC NOFA](#).

How is chronic homelessness defined? An individual or family head of household has a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

AND

- Is currently living in a place not meant for human habitation, a safe haven, or in an emergency shelter.

AND

- Has been homeless for at least 12 months. This includes:
  - 12 Months Continuous: At least 12 months of continuous homelessness living in a place not meant for human habitation, a safe haven, or in an emergency shelter;

OR

- 12 Months Cumulative: Has experienced homelessness during at least 4 separate occasions in the last three years, where these 4+ occasions equal a total of at least 12 months.

Where can I find more information about how to operate a regional project? The CoC has developed a frequently asked questions document, which provides input from a provider operating a regional rapid re-housing project. This document can be accessed at <https://www.dropbox.com/s/jz5qiw2fswqxd4a/Regional%20Projects%20FAQ.docx?dl=0>

## **Eligible Project Types through this RFP:**

- Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families: Units must be dedicated specifically to individuals and families who meet the chronically homeless definition. When a program participant exits the project, the bed must be filled by another household that meets the definition unless there are no chronically homeless persons located within the CoC's geographic area.
- Rapid Re-Housing: Rapid Re-Housing is a model of housing assistance that is designed to assist those experiencing homelessness, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible.

Individuals, families and unaccompanied youth<sup>1</sup> eligible for Rapid Re-Housing under the FY2017 CoC NOFA include those who are:

- Coming directly from the streets or emergency shelters
  - Fleeing domestic violence AND no subsequent residence has been identified AND has no resources or support networks to obtain permanent housing
  - Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition
  - Residing in transitional housing funded by a Joint TH and PH-RRH component project
  - Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- Joint TH and PH-Rapid Rehousing: This is also a new program type. The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the grant recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available.

For more information about this model and its intent, see:

<https://www.hudexchange.info/news/snaps-in-focus-the-new-joint-transitional-housing-and-rapid-re-housing-component/>

- Expansion of Current RRH or PSH grant to provide additional units/serve additional households: This component allows current grantees of PSH or RRH projects to expand their existing program to provide more units and assist more persons. The new grant will be combined with the existing grant at contracting time and can be submitted to HUD without completing an entire new project application.

**What will the grant pay for?** The HUD grant can be used towards:

- Housing Costs:
  - **Operating funds** to operate a site owned or leased by your agency (including the Transitional Housing portion of a Joint TH-RRH project).

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<sup>1</sup> Unaccompanied youth are defined as persons under age 25 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

- **Rental Assistance** to assist a household pay their rent;
  - Note: If applying for Rapid Rehousing, Rental Assistance is the only eligible housing type.
- **Leasing** of a single site or scattered site housing units;
- Supportive Services Costs: Case management to assist households in obtaining and maintaining their housing.
- Administrative Costs: To provide funding for your agency to manage the grant including drawing down funds and reporting to HUD.

**Are there match requirements?** The grantee must provide a 25% match – either cash or in-kind. The only exception is that leasing costs do not require a match.

**Are there any special considerations that I need to be aware of?**

- Both PSH and RRH are permanent housing programs and are expected to operate in accordance with a **Housing First approach**:
  - Participants are not screened out based on the following:
    - Having too little or no income
    - Active or history of substance use
    - Having a criminal record with exceptions for state-mandated restrictions
    - History of domestic violence
  - Participants are not terminated from the program based on the following:
    - Failure to participate in supportive services
    - Failure to make progress on a service plan
    - Loss of income or failure to improve income
    - Being a victim of domestic violence
    - Any other activity not covered in a lease agreement typically found in the project's geographic area
- All project participants will be referred through the CoC's Coordinated Entry System and/or pulled from the community's single prioritized wait list.
- You must enter complete and accurate data into the PA Homeless Management Information System (PA-HMIS). Victim services organizations must enter data into a DV comparable database.
- Applicants from the SW Region will be expected to participate in the SW Regional Homelessness Advisory Board (RHAB). Applicants from the NW Region must participate in their local housing coalition/Local Housing Options Team (LHOT) which are a subset of the NW RHAB. All applicants must be or must become a member of the Western PA CoC and attend the semi-annual meetings.
- You will be expected to have the capacity to operate your program in accordance with HUD requirements including:

- Submitting your Annual Progress Report (APR) on time
- Drawing down funds at least quarterly
- Expend all of your grant funds within the 12-month grant period

**How will projects be selected for submission to HUD?** All Preliminary Applications will be reviewed by the Western PA CoC Funding Committee based on the following criteria. Those that are selected for submission will be notified no later than August 23, 2017.

- **Threshold:** to be considered, applicants must commit to the following:
  - Using a Housing First approach
  - Provide program participants with assistance with Mainstream Benefits
  - Experience working with the population to be served
  - Conduct at least monthly face to face case management appointments in the program participant's home
  - Participate in the Western PA CoC Coordinated Entry System
  - Once developed, all CoC-funded projects will be required to follow the CoC's written standards for providing assistance
  - Enter data into PA-HMIS or DV comparable database
  - Participate in the RHAB/CoC
  - Be cost effective, compared to similar projects
  - Ensure that service delivery is client-centered and culturally competent
- **Selection Criteria:** Projects will be scored based on several factors, including the below listed criteria:
  - Targeting a priority population: Chronically Homeless, Veterans, Families
    - Please note, there is a separate RFP available to specifically serve unaccompanied youth.
  - Geographic area: Preference given to region-wide projects, unless clear data is provided to support a single-county project
  - Ability of the agency to implement a regional project
  - Ability to provide outreach in order to engage individuals currently living in unsheltered situations
  - Organizational capacity will be evaluated to ensure successful program operation. This includes new organizations not currently receiving CoC-funding, as well as organizations already receiving funds.
  - For current CoC grantees, considerations will include meeting HUD's grant management requirements and implementation of HUD policy priorities such as housing first
  - Additional consideration will be given to agencies that have not previously received CoC funding
  - Additional consideration will also be given to agencies that have voluntarily reallocated a Supportive Services Only (SSO), Safe Haven or Transitional Housing project during the FY2017 application process.
  - Approach for providing supportive services, both through the proposed CoC-funded project and leveraged services from community providers

- Ability to provide housing search and location services, using either staff funded through the proposed CoC-funded project or leveraged services
- Cost effectiveness of approach, as compared to similar projects within the geographic area

**What is my project budget?** The total amount of new project funding available is not yet known. The amount will be no less than the Permanent Housing Bonus (\$527,809). While a budget is requested in the Preliminary Application, if your project is selected, you may be approved for an amount other than the exact budget submitted.

**If my project is selected for submission, what is the next step?** You will be notified no later than August 23 if your project has been selected for submission to HUD and the amount of funding that you can request. At that time, you will receive instructions for submission.

You will need to submit your new project application on esnaps, HUD's online application. The following is the timeline for submission:

- **September 1:** Complete your application on esnaps and provide a pdf to Diana T Myers and Associates, Inc. (DMA) at pa\_coc@hotmail.com
- **September 6:** DMA will review your application and provide feedback
- **September 13:** FINAL completed application must be on esnaps

**If I have questions about this who should I contact?** Send an e-mail to pa\_coc@hotmail.com and DMA will get back to you as quickly as possible.



# Western PA Continuum of Care, CoC PA-601 FY2017 New Project Preliminary Application

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## **Instructions:**

- This document is a "Form". To enter text, click on the gray shaded area and begin typing. To indicate a check a response, click inside the shaded box ☐ and an "X" will appear within the box - ☒.
- All applications must be returned to pa\_coc@hotmail.com by COB on **August 11**.

## **1) Agency Name: \_\_\_\_\_**

Contact information:

- Name \_\_\_\_\_
- Phone number \_\_\_\_\_
- E-mail address \_\_\_\_\_

## **2) Under which type of program are you applying?**

- ☐ Permanent Supportive Housing project to serve Chronically Homeless Individuals or Families (PSH-chronic)
- ☐ Rapid Rehousing for Homeless Individuals, Families, Unaccompanied Youth
  - Please note that the CoC has issued a separate RFP specifically for serving unaccompanied and/or parenting youth
- ☐ Joint Transitional Housing and Rapid Rehousing Component Type
- ☐ Expansion of Current RRH or PSH grant to provide additional units/serve additional households

## **3) Which Region(s) and County(s) do you intend to serve with the proposed project?**

- ☐ **Northwest:**
  - ☐ Cameron      ☐ Clarion      ☐ Clearfield      ☐ Crawford      ☐ Elk
  - ☐ Forest      ☐ Jefferson      ☐ Lawrence      ☐ McKean
  - ☐ Mercer      ☐ Potter      ☐ Venango      ☐ Warren

- ☐ **Southwest:**
  - ☐ Armstrong      ☐ Butler      ☐ Fayette      ☐ Greene
  - ☐ Indiana      ☐ Washington      ☐ Westmoreland

## **4) Which of the following subpopulations do you plan to serve? Check all that apply:** If this project is seeking to only target youth, please respond to the youth RFP issued by the CoC.

- ☐ Chronically Homeless      ☐ Veterans      ☐ Families
- ☐ Individuals      ☐ Youth (under age 25)

**5) Did your organization have a Transitional Housing project that reallocated this year?**

- ☐ Yes – Voluntary reallocation. Project Name: \_\_\_\_\_  
☐ Yes – Involuntary reallocation. Project Name: \_\_\_\_\_  
☐ No

**6a) If you are proposing PSH-Chronic:**

- Do you plan to operate in a single site or scattered site?  
☐ Single site    ☐ Scattered site
- If single site, do you already own or have a long-term lease on a specific property?  
☐ Yes – own property    ☐ Yes – long-term property    ☐ No
  - If yes, please describe the property. This description should include the layout, configuration – congregate, individual apartments, SRO units, etc. as well as other relevant details: \_\_\_\_\_
- If scattered site, do you currently have relationships with landlords who would participate in your program?  
☐ Yes    ☐ No
  - If yes, please describe: \_\_\_\_\_

**6b) If you are proposing Rapid Re-housing:**

- Do you have relationships with landlords who would participate in your program?  
☐ Yes    ☐ No
  - If yes, provide describe your experience in identifying housing opportunities, including landlord engagement practices: \_\_\_\_\_

**6c) If you are proposing Joint Transitional Housing and Rapid Re-Housing:**

- Please identify the site for the Transitional Housing portion of this project.  
\_\_\_\_\_

**6d) If you are proposing to expand a current project:**

- Please identify the project name to be expanded: \_\_\_\_\_
- Describe why an expansion is needed at this time: \_\_\_\_\_

**ALL PROJECTS:**

**7) Provide a general description of your proposed project.**

This should include a clear and concise description of the scope of the project. The following information should be included in your description:

- description of community needs. Applicants are encouraged to provide local and/or regional data beyond the data reported through the annual PIT count.
- target population(s) to be served
- estimated number of households to be served at a point in time

- estimated number of households to be served annually
- the reason why CoC Program support is required
- experience in working with households experiencing homelessness, and in particular with the subpopulation you identified. This should include any experience using a housing first model.
  - Additionally, if you are proposing a Permanent Supportive Housing project, you must describe your experience working with households that meet HUD's definition of chronically homeless.
  - Additionally, if you are proposing a Rapid Re-Housing project or Joint TH/RRH project, you must describe your experience working to quickly move households from homelessness to permanent housing.
  - Additionally, if your target population includes youth, you must discuss your experience working with youth and best practices you are already utilizing
- project plan for addressing the identified housing and supportive service needs, including any agencies that you plan to partner/coordinate with to provide additional expertise
- projected project outcomes
- how you will ensure that the project provides client-centered and culturally competent services
- describe your community partners and the ways you will work together to meet the needs of households served through the proposed project.

**PROJECT DESCRIPTION** (click on line to begin typing): \_\_\_\_\_

**8) Provide a description of why the project type you are requesting is the best intervention for meeting the above defined need.**

- If you are specifically applying for the new Transitional Housing/ Rapid Re-Housing Joint Component, your description needs to explain why this model would be more effective for your target population than a stand-alone Rapid Re-Housing project in your community.

\_\_\_\_\_

**9) Describe your organization's experience conducting outreach and engaging individuals and families living in an unsheltered situation. \_\_\_\_\_**

**10) Please indicate which of the following requirements you commit to follow:**

- ☐ Using a Housing First approach
- ☐ Assist participants with Mainstream Benefits: (must provide all of the following)
  - ☐ Provide transportation assistance to attend mainstream benefit appointments, employment training or jobs
  - ☐ Use a single application form for four or more mainstream programs (example DHS's COMPASS)
  - ☐ Conduct annual follow-up appointments with participants to ensure mainstream benefits are received and renewed

- ☐ Provide access to SSI/SSDI technical assistance provided by the applicant, a subrecipient or partner agency
- ☐ Utilize a SOAR trained individual to provide this technical assistance
- ☐ Participating in the Western PA Coordinated Entry System
- ☐ Entering data into PA-HMIS (or DV comparable database, if domestic violence organization)
- ☐ Participating in the RHAB/CoC

**11) Do you anticipate hiring a case manager to provide services to the population being served?** ☐ Yes ☐ No

- If yes, provide the number of FTEs and expected FTE rate: \_\_\_\_\_
- Provide the expected case management ratio to be used: \_\_\_\_\_
- Describe your organization's philosophy or approach to case management services: \_\_\_\_\_
- Describe the frequency and location of case management services currently provided by your organization: \_\_\_\_\_

**12) Does your organization have the capacity to operate this project throughout the entire RHAB?** ☐ Yes ☐ No

- If yes, please describe your organization's capacity to operate the project throughout the entire region, including a description of any relationships you have with providers in the other counties and your/their ability to identify landlords in this larger area. If you have experience operating regional projects, this should also be included. \_\_\_\_\_

**13) Describe your experience in administering a program similar to the one that you are proposing. This description should include:**

- Experience effectively utilizing federal funds and performing the described services within given funding and time limitations
- Experience leveraging other federal, state, local and/or private sector funding
- Description of the program management and financial account system that will be used to administer the grant
- Any unresolved monitoring or audit findings from HUD, DCED, the Office of the Inspector General

**ORGANIZATIONAL CAPACITY** (click on line to begin typing): \_\_\_\_\_

**14) Proposed budget**

For a list and description of eligible cost, please refer to the Continuum of Care regulations at 24 CFR Part 578, Subpart D – Program Components & Eligible Costs

**HOUSING COSTS:** Operations, Leasing or Rental Assistance

**If OPERATIONS, complete the below chart:**

PROGRAM COMPONENT	REQUESTED BUDGET	DESCRIPTION OF USE
Operating Cost (site-based)	Total \$ _____	_____
Maintenance and repair	\$ _____	_____
Property taxes and insurance	\$ _____	_____
Reserves for replacement of major systems	\$ _____	_____
Building security	\$ _____	_____
Electric, gas and water	\$ _____	_____
Furniture	\$ _____	_____
Equipment	\$ _____	_____

**If RENTAL ASSISTNCE, complete the below chart:**

Size of Units	# of Units		Fair Market Rent*		12 months		Total Request
SRO	_____	x	_____	x	12	=	\$ _____
0 Bedroom	_____	x	_____	x	12	=	\$ _____
1 Bedroom	_____	x	_____	x	12	=	\$ _____
2 Bedrooms	_____	x	_____	x	12	=	\$ _____
3 Bedrooms	_____	x	_____	x	12	=	\$ _____
4 Bedrooms	_____	x	_____	x	12	=	\$ _____
5 Bedrooms	_____	x	_____	x	12	=	\$ _____

\* To find Fair Market Rents (FMR) in your community, visit

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/select_Geography.odn)

**If LEASING, complete the below chart:**

Requested Leasing Budget: \$ _____	Description of requested costs: _____
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### **SUPPORTIVE SERVICES COSTS**

PROGRAM COMPONENT	REQUESTED BUDGET	DESCRIPTION OF USE
Supportive Services	Total \$ _____	_____
Annual Assessment of Service Needs	\$ _____	_____

Assistance with moving costs	\$ _____	_____
Case management	\$ _____	_____
Child care	\$ _____	_____
Education services	\$ _____	_____
Employment assistance and job training	\$ _____	_____
Food	\$ _____	_____
Housing search and counseling services	\$ _____	_____
Legal services	\$ _____	_____
Life skills training	\$ _____	_____
Mental health services	\$ _____	_____
Outpatient health services	\$ _____	_____
Outreach services	\$ _____	_____
Substance abuse treatment services	\$ _____	_____
Transportation	\$ _____	_____
Utility deposits	\$ _____	_____
Direct provision of services	\$ _____	_____

#### ADMINISTRATIVE COSTS

<b>Requested Budget:</b> (cannot exceed 10% of total grant) \$ _____	<b>If you are proposing a regional project, please describe how the admin will be structured/used:</b> _____
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**14) A match of 25% is required for all funds, with the exception of leasing. Match can be in-kind or cash. Please indicate your anticipated source(s) of matching funds: \_\_\_\_\_**

Signature of Responsible Party: \_\_\_\_\_

# **Western PA Continuum of Care (CoC) FY2017 Request for Proposals NEW Rapid Re-Housing Project for Youth**

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**Preliminary Application due by close of business on August 11, 2017**

The Western PA CoC, with input and guidance from its Youth Subcommittee, is soliciting Preliminary Applications from agencies interested in applying for new Rapid Re-Housing projects to specifically serve youth experiencing homelessness. Selected applicants will be included in the FY2017 Continuum of Care (CoC) Application to be submitted to HUD this fall.

All project applicants will be required to include either the entirety of the Northwest region (13 counties) or Southwest region (7 counties) as the service area. The amount of funding available in the Northwest Region is to be determined. An estimated \$260,148 is expected to be available in the Southwest Region.

**To indicate your interest in a new project, please submit the attached Preliminary Application by close of business on August 11, 2017.**

**The application should be emailed to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)**

**Please use the e-mail subject line: Preliminary Application – Western PA CoC**

Project applicants selected will only receive funding based on the rank order of the project and scoring of the Continuum of Care's application to HUD, as compared to other CoCs nationally. These will initially be 1-year grants with the expectation that they will be eligible for renewal in future CoC applications. However, future funding will be dependent on the availability of funding from HUD and program performance.

**Please review the information provided below regarding project type, eligible participants, eligible activities, expectations and requirements of the project recipient, and selection/scoring criteria to be used in the selection of new project applicants.**

## **Additional Information to review prior to submitting a Preliminary Application**

What are the goals and priorities of the CoC? As articulated in the CoC's Strategic Plan, we are seeking to reduce homelessness by 50% by 2022. This includes effectiveness eliminating chronic homelessness, Veterans homelessness and reducing family and youth homelessness by no less than 50% during this timeframe. As such, these are priority populations for the Western PA CoC.

This RFP, specifically, is designed to further the CoC's efforts to reduce homelessness among youth. The 2017 Point-in-Time count identified 44 unaccompanied youth aged

18-24, 5 unaccompanied youth under age 18, and 15 parenting youth households throughout the Western PA CoC.

How is “youth” defined? Youth are identified as individuals under 25 years old and include unaccompanied youth<sup>1</sup>, transition age youth and parenting youth. Youth targeted for this RFP are youth 18-24 years old. Applicants that would like to serve youth under 18 should provide information related to their expertise in identifying and serving this population and describe how they plan to serve youth under 18 in a model that requires execution of a lease.

Where can I find more information about how to operate a regional project? Applicants will be expected to serve eligible youth in any county within either the Northwest (13 counties) or Southwest (7 counties) region. The CoC has developed a frequently asked questions document, which provides input from a provider operating a regional rapid re-housing project. This document can be accessed at <https://www.dropbox.com/s/jz5giw2fswqxd4a/Regional%20Projects%20FAQ.docx?dl=0>

### **Eligible Project Types through this RFP:**

- **Rapid Re-Housing:** Rapid Re-Housing is a model of housing assistance that is designed to assist those experiencing homelessness, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible.
- **Eligible Youth:** Youth eligible for Rapid Re-Housing under the FY2017 CoC NOFA include those who are:
  - Coming directly from the streets or emergency shelters
  - Fleeing domestic violence AND no subsequent residence has been identified AND has no resources or support networks to obtain permanent housing
  - Residing in a transitional housing project that was eliminated in the FY 2017 CoC Program Competition
  - Residing in transitional housing funded by a Joint TH and PH-RRH component project
  - Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

**What will the grant pay for?** The HUD grant can be used towards:

- **Rental Assistance:** to assist households pay their rent.

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<sup>1</sup> Unaccompanied youth are defined as persons under age 25 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.



- Supportive Services Costs: Case management to assist households in obtaining and maintaining their housing.
- Administrative Costs: To provide funding for your agency to manage the grant including drawing down funds and reporting to HUD.

For more information about eligible costs, see CoC Regulations at [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

- 578.51 Rental assistance.
- 578.53 Supportive services.
- 578.59 Project administrative costs.

**Are there match requirements?** The grantee must provide a 25% match – either cash or in-kind. The only exception is that leasing costs do not require a match.

**What are the General Principles for operating a youth Rapid Re-Housing?** The CoC is seeking applicants that have/will adopt the following general principles outlined by the U.S. Department of Housing and Urban Development (HUD) in the “Ending Youth Homelessness, Guidebook Series: Promising Program Models”<sup>2</sup>. These principles and practices include housing and services designed per the below:

- Individualized, flexible, and choice-based
- Age Appropriate and Individualized Case Management:
  - Services are intensive (daily or 2-3 times per week) and may continue even after youth appear to have stabilized. Case managers (with a ratio of 8 or 10:1) foster independent living skills (budgeting, cooking, basic maintenance, setting boundaries, etc.), support youth with lease obligations, and coordinate clinical supports as needed. Case managers help mediate problems, and allow mistakes and learning in a supported environment.
- Culturally competent:
  - Given the prevalence of homelessness among LGBTQ youth, culturally competent staff and coordination with organizations serving the LGBTQ community is important.
- Trauma-informed Care:
  - Workers are trained to provide trauma-informed care with an emphasis on meeting youth where they are.
- Employ Positive Youth Development (PYD) principles:
  - Positive Youth Development (PYD) is an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities,

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<sup>2</sup> Definitions and descriptions are taken from the HUD Ending Youth Homelessness Guidebook series - <https://www.hudexchange.info/resource/5138/ending-youth-homelessness-a-guidebook-series/>

- fostering positive relationships, and furnishing the support needed to build on their leadership strengths.
  - Staff is trained to develop the youth's competence, confidence, character, caring, connection, and contribution ("6 Cs").
  - Case management and services are individualized and focus on problem-solving, skill-building, communication, and goal-setting. Setbacks and mistakes are tolerated. Youth participate voluntarily and are never "placed" in a home. The matching process should be driven by the youth with support from the case manager.
- Emphasize family reunification and resiliency strategies
- Follow a Housing First Approach:
  - Projects utilize a Housing First approach that provides immediate access to stable housing, low-barriers to entry and to keep assistance, and voluntary but persistent services, with high expectations and high levels of engagement.
  - HUD guidance on "Using a Housing First Philosophy When Serving Youth" should be fully reviewed:  
<https://www.hudexchange.info/resources/documents/using-a-housing-first-philosophy-when-serving-youth.pdf>
- Cultivate Landlord Base:
  - Requires a trained and dedicated staff or partnership with a housing organization to cultivate and maintain relationships with property owners, (co)sign and oversee leases, oversee tenant move-ins, and handle the rent payment process.
- Long-Term Housing Stability:
  - RRH time frame is up to 24 months with the goal of achieving long-term housing stability. Rental assistance is structured with youth paying 30 percent of their income or less, building savings as income increases. Apartments should be appropriate for independent life beyond rental assistance. This can include a roommate in high rent areas or use of tenant-based rental assistance, if secured. Alternatively, youth can be supported to find other independent affordable housing, to reunify with family or to secure non-time-limited supportive housing, if needed.

**Are there any other requirements that I need to be aware of?**

- You must enter complete and accurate data into the PA Homeless Management Information System (PA-HMIS). Victim services organizations must enter data into a DV comparable database.
- Applicants from the SW Region will be expected to participate in the SW Regional Homelessness Advisory Board (RHAB). Applicants from the NW Region must participate in their local housing coalition/Local Housing Options Team (LHOT) which are a subset of the NW RHAB. All applicants must be or must become a member of the Western PA CoC and attend the semi-annual meetings.

- You will be expected to have the capacity to operate your program in accordance with HUD requirements including:
  - Submitting your Annual Progress Report (APR) on time
  - Drawing down funds at least quarterly
  - Expend all of your grant funds within the 12-month grant period

**How will projects be selected for submission to HUD?** All Preliminary Applications will be reviewed by the Western PA CoC Funding Committee based on the following criteria. Those that are selected for submission will be notified no later than August 23, 2017.

**Threshold:** to be considered, applicants must commit to the following:

- Using a Housing First approach
- Experience working with the population to be served
- Conduct at least monthly face-to-face case management appointments in the program participant's home
- Participate in the Western PA CoC Coordinated Entry System
- Once developed, all CoC-funded projects will be required to follow the CoC's written standards for providing assistance
- Enter data into PA-HMIS or DV comparable database
- Participate in the RHAB/CoC
- Be cost effective, compared to similar projects
- Operate the project per the above described "General Principles".

**Selection Criteria:** Projects will be scored based on several factors, including the below listed criteria:

- Experience working with the population to be served
- Experience with the practices described under the "General Principles"
- Ability of the agency to implement a RHAB-wide project
- Ability to provide outreach in order to engage individuals currently living in unsheltered situations
- Organizational capacity will be evaluated to ensure successful program operation. This includes new organizations not currently receiving CoC-funding, as well as organizations already receiving funds.
- For current CoC grantees, considerations will include meeting HUD's grant management requirements and implementation of HUD policy priorities such as housing first
- Additional consideration will be given to agencies that have not previously received CoC funding
- Approach for providing supportive services, both through the proposed CoC-funded project and leveraged services from community providers
- Ability to provide housing search and location services, using either staff funded through the proposed CoC-funded project or leveraged services
- Cost effectiveness of approach, as compared to similar projects within the geographic area

**What is my project budget?** The amount of funding available in the Northwest Region is to be determined. An estimated \$260,148 is expected to be available in the Southwest Region. While a budget will be submitted in the Preliminary Application, if your project is selected, you may be approved for an amount other than the exact budget submitted.

**If my project is selected for submission, what is the next step?** You will be notified no later than August 23 if your project has been selected for submission to HUD and the amount of funding that you can request. At that time, you will receive instructions for submission.

You will need to submit your new project application on esnaps, HUD's online application. The following is the timeline for submission:

- **September 1:** Complete your application on esnaps and provide a pdf to Diana T Myers and Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)
- **September 6:** DMA will review your application and provide feedback
- **September 13:** FINAL completed application must be on esnaps

**If I have questions about this who should I contact?** Send an e-mail to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) and DMA will get back to you as quickly as possible.

**Where can I find additional resources related to operating a youth-serving RRH project?** Applicants are encouraged to read the following materials and incorporate guidance as appropriate in developing a youth-serving RRH project:

- HUD Rapid Re-Housing for Youth Suite  
(<https://www.hudexchange.info/resource/5323/rapid-rehousing-for-youth-suite/>)
  - Jump Start Tool: Rapid Re-Housing for Youth
  - Rapid Re-Housing for Youth Checklist, specifically "Organization & Project Level Considerations" on page 2 and "Staff Level Considerations" on page 3
  - Rapid Re-Housing for Youth FAQs
- National Alliance to End Homelessness Rapid Re-Housing for Youth Toolkit (<https://endhomelessness.org/resource/rapid-re-housing-for-youth-toolkit/>) – provides resources and tools on designing the following core components of RRH projects to best serve youth:
  - Housing Identification
  - Rent and Move-in Assistance
  - Rapid Re-Housing Case Management and Services

**Western PA Continuum of Care, CoC PA-601  
FY2017 New Project Preliminary Application  
\*Rapid Re-Housing for Youth\***

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- All applications must be returned to pa\_coc@hotmail.com by COB on **August 11**.

**1) Agency Name: \_\_\_\_\_**

Contact information:

- Name \_\_\_\_\_
- Phone number \_\_\_\_\_
- E-mail address \_\_\_\_\_

**2) Which Region do you intend to serve with the proposed project?**

☐ **Northwest:** Cameron, Clarion, Clearfield, Crawford, Elk, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren

☐ **Southwest:** Armstrong, Butler, Fayette, Greene, Indiana, Washington, Westmoreland

**3) Which of the following populations do you plan to serve?**

☐ Unaccompanied Youth      ☐ Parenting Youth      ☐ Both

**4) Provide a general description of your proposed project.**

This should include a clear and concise description of the scope of the project. The following information should be included in your description:

- description of community needs. Applicants are encouraged to provide local and/or regional data beyond the data reported through the annual PIT count.
- target population(s) to be served
- estimated number of households to be served at a point in time
- estimated number of households to be served annually
- the reason why CoC Program support is required
- experience in working with households experiencing homelessness, and in particular with youth experiencing homelessness. If you are proposing to work with a specific subpopulation of youth (i.e., LGBTQ youth, youth under 18, parenting youth, transition age youth, etc.) please also describe your experience working with this specific subpopulation.
- experience utilizing the practices described in the “General Principles”, including how you will ensure that the project provides client-centered and culturally

competent services

- project plan for addressing the identified housing and supportive service needs, including any agencies that you plan to partner/coordinate with to provide additional expertise
- describe your experience in identifying housing opportunities, including landlord engagement practices
- projected project outcomes
- describe your community partners and the ways you will work together to meet the needs of households served through the proposed project.

**PROJECT DESCRIPTION** (click on line to begin typing): \_\_\_\_\_

**5) Describe your organization's experience conducting outreach and engaging youth living in an unsheltered situation.** \_\_\_\_\_

**6) Describe any anticipated transportation challenges, for staff and/or project participants, and how you will work to address those challenges.** \_\_\_\_\_

**7) Please indicate which of the following requirements you commit to follow:**

- ☐ Using a Housing First approach
- ☐ Assisting participants with Mainstream Benefits: (must provide all of the following)
  - ☐ Provide transportation assistance to attend mainstream benefit appointments, employment training or jobs
  - ☐ Use a single application form for four or more mainstream programs (example DHS's COMPASS)
  - ☐ Conduct annual follow-up appointments with participants to ensure mainstream benefits are received and renewed
  - ☐ Provide access to SSI/SSDI technical assistance provided by the applicant, a subrecipient or partner agency
  - ☐ Utilize a SOAR trained individual to provide this technical assistance
- ☐ Participating in the Western PA Coordinated Entry System
- ☐ Entering data into PA-HMIS (or DV comparable database, if domestic violence organization)
- ☐ Participating in the RHAB/CoC

**8) Do you anticipate hiring a case manager to provide services to the population being served?** ☐ Yes ☐ No

- If yes, provide the number of FTEs and expected FTE rate: \_\_\_\_\_
- Provide the expected case management ratio to be used: \_\_\_\_\_
- Describe your organization's philosophy or approach to case management services: \_\_\_\_\_
- Describe the frequency and location of case management services currently provided by your organization: \_\_\_\_\_

**9) Does your organization have the capacity to operate this project throughout the entire RHAB?** ☐ Yes ☐ No

- If yes, please describe your organization's capacity to operate the project throughout the entire region, including a description of any relationships you have with providers in the other counties and your/their ability to identify landlords in this larger area. If you have experience operating regional projects, this should also be included. \_\_\_\_\_

**10) Describe your experience in administering a program similar to the one that you are proposing. This description should include:**

- Experience effectively utilizing federal funds and performing the described services within given funding and time limitations
- Experience leveraging other federal, state, local and/or private sector funding
- Description of the program management and financial account system that will be used to administer the grant
- Any unresolved monitoring or audit findings from HUD, DCED, the Office of the Inspector General

**ORGANIZATIONAL CAPACITY** (click on line to begin typing): \_\_\_\_\_

**11) Proposed budget**

For a list and description of eligible cost, please refer to the Continuum of Care regulations at 24 CFR Part 578, Subpart D – Program Components & Eligible Costs

**HOUSING COSTS: Rental Assistance**

Size of Units	# of Units		Fair Market Rent*		12 months		Total Request
SRO	_____	x	_____	x	12	=	\$_____
0 Bedroom	_____	x	_____	x	12	=	\$_____
1 Bedroom	_____	x	_____	x	12	=	\$_____
2 Bedrooms	_____	x	_____	x	12	=	\$_____
3 Bedrooms	_____	x	_____	x	12	=	\$_____
4 Bedrooms	_____	x	_____	x	12	=	\$_____
5 Bedrooms	_____	x	_____	x	12	=	\$_____

\* To find Fair Market Rents (FMR) in your community, visit

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016\\_code/select\\_Geography.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/select_Geography.odn)

**SUPPORTIVE SERVICES COSTS**

PROGRAM COMPONENT	REQUESTED BUDGET	DESCRIPTION OF USE
-------------------	------------------	--------------------

Supportive Services	Total \$ _____	_____
Annual Assessment of Service Needs	\$ _____	_____
Assistance with moving costs	\$ _____	_____
Case management	\$ _____	_____
Child care	\$ _____	_____
Education services	\$ _____	_____
Employment assistance and job training	\$ _____	_____
Food	\$ _____	_____
Housing search and counseling services	\$ _____	_____
Legal services	\$ _____	_____
Life skills training	\$ _____	_____
Mental health services	\$ _____	_____
Outpatient health services	\$ _____	_____
Outreach services	\$ _____	_____
Substance abuse treatment services	\$ _____	_____
Transportation	\$ _____	_____
Utility deposits	\$ _____	_____
Direct provision of services	\$ _____	_____

### **ADMINISTRATIVE COSTS**

<b>Requested Budget:</b> (cannot exceed 10% of total grant) \$ _____	<b>If you are proposing a regional project, please describe how the admin will be structured/used:</b> _____
---	---

**12) A match of 25% is required for all funds, with the exception of leasing. Match can be in-kind or cash. Please indicate your anticipated source(s) of matching funds: \_\_\_\_\_**

Signature of Responsible Party: \_\_\_\_\_



## **Western PA CoC: 2017 New Project Scoring – GENERAL RFP**

**(Q3) Is applicant proposing a single-county, multi-county, or RHAB-wide project?**

- ☐ Single County = 0 points      ☐ Multi-county = 1 point      ☐ RHAB-wide = 2 points

**(Q5) Did your organization have a Transitional Housing project that reallocated this year?**

- ☐ N/A = 0 points      ☐ Involuntary Reallocation = 0 points      ☐ Voluntary Reallocation = 5 points

**(Q7) Project Description: up to 14 total points**

- **Demonstration of local/regional need = 0 - 5 points**
  - 0 points if need not described
  - 3 points if narrative but no data, or data does not support the need for this project
  - 5 points if applicant describes need and provides supporting data
- **Target population is aligned with CoC goals (chronic, veterans, families and youth) = 1 point**
  - 0 points if these populations not targeted
  - 1 point if project targets chronic, veterans, families or youth
- **Experience with housing first = 0 - 2 points**
  - 0 points if not described
  - 1 point if somewhat described
  - 2 points if applicant indicates low/no barriers to entry and that reviewer believes the applicant has needed experience
- **Experience with project component type and/or target population = 0 - 2 points**
  - a) If PSH: experience with chronic
  - b) If RRH or TH/RRH: experience rapidly rehousing
  - c) If youth: demonstrates sufficient youth experience
    - 0 points if not described
    - 1 point if somewhat described
    - 2 points if reviewer believes the applicant has needed experience
- **Client-centered and culturally competent services = 0 - 2 points**
  - 0 points if not described
  - 1 point if somewhat described
  - 2 points if organization's policies, training, or other relevant experience described
- **Strategic partnerships with community providers = 0 - 2 points**
  - 0 points if not described
  - 1 point if somewhat described
  - 2 points if partners named and nature of partnership described

**(Q11) Case management ratio = 2 points**

- Case management approach and ratio does not seem appropriate = 0 points
- Case management approach is reasonable based on population being served and geography size/distance = 2 points

**(Q12 if RHAB-wide project and Q13) Organizational capacity = 2 points**

- 0 points if organization does not appear to have capacity
- 1 point if capacity somewhat described
- 2 points if it is clear that the organization has capacity to operate the project based on HUD and CoC requirements

**(Q14) Is project cost effective? = 3 points**

- Total housing costs are equal to or less than Fair Market Rents = 1 point
- Compare each project's service costs to each other = 1 point if less than new project average
- Percentage of project cost, compared to requested cost (i.e. match beyond 25%) = 1 point

**Past performance = 3 points**

- Current Grantees: FY2016 and/or FY2017 performance related outcomes are strong
- Applicants who are not current/former CoC grantees = 0 – 3 points if describe performance outcomes from other points

**CoC Participation = 4 points**

- Participates in CoC/RHAB/LHOT or County Housing Coalition = 2 points
- Participates in HMIS or HMIS-comparable database = 2 points

**Additional Considerations = 5 points**

- Project will further the CoC's ability to reduce/end homelessness
- Need for this type of project within the indicated geographic area
- (Q8) Proposed project type is best intervention
- Quality of application
- Organizational capacity, including input from ESG
- Organization's past performance, including input from ESG
- Organization's experience
- RHAB input
- Other

**Total points available = 40**

## **Western PA CoC: 2017 New Project Scoring – REGIONAL YOUTH RFP**

**Did your organization have a Transitional Housing project that reallocated this year? (Note: this information will be provided for any organizations responding to RRH Youth RFP)**

☐ N/A = 0 points      ☐ Involuntary Reallocation = 0 points      ☐ Voluntary Reallocation = 4 points

### **(Q4) Project Description: up to 20 total points**

- **Demonstration of local/regional need = 0 - 4 points**
  - 0 points if need not described
  - 2 points if narrative but no data, or data does not support the need for this project
  - 4 points if applicant describes need and provides supporting data
- **Experience working with youth experiencing homelessness, including youth who are LGBTQ = 0 - 4 points**
  - 0 points if not described
  - 2 points if somewhat described
  - 4 points if applicant demonstrates significant experience
- **Experience with project component type = 0 - 3 points**
  - 0 points if not described
  - 1 points if somewhat described
  - 3 points if reviewer believes the applicant has needed experience rapidly rehousing, including experience with landlord engagement
- **Has experience with housing first for youth and other “General Principles” for serving youth = 0 - 4 points**
  - 0 points if not described
  - 2 points if somewhat described
  - 4 points if reviewer believes the applicant has demonstrated experience
- **Client-centered and culturally competent services = 0 - 3 points**
  - 0 points if not described
  - 1 point if somewhat described
  - 3 points if organization’s policies, training, or other relevant experience described
- **Strategic partnerships with community providers = 0 - 2 points**
  - 0 points if not described
  - 1 point if somewhat described
  - 2 points if partners named and nature of partnership described. To be awarded two points, the application needs to describe how services will be provided to youth in their own community.

### **(Q5) Experience conducting youth outreach = 2 points**

- 0 points if not described
- 1 point if somewhat described
- 2 points if reviewer believes the applicant has demonstrated experience

**(Q6) Plan to address transportation challenges = 2 points**

- 0 points if not described
- 1 point if plan is somewhat described
- 2 points if reviewer believes the applicant has provided a sound plan for addressing any transportation challenges

**(Q8) Case management ratio = 2 points**

- Case management approach and ratio does not seem appropriate = 0 points
- Case management approach is reasonable based on population being served and geography size/distance = 2 points

**(Q9 and 10) Organizational capacity = 2 points**

- 0 points if organization does not appear to have capacity to operate this project RHAB-wide and/or sufficient experience with federal funding
- 1 point if capacity somewhat described
- 2 points if it is clear that the organization has capacity to operate the project based on HUD and CoC requirements

**(Q11) Is project cost effective? = 1 point**

- Percentage of project cost, compared to requested cost (i.e. match beyond 25%) = 1 point

**Past performance = 3 points**

- Current Grantees: FY2016 and/or FY2017 performance related outcomes are strong
- Applicants who are not current/former CoC grantees = 0 – 3 points if describe performance outcomes from other points

**CoC Participation = 4 points**

- Participates in CoC/RHAB/LHOT or County Housing Coalition = 2 points
- Participates in HMIS = 2 points

**Total points available = 40**

## **WESTERN PA CONTINUUM OF CARE POLICY FOR APPEALING COC FUNDING DECISION**

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Approved by the Continuum of Care Board, 8/25/17

The Western PA CoC will follow the procedure below to provide organizations applying for CoC funding with the opportunity to appeal the CoC's funding decision. This policy is effective for the FY17 CoC funding cycle and is relevant to renewal projects and new project applicants.

### **Data Review Process – Renewal Project Applicants only:**

The CoC will collect information from PA-HMIS and other sources to evaluate each renewal project. Once this data is collected and compiled into a single document, the "Ranking Calculator", it will be distributed to the CoC and each grantee for review. Grantees will have 7 days to review the data for accuracy. Requests submitted after the indicated deadline will not be considered.

The procedure and timeline for submitting questions and corrections to the CoC Consultant will be described within the communications sent to grantees at the time the Ranking Calculator is distributed. Additional documentation may be requested from grantees in order to make corrections to the data.

If the grantee raises an issue that cannot be resolved with the CoC Consultant, the grantee may request to have the CoC's Funding Committee consider their specific situation. Any grantees wishing to appeal to the Funding Committee will need to send an email to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) with the subject line, "Western PA CoC: Appeal for Funding Committee". The CoC Executive Committee members should also be copied on this email. This includes Kim Stucke [kmstucke@stairwaysbh.org](mailto:kmstucke@stairwaysbh.org), Linda Thompson [LAThompson@mckeancountypa.org](mailto:LAThompson@mckeancountypa.org), Amanda Feltenberger [afeltenb@co.butler.pa.us](mailto:afeltenb@co.butler.pa.us) and Tammy Knouse [tknouse@fccaa.org](mailto:tknouse@fccaa.org). The appeal request should describe the specific situation, reference the relevant scoring criteria and provide compelling information and/or documentation for consideration. The Funding Committee will evaluate any requests received during their next scheduled meeting, and grantees will be informed by email about the outcome of their appeal.

### **Project Selection – Renewal and New Projects:**

In order to maximize the impact of CoC funding, the CoC Board will allocate funding to renewal projects that achieve strong performance outcomes and are responsive to HUD and CoC policies, procedures and priorities. In addition, the CoC will solicit new projects in order to improve system-level outcomes, respond to unmet needs throughout the CoC's 20-county geography, pursue the goals and objectives within the CoC's strategic plan, and respond to changing policy priorities.

#### **Appeal to CoC Board:**

The CoC will distribute a rank-ordered list of renewal and new projects to be submitted to HUD as part of the CoC's Consolidated Application 15 days prior to the NOFA deadline. Projects not selected for inclusion in the CoC's Consolidated Application will be notified in writing of this decision and the reasons why they were not selected.

All project applicants, including renewal projects that have all or part of their funding reallocated and new project applications not selected for funding, may appeal this decision to the CoC Board.

The appeal will be reviewed and discussed by members of the CoC Board. Following this discussion, non-conflicted CoC Board members (those members who are not employed by organizations receiving CoC funding) will vote to determine if the decision stands or is overturned. The outcome of the appeal will be communicated via email to the appellant within 24 hours of the Board's final decision.

The CoC's final ranking will then be posted on the CoC website. No additional changes will be made to the final ranking unless an internal error is identified.

#### Appeal to HUD:

In addition to the CoC's appeal process, the HUD CoC NOFA provides project applicants an opportunity to appeal to HUD. This appeal is limited to "eligible project applicants that attempted to participate in their CoC planning process and believe they were denied the right to participate in a reasonable manner".

In order to ensure that all project applicants have the opportunity to participate in the CoC's planning process and to provide input in the CoC's funding process, the CoC has/will provide the following opportunities:

- The CoC's ranking criteria will be distributed prior to project scoring.
- Project applicants will have the ability to review and question the data to be used for evaluation and ranking (the "Ranking Calculator").
- The CoC will provide a new project application and scoring criteria in order to score all new project applications in a consistent and transparent method.
- Updates will be provided by the CoC during in-person CoC meetings, during RHAB meetings, and via written and electronic communications.
- The CoC provides an appeal policy for any project applicant not selected for funding.

To submit an appeal to HUD, follow the instructions as indicated in the HUD CoC NOFA, which will be available via <https://www.hudexchange.info/programs/coc/>.

## **ATTACHMENT 04.**

### **CoC's Rating and Review Procedure: Public Posting Evidence**

Attachment 04 documents include the following:

- July 28, 2017 email to Renewal Applicants indicating that project applications due August 11, 2017 **(to demonstrate that applications were received by the CoC prior to 30 days before the NOFA deadline)**
- RFP cover emails, indicating new project applications due by August 11, 2017 **(to demonstrate that applications were received by the CoC prior to 30 days before the NOFA deadline)**. RFPs were sent to:
  - Western PA CoC member & stakeholder mailing list
  - Eastern PA CoC list-serve
  - 14 PA entitlement CoCs
  - Youth Service providers in Pittsburgh, PA
- New Project RFP posting on CoC Website
- Email re: Accept/Reject notification, distributed 9-13-17 **(to demonstrate that the project accept/reject notification was provided by the CoC more than 15 days prior to the NOFA deadline)**
- Cover email & Final Ranking of new and renewal projects, distributed 9-20-17



Leigh Howard &lt;leigh@dma-housing.com&gt;

## WeSTERN PA RENEWAL APPLICANT INSTRUCTIONS

1 message

Diana T. Myers and Assoc. &lt;pa\_coc@hotmail.com&gt;

Fri, Jul 28, 2017 at 7:19 PM

To: "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "gac@capmercer.org" <gac@capmercer.org>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "sfuller@chapsinc.org" <sfuller@chapsinc.org>, "sconnelly@crissshelter.org" <sconnelly@crissshelter.org>, "dhennon@crissshelter.org" <dhennon@crissshelter.org>, "sfruit@crissshelter.org" <sfruit@crissshelter.org>, "jbrown@crissshelter.org" <jbrown@crissshelter.org>, "duboisha@duboishousing.org" <duboisha@duboishousing.org>, "splyler@humanservicescenter.net" <splyler@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "LATHompson@mckeancountypa.org" <LATHompson@mckeancountypa.org>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "dand@armstrongcap.com" <dand@armstrongcap.com>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "masi@fccaa.org" <masi@fccaa.org>, "hpirl@fccaa.org" <hpirl@fccaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfaught@iccap.net" <mfaught@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdivitt@westmorelandca.org" <amcdivitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, Leigh Howard <leigh@dma-housing.com>, Barbara Hodas <barbara@dma-housing.com>, "Madra L. Clay" <maclay@pa.gov>, Amy Rosman <arosman@ccc-j.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>

To WESTERN PA CoC Members and all FY2017 CoC Renewal Applicants:

The FY2017 CoC NOFA was released on July 14. Unlike last year, instructions are available and the application is on esnaps. Again, we were given a very short timeline to complete all steps of the application.

In light of the NOFA requirements, we have put together the following renewal project application schedule, with the goal of allowing adequate time to: complete your project submissions, have your project application(s) reviewed by Diana T. Myers and Associates (DMA) for corrections, and to score and rank projects.



**Project Application Schedule and Renewal Ranking Documents Attached:**

**By August 4:** Complete and submit your Renewal Summary Form (RSF) for each renewal project, which is attached. The RSF, the documents requested throughout the RSF and data from PA-HMIS will provide the data to review, score and rank your project, based on the CoC's renewal ranking criteria, which is also attached.

- These documents will be submitted to DMA via Dropbox; instructions and link to each project's folder are attached.

**By August 11:** Complete each of your renewal applications on e-snaps and e-submit a pdf of each project application through Dropbox – DO NOT HIT SUBMIT IN E-SNAPS

- Pdf of project application(s):

Name document: Renewal Application\_Agency Name\_Project Name

**By September 8:** Submit your FINAL application on e-snaps

Thank you,

*The DMA Team*

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**3 attachments**

**FY17 Western PA CoC Renewal Ranking Scoring Sheet-to Grantees 7-28-17.pdf**  
623K



**PA-601 FY2017 Renewal Summary Form-final-locked.docx**  
134K

9/24/2017

DMA - Diana T. Myers and Associates, Inc. Mail - WeSTERN PA RENEWAL APPLICANT INSTRUCTIONS



**West - Dropbox Instructions & Links.pdf**

189K



Leigh Howard &lt;leigh@dma-housing.com&gt;

## Western PA CoC: FY2017 New Project RFPs

1 message

**Diana T. Myers and Assoc.** <pa\_coc@hotmail.com>

Thu, Aug 3, 2017 at 11:38 AM

To: "fralick@wfcaa.org" <fralick@wfcaa.org>, Amy Rosman <arosman@ccc-j.com>, "2bill@gyff.org" <2bill@gyff.org>, "ab@peacefromdv.org" <ab@peacefromdv.org>, "achandler@citymissionfayette.org" <achandler@citymissionfayette.org>, "aclaypoole@havinpa.org" <aclaypoole@havinpa.org>, "aconcannon@westmorelandca.org" <aconcannon@westmorelandca.org>, "acrowe@ccpgh.org" <acrowe@ccpgh.org>, "Adaniels@lccap.org" <Adaniels@lccap.org>, "aFeltenb@co.butler.pa.us" <aFeltenb@co.butler.pa.us>, "ajudy@ccpgh.org" <ajudy@ccpgh.org>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "amberf@ywcabradford.org" <amberf@ywcabradford.org>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "amcdivitt@westmorelandca.org" <amcdivitt@westmorelandca.org>, "Arose@co.butler.pa.us" <Arose@co.butler.pa.us>, "asafeplace@westpa.net" <asafeplace@westpa.net>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "awayoutjudyb@gmail.com" <awayoutjudyb@gmail.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "bburdick@cenclear.org" <bburdick@cenclear.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "bhertzog@iccap.net" <bhertzog@iccap.net>, "bill.stright@use.salvationarmy.org" <bill.stright@use.salvationarmy.org>, "bmendat@ccc-j.com" <bmendat@ccc-j.com>, "brummel@iccap.net" <brummel@iccap.net>, "c.Artis@mchousing.net" <c.Artis@mchousing.net>, "callen@ccpgh.org" <callen@ccpgh.org>, "callen@iccap.net" <callen@iccap.net>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "carol.fong@va.gov" <carol.fong@va.gov>, "carolercac@gmail.com" <carolercac@gmail.com>, "carriel@wchaonline.com" <carriel@wchaonline.com>, "cathyr@blackburncenter.org" <cathyr@blackburncenter.org>, "ccaros@ccpgh.org" <ccaros@ccpgh.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "cejohanson@co.armstrong.pa.us" <cejohanson@co.armstrong.pa.us>, "cfarkas@chapsinc.org" <cfarkas@chapsinc.org>, "childadv@clarioncountysafe.com" <childadv@clarioncountysafe.com>, "chip@connmin.org" <chip@connmin.org>, "chuckg@cityrescuemission.org" <chuckg@cityrescuemission.org>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "ciabatonidina@gmail.com" <ciabatonidina@gmail.com>, "cindy@thelighthousefoundation.com" <cindy@thelighthousefoundation.com>, "clarketta.melzer@use.salvationarmy.org" <clarketta.melzer@use.salvationarmy.org>, "clesniak@westmorelandca.org" <clesniak@westmorelandca.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "cm@peacefromdv.org" <cm@peacefromdv.org>, "Cmadden@fcaa.org" <Cmadden@fcaa.org>, "cschneider@chapsinc.org" <cschneider@chapsinc.org>, "cwalter@jccap.org" <cwalter@jccap.org>, "cYeager@merceraware.org" <cYeager@merceraware.org>, "dand@armstrongcap.com" <dand@armstrongcap.com>, "dawn.carter@use.salvationarmy.org" <dawn.carter@use.salvationarmy.org>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dbartha@phfa.org" <dbartha@phfa.org>, "dcuningham@ccrinfo.org" <dcuningham@ccrinfo.org>, "ddoppelheuer@citymissionfayette.org" <ddoppelheuer@citymissionfayette.org>, "debpennington@windstream.net" <debpennington@windstream.net>, "deshonplace@housingauthority.com" <deshonplace@housingauthority.com>, "destinationsbradford@gmail.com" <destinationsbradford@gmail.com>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "dgartland@citymission.org" <dgartland@citymission.org>, "dhennon@crisishelter.org" <dhennon@crisishelter.org>, "djwertz@mckeancountypa.org" <djwertz@mckeancountypa.org>, "dmutich@fcaa.org" <dmutich@fcaa.org>, "duboisha@duboishousing.org" <duboisha@duboishousing.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "ealyb@aadvantageinc.org" <ealyb@aadvantageinc.org>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "fbillen@cccmer.org" <fbillen@cccmer.org>, "gac@capmercer.org" <gac@capmercer.org>, "Geoff.Hurnyak@vmcenter.org" <Geoff.Hurnyak@vmcenter.org>, "goodsamcenter@atlanticbb.net" <goodsamcenter@atlanticbb.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "he.timothy@yahoo.com" <he.timothy@yahoo.com>, "heathers@ywcabradford.org" <heathers@ywcabradford.org>, "hfk@capmercer.org" <hfk@capmercer.org>, "hmerchant@ccrinfo.org" <hmerchant@ccrinfo.org>, "hpirl@fcaa.org" <hpirl@fcaa.org>, "hwisniewski@fscas.org" <hwisniewski@fscas.org>, "icdhsdir@comcast.net" <icdhsdir@comcast.net>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "info32@comcast.net" <info32@comcast.net>, "irene.thibault@use.salvationarmy.org" <irene.thibault@use.salvationarmy.org>, "jane@voiceforvictims.com" <jane@voiceforvictims.com>, "jbrown@crisishelter.org" <jbrown@crisishelter.org>, "jbrown@westmorelandca.org" <jbrown@westmorelandca.org>, "jbuchanan@womensservicesinc.org" <jbuchanan@womensservicesinc.org>, "jbuchman@cccmer.org" <jbuchman@cccmer.org>, "jcampbell@chapsinc.org" <jcampbell@chapsinc.org>, "jchapin@chapsinc.org" <jchapin@chapsinc.org>, "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "jennifer.nuhfer@va.gov" <jennifer.nuhfer@va.gov>, "jfalba@ccpgh.org" <jfalba@ccpgh.org>, "jfenton@ccaaa.net" <jfenton@ccaaa.net>, "jfleegal@caswg.org" <jfleegal@caswg.org>, "Jfustos@lccap.org" <Jfustos@lccap.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "jkockler@pottercountyhumansvcs.org" <jkockler@pottercountyhumansvcs.org>, "jkrouse@co.clarion.pa.us" <jkrouse@co.clarion.pa.us>, "jmalone@lccap.org" <jmalone@lccap.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "josh@268center.com" <josh@268center.com>,

"joshuashaven@verizon.net" <joshuashaven@verizon.net>, "jpears@chapsinc.org" <jpears@chapsinc.org>, "jw@peacefromdv.org" <jw@peacefromdv.org>, "Jxj17@psu.edu" <Jxj17@psu.edu>, "karenj@cityrescuemission.org" <karenj@cityrescuemission.org>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "kelliofHavenHouse@comcast.net" <kelliofHavenHouse@comcast.net>, "kfrankovich@tomorrowshopepa.org" <kfrankovich@tomorrowshopepa.org>, "kimp@armstrongcap.com" <kimp@armstrongcap.com>, "kjohnston@pottercountyhumansvcs.org" <kjohnston@pottercountyhumansvcs.org>, "kjohnston@pottercouthumanservices.org" <kjohnston@pottercouthumanservices.org>, "kmcclroy@wfcaa.org" <kmcclroy@wfcaa.org>, "kmstucke@stairwaysbh.org" <kmstucke@stairwaysbh.org>, "korbar@wfcaa.org" <korbar@wfcaa.org>, "kpershing@chapsinc.org" <kpershing@chapsinc.org>, "kphillips@chapsinc.org" <kphillips@chapsinc.org>, "kPresnar@lccap.org" <kPresnar@lccap.org>, "krentz@capmercer.org" <krentz@capmercer.org>, "ksnyder@citymissionfayette.org" <ksnyder@citymissionfayette.org>, "LASizemore@mckeancountypa.org" <LASizemore@mckeancountypa.org>, "lathompson@mckeancountypa.org" <lathompson@mckeancountypa.org>, "lbecker@csc.csiu.org" <lbecker@csc.csiu.org>, "Lburrik@sphs.org" <Lburrik@sphs.org>, "Leigh@dma-housing.com" <Leigh@dma-housing.com>, "leslie.mills@va.gov" <leslie.mills@va.gov>, "lh@peacefromdv.org" <lh@peacefromdv.org>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "llombardo@sphs.org" <llombardo@sphs.org>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "lwengerd@gmail.com" <lwengerd@gmail.com>, "lwhite@chapsinc.org" <lwhite@chapsinc.org>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "Izak@ceo.co.indiana.pa.us" <Izak@ceo.co.indiana.pa.us>, "maclay@pa.gov" <maclay@pa.gov>, "maria@clintoncountyhousing.com" <maria@clintoncountyhousing.com>, "marianhouse7@gmail.com" <marianhouse7@gmail.com>, "mark42.link@gmail.com" <mark42.link@gmail.com>, "Marta\_Nagel@use.salvationarmy.org" <Marta\_Nagel@use.salvationarmy.org>, "martha@housingauthority.com" <martha@housingauthority.com>, "matimpano@aol.com" <matimpano@aol.com>, "matthewblake73@yahoo.com" <matthewblake73@yahoo.com>, "mb@peacefromdv.org" <mb@peacefromdv.org>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "mcelroy@wfcaa.org" <mcelroy@wfcaa.org>, "mchousingcoalition@hotmail.com" <mchousingcoalition@hotmail.com>, "md@peacefromdv.org" <md@peacefromdv.org>, "mfaught@iccap.net" <mfaught@iccap.net>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "mgedeon@sphs.org" <mgedeon@sphs.org>, "mgee@pottercountyhumansvcs.org" <mgee@pottercountyhumansvcs.org>, "mgirty@ccrinfo.org" <mgirty@ccrinfo.org>, "mhatch@mckeancountypa.org" <mhatch@mckeancountypa.org>, "michael.clark1@va.gov" <michael.clark1@va.gov>, "mlane@thelighthousefoundation.com" <mlane@thelighthousefoundation.com>, "mld@peacefromdv.org" <mld@peacefromdv.org>, "mmccune@fcaa.org" <mmccune@fcaa.org>, "mmcdonough@fcaa.org" <mmcdonough@fcaa.org>, "mmchugh@caswg.org" <mmchugh@caswg.org>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mmillward@tomorrowshopepa.org" <mmillward@tomorrowshopepa.org>, "mn@peacefromdv.org" <mn@peacefromdv.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "mrussell@lccap.org" <mrussell@lccap.org>, "nbiles@mcc.co.mercer.pa.us" <nbiles@mcc.co.mercer.pa.us>, "nrose67@hotmail.com" <nrose67@hotmail.com>, "ns@peacefromdv.org" <ns@peacefromdv.org>, "paigeh@armstrongcap.com" <paigeh@armstrongcap.com>, "pcha1@zitomedia.net" <pcha1@zitomedia.net>, "poundsfam@yahoo.com" <poundsfam@yahoo.com>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "racc@verizon.net" <racc@verizon.net>, "raible@wfcaa.org" <raible@wfcaa.org>, "randall.metcalf@ntcac.org" <randall.metcalf@ntcac.org>, "rcampbell@wesoldieron.org" <rcampbell@wesoldieron.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "resslerad@wfcaa.org" <resslerad@wfcaa.org>, "retedwards4@gmail.com" <retedwards4@gmail.com>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "RJMcdowell@mckeancountypa.org" <RJMcdowell@mckeancountypa.org>, "rklouw@presbybradford.org" <rklouw@presbybradford.org>, "rkunselman@pottercountyhumansvcs.org" <rkunselman@pottercountyhumansvcs.org>, "rmasi@fcaa.org" <rmasi@fcaa.org>, "rmetzger@tomorrowshopepa.org" <rmetzger@tomorrowshopepa.org>, "robin@clintoncountyhousing.com" <robin@clintoncountyhousing.com>, "ronald.christopher@va.gov" <ronald.christopher@va.gov>, "roxie.johnston@alicepaulhouse.org" <roxie.johnston@alicepaulhouse.org>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rRitchie@citymissionfayette.org" <rRitchie@citymissionfayette.org>, "Sandym@armstrongcap.com" <Sandym@armstrongcap.com>, "sarahab@voiceforvictims.com" <sarahab@voiceforvictims.com>, "sbeggs@co.venango.pa.us" <sbeggs@co.venango.pa.us>, "sconnelly@crisishelter.org" <sconnelly@crisishelter.org>, "scoston@csvenango.com" <scoston@csvenango.com>, "seantaladay@yahoo.com" <seantaladay@yahoo.com>, "sfruit@crisishelter.org" <sfruit@crisishelter.org>, "fuller@chapsinc.org" <fuller@chapsinc.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "Sharon\_Harford@use.SalvationArmy.org" <Sharon\_Harford@use.salvationarmy.org>, "shimes@jccap.org" <shimes@jccap.org>, "slightfoot@caswg.org" <slightfoot@caswg.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "smcclymonds.fumc@gmail.com" <smcclymonds.fumc@gmail.com>, "Spapach@lccap.org" <Spapach@lccap.org>, "sPlyer@humanservicescenter.net" <sPlyer@humanservicescenter.net>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "ssvdp@winbeam.com" <ssvdp@winbeam.com>, "sueco@armstrongcap.com" <sueco@armstrongcap.com>, "Summer.Clapper@va.gov" <Summer.Clapper@va.gov>, "swab@wfcaa.org" <swab@wfcaa.org>, "terrance.mcclain@va.gov" <terrance.mcclain@va.gov>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "tillig@blairco.org" <tillig@blairco.org>, "tknouse@fcaa.org" <tknouse@fcaa.org>, "tleposa@verizon.net" <tleposa@verizon.net>, "toddkline@co.clarion.pa.us" <toddkline@co.clarion.pa.us>, "tscott@sphs.org" <tscott@sphs.org>, "tshorts@chapsinc.org" <tshorts@chapsinc.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "vallen@iccap.net" <vallen@iccap.net>, "vanessac@ywcabradford.org" <vanessac@ywcabradford.org>, "vicar@trinitynewcastle.org" <vicar@trinitynewcastle.org>, "vkarabin@pa.gov" <vkarabin@pa.gov>, "vVasile@nccdc.com" <vVasile@nccdc.com>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>

<vyauger@citymissionfayette.org>, "WBarbeau@citymission.org" <WBarbeau@citymission.org>, "wendy.kinnear@miu4.org" <wendy.kinnear@miu4.org>, "Wendy\_Giavedoni@use.salvationarmy.org" <Wendy\_Giavedoni@use.salvationarmy.org>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>, "William.cress@va.gov" <William.cress@va.gov>, "wkrog@pottercountyhumansvcs.org" <wkrog@pottercountyhumansvcs.org>, "wLeach@sphs.org" <wLeach@sphs.org>, "zamm9527@gmail.com" <zamm9527@gmail.com>, "Baxter, Michelle" <mibaxter@pa.gov>, "christy@dma-housing.com" <christy@dma-housing.com>, Diana Myers <diana@dma-housing.com>, Karen Kispert <karen@dma-housing.com>, Fern Cutler <fern@dma-housing.com>

Hello Western PA CoC members and stakeholders,

Attached you will find two documents requesting proposals for new permanent housing projects in the Western PA CoC.

1) RFP for new Permanent Housing projects: Under this RFP, the CoC is accepting proposals for the following project types - Permanent Supportive Housing; Rapid Re-Housing; the new Joint Transitional Housing/ Rapid Re-Housing component; and expansion projects. Regional projects are strongly encouraged, but single-county projects will also be considered.

2) RFP for new Rapid Re-Housing projects for youth: Under this RFP, which was developed with significant input from the Western PA CoC Youth Committee, the CoC is accepting proposals for Rapid Re-Housing projects serving only youth. All projects submitted under this RFP will be expected to operate throughout the entire Northwest region or Southwest region.

Preliminary Applications are due to DMA by close of business on **Friday, August 11.**

Please share this opportunity with contacts and community partners who might be interested in either of these opportunities to partner with the Western PA Continuum of Care to reduce and end homelessness.

Thank you!

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**2 attachments**



**FY2017 Western PA CoC RFP & Preliminary Application for New Permanent Housing Projects, distributed 8-3-17.docx**

8/7/2017

DMA - Diana T. Myers and Associates, Inc. Mail - Western PA CoC: FY2017 New Project RFPs

48K



**FY2017 Western PA CoC RFP & Preliminary Application - RRH for Youth - distributed 8-3-17.docx**

45K



Leigh Howard &lt;leigh@dma-housing.com&gt;

## Fw: Western PA CoC: FY2017 New Project RFPs

1 message

Diana T. Myers and Assoc. &lt;pa\_coc@hotmail.com&gt;

Thu, Aug 3, 2017 at 8:47 PM

To: "paeasterncoc@wiggiomail.com" &lt;paeasterncoc@wiggiomail.com&gt;

Cc: "Thompson, Linda" <lathompson@mckeancountypa.org>, Kim Stucke <kmstucke@stairwaysbh.org>, Tammy Knouse <tknouse@fcaa.org>, Amanda Feltenberger <afeltenb@co.butler.pa.us>, "Madra L. Clay" <maclay@pa.gov>, Lea Dougherty <easternpa@dma-housing.com>, Ciarra <westernpa@dma-housing.com>, Barbara Hodas <barbara@dma-housing.com>, Leigh Howard <leigh@dma-housing.com>

Eastern PA CoC members and stakeholders,

As many of you provide housing/homeless assistance and supportive services to communities beyond those located in your own county, I am writing to share information with you regarding two FY2017 CoC funding opportunities in the Western PA CoC, as described below.

**1) The Western PA CoC is requesting proposals for new Permanent Housing projects** throughout the 20 counties included in the Western PA CoC. These counties include: Armstrong, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, and Westmoreland.

Proposals will be accepted for the following project types: Permanent Supportive Housing; Rapid Re-Housing; HUD's new Joint Transitional Housing/ Rapid Re-Housing component; and Expansion projects. Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the **FY2017 HUC CoC NOFA**.

**2) The Western PA CoC is also requesting proposals for new Regional Rapid Re-Housing projects for youth.** This opportunity is limited to Rapid Re-Housing and must exclusively serve unaccompanied youth and/or parenting youth. All projects selected through this RFP will be expected to operate throughout the entire Northwest region or Southwest region.

- The Northwest Region includes: Cameron, Clarion, Clearfield, Crawford, Elk, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren counties.
- The Southwest Region includes: Armstrong, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland counties.

See the attached RFP for additional information.

Thank you!

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DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**From:** Diana T. Myers and Assoc. <[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)>  
**Sent:** Thursday, August 3, 2017 11:38 AM  
**Subject:** Western PA CoC: FY2017 New Project RFPs

Hello Western PA CoC members and stakeholders,

Attached you will find two documents requesting proposals for new permanent housing projects in the Western PA CoC.

1) RFP for new Permanent Housing projects: Under this RFP, the CoC is accepting proposals for the following project types - Permanent Supportive Housing; Rapid Re-Housing; the new Joint Transitional Housing/ Rapid Re-Housing component; and expansion projects. Regional projects are strongly encouraged, but single-county projects will also be considered.

2) RFP for new Rapid Re-Housing projects for youth: Under this RFP, which was developed with significant input from the Western PA CoC Youth Committee, the CoC is accepting proposals for Rapid Re-Housing projects serving only youth. All projects submitted under this RFP will be expected to operate throughout the entire Northwest region or Southwest region.

Preliminary Applications are due to DMA by close of business on Friday, August 11.

Please share this opportunity with contacts and community partners who might be interested in either of these opportunities to partner with the Western PA Continuum of Care to reduce and end homelessness.

Thank you!



DMA - Diana T. Myers & Associates, Inc.

CoC Consultants for the Eastern & Western PA Balance of State CoCs

(215) 576-1558

[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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**2 attachments**



**FY2017 Western PA CoC RFP & Preliminary Application for New Permanent Housing Projects, distributed 8-3-17.docx**  
48K



**FY2017 Western PA CoC RFP & Preliminary Application - RRH for Youth - distributed 8-3-17.docx**  
45K



Leigh Howard &lt;leigh@dma-housing.com&gt;

## FY2017 CoC RFPs from the Eastern PA CoC & Western PA CoC

1 message

Diana T. Myers and Assoc. &lt;pa\_coc@hotmail.com&gt;

Thu, Aug 3, 2017 at 8:33 PM

To: "tlaver@dhs.county.allegheny.pa.us" <tlaver@dhs.county.allegheny.pa.us>, "lignore@beavercountypa.gov" <lignore@beavercountypa.gov>, "Sharon@bceh.org" <Sharon@bceh.org>, "mfwoglom@co.bucks.pa.us" <mfwoglom@co.bucks.pa.us>, "dcolligan@chesco.org" <dcolligan@chesco.org>, "bdavis@hra-harrisburgpa.org" <bdavis@hra-harrisburgpa.org>, "seiberc@co.delaware.pa.us" <seiberc@co.delaware.pa.us>, "squinn-sheeran@uncnepa.org" <squinn-sheeran@uncnepa.org>, "mfoley3@lghealth.org" <mfoley3@lghealth.org>, "bgomb@ceopeoplehelpingpeople.org" <bgomb@ceopeoplehelpingpeople.org>, "Roberta.cancellier@phila.gov" <Roberta.cancellier@phila.gov>, "kblechertas@ycpc.org" <kblechertas@ycpc.org>, "liz.hersh@phila.gov" <liz.hersh@phila.gov>, "gpayne@hra-harrisburgpa.org" <gpayne@hra-harrisburgpa.org>, "dreinford@ccuhbg.org" <dreinford@ccuhbg.org>, "dritchey@hra-harrisburgpa.org" <dritchey@hra-harrisburgpa.org>, "finkj@co.delaware.pa.us" <finkj@co.delaware.pa.us>, "ehertz@montcopa.org" <ehertz@montcopa.org>, "gsuski@chesco.org" <gsuski@chesco.org>, "jheinrich2@lghealth.org" <jheinrich2@lghealth.org>, "gbarnock@ycpc.org" <gbarnock@ycpc.org>, "marc.cherna@alleghenycounty.us" <marc.cherna@alleghenycounty.us>, "robert.eamigh@alleghenycounty.us" <robert.eamigh@alleghenycounty.us>, "lisak@euma-erie.org" <lisak@euma-erie.org>, "awilcox@eriecountypa.gov" <awilcox@eriecountypa.gov>

Cc: Amanda Feltenberger <afeltenb@co.butler.pa.us>, Tammy Knouse <tknouse@fccaa.org>, "Thompson, Linda" <lathompson@mckeancountypa.org>, Kim Stucke <kmstucke@stairwaysbh.org>, "Madra L. Clay" <maclay@pa.gov>, Jeffrey Rich <jeff@clintoncountyhousing.com>, "Leslie.Perryman@rhd.org" <leslie.perryman@rhd.org>, Craig Newcomer <craiglnewcomermmi@gmail.com>, "joycesac2@comcast.net" <joycesac2@comcast.net>, Leigh Howard <leigh@dma-housing.com>, Barbara Hodas <barbara@dma-housing.com>

Hello Pennsylvania CoC Leads,

I am writing to request your assistance with distributing information about three separate FY2017 CoC funding opportunities within the Eastern PA CoC and Western PA CoC, as described below.

**1) The Eastern PA CoC** is requesting proposals for new permanent housing projects throughout the 33 counties included in the Eastern PA CoC. These counties include:

Adams, Bedford, Blair, Bradford, Cambria, Carbon, Centre, Clinton, Columbia, Cumberland, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Lehigh, Lycoming, Mifflin, Monroe, Montour, Northampton, Northumberland, Perry, Pike, Schuylkill, Snyder, Somerset, Sullivan, Susquehanna, Tioga, Union, Wayne, and Wyoming.

Proposals will be accepted for the following project types: Permanent Supportive Housing; Rapid Re-Housing; HUD's new Joint Transitional Housing/ Rapid Re-Housing component; and Expansion projects. Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the [FY2017 HUC CoC NOFA](#).

**2) The Western PA CoC** is requesting proposals for new Permanent Housing projects throughout the 20 counties included in the Western PA CoC. These counties include: Armstrong, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, and Westmoreland.

Proposals will be accepted for the following project types: Permanent Supportive Housing; Rapid Re-Housing; HUD's new Joint Transitional Housing/ Rapid Re-Housing component; and Expansion projects. Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the [FY2017 HUC CoC NOFA](#).

**3) The Western PA CoC** is also requesting proposals for new Regional Rapid Re-Housing projects for youth. This opportunities is limited to Rapid Re-Housing and must exclusively serve unaccompanied youth and/or parenting youth. All projects selected through this RFP will be expected to operate throughout the entire Northwest region or Southwest region.

- The Northwest Region includes: Cameron, Clarion, Clearfield, Crawford, Elk, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren counties.
- The Southwest Region includes: Armstrong, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland counties.

**Preliminary Applications are due to the CoC Consultant (DMA - Diana T. Myers & Associates, Inc.) by close of business on Friday, August 11.**

Please share this opportunity with CoC members and community partners who might be interested in the opportunity to partner with the Eastern and/or Western PA Continuums of Care to reduce and end homelessness.

Thank you!

--

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

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### 3 attachments



**FY2017 Eastern PA CoC RFP & Preliminary Application for New Permanent Housing Projects-distributed 8-3-17.docx**  
49K



**FY2017 Western PA CoC RFP & Preliminary Application for New Permanent Housing Projects, distributed 8-3-17.docx**  
48K



**FY2017 Western PA CoC RFP & Preliminary Application - RRH for Youth - distributed 8-3-17.docx**



Leigh Howard &lt;leigh@dma-housing.com&gt;

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**Fwd: RFP to provide Rapid Re-Housing to homeless youth in Western PA CoC**

1 message

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**Leigh Howard** <leigh@dma-housing.com>

Mon, Aug 7, 2017 at 9:45 PM

To: ccarter@homelessfund.org, aimeep@aubarle.org, parker.werns@proudhaven.org

Good evening,

I am writing to you as the consultant for the Western PA Continuum of Care (CoC). The CoC, which applies to HUD for homeless assistance funding for 20 counties in Western PA (Armstrong, Butler, Cameron, Clarion, Clearfield, Crawford, Elk, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren, Washington, and Westmoreland) is currently seeking new applicants to provide Rapid Re-Housing to youth experiencing homelessness.

In researching additional organizations with whom to share this funding opportunity, I came across articles about the wonderful and inspiring work that each of your organizations is doing to create/expand a response to the number of youth experiencing homelessness in Pittsburgh. As such, please review and consider the attached funding opportunity. If you are interested, please let me know if you have any questions or if any additional information is needed.

Please feel free to share this opportunity with other organizations that you believe would be interested.

Thank you, Leigh

--

Leigh Howard, President  
DMA - Diana T. Myers & Associates, Inc.  
215.576.5130, [leigh@dma-housing.com](mailto:leigh@dma-housing.com)

----- Forwarded message -----

From: **Diana T. Myers and Assoc.** <[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)>  
Date: Thu, Aug 3, 2017 at 11:38 AM  
Subject: Western PA CoC: FY2017 New Project RFPs

Hello Western PA CoC members and stakeholders,

Attached you will find two documents requesting proposals for new permanent housing projects in the Western PA CoC.

1) RFP for new Permanent Housing projects: Under this RFP, the CoC is accepting proposals for the following project types - Permanent Supportive Housing; Rapid Re-Housing; the new Joint Transitional Housing/ Rapid Re-Housing component; and expansion projects. Regional projects are strongly encouraged, but single-county projects will also be considered.

2) RFP for new Rapid Re-Housing projects for youth: Under this RFP, which was developed with significant input from the Western PA CoC Youth Committee, the CoC is accepting proposals for Rapid Re-Housing projects serving only youth. All projects submitted under this RFP will be expected to operate throughout the entire Northwest region or Southwest region.

Preliminary Applications are due to DMA by close of business on Friday, August 11.

Please share this opportunity with contacts and community partners who might be interested in either of these opportunities to partner with the Western PA Continuum of Care to reduce and end homelessness.

Thank you!

DMA - Diana T. Myers & Associates, Inc.

CoC Consultants for the Eastern & Western PA Balance of State CoCs

(215) 576-1558

[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)



**FY2017 Western PA CoC RFP & Preliminary Application - RRH for Youth - distributed 8-3-17.docx**  
45K

Western PA FY17 CoC NC X

www.pennsylvaniacoc.org/western-pa-fy17-coc-nofa/

Apps DMA-Google DMA Calendar ClickTime Google hotmail e-snaps log-in HUD Exchange HDX

News About the CoC Eastern CoC Western CoC Resources HMIS ESG Program

FY2017 CoC NOFA Competition

Most Read

Housing First Training Ma...

posted on June 30, 2017

HUD Exchange News: New Su...

posted on March 16, 2017

Register Now: Requirement...

posted on March 16, 2017

The FY 2017 CoC Program C...

posted on July 14, 2017

CoC Training: Webinars Fe...

posted on March 4, 2016

Public Posting of FY2016...

posted on September 12, 2016

From Our Federal Partners...

posted on July 7, 2017

New Resources Available f...

posted on May 25, 2017

IMPORTANT REMINDER.....

posted on March 30, 2017

2016 CoC Dashboard Report...

posted on May 18, 2017

Related Topics

Central Valley RHAB (30)

Documents (5)

Eastern COC (36)

Eastern COC Board (27)

Lehigh Valley (30)

Western PA FY17 CoC NOFA

Materials are available below related to the CoC NOFA application for the Western PA Balance of State CoC. General materials related to the FY2017 CoC NOFA competition are [available here](#).

Public Posting:

On August 3, 2017, the Western PA CoC announced the release of two requests for proposals for new permanent housing projects in the Western PA CoC:

1. RFP for new Permanent Housing projects: Under this RFP, the CoC is accepting proposals for the following project types: Permanent Supportive Housing; Rapid Re-Housing; the new Joint Transitional Housing/ Rapid Re-Housing component; and Expansion projects. Regional projects are strongly encouraged, but single-county projects will also be considered.

[Click here to access the new Permanent Housing RFP.](#)

2. RFP for new Rapid Re-Housing projects for youth: Under this RFP, which was developed with significant input from the Western PA CoC Youth Committee, the CoC is accepting proposals for Rapid Re-Housing projects serving only youth. All projects submitted under this RFP will be expected to operate throughout the entire Northwest region or Southwest region.

[Click here to access the new Rapid Re-Housing projects for youth RFP.](#)

Preliminary Applications are due to DMA by close of business on Friday, August 11.

Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the FY2017 HUC CoC NOFA.

Please share this opportunity with contacts and community partners who might be interested in either of these opportunities to partner with the Western PA Continuum of Care to reduce and end homelessness.

Translate »

9:12 PM 8/8/2017



Leigh Howard &lt;leigh@dma-housing.com&gt;

## Western PA CoC: Notification of Project Acceptance/Rejection for 2017 CoC Competition

1 message

Diana T. Myers and Assoc. &lt;pa\_coc@hotmail.com&gt;

Wed, Sep 13, 2017 at 5:21 PM

To: "dand@armstrongcap.com" <dand@armstrongcap.com>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "rmasi@fccaa.org" <rmasi@fccaa.org>, "hpiri@fccaa.org" <hpiri@fccaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfaught@iccap.net" <mfaught@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdvitt@westmorelandca.org" <amcdvitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "djb@capmercer.org" <djb@capmercer.org>, "edr@capmercer.org" <edr@capmercer.org>, "arosman@ccc-j.com" <arosman@ccc-j.com>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "sfuller@chapsinc.org" <sfuller@chapsinc.org>, "sconnelly@crisishshelter.org" <sconnelly@crisishshelter.org>, "dhennon@crisishshelter.org" <dhennon@crisishshelter.org>, "sfruit@crisishshelter.org" <sfruit@crisishshelter.org>, "jbrown@crisishshelter.org" <jbrown@crisishshelter.org>, "duboisha@duboishousing.org" <duboisha@duboishousing.org>, "splyler@humanservicescenter.net" <splyler@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "LATHompson@mckeancountypa.org" <LATHompson@mckeancountypa.org>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "ccha@clarionhousing.com" <ccha@clarionhousing.com>, "dcarney@theunionmission.org" <dcarney@theunionmission.org>, "ncadman@merceraware.org" <ncadman@merceraware.org>, "srockmore@cenclear.org" <srockmore@cenclear.org>, "awayout@zitomedia.net" <awayout@zitomedia.net>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>

Cc: "maclay@pa.gov" <maclay@pa.gov>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcampbell@chapsinc.org" <jcampbell@chapsinc.org>, "Ronald.christopher@va.gov" <Ronald.christopher@va.gov>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "mfaught@iccap.net" <mfaught@iccap.net>, "dhennon@crisishshelter.org" <dhennon@crisishshelter.org>, "vicar@trinitynewcastle.org" <vicar@trinitynewcastle.org>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "jbrown@westmorelandca.org" <jbrown@westmorelandca.org>, "kmstucke@stairwaysbh.org" <kmstucke@stairwaysbh.org>, "lathompson@mckeancountypa.org" <lathompson@mckeancountypa.org>, "wendy.kinnear@miu4.org" <wendy.kinnear@miu4.org>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "dbartha@phfa.org" <dbartha@phfa.org>, "debpennington@windstream.net" <debpennington@windstream.net>, "Jxj17@psu.edu" <Jxj17@psu.edu>, "tknouse@fccaa.org" <tknouse@fccaa.org>, "vkarabin@pa.gov" <vkarabin@pa.gov>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "fbillen@cccmer.org" <fbillen@cccmer.org>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>

Dear Western PA Continuum of Care grantees, members and stakeholders -

**The below is an important notice regarding the 2017 CoC NOFA Competition.**

This email summarizes the list of projects that have been accepted by the CoC and will be included in the Western PA CoC Project Priority List for funding. This includes renewal projects and new projects that will be submitted. Also listed are the renewal projects that were reallocated and the applicants for new projects that were not accepted for inclusion in the CoC Application.

## RENEWAL PROJECTS

**The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD.** Each of these projects will be funded at the full Annual Renewal Amount, as indicated on the CoC's 2017 Grant Inventory Worksheet. Listed in alphabetical order:

- Armstrong County Community Action Agency - Armstrong County Permanent Supportive Housing Program
- Armstrong County Community Action Agency - Armstrong-Fayette Rapid Rehousing Program
- Armstrong County Community Action Agency - Rapid Rehousing Program of Armstrong County
- Cameron/Elk Counties Behavioral & Developmental Programs - AHEAD
- Cameron/Elk Counties Behavioral & Developmental Programs - Home Again
- CAPSEA, Inc. - Housing Plus
- City Mission-Living Stones, Inc. - Gallatin School Living Centre
- Commonwealth of PA - Commonwealth of PA HMIS (PA-601)
- Community Action Partnership of Mercer County - Supported Housing for the Seriously Mentally Ill
- Community Action, Inc. - Housing for Homeless and Disabled Persons
- Community Action, Inc. - Transitional Housing Project
- Community Connections of Clearfield and Jefferson Counties - Housing First FY16 Project Application
- Community Services of Venango County, Inc. - Sycamore Commons
- Connect, Inc. - Westmoreland Permanent Supportive Housing
- County of Butler - Home Again Butler County
- County of Butler - HOPE Project
- County of Butler - Path Transition Age Project
- County of Washington - Permanent Supportive Housing
- County of Washington - Shelter plus Care I
- County of Washington - Shelter plus Care - Washington City Mission
- County of Washington - Supportive Living
- County of Washington - Crossing Pointe
- Crawford County Coalition on Housing Needs, Inc. - Liberty House Transitional Housing Program
- Crawford County Commissioners - Crawford County Shelter plus Care
- Crawford County Mental Health Awareness Program, Inc. - Crawford County Housing Advocacy Project
- Crawford County Mental Health Awareness Program, Inc. - CHAPS Family Housing
- Crawford County Mental Health Awareness Program, Inc. - Housing Now
- Crawford County Mental Health Awareness Program, Inc. - CHAPS Fairweather Lodge



- Crisis Shelter of Lawrence County - Transitional Housing FY16
- DuBois Housing Authority - SHELTER PLUS CARE 1/2/3/4/5
- Fayette County Community Action Agency, Inc. - Lenox Street Apartments
- Fayette County Community Action Agency, Inc. - Fairweather Lodge Supportive Housing
- Fayette County Community Action Agency, Inc. - Fayette Apartments
- Fayette County Community Action Agency, Inc. - Fayette County Rapid Rehousing
- Fayette County Community Action Agency, Inc. - Southwest Regional Rapid Re-Housing
- Fayette County Community Action Agency, Inc. - Southwest Regional Rapid Re-Housing II
- Greene County Human Services - Greene County Permanent Supportive Housing Project
- Greene County Human Services - Greene PSH Expansion
- Greene County Human Services - Greene County Shelter + Care Project
- Greene County Human Services - Greene County Rapid Rehousing Project
- Greene County Human Services - Greene County Rapid Rehousing Project #2
- Housing Authority of the County of Butler - Deshon Place
- Housing Authority of the County of Butler - Franklin Court Chronically Homeless
- Human Services Center - Pearson Street SHP
- Indiana County Community Action Program, Inc. - PHD for 2017-2018
- Indiana County Community Action Program, Inc. - PHD2
- Lawrence County Social Services, Inc. - NWRHA
- Lawrence County Social Services, Inc. - NWRHA 2
- Lawrence County Social Services, Inc. - SAFE
- Lawrence County Social Services, Inc. - TEAM RRH Project
- Lawrence County Social Services, Inc. - Turning Point
- Lawrence County Social Services, Inc. - Veterans RRH Project
- Lawrence County Social Services, Inc. - Western CoC Coordinated Entry Implementation
- Lawrence County Social Services, Inc. - Western CoC Coordinated Entry SSO
- McKean County Redevelopment & Housing Authority - Northwest RRH
- MERCER COUNTY HOUSING AUTHORITY - S+C RENEWAL APPLICATION
- Northern Cambria Community Development Corporation - Chestnut Street Gardens
- Northern Cambria Community Development Corporation - Clinton Street Gardens
- Union Mission of Latrobe, Inc. - Union Mission Permanent Supportive Housing
- Union Mission of Latrobe, Inc. - Union Mission Permanent Supportive Housing 2
- Venango County MH/MR - Shelter Plus Care MH
- Victim Outreach Intervention Center - Enduring VOICe
- Warren-Forest Counties Economic Opportunity Council - Youngsville Permanent Supportive Housing
- Westmoreland Community Action - Pathways Permanent Supportive Housing
- Westmoreland Community Action - WCA Transitional Age Permanent Supportive Housing
- Westmoreland Community Action - WCA PSH Pittsburgh Street House
- Westmoreland Community Action - WCA PSH for Families

The following renewal projects reallocated and will not be included in the Project Priority Listing submitted to HUD. Listed in alphabetical order:

- City Mission-Living Stones, Inc. - HOME AGAIN
- Connect, Inc. - Safe Harbor
- County of Washington - Can Do
- County of Washington - FRESH START
- Victim Outreach Intervention Center - Tomorrow's VOICe
- Warren-Forest Counties Economic Opportunity Council - Warren Transitional Housing for Domestic Violence Survivors

## NEW PROJECTS

The CoC received 16 new project applications totaling \$2,406,586. The CoC had a total of \$1,263,723 in funding to award. This amount includes funding from the following sources: the Permanent Housing Bonus and the reallocation of six renewal projects.

**The following new projects have been accepted for inclusion on the Project Priority List for funding:**

- Cen-Clear Child Services - CenClear Supportive Housing Project
- Connect Westmoreland (reallocation) - D.W.E.L. (Determination, Wellness and Empowerment for Life)
- County of Washington - Connect (reallocation) - HomeFIRST (Families In Residence Staying Together)
- County of Washington - Connect (youth) - HomeTEAM (Teaching, Educating And Mentoring)
- Fayette Community Action - Fayette County Rapid ReHousing II
- Lawrence County Social Services, Inc. – Northwest RHAB Rapid Rehousing for Youth
- Lawrence County Social Services, Inc. - Coordinated Entry Expansion
- PA Department of Community and Economic Development - HMIS Expansion
- Union Mission of Latrobe - Union Mission Permanent Supportive Housing 3
- Warren-Forest EOC (reallocation) - Warren Permanent Supportive Housing
- Washington County – Connect - HomeWISE

The following organizations submitted preliminary applications to the CoC, but were not selected for funding:

- A Way Out
- Aware
- Connect Westmoreland (1 of 2 projects was selected)
- The Clarion County Housing Authority
- Valley Youth House Committee

If you have any questions, please contact the CoC Consultant, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com).

The CoC's final ranking will be made available within one week.

Thank you for your participation in the Western PA CoC and your ongoing commitment and efforts to end homelessness,

*DMA, on behalf of the Western PA CoC Governing Board*

DMA - Diana T. Myers & Associates, Inc.

CoC Consultants for the Eastern & Western PA Balance of State CoCs

(215) 576-1558

[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)



Leigh Howard &lt;leigh@dma-housing.com&gt;

## Western PA CoC: FY2017 Final Ranking attached

1 message

Diana T. Myers and Assoc. &lt;pa\_coc@hotmail.com&gt;

Wed, Sep 20, 2017 at 3:24 PM

To: "jcsmith@cemhmr.com" <jcsmith@cemhmr.com>, "sgrunthner@cemhmr.com" <sgrunthner@cemhmr.com>, "elkcapsea@windstream.net" <elkcapsea@windstream.net>, "thpcoordinator@hotmail.com" <thpcoordinator@hotmail.com>, "rrhodes@jccap.org" <rrhodes@jccap.org>, "rcardamone@jccap.org" <rcardamone@jccap.org>, "sfusco@jccap.org" <sfusco@jccap.org>, "ccraft@jccap.org" <ccraft@jccap.org>, "msetree@jccap.org" <msetree@jccap.org>, "shimes@jccap.org" <shimes@jccap.org>, "djb@capmercer.org" <djb@capmercer.org>, "edr@capmercer.org" <edr@capmercer.org>, "arosman@ccc-j.com" <arosman@ccc-j.com>, "ljackson@ccc-j.com" <ljackson@ccc-j.com>, "scoston@csvenango.com" <scoston@csvenango.com>, "mgavin@csvenango.com" <mgavin@csvenango.com>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "Clinz@CHAPSinc.org" <Clinz@chapsinc.org>, "sfuller@chapsinc.org" <sfuller@chapsinc.org>, "sconnelly@crisisshelter.org" <sconnelly@crisisshelter.org>, "dhennon@crisisshelter.org" <dhennon@crisisshelter.org>, "sfruit@crisisshelter.org" <sfruit@crisisshelter.org>, "jbrown@crisisshelter.org" <jbrown@crisisshelter.org>, "duboisha@duboishhousing.org" <duboisha@duboishhousing.org>, "splyler@humanservicescenter.net" <splyler@humanservicescenter.net>, "rhaywood@humanservicescenter.net" <rhaywood@humanservicescenter.net>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "LATHompson@mckeancountypa.org" <LATHompson@mckeancountypa.org>, "m.burke@mchousing.net" <m.burke@mchousing.net>, "h.campbell@mchousing.net" <h.campbell@mchousing.net>, "ambrose@wfcaa.org" <ambrose@wfcaa.org>, "fralick@wfcaa.org" <fralick@wfcaa.org>, "raible@wfcaa.org" <raible@wfcaa.org>, "powoc@co.venango.pa.us" <powoc@co.venango.pa.us>, "dfowkes@co.venango.pa.us" <dfowkes@co.venango.pa.us>, "dand@armstrongcap.com" <dand@armstrongcap.com>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "akennedy@co.butler.pa.us" <akennedy@co.butler.pa.us>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "arose@co.butler.pa.us" <arose@co.butler.pa.us>, "igaut@citymissionfayette.org" <igaut@citymissionfayette.org>, "vyauger@citymissionfayette.org" <vyauger@citymissionfayette.org>, "jhajek@caswg.org" <jhajek@caswg.org>, "lburrik@sphs.org" <lburrik@sphs.org>, "rmasi@fccaa.org" <rmasi@fccaa.org>, "hpirl@fccaa.org" <hpirl@fccaa.org>, "aswitalski@co.greene.pa.us" <aswitalski@co.greene.pa.us>, "kbennett@co.greene.pa.us" <kbennett@co.greene.pa.us>, "wleach@sphs.org" <wleach@sphs.org>, "bcha@housingauthority.com" <bcha@housingauthority.com>, "Martha@HousingAuthority.com" <Martha@housingauthority.com>, "mmeagher@iccap.net" <mmeagher@iccap.net>, "mfought@iccap.net" <mfought@iccap.net>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "unionmissionoflatrobe@mail.com" <unionmissionoflatrobe@mail.com>, "dawn@voiceforvictims.com" <dawn@voiceforvictims.com>, "dgartland@citymission.org" <dgartland@citymission.org>, "slindsay@citymission.org" <slindsay@citymission.org>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "bercinij@co.washington.pa.us" <bercinij@co.washington.pa.us>, "Callenderh@aadvantageinc.org" <Callenderh@aadvantageinc.org>, "mrr@peacefromdv.org" <mrr@peacefromdv.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "amcdvitt@westmorelandca.org" <amcdvitt@westmorelandca.org>, "ccavanaugh@westmorelandca.org" <ccavanaugh@westmorelandca.org>, "ssennett@westmorelandca.org" <ssennett@westmorelandca.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>

Cc: "maclay@pa.gov" <maclay@pa.gov>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "jcampbell@chapsinc.org" <jcampbell@chapsinc.org>, "Ronald.christopher@va.gov" <Ronald.christopher@va.gov>, "chuckri@armstrongcap.com" <chuckri@armstrongcap.com>, "johnsonj@co.washington.pa.us" <johnsonj@co.washington.pa.us>, "mfought@iccap.net" <mfought@iccap.net>, "dhennon@crisisshelter.org" <dhennon@crisisshelter.org>, "vicar@trinitynewcastle.org" <vicar@trinitynewcastle.org>, "afeltenb@co.butler.pa.us" <afeltenb@co.butler.pa.us>, "jbrown@westmorelandca.org" <jbrown@westmorelandca.org>, "kmstucke@stairwaysbh.org" <kmstucke@stairwaysbh.org>, "lathompson@mckeancountypa.org" <lathompson@mckeancountypa.org>, "wendy.kinnear@miu4.org" <wendy.kinnear@miu4.org>, "lmcumber@chapsinc.org" <lmcumber@chapsinc.org>, "dbartha@phfa.org" <dbartha@phfa.org>, "debpennington@windstream.net" <debpennington@windstream.net>, "Jxj17@psu.edu" <Jxj17@psu.edu>, "tknouse@fccaa.org" <tknouse@fccaa.org>, "vkarabin@pa.gov" <vkarabin@pa.gov>, "kpresnar@lccap.org" <kpresnar@lccap.org>, "fbillen@cccmer.org" <fbillen@cccmer.org>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "westernpa@dma-housing.com" <westernpa@dma-housing.com>, "carol@sdhp.org" <carol@sdhp.org>, "Michael.Wehrer@va.gov" <Michael.Wehrer@va.gov>

Dear Western PA CoC members &amp; stakeholders -

Please find attached to this email the final ranking and tiering of projects for the Western PA CoC (PA-601) FY17 project Priority Listing. This ranking and tiering was approved by the non-conflicted members of the CoC's Governing Board on September 15, 2017.

The final ranking includes 78 projects totaling \$9,324,633. Specifically, this includes:

- 64 projects (\$7,702,812)
- 9 new housing projects (\$1,263,723)
- 2 HMIS projects, both existing and a new expansion (\$128,098)
- 3 Coordinated Entry projects, 2 existing and one new expansion (\$230,000)

The project selection and ranking process was led by the CoC's Funding Committee. I want to thank each of these Committee members for their time, energy and participation in this important process!

This Committee included the following members:

- Carol Dunlap
- Vince Karabin
- Ben Laudermilch
- Kim Stucke
- Michael Wehrer

In addition to the above listed voting members of the Committee, non-voting participants included Linda Thompson, Amanda Feltenberger & Tammy Knouse as members of the Governing Board's Executive Committee, as well as Madra Clay as the Collaborative Applicant representative from DCED.

I also want to thank all CoC-funded applicants for your responsiveness in meeting the established timelines, making needed corrections to your applications, etc. This requested funding and the partnerships with all of you will significantly further the CoC's effort and ongoing commitment to reduce and end homelessness.

Thank you, Leigh

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs

9/24/2017

DMA - Diana T. Myers and Associates, Inc. Mail - Western PA CoC: FY2017 Final Ranking attached

(215) 576-1558

[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)



**Western PA CoC - FY2017 FINAL RANKING, 9-20-17.pdf**

478K

-- Approved by the CoC's Governing Board, 9-15-17

	Agency Name	Project Name	Project Type	Status	Notes	Budget	Project Ranking
TIER 1	Lawrence County Social Services, Inc.	NWRHA 2	PH	Renewal		\$219,834	1
	CAPSEA, Inc.	Housing Plus	PH	Renewal		\$123,405	2
	Lawrence County Social Services, Inc.	Turning Point	PH	Renewal		\$226,600	3
	Northern Cambria Community Development Corporation	Chestnut Street Gardens	PH	Renewal		\$50,860	4
	Crawford County Mental Health Awareness Program, Inc.	CHAPS Family Housing	PH	Renewal		\$42,348	5
	Crawford County Commissioners	Crawford County Shelter plus Care	PH	Renewal		\$170,199	6
	Crawford County Mental Health Awareness Program, Inc.	Housing Now	PH	Renewal		\$131,369	7
	Greene County Human Services	Greene County Shelter + Care Project	PH	Renewal		\$44,157	8
	Fayette County Community Action Agency, Inc.	Lenox Street Apartments	PH	Renewal		\$64,262	9
	Lawrence County Social Services, Inc.	NWRHA	PH	Renewal		\$72,283	10
	Greene County Human Services	Greene PSH Expansion	PH	Renewal		\$29,468	11
	Union Mission of Latrobe, Inc.	Union Mission Permanent Supportive Housing	PH	Renewal		\$98,065	12
	Crawford County Mental Health Awareness Program, Inc.	CHAPS Fairweather Lodge	PH	Renewal		\$18,821	13
	Fayette County Community Action Agency, Inc.	Fayette Apartments	PH	Renewal		\$99,682	14
	Indiana County Community Action Program, Inc.	PHD for 2017-2018	PH	Renewal		\$48,899	15
	Fayette County Community Action Agency, Inc.	Fairweather Lodge Supportive Housing	PH	Renewal		\$24,428	16
	Community Action, Inc.	Housing for Homeless and Disabled Persons	PH	Renewal		\$91,812	17
	Community Services of Venango County, Inc.	Sycamore Commons	PH	Renewal		\$58,638	18
	Lawrence County Social Services, Inc.	SAFE	SSO	Renewal		\$40,634	19
	Victim Outreach Intervention Center	Enduring VOICe	PH	Renewal		\$316,932	20
	County of Butler	Home Again Butler County	PH	Renewal		\$175,791	21
	County of Butler	HOPE Project	PH	Renewal		\$174,227	22
	County of Washington	Shelter plus Care I	PH	Renewal		\$195,823	23
	Crawford County Mental Health Awareness Program, Inc.	Crawford County Housing Advocacy Project	SSO	Renewal		\$93,531	24
	DuBois Housing Authority	SHELTER PLUS CARE 1/2/3/4/5	PH	Renewal		\$409,912	25
	County of Butler	Path Transition Age Project	PH	Renewal		\$88,822	26

# TIER 1

Agency Name	Project Name	Project Type	Status	Notes	Budget	Project Ranking
Housing Authority of the County of Butler	Franklin Court Chronically Homeless	PH	Renewal		\$51,199	27
Cameron/Elk Counties Behavioral & Developmental Programs	Home Again	PH	Renewal		\$132,664	28
Crisis Shelter of Lawrence County	Transitional Housing FY16	TH	Renewal		\$81,835	29
Westmoreland Community Action	Pathways Permanent Supportive Housing	PH	Renewal		\$165,481	30
Venango County MH/MR	Shelter Plus Care MH	PH	Renewal		\$53,619	31
Crawford County Coalition on Housing Needs, Inc.	Liberty House Transitional Housing Program	TH	Renewal		\$40,026	32
County of Washington	Permanent Supportive Housing	PH	Renewal		\$506,897	33
Armstrong County Community Action Agency	Armstrong County Permanent Supportive Housing Program	PH	Renewal		\$119,549	34
Community Action Partnership of Mercer County	Supported Housing for the Seriously Mentally Ill	PH	Renewal		\$44,500	35
Connect, Inc.	Westmoreland Permanent Supportive Housing	PH	Renewal		\$129,096	36
Northern Cambria Community Development Corporation	Clinton Street Gardens	PH	Renewal		\$65,249	37
Westmoreland Community Action	WCA PSH Pittsburgh Street House	PH	Renewal		\$109,542	38
City Mission-Living Stones, Inc.	Gallatin School Living Centre	TH	Renewal		\$124,773	39
Community Action, Inc.	Transitional Housing Project	TH	Renewal		\$66,101	40
County of Washington	Shelter plus Care - Washington City Mission	PH	Renewal		\$148,608	41
Human Services Center	Pearson Street SHP	PH	Renewal		\$57,592	42
Westmoreland Community Action	WCA Transitional Age Permanent Supportive Housing	PH	Renewal		\$54,007	43
Armstrong County Community Action Agency	Armstrong-Fayette Rapid Rehousing Program	PH	Renewal	FY15 project - Not full year of implementation	\$103,651	44
Armstrong County Community Action Agency	Rapid Rehousing Program of Armstrong County	PH	Renewal	FY15 project - Not full year of implementation	\$131,754	45
County of Washington	Supportive Living	PH	Renewal	FY15 project - Not full year of implementation	\$92,576	46
Greene County Human Services	Greene County Rapid Rehousing Project	PH	Renewal	FY15 project - Not full year of implementation	\$34,649	47
Greene County Human Services	Greene County Rapid Rehousing Project #2	PH	Renewal	FY15 project - Not full year of implementation	\$28,104	48
Lawrence County Social Services, Inc.	TEAM RRH Project	PH	Renewal	FY15 project - Not full year of implementation	\$72,645	49
Lawrence County Social Services, Inc.	Veterans RRH Project	PH	Renewal	FY15 project - Not full year of implementation	\$55,314	50
McKean County Redevelopment & Housing Authority	Northwest RRH	PH	Renewal	FY15 project - Not full year of implementation	\$379,134	51
Westmoreland Community Action	WCA PSH for Families	PH	Renewal	FY15 project - Not full year of implementation	\$410,024	52
County of Washington	Crossing Pointe	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$138,997	53



	Agency Name	Project Name	Project Type	Status	Notes	Budget	Project Ranking
<b>T I E R  1</b>	Fayette County Community Action Agency, Inc.	Fayette County Rapid Rehousing	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$61,429	54
	Fayette County Community Action Agency, Inc.	Southwest Regional Rapid Re-Housing	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$430,669	55
	Fayette County Community Action Agency, Inc.	Southwest Regional Rapid Re-Housing II	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$52,816	56
	Indiana County Community Action Program, Inc.	PHD2	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$28,015	57
	Union Mission of Latrobe, Inc.	Union Mission Permanent Supportive Housing 2	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$77,300	58
	Warren-Forest Counties Economic Opportunity Council	Youngsville Permanent Supportive Housing	PH	Renewal	FY16 project - Contract not executed prior to reporting period	\$48,013	59
	Commonwealth of PA	Commonwealth of PA HMIS (PA-601)	HMIS	Renewal	CoC infrastructure	\$103,098	60
	Lawrence County Social Services, Inc.	Western CoC Coordinated Entry Implementation	SSO	Renewal	CoC infrastructure	\$78,135	61
	Lawrence County Social Services, Inc.	Western CoC Coordinated Entry SSO	SSO	Renewal	CoC infrastructure	\$71,865	62
	Warren-Forest EOC (reallocation)	NW-PSH	PSH	FY2017 New project	new	\$52,625	63
	County of Washington - Connect (reallocation)	SW-PSH	PSH	FY2017 New project	new	\$153,707	64
	Connect Westmoreland (reallocation)	SW-PSH	PSH	FY2017 New project	new	\$255,878	65
	Washington County - Connect, Inc.	SW-RRH for DV	RRH	FY2017 New project	new	\$219,306	66
	Lawrence County Social Services, Inc.	Western CoC Coordinated Entry SSO Grant # 3	SSO	FY2017 New project	CoC infrastructure	\$80,000	67
	Commonwealth of PA	Commonwealth of PA HMIS (PA-601) - Expansion	HMIS	FY2017 New project	CoC infrastructure	\$25,000	68
<b>T I E R  2</b>	Lawrence County Social Services, Inc.	NW-RRH-Y	RRH	FY2017 New project	new - <b>TIER 1</b>	\$22,771	69 (Tier 1/ Tier 2 straddle project)
					new - <b>TIER 2</b>	\$165,219	
	Greene County Human Services	Greene County Permanent Supportive Housing Project	PH	Renewal		\$140,242	70
	Cameron/Elk Counties Behavioral & Developmental Programs	AHEAD	PH	Renewal		\$71,783	71
	County of Washington - Connect	SW-RRH-Y	RRH	FY2017 New project	new	\$175,933	72
	Community Connections of Clearfield and Jefferson Counties	Housing First FY16 Project Application	PH	Renewal		\$79,683	73
	MERCER COUNTY HOUSING AUTHORITY	S+C RENEWAL APPLICATION	PH	Renewal		\$71,908	74
	Housing Authority of the County of Butler	Deshon Place	TH	Renewal		\$132,566	75
	Cen-Clear Child Services	NW-RRH	RRH	FY2017 New project	new	\$42,964	76
	Fayette Community Action	SW-RRH	RRH	FY2017 New project	new	\$75,216	77
	Union Mission of Latrobe	SW-PSH	PSH	FY2017 New project	new	\$100,104	78

## **ATTACHMENT 05.**

### **CoCs Process for Reallocation**

Attachment 05 documents include the following:

- Email sent to Safe Haven & Transitional Housing project eligible for renewal, requesting that they indicate their intention to renew or reallocate their projects. Reallocation discussions have occurred at CoC Board meetings, regional CoC meetings, & directly with project grantees. To encourage voluntary reallocation, organizations that voluntarily reallocated were given bonus points if they applied for a new project.
- Voluntary reallocation forms received by all agencies:
  - City Mission-Living Stones, Inc. - HOME AGAIN
  - Connect, Inc. - Safe Harbor
  - County of Washington - Can Do
  - County of Washington - FRESH START
  - Victim Outreach Intervention Center - Tomorrow's VOICE
  - Warren-Forest Counties Economic Opportunity Council - Warren Transitional Housing for Domestic Violence Survivors

# Voluntary Reallocation of TH and SH Projects in the Western PA CoC

Diana T. Myers and Assoc.

Mon 7/31/2017 3:31 PM

To: lburrik@sphs.org <lburrik@sphs.org>; igaut@citymissionfayette.org <igaut@citymissionfayette.org>; vyauger@citymissionfayette.org <vyauger@citymissionfayette.org>; rrrhodes@jccap.org <rrrhodes@jccap.org>; rcardamone@jccap.org <rcardamone@jccap.org>; sfusco@jccap.org <sfusco@jccap.org>; ccrafft@jccap.org <ccrafft@jccap.org>; msetree@jccap.org <msetree@jccap.org>; shimes@jccap.org <shimes@jccap.org>; wleach@sphs.org <wleach@sphs.org>; lmcumber@chapsinc.org <lmcumber@chapsinc.org>; Clinz@CHAPSinc.org <Clinz@CHAPSinc.org>; sconnelly@crisisshelter.org <sconnelly@crisisshelter.org>; dhennon@crisisshelter.org <dhennon@crisisshelter.org>; sfruit@crisisshelter.org <sfruit@crisisshelter.org>; jbrown@crisisshelter.org <jbrown@crisisshelter.org>; bcha@housingauthority.com <bcha@housingauthority.com>; Martha@HousingAuthority.com <Martha@HousingAuthority.com>; dawn@voiceforvictims.com <dawn@voiceforvictims.com>; fralick@wfcaa.org <fralick@wfcaa.org>; raible@wfcaa.org <raible@wfcaa.org>;

Cc: Tammy Knouse <tknouse@fcaa.org>; Amanda Feltenberger <afeltenb@co.butler.pa.us>; Thompson, Linda <lathompson@mckeancountypa.org>; Kim Stucke <kmstucke@stairwaysbh.org>; Leigh Howard <leigh@dma-housing.com>; westernpa@dma-housing.com <westernpa@dma-housing.com>;

 1 attachments (13 KB)

REALLOCATION RESPONSE FORM - 2017.West.docx;

To Safe Haven and Transitional Housing Grantees in the Western PA CoC:

Over the past several months Barbara Hodas has talked with each of you about your plans for the FY2017 application. We are now requesting that you complete the attached "Reallocation Response Form" to let us know how you plan proceed. Please complete and return the attached form no later than Friday August 4.

Projects that Voluntarily Reallocate will receive additional points in the scoring of New projects. Factors such as past project performance will also be evaluated. You will be receiving the solicitation for new projects by August 2.

Thank you.

*The DMA Team*

DMA - Diana T. Myers & Associates, Inc.  
CoC Consultants for the Eastern & Western PA Balance of State CoCs  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

SUBMIT BY FRIDAY AUGUST 4 TO

PA\_CoC@hotmail.com

Agency Name: Grantee: City Mission-Living Streets, Inc  
Subrecipient:

Project Name: Home Again Youth

Project Type: \_\_\_ SSO ☒ TH \_\_\_ Safe Haven

\_\_\_ Permanent Supportive Housing \_\_\_ Rapid Rehousing

Contact Name: Michelle Lindsey

Contact e-mail: mlindsey@citymission-fayette.org

Contact phone number: 724-439-0201

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☒ Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process. (Not reapply)

AND

☒ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

\_\_\_ We will be submitting a preliminary new project application for:

\_\_\_ Rapid Rehousing in the following geographic area: \_\_\_\_\_

\_\_\_ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

\_\_\_ Joint TH – RRH in the following geographic area: \_\_\_\_\_

\_\_\_ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

\_\_\_ Expansion of current grant \_\_\_\_\_ serving the  
\_\_\_\_\_ geographic area

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Signature of Agency Official

*Jamie E. Gaut*

Name and Title

Jamie E. Gaut, Executive Director 8/1/17

**FY2017 REALLOCATION RESPONSE FORM**

**PA-601 Western PA CoC**

**SUBMIT BY FRIDAY AUGUST 4 TO**

**PA\_CoC@hotmail.com**

Agency Name: Grantee: Connect, Inc.

Subrecipient:

Project Name: Safe Harbor

Project Type: ☐ SSO ☐ TH ☒ Safe Haven

☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Lyndsay Burrik

Contact e-mail: LBurrik@sphs.org

Contact phone number: 724-489-8095 x 4435

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☒ Our agency plans to voluntarily reallocate the above project in the FY2017 CoC application process.

AND

☐ We **DO NOT** plan to submit a new project application in place of this project under the FY17 CoC funding round

☐ We will be submitting a preliminary new project application for:

☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☒ Permanent Supportive Housing for Chronically Homeless Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the \_\_\_\_\_ geographic area

  
\_\_\_\_\_  
Signature of Agency Official

Lyndsey Burrik Executive Director  
\_\_\_\_\_  
Name and Title

7/31/2017  
\_\_\_\_\_  
Date

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

SUBMIT BY FRIDAY AUGUST 4 TO

PA\_CoC@hotmail.com

Agency Name: Grantee: Washington County

Subrecipient: Connect

Project Name:

Project Type: ☐ SSO ☒ TH ☐ Safe Haven

☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: William Leach

Contact e-mail: wleach@sphs.org

Contact phone number: 724-797-3333

---

☒ Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process.

AND

☐ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

☒ We will be submitting a preliminary new project application for:

☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☐ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☒ Expansion of current grant Washington PSH serving the  
Washington County geographic area

  
\_\_\_\_\_  
Signature of Agency Official

William Leach  
\_\_\_\_\_  
Name and Title

8/2/17  
\_\_\_\_\_  
Date

FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

Agency Name: Grantee: County of Washington

Sub-recipient: DVSSP

Project Name: FRESH START

Project Type: ☐ SSO ☒ TH ☐ Safe Haven

☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Michelle Robinson-Ritter

Contact e-mail: mrr@peacefromdv.org

Contact phone number: 724.223.5482

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☒ Our agency plans to voluntarily reallocate the above project in the FY2017 CoC application process.

AND

☐ We **DO NOT** plan to submit a new project application in place of this project under the FY17 CoC funding round

☒ We will be submitting a preliminary new project application for:

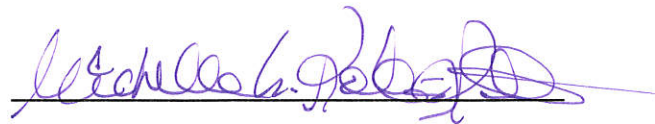
☒ Rapid Rehousing in the following geographic area: Washington County

☐ Permanent Supportive Housing for Chronically Homeless Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the \_\_\_\_\_ geographic area



Signature of Agency Official

Michelle L. Robinson-Ritter, Executive Director

Name and Title

26 July 2017

Date

**FY2017 REALLOCATION RESPONSE FORM**

**PA-601 Western PA CoC**

Agency Name: Grantee: Victim Outreach Intervention Center  
Subrecipient:

Project Name: Tomorrow's VOICe

Project Type: ☐ SSO ☒ TH ☐ Safe Haven  
☐ Permanent Supportive Housing ☐ Rapid Rehousing

Contact Name: Dawn Arthurs Peck

Contact e-mail: dawn@voiceforvictims.com

Contact phone number: 724-776-5910

---

☒ Our agency plans to voluntarily reallocate the above project in the  
FY2017 CoC application process.

AND

☒ We **DO NOT** plan to submit a new project application in place of this  
project under the FY17 CoC funding round

Reason: We will be seeking alternative funding for the project.

☐ We will be submitting a preliminary new project application for:

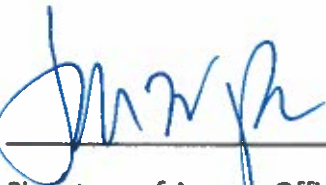
☐ Rapid Rehousing in the following geographic area: \_\_\_\_\_

☐ Permanent Supportive Housing for Chronically Homeless  
Households in the following geographic area: \_\_\_\_\_

☐ Joint TH – RRH in the following geographic area: \_\_\_\_\_

☐ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

☐ Expansion of current grant \_\_\_\_\_ serving the  
\_\_\_\_\_ geographic area



Signature of Agency Official

DAWN ARTHURS PECK, PROG. COMP. OFFICER

Name and Title

6/3/17

Date



FY2017 REALLOCATION RESPONSE FORM

PA-601 Western PA CoC

SUBMIT BY FRIDAY AUGUST 4 TO

PA\_CoC@hotmail.com

Agency Name: Grantee: Warren Forest Counties Economic Opportunities Council  
Subrecipient:

Project Name: Warren Transitional Housing for Domestic Violence Survivors

Project Type: \_\_\_ SSO \_\_\_ X TH \_\_\_ Safe Haven  
\_\_\_ Permanent Supportive Housing \_\_\_ Rapid Rehousing

Contact Name: Robert Raible

Contact e-mail:

Contact phone number: 814-726-2400 extension 3021

X Our agency plans to voluntarily reallocate the above project in the FY2017 CoC application process.

AND

\_\_\_ We **DO NOT** plan to submit a new project application in place of this project under the FY17 CoC funding round

X We will be submitting a preliminary new project application for:

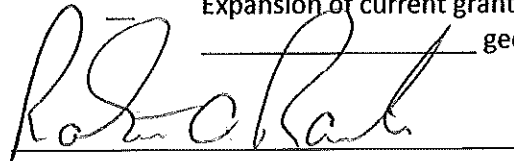
\_\_\_ Rapid Rehousing in the following geographic area: \_\_\_\_\_

X Permanent Supportive Housing for Chronically Homeless Households in the following geographic area: Warren and Forest Counties

\_\_\_ Joint TH – RRH in the following geographic area: \_\_\_\_\_

\_\_\_ Dedicated PLUS PSH in the following geographic area: \_\_\_\_\_

\_\_\_ Expansion of current grant \_\_\_\_\_ serving the \_\_\_\_\_ geographic area



Signature of Agency Official

ROBERT A RAIBLE

Name and Title

8-1-17

Date

PA-601: Western Pennsylvania CoC  
FY2017 CoC Application

## **ATTACHMENT 06.**

### **CoC's Governance Charter**

Attachment 06 documents include the following:

- PA-601 CoC Governance Charter

**GOVERNANCE CHARTER**

**OF**

**THE PENNSYLVANIA WESTERN  
REGION CONTINUUM OF CARE**

Established July 2, 2014  
Last Revised July 18, 2016

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# **GOVERNANCE CHARTER OF THE PENNSYLVANIA WESTERN REGION CONTINUUM OF CARE**

## **Section 1. Organization**

Name: The name of the organization is the Pennsylvania Western Region Continuum of Care (hereinafter referred to as the Continuum of Care, CoC, or Continuum).

## **Section 2. Mission**

The mission of the PA Western Region Continuum of Care is to end homelessness through a coordinated community-based process of identifying needs and building an open and integrated system of housing and services that addresses those needs.

## **Section 3. Purpose**

Per HUD Regulation 24 CFR Part 578, and to fulfill the stated mission, the purpose of the CoC is to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Promote access to funding for efforts for rapid re-housing of homeless individuals and families;
- Promote access to and effective use of mainstream programs;
- Optimize self-sufficiency among individuals and families experiencing homelessness.

## **Section 4. Regional Homeless Advisory Boards and the Geographic Area**

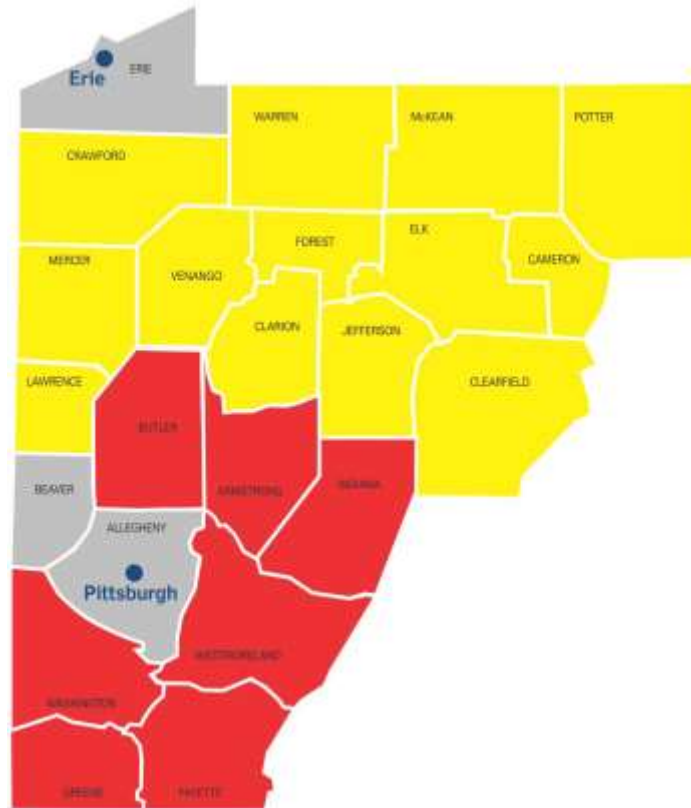
In 1997, Pennsylvania initiated the Regional Homeless Assistance Process in order to increase capacity and resources in applying for federal funding to address homelessness throughout Pennsylvania's rural counties, known as the "balance of the state". To cover the participating counties, this process began with the formation of four separate Regional Continuums of Care: Central-Harrisburg, Northeast, Northwest and Southwest. Each region established a Regional Homeless Advisory Board (RHAB) with representatives of 10-15 local entities involved in housing and homeless services.

Through the development of this Governance Charter, the Northwest RHAB and Southwest RHAB will merge to create one Continuum of Care. These two RHABs are comprised of 20 counties, all of which will be considered to be within the geographic area of the PA Western Region CoC.

Once merged, these two RHABs will operate as a unified Continuum of Care; however, due to the expansive size of the geographic area, some functions of the CoC will be carried out by each RHAB, as described throughout the document. In order to ensure that the CoC is guided by local input, the RHABs will also function as an intermediary with the Local Housing Options Teams (LHOTs) and local housing coalitions to bring

local issues to the forefront of the full Continuum. The counties represented in each RHAB are as follows:

- Northwest RHAB – Crawford, Warren, McKean, Potter, Mercer, Venango, Forest, Elk, Cameron, Lawrence, Clarion, Jefferson, and Clearfield counties
- Southwest RHAB - Butler, Armstrong, Indiana, Washington, Westmoreland, Greene and Fayette counties



## Section 5. Responsibilities of the Continuum of Care

The CoC is responsible for fulfilling four major duties. These duties include the:

1. Operation of the Continuum of Care;
2. Designation and Operation of an HMIS;
3. Development of a Continuum of Care Plan;
4. Preparation of an application for funding.

The Continuum of Care will retain all of its responsibilities, even if it designates the Governing Board, Collaborative Applicant, HMIS Lead Agency, Committees/ subcommittees, or other entity to carry out any duties. Specific responsibilities include:

1. In operating the CoC:
  - a. The CoC Board will, by a supermajority vote, designate a Collaborative Applicant to act on behalf of the CoC, which includes submitting the CoC application and applying for planning grant funds.

- b. The full membership of the CoC will convene for meetings, with published agendas, at least bi-annually. These meetings will be conducted by the CoC Board.
- c. The CoC Board will make an invitation publicly available for new members to join the CoC at least annually. This invitation will be distributed throughout the CoC by the RHABs, and made available online by the Membership Committee.
- d. A written process for the selection of board members to act on behalf of the CoC has been adopted by the full CoC. This process will be updated by the Policy Committee annually. In addition, the full process will be reviewed, updated, and approved by the larger CoC membership at least once every 5 years.
- e. The CoC Board will appoint committees, subcommittees, or workgroups as needed. This will include Standing Committees and Ad Hoc Committees. The roles of these Committees will be further described within this document.
- f. In consultation with the CoC Collaborative Applicant and the HMIS Lead, the CoC Board will develop, follow, and update annually a governance charter, which will include all procedures and policies to comply with the CoC requirements as prescribed by HUD; and a code of conduct and recusal process for the Governing Board, its chair(s), and any person acting on behalf of the board. This charter will be adopted by the full CoC and updated no less than annually through the work of the Policy Committee.
- g. The Program Evaluation Sub-Committee of each RHAB will consult with CoC funded recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against under performing projects. Technical Assistance will be provided to under performing projects, as determined necessary by the Program Evaluation Sub-Committee. Further, this committee will evaluate outcomes of projects funded through the Emergency Solutions Grant (hereinafter referred to as ESG) and the CoC program, and report to HUD. In their role of ESG recipients, the Commonwealth of PA and the direct entitlements within the CoC's jurisdiction (Washington and Westmoreland Counties), will evaluate the outcomes of ESG sub-recipients, and report project level data to the Program Evaluation Sub-Committee of each RHAB. In addition to reviewing ESG data, the Program Evaluation Sub-Committee will evaluate CoC funded programs. Technical Assistance will be provided to under performing projects, as determined necessary by the Program Evaluation Sub-Committee.
- h. The CoC will establish and consistently follow written standards for providing CoC assistance. These standards will be developed by the Policy Committee, in consultation with recipients of ESG and CoC funds



within the geographic area, and must be approved by the CoC Board. At a minimum, these written standards must include:

- i. Policies and procedures for evaluating individuals and families eligibility for CoC assistance;
    - ii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance, rapid re-housing assistance, or permanent supportive housing assistance;
    - iii. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance; and
    - iv. If the CoC is designated as a high-performing community, policies and procedures for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention Assistance.
  - i. The Coordinated Entry Committee, in consultation with the recipients of ESG funds, will recommend a coordinated entry system, which must be approved by the CoC Board. The coordinated entry system will provide an initial, comprehensive assessment of the needs of individual and families for housing and services. The designed system will include a policy addressing the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. The designed system will be easily accessible and well-advertised. Any and all assessment tools will be standardized across the CoC. In addition, the system will comply with any requirements established by HUD by Notice. Upon establishment, the Coordinated Entry Committee will oversee the system's operation and monitor/modify to the process as needed.
2. In designating and operating a Homeless Management Information System (HMIS):
- a. The HMIS Committee will recommend an eligible applicant to manage the CoC's HMIS as the HMIS Lead Agency. This recommendation must be approved by a supermajority vote (75% majority) of the CoC Governing Board, as described in Section 8 of this document.
  - b. The HMIS Lead, in collaboration with the HMIS Committee will recommend a single Homeless Management Information System for the geographic area. The final decision will be determined through a vote of the CoC Governing Board.
  - c. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS. Plans will be developed by the HMIS Lead and HMIS Committee and adopted by the CoC Board.
  - d. Ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS. The HMIS Committee will identify programs not participating in HMIS.

- e. Ensure the HMIS is administered in compliance with requirements prescribed by HUD. Compliance will be ensured by the HMIS Lead Agency.
- 3. In developing a Continuum of Care Plan, the CoC is required to:
  - a. Coordinate the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. This will be carried out through the Strategic Planning Committee. At a minimum, such a system encompasses the following:
    - i. Outreach, engagement, and assessment;
    - ii. Shelter, housing, and supportive services;
    - iii. Prevention strategies.
  - b. Plan for and conduct an annual point-in-time count of homeless persons within the geographic area. The count will be coordinated by the Collaborative Applicant. The annual count will adhere to the following requirements:
    - i. Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
    - ii. Persons living in emergency shelters, safe havens and transitional housing projects must be counted as sheltered homeless persons.
    - iii. Each county will be expected to participate in the unsheltered count and conduct their count on the CoC designated date, which will occur within HUD's mandated timeframe (on a date during the last ten days of January). In addition to the CoC required count, any county may elect to conduct a PIT count during another time of the year. However, it is the CoC's request that the county share the results of their count with the CoC Board.
    - iv. Other requirements established by HUD by Notice.
  - c. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area. This will be completed by the Collaborative Applicant, in consultation with the CoC Board.
  - d. Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area. This requirement will be completed by the Collaborative Applicant.
  - e. Consult with state and local government ESG recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients. Input will be provided by each RHAB to the state and any local government ESG recipients.
- 4. In preparing an application for funds:
  - a. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications, including ranking project applications when required, in response to a NOFA published by HUD. This process, as well as the submission of the CoC Application, will be the responsibility of the Collaborative Applicant, with input from the CoC Board.

- b. Establish priorities for funding projects in the geographic area. Priorities will be recommended by the Strategic Planning Committee, and approved by the CoC Board.
- c. Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area. This will be determined by the CoC Board.
- d. The Collaborative Applicant will apply for CoC Planning grant funds, with input and approval from the CoC Board.

## **Section 6. Continuum Governance**

### **A. Governance of Continuum**

The Pennsylvania Western Region Continuum of Care will assume and carry out its duties of governance as detailed by federal and state mandates and guidelines. In implementing these duties, the CoC will generally rely on standards, policies and procedures, and ongoing amendments thereof, which have been developed in consultation with the Continuum membership, and the Collaborative Applicant, and subsequently ratified by the Board.

The Continuum will name a Collaborative Applicant. The Collaborative Applicant will be designated for a term of three years by the CoC Governing Board through a supermajority vote. There is no limit to the number of terms that can be served by the Collaborative Applicant.

By statute, the responsibilities of the Collaborative Applicant include:

- Submit the Consolidated Application to HUD in response to a CoC Program NOFA;
- Apply for CoC planning funds on behalf of the CoC;
- Participate in the development of, and revisions to the governance charter with the CoC.

The Pennsylvania Western Region Continuum of Care will enter into a Memorandum of Understanding (MOU) with a designated Collaborative Applicant. The MOU will expand upon the above listed responsibilities of the Collaborative Applicant. In addition, the MOU will also describe the process for terminating the relationship between the CoC and the named Collaborative Applicant, including both a voluntarily or involuntarily relinquishing of the position.

### **B. Governance of HMIS**

HMIS Governance is managed by HUD regulations. Currently the Western COC has contracted with PA HMIS for homeless information management. The PA HMIS Collaborative board includes representatives from each participating CoC and is governed by an HMIS Governance Charter, which is provided as an appendix to this document. This charter and any related policies and procedures (also provided as an appendix) apply equally to, and must be followed by all participating CoCs. However the Pennsylvania Western Region Continuum of Care reserves the right to institute additional policies and procedures, if necessary. Any additional policies and procedures

will be recommended by the HMIS Committee, must be approved by the board, and will be included as an addendum to the Policies and Procedures of the PA HMIS Collaborative. Revisions to the HMIS Charter will not require amendments to the CoC Governance Charter.

The Continuum is required to name a HMIS Lead Agency. The HMIS Committee will recommend eligible applicant(s) to manage the CoC's HMIS as the HMIS Lead Agency. The CoC Governing Board will select an HMIS Lead Agency by supermajority vote. The HMIS Lead Agency will serve a term of three years; there is no limit to the number of terms that can be served by the HMIS Lead Agency.

The Pennsylvania Western Region Continuum of Care will enter into a MOU with a designated HMIS Lead Agency. This MOU will include the designation of HMIS responsibilities between the CoC and the HMIS Lead Agency, including those identified in description of the HMIS Committee within this charter. In addition, the MOU will also describe the process for terminating the relationship between the CoC and the named HMIS Lead Agency, including both a voluntarily or involuntarily relinquishing of the position.

## **Section 7. CoC Membership**

### **A. Composition**

The composition of the CoC membership includes representatives of:

- nonprofit homeless providers;
- victim service providers;
- faith-based organizations;
- government agencies;
- businesses;
- advocates;
- public housing agencies;
- school districts;
- social service providers;
- mental health agencies;
- hospitals;
- universities;
- affordable housing developers;
- law enforcement;
- organizations that serves homeless/formerly homeless veterans;
- individuals currently or formerly experiencing homelessness;
- ESG recipients;
- PA 2-1-1;
- Collaborative Applicant and HMIS Lead.

Anyone who attends at least one meeting per year of the full CoC, RHAB, or their local LHOT/housing coalition will be considered potential members of the CoC. Membership

is required of organizations receiving Continuum of Care funding. In addition, the CoC will solicit membership from relevant organizations not currently participating in the Continuum of Care at least annually. Information about membership will also be available on the CoC's website. Persons requesting membership will be required to submit an application to the Board Secretaries with contact information, Agency affiliation (if any) and interest in the CoC. If an Agency has multiple CoC members, one application will be submitted per agency. The application will identify all members from the organization, contact information and designate the voting member and alternate voting member. Membership lists will be maintained and updated annually by the Board Secretaries of the Western COC.

#### B. Quorum

A number equal to 50% of the total number of organizations that receive CoC funding for the delivery of homeless programs shall constitute a quorum for the transaction of CoC- related business. (Clarification: It is not necessary that this number of CoC-funded organizations be in attendance for a vote to occur, simply that this number of CoC members (individuals and/or organizations) is in attendance in order to conduct a valid vote.)

#### C. Voting

Any organization, business or governmental entity may have an unlimited number of representatives as members of the Continuum of Care. However, for issues decided through voting among members of the full CoC, each organization shall be limited to one vote.

#### C. Meetings

The full Continuum of Care membership will meet no less than twice annually. Meetings will be open to the public and held in person, as well as via webinar or other teleconference method (if the technology is available at the meeting location). Prior to each meeting, an agenda will be provided by the Executive Committee of the CoC Board. The agenda will include any issues requiring a full CoC vote during the meeting. Only issues announced ahead of time in the agenda will be voted on during the meeting. Meetings will be chaired by the two CoC Chairs.

### **Section 8. PA Western Region CoC Governing Board**

The PA Western Region Continuum of Care Governing Board will be charged with fulfilling the mission of the CoC, as well as function as the designated primary decision making group to meet the duties and responsibilities of the Continuum of Care. The Governing Board may assign duties to other entities, including through the creation of additional committees and/or workgroups.

#### A. Board Composition

The Governing Board will be comprised of a minimum of the 21 voting members that represent the following categories: nonprofit homeless provider; victim service provider; faith-based organization; government; business; advocate; public housing agency;

school district; social service provider; mental health agency; hospital; university; affordable housing developer; law enforcement; organization that serves homeless/formerly homeless veterans; two individuals currently or formerly experiencing homelessness; ESG recipient; and an at-large member representing multiple counties within the Continuum's geographic area. In addition, the Board will include a representative from each agency fulfilling the roles of Collaborative Applicant and HMIS Lead.

While Board membership representing each of the above categories will be sought, the Board will reserve seats for members representing the following:

- PHA
- SSVF
- Homeless and/or formerly homeless, defined as homeless within the last 10 years (two)
- ESG recipient/sub-recipient
- Collaborative Applicant
- HMIS Lead
- Northwest RHAB Co-Chairs (two)
- Southwest RHAB Co-Chairs (two)

#### B. Election and Terms of CoC Board

The Interim Committee will serve as the initial CoC Board along with additional key stakeholders identified by the Interim Committee to fulfill the above described board composition. The initial CoC Board will have Members elected to serve one, two or three year terms.

Upon the initial establishment of the CoC Board, the process for board selection will occur during the Spring meeting of the full CoC, where the full CoC will approve the Board.

Board members may serve up to two consecutive full terms.

A full term is defined as three years.

In order to ensure staggered terms for Board members, seven members of the 21 member Board will rotate each year.

Board Members serving one or two year terms will not be considered to have served a full term, and will still remain eligible to serve two full consecutive terms on the Board. This includes those serving less than a three year term on the initial CoC Board, anyone who completes a partial term for a vacant seat on the CoC Board, etc.

### C. Advisory Seats

In addition to the voting roles above, Governing Board members may designate non-voting representatives to attend and participate in meetings to provide advice and expertise on particular issues.

### D. Vacancies

In the case of a vacancy in a seat other than one that is contractual, the Governing Board will ask for nominations from the Membership Committee. The CoC Board will vote to determine who will replace the person leaving and complete the remainder of the term.

### E. Meetings

The Governing Board will meet face to face quarterly. If possible, conference call capacity or other options may be made available.

### F. Quorum

A number equal to a majority of those serving as a voting member of the Governing Board shall constitute a quorum for the transaction of business.

### G. Voting

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be by voice or ballot at the will of the majority of the members serving on the Governing Board (except for matters of a financial nature, which will require a supermajority vote). Each representative will have one vote, unless there is more than one representative from the same organization. In this case, each organization would be limited to one vote. No member may vote on any item which presents a real or perceived conflict-of-interest.

### H. Supermajority Votes

A supermajority vote, which constitutes at least 75% of the votes, will be required for some decisions of the Governing Board. This includes:

- All matters of a financial nature (including decisions about the expenditure of funds, pro rata, amendments to the governance charter or other documents that will affect the way financial decisions are handled, etc)
- Approval of the Collaborative Applicant
- Approval of the HMIS Lead Agency

### I. Proxies

A voting member may identify another voting member to act as their proxy in their absence. This is only allowable if a Proxy Form is completed and submitted to one of the co-chairs of the Governing Board before the meeting and if the person acting as the proxy is present for the vote.

### J. Action without a Meeting

Any action that may be taken at any meeting of the Governing Board may be taken without a meeting if the action is approved in writing (e.g. email, letter) by a majority (or supermajority if a financial matter) of the Governing Board membership.

#### K. Removal

A voting member who misses more than one meeting of the Governing Board per fiscal year will be removed from their seat. The vacant seat will then be filled through the process described above.

#### L. Work Groups and Committees

The Governing Board may establish work groups or committees as it deems necessary. Board members are required to participate on Committee groups.

#### M. Conflicts of Interest

A voting member having a conflict of interest or a conflict of responsibility on any matter shall refrain from voting on such matter. Members of the Governing Board will sign a Conflict of Interest policy annually. This policy is included as Appendix B.

#### N. Resignations

Any representative or officer may resign at any time by giving written notice to one of the Co-Chairs or Secretaries. Any such resignations shall take effect at the time specified within the written notice or, if the time is not specified, then it shall take effect upon acceptance of the resignation by the Governing Board.

#### O. Officers

The officers of the Governing Board shall be two (2) Co-Chairs and two (2) Secretaries. There will be one co-chair seat for the Northwest and one co-chair seat for the Southwest. These Board officers will constitute the Executive Committee.

#### P. Election and Terms of Officers of the Board

The officers shall be elected by the Governing Board members at the CoC Board meeting following the Fall meeting of the full CoC. Each officer will hold office for a term of two (2) years. Officers may serve up to two (2) consecutive terms. No person may hold more than one (1) office. All board members will have staggering terms.

One of the two Co-Chairs and one of the two secretaries of the Initial Governing Board will serve in their respective roles for a term of three (3) years in order to establish the rotation of staggered terms.

#### Q. Co-Chairs

Co-chairs, or their designees, are responsible for scheduling meetings of the Governing Board, ensuring that the Governing Board meets regularly or as needed, and for setting the agenda for the meetings.



#### R. Co-Secretaries

The Co-Secretaries or their designee shall provide a meeting agenda and relevant materials prior to meetings, and keep accurate minutes that record the acts and proceedings of all meetings of the Governing Board, including documenting all actions taken without a meeting, as described above. Such records will include the names of those in attendance. The Secretaries shall give all notices required by law and by these regulations. The Secretaries shall have general charge of Governing Board records and shall keep or cause to be kept all such records on the CoC's web page. The Secretaries shall sign such instruments as may require a Secretary's signature, shall perform such other duties as the Governing Board may designate, and shall chair CoC meetings in the case of the absence of both co-chairs.

#### S. Officer Vacancies

Vacancies among the officers may be filled by a vote of the majority of the Governing Board members at any meeting at which a quorum is present.

### **Section 9. Committees**

Any person may be recruited to serve on any committee by the CoC Board, or by the committee chair or committee members. Committee membership may be drawn from the community at large, not only from the general membership of the CoC. Each Committee may create subcommittees or focus groups in order to address specific tasks. At the initial committee/subcommittee meeting, a chair will be selected by the group.

#### A. Regional Homeless Advisory Board (RHAB)

The responsibilities of the RHAB include:

- Engage local stakeholders, and identify local leadership, ensuring representation from sectors required by HUD
- Conduct a minimum of four meetings per year, with additional meetings if needed
- Publish meeting notices and minutes online
- Maintain membership list
- Distribute the CoC's public invitation
- Be the intermediary with Local Housing Option Teams to bring local needs forward
- Provide input on the design and implementation of a plan to address homelessness (CoC Plan)
- Provide input for the prioritization of region's needs, including recommendations to CoC Board for CoC funding and to state and local government ESG recipients for allocating ESG funds
- Identify additional resources available for homeless households
- Provide outreach to and mentoring opportunities for service providers
- Ensure HMIS participation among CoC recipients/sub-recipients.
- Ensure HMIS participation and provide assistance

In addition, each RHAB will have a Program Evaluation Sub-Committee, which is a sub-committee of the Strategic Planning Committee. This subcommittee will work along with

the Strategic Planning Committee to ensure satisfactory performance and outcomes among CoC-funded projects, including the review and ranking of CoC funded projects. The Program Evaluation Sub-Committee will identify and distribute information on best practices, as well as provide opportunities for technical assistance and mentoring to grantees, as needed.

The above responsibilities may be carried out through the RHAB or subcommittees of the RHAB.

#### B. Membership Committee

The Membership Committee will be responsible for identifying key stakeholders to participate as members of the full CoC and the CoC Board. The Membership Committee will ensure that all required roles are fulfilled on the CoC Governing Board and will present nominations as needed. In addition, the Membership Committee will ensure that a public invitation is distributed throughout the CoC at least annually. This invitation will be distributed throughout the CoC by the RHABs, and made available online.

Individuals who are currently and/or formerly homeless and serving on the Governing Board will be paid a stipend of \$50/meeting. This funding will be provided through the CoC's Planning Grant. The Membership Committee will work with the Collaborative Applicant to ensure that these payments occur.

#### C. Policy Committee

The Policy Committee will be responsible for updates to the Governance Charter. The charter will be updated as needed, but will be reviewed and updated no less than annually. Updates will include the CoC policies and procedures, written process selection of the CoC Board, and code of conduct. In addition, the Policy Committee will develop written policies for providing assistance.

#### D. Strategic Planning Committee

The Strategic Planning Committee will develop a Continuum of Care Plan in order to coordinate the implementation of a housing and service system that meets the needs of those experiencing homelessness throughout the CoC's geographic area. As possible, this Plan will inform the CoC Application to HUD and includes the recommendation of funding priorities in the geographic area. The Strategic Planning Committee will oversee the implementation the CoC workplan as described to HUD through the CoC Application and is therefore responsible for monitoring CoC-wide outcomes. This includes the establishment of performance targets appropriate for population and program type, evaluating CoC program outcomes, and performance monitoring of CoC funded recipient and sub-recipients.

The Program Evaluation Subcommittees of the RHABs will function as subcommittees of the Strategic Planning Committee. Based on information provided by the Strategic Planning Committee, these subcommittees will take action against poor performers and

under performing CoC projects. This action may include the provision of technical assistance, mentoring and/or reallocation, as determined necessary.

The review and ranking process will be completed by the program evaluation sub-committee and each RHAB. The Strategic Planning Committee will establish in advance the project ranking and tie breaking criteria in accordance with HUD guidance. Once established, the Western CoC Governing Board will approve of this criteria.

#### E. Coordinated Entry Committee

The Coordinated Entry Committee, in consultation with the recipients of ESG funds, will research and recommend a coordinated entry system. Upon approval by the CoC Board and establishment of the system, the Coordinated Entry Committee will oversee the system's operation and monitor/modify to the process as needed.

#### F. HMIS Committee

The HMIS Committee will recommend an eligible applicant to manage the CoC's HMIS as the HMIS Lead Agency. In collaboration with the HMIS Lead, the HMIS Committee will recommend a single Homeless Management Information System. HMIS Committee members, or a specific number of designated members, will serve on the HMIS Governing Board. In collaboration with the HMIS Lead, the HMIS Committee will develop, review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS. In addition, to ensure broad based participation, the HMIS Committee will identify programs not participating in HMIS.

#### G. Resource Development Committee

The Resource Development Committee will work to increase funding sources and resources to meet the needs of households experiencing homelessness throughout the CoC. This may include exploring additional funding opportunities and partnerships.

In addition, this Committee will review and comment on relevant regulations proposed by HUD and other local, state, and federal agencies to ensure that the needs of households experiencing homelessness throughout the CoC are put forth.

#### H. Youth Committee

The Youth Committee will be responsible for ensuring adequate participation within the CoC from youth-serving organization. This Committee will also make recommendations for the adoption of CoC-wide policies and procedures that will lead to more effective services being delivered to homeless youth within the geographic area.

#### I. Executive Committee

The Executive Committee includes the Co-Chairs of CoC Board and two Secretaries. This Committee will be charged with calling full CoC and CoC Board meetings, as well as providing the agenda and relevant materials prior to the meeting date.

#### J. Ad Hoc Committees

In addition to the above listed Standing Committees, the Board may from time to time appoint and approve the appointment of Ad Hoc Committees as needed. The Board shall determine the responsibilities, selection and terms of such committees.

### **Section 10. Funding Allocations**

Pennsylvania Western Continuum of Care will establish annual renewal demand (ARD) for the Northwest RHAB and Southwest RHAB. Any funding changes to a single grant, either RHAB, or the entire CoC will be determined as described below.

#### A. Reduction of a Specific Grant

In the event that an individual grant no longer exists or for which funding must be reduced or reallocated, any remaining grant funds shall be reallocated based on the approval of each RHAB's Board. If, based on the eligible use of funds, there are no qualified applications in the affected RHAB, the remaining grant funds shall be made available to the other RHAB. A supermajority vote of approval would be required by the Board in order to redistribute funds between the RHABs. If the remaining grant funds are ultimately reallocated from one RHAB to the other, then the ARD percentage shall be adjusted to reflect the new funding distribution.

#### B. Across the Board Funding Reductions

In the event that HUD is unable to fully fund all renewal projects, and the CoC is required to reduce ARD by a specific percentage, each RHABs Board will determine how the percentage cut will be implemented within their own RHAB. Any such funding reductions shall be applied equitably between the two RHABs in accordance with the percentage cut required, HUD mandated policies and funding priorities.

#### C. Increase in Funding Allocations

In the event that HUD increases the total amount of available funding to the CoC, through a "bonus," increase in annual pro-rata allocation, or any other method, any such funding increase shall be distributed based on the prior established Annual Renewal Demand. In the event HUD mandated policies and funding priorities conflict with the Annual Renewal Demand percentage, the Strategic Planning Committee will make recommendations to the Governing Board to determine if distribution of these funds should be distributed to each RHAB based on the most current ARD percentage, or if the funds will be strategically allocated to communities based on unmet needs or other priorities of the CoC. Under these circumstances, approval to redistribute funds between RHABs shall require approval by the Board through a supermajority vote. The ARD of each RHAB will be adjusted upon the approval of new projects in order to reflect the new funding distribution.

If the Strategic Planning Committee determines that the increased funding shall be proportionately distributed to each RHAB based on the established ARD, and either

RHAB is unable to utilize any amount of the increased funding allocation, these excess funds will be returned to the full CoC and the other RHAB may be permitted to solicit funding applications for these funds. Under these circumstances, approval to redistribute funds between RHABs shall require approval by the Board through a supermajority vote. The ARD of each RHAB will be adjusted upon the approval of new projects in order to reflect the new funding distribution.

## **Section 11. Liability of Members**

No member of the Pennsylvania Western Region Continuum of Care and no member of the Governing Board shall be personally liable, solely because of membership, for any debts, obligations, or liabilities of the Pennsylvania Western Region Continuum of Care.

## **Section 12. Governance Charter**

### A. Adoption

The initial Draft Charter will be published and distributed to the full Pennsylvania Western Region Continuum of Care membership for comments to be received within a 21 day period. Comments will be reviewed and considered by the Interim Committee. The Interim Committee will then adopt by majority vote a final Governance Charter. The Charter will be published on the Pennsylvania Western Region Continuum of Care website. The adoption of the initial Policies, Procedures and Standards will follow this same process.

### B. Annual Updates

This Charter and all referenced policies and procedures, in consultation with the Collaborative Applicant and the HMIS Lead, will be reviewed and updated by the Governing Board and Policy Committee as needed, and no less than annually. Any proposed changes will be provided to the full Pennsylvania Western Region Continuum of Care membership for comments at least 21 days in advance. By a vote of the majority of the Governing Board, proposed modifications to this charter and its appendices will be approved and distributed to the membership.

Updates to the HMIS Charter will be the responsibility of the HMIS Governing Board as specified in the HMIS governance charter.

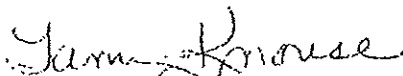
### C. Implementation

Upon adoption of this Charter, the Interim Committee will serve as the initial CoC Board along with additional key stakeholders identified by the Interim Committee, as described in the "Election and Terms of CoC Board" section of this document. The two current CoCs (PA-602 – Northwest Region and PA-601 – Southwest Region) will begin to operate as a single, de facto merged CoC, although the merger will not be formally requested or approved by HUD until the 2015 CoC Registration process.

**Governance Charter of the  
Pennsylvania Western Region Continuum of Care**

**Signature Page**

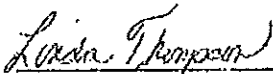
Signatures of the Executive Committee and Collaborative Applicant below indicate formal approval and adoption of this Governance Charter by the Pennsylvania Western Region Continuum of Care.



Tammy Knoise, CoC Board Co-Chair

3/26/2015

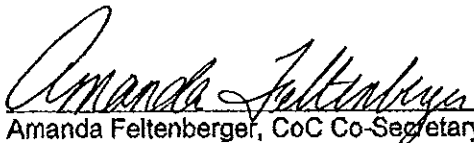
Date



Linda Thompson, CoC Board Co-Chair

3/26/2015

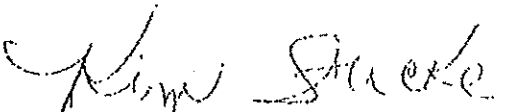
Date



Amanda Feltenberger, CoC Co-Secretary

3/26/2015

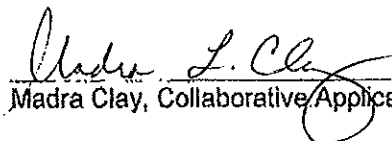
Date



Kim Stucke, CoC Co-Secretary

3/26/2015

Date

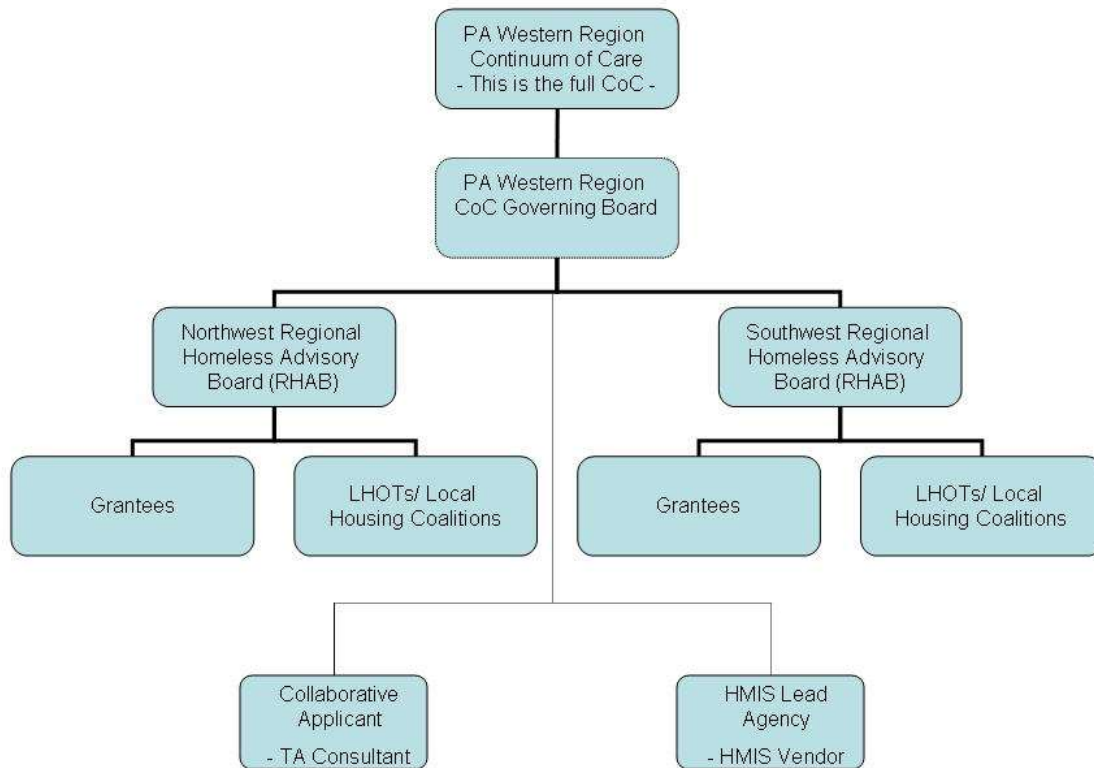


Madra Clay, Collaborative Applicant Representative

3/26/2015

Date

## Appendix A Organizational Chart



## **Appendix B**

### **Conflict of Interest Policy and Disclosure Statement**

#### **SECTION 1 – PURPOSE**

The Pennsylvania Western Region Continuum of Care (PA Western CoC) is an unincorporated organization involved in the planning and oversight of various government and privately funded programs geared to aiding people experiencing homelessness. Federal, State and Local Governments, as well as members of the public at large, view operations of the PA Western CoC as a public trust. Consequently, there exists between the PA Western CoC and its board, officers, membership and the public, a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and membership have the responsibility of administering the affairs of the PA Western CoC honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the PA Western CoC. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the PA Western CoC or knowledge gained there for their personal or professional financial gain. The interests of the PA Western CoC must be the first priority in all decisions and actions.

#### **SECTION 2 - PERSONS CONCERNED**

This statement is directed not only to directors and officers, but to all PA Western CoC members who can influence the actions of PA Western CoC. For example, this would include all who make procurement or funding decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the PA Western CoC.

#### **SECTION 3 -AREAS IN WHICH CONFLICT MAY ARISE**

Conflicts of interest may arise in the relations of directors, officers, and management personnel with any of the following third parties:

1. Persons and firms supplying goods and services to the PA Western CoC.
2. Competing or affinity organizations.
3. Donors and others supporting the PA Western CoC.
4. Agencies, organizations and associations which affect the operations, programs, and projects of the PA Western CoC.
5. Family members, friends or other employees.

#### **SECTION 4- NATURE OF CONFLICTING INTEREST**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:



1. Receiving funding or being denied funding as a result of the actions of the PA Western CoC Board or as a result of the actions of any committees or other entities or persons duly authorized to act on behalf of either the Board or the PA Western CoC;
2. Owning stock or holding debt or other proprietary interests in any third party dealing with the PA Western CoC;
3. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the PA Western CoC;
4. Receiving remuneration for services with respect to individual transactions involving the PA Western CoC;
5. Using PA Western CoC's time, personnel, equipment, supplies, or good will for other than approved activities, programs, and purposes;
5. Receiving personal gifts or loans from third parties dealing or competing with the PA Western CoC. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

## **SECTION 5 -INTERPRETATION OF THIS STATEMENT OF POLICY**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management personnel will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the PA Western CoC.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately disclose such interests.

## **SECTION 6- RECUSAL**

PA Western CoC board members, members of other CoC committee, and persons acting on behalf of the CoC must disclose a personal or organizational conflict of interest, and upon disclosure, recuse themselves from the decision-making or evaluation process and recuse themselves from voting on matters related to the conflict. However, upon disclosure during a board meeting, a majority vote of the board may determine that no conflict of interest in fact exists, or, notwithstanding the existence of a conflict of interest, overturn the recusal from discussion, evaluation,

and/or vote. Upon disclosure during a CoC board meeting, a majority vote of the CoC may determine that no conflict of interest in fact exists, or, notwithstanding the existence of a conflict of interest, overturn the recusal from discussion, evaluation, and/or vote.

## **SECTION 7- DUTY TO DISCLOSE POTENTIAL CONFLICT OF INTEREST**

To avoid apparent conflicts of interest, CoC board members and members of other CoC committees shall disclose any real or potential conflicts of interest or the appearance of such conflicts. Upon acceptance of a position on the PA Western CoC Board or any committee or subcommittee, members must submit a full written disclosure of their interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated annually.

In addition, upon determination that there is a potential conflict of interest in an agenda or discussion item for a meeting, the board member or committee member should notify a Co-Chair of the board or committee in writing prior to the meeting, that a potential conflict exists and what the conflict is, when at all possible. Potential conflicts, or conflicts, disclosed at or before a board or committee meeting will be recorded in the meeting minutes.

The person must disclose the information before participating in the discussion and decision-making or evaluation process, including appointment to any sub-committee having influence over such decisions. This policy applies to both personal and organizational conflicts.

After disclosure of potential conflicts of interest and all material facts, and after any discussion with the individual with the potential conflict, the individual shall leave the board or committee meeting while the determination of a conflict of interest is discussed and determined by a majority vote of the board/committee/subcommittee present at the meeting. The decision of the board or committee on these matters will rest in their sole discretion, and their concern must be the welfare of the PA Western CoC and the advancement of its purpose.

## ***Conflict of Interest Disclosure Statement***

### **Personal Data**

Name: \_\_\_\_\_

Current Employer or Business Affiliation, if applicable:

\_\_\_\_\_

Position, if applicable: \_\_\_\_\_

### **Other Business or Organizational Activities**

Please disclose any other employment, business, or financial interest which you or a member of your immediate family may have as an officer, director, trustee, partner, employee, or agent which might give a rise to a possible conflict of interest with the PA Western CoC.

### **Charitable or Civic Involvement**

Please disclose all official positions which you or any member of your immediate family may have as a director, trustee, or officer of any charitable, civic, or community organization as well as any unofficial roles such as significant donor, volunteer, advocate, or advisor which might give rise to a possible conflict of interest with the PA Western CoC.

*Reminder: If at any time there is a matter under consideration that may constitute a direct or indirect conflict of interest not listed on this form, it is your obligation to disclose the facts to the board or committee.*

I do hereby affirm that I have received and read the policy and I will adhere to the principles and practices set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix C**

### **CoC-Wide Policies and Procedures**

## Western Pennsylvania Continuum of Care (PA-601)



### CoC Prioritization of Chronically Homeless in all CoC-funded Permanent Supportive Housing projects

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Date Adopted: SW 1/27/2014, NW 10/9/2014, Date Revised: SW 3/28/14  
Date Implemented: SW 7/01/2014, NW 1/01/2015, Updated: NW 3/12/2015  
Merged and updated the SW and NW Policies; adoption by the CoC 10/01/2015  
Updated: 10/5/16 (HUD CPD Notice 14-012 updated to CPD Notice 16-11)

#### **Policy:**

The PA-601 Continuum of Care commits to prioritization of households who meet the HUD definition of chronically homeless in permanent supportive housing projects within the CoC, per HUD Notice CPD-16-11. This includes beds/units designated for chronically homeless and *non-chronic* designated turnover beds in permanent supportive housing projects

#### **Order of Priority:**

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).

**Additional Information:**

- In the event that two or more households have similar circumstances, an unsheltered household should be prioritized over a household in Emergency Shelter or in a Safe Haven.
- In the counties that are currently piloting Coordinated Entry, the score on the assessment tool can be used to prioritize households based on severity of service need. Counties that are not currently participating in the Coordinated Entry pilot will need to locally establish a consistent method of evaluating eligible households.

### **Procedure:**

When a new unit becomes available or an existing unit is ready to turnover:

- a)** Using the prioritization described above, first priority is given to a chronically homeless household within the county that the project is located.
- b)** If there are no chronically homeless households on the project's waiting list, the project will reach out to other chronically homeless in its defined service area. This will be done by notifying the Identified County Contact(s) (see Attachment A for a list of Identified County Contacts), or his/her designee, in their service area who will then distribute the information to all agencies serving chronically homeless, including, but not limited to, outreach teams, emergency shelters and other permanent supportive housing projects with chronically homeless individuals on the waiting list. The service area is the area that was defined in each individual project's funding application to HUD. It is the responsibility of each Identified County Contact to maintain an accurate distribution list for the County they represent and to redistribute this information in a timely manner. If more than one chronically homeless household is identified, use the criteria described above to identify which household will be offered the unit.
- c)** If still no chronically homeless households are identified, the project will reach out to all counties within the RHAB to identify a chronically homeless individual/family who wants to fill the vacancy.

This outreach is done by sending an email to the Identified CoC Contact/s who will then provide all information to the list of Identified County Contacts that represent each of the counties within the region. This notification email will include the name of the program housing the chronic bed and the county in which it is located, date that the unit will be available, description of the program including eligibility criteria, final date the unit will be open to the entire RHAB, and contact information. The County Contacts will then be responsible for redistributing the information in a timely manner to the contact list for their county, including, but not limited to, outreach teams, emergency shelters and other permanent supportive housing projects with chronically homeless individuals on the waiting list. Follow the Order of Priority if more than one chronically homeless household is identified. Under this circumstance, the following conditions must be met:

- *The individual/family must meet all eligibility criteria of the program, including target population, age, gender, etc., if such criteria was identified in the project application;*
- *In order to ensure compliance with Olmstead, the individual/family must be given choice as to whether or not to accept the available bed;*
- *The referring agency must provide the project with necessary documentation to verify that the individual/family does meet the definition of chronically homeless (including proof of disability) before the final deadline stated in the originating email; and*
- *The individual/family must be assured continued access to services if the*

*individual/family will be changing counties. The referring agency will assist with application/transfer of benefits and support services if the individual/family will be changing counties.*

**d)** If no chronically homeless individual/family is identified within 7 days of the vacancy, the project can then fill the bed with the next highest priority person on the waiting list, as prioritized in the below chart.

**Summary of the Order of Priority for Non-Chronic Households in PSH**

<b>Order of Priority for Non-Chronic Households in PSH</b>	<b>Four or more episodes of homelessness?</b>	<b>12+ months of homelessness?</b>	<b>Has Severe Service Needs?</b>	<b>Other</b>
1	No	Yes	Yes	N/A
2	No	No, but still considered	Yes	N/A
3	No	No, but still considered	No	Coming from unsheltered location, Safe Haven or Emergency Shelter
4	No	No	No	Disability, coming from Transitional Housing

**e)** It is the responsibility of each program to clearly document within their files when the unit was vacated and the efforts they took to reach out to chronically homeless individuals/ families in the geographic area.

**f)** It is the responsibility of each program to complete and submit the online survey, Chronic Prioritization Turnover Unit Survey.

The form can be accessed via this link - [Chronic Prioritization Turnover Unit Survey](#)

**Additional Information:**

- The process to fill chronic turnover beds will continue to evolve over the next twelve months, as:
  - Coordinated Entry is fully implemented in all 20 counties;
  - The CoC develops written standards for providing assistance;
  - The CoC creates and implements a single prioritized list for PSH



### **Documentation:**

From Section 5 of CPD Notice 16-11, Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice:

24 CFR 578.103(a)(4) outlines documentation requirements for all recipients of dedicated and non-dedicated CoC Program-funded PSH associated with determining whether or not an individual or family is chronically homeless for the purposes of eligibility. In addition to those requirements, HUD expects that where CoCs have adopted the orders of priority in Section III. of this Notice into their written standards. The CoC, as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities. Evidence of following these orders of priority may be demonstrated by:

**A. Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment. The documentation should include any information pertinent to how the determination was made, such as notes associated with case-conferencing decisions.

**B. Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance.** Recipients must follow the CoC's written standards for prioritizing assistance, as adopted by the CoC. In accordance with the CoC's adoption of written standards for prioritizing assistance, recipients must in turn document that the CoC's revised written standards have been incorporated into the recipient's intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

**C. Evidence that there are no Households Meeting Higher Order of Priority within CoC's Geographic Area.**

a) When dedicated and prioritized PSH is used to serve non-chronically homeless households, the recipient of CoC Program-funded PSH should document how it was determined that there were no chronically homeless households identified for assistance within the CoC's geographic area – or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area – at the point in which a vacancy became available. This documentation should include evidence of the outreach efforts that had been undertaken to locate eligible chronically homeless households within the defined geographic area and, where chronically homeless households have been identified but have not yet accepted assistance, the documentation should specify the number of persons that are chronically homeless that meet this condition and the attempts that have been made to engage the individual or family. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence.

b) When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that meets a lower order of priority, the recipient of CoC Program-funded PSH should document how the determination was made that there were no eligible individuals or families within the CoC's geographic area -

or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area - that met a higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence that there were no households identified within the CoC's geographic area that meet a higher order of priority.

Additional Information:

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable. See 24 C.F.R. § 5.105(a).

**Attachment A: Identified County Contacts**

**Northwest RHAB**

<b>County</b>	<b>Contact Person/Agency</b>	<b>Phone/Email Address</b>
Cameron	Sarah Grunthaner, Cameron/Elk Counties B&D Programs	814-772-8016 Ext. 148 sgrunthaner@cemhmr.com
Clarion	Cheryl Craft, Community Action, Inc.	814-938-3302 Ext. 215 ccraft@jccap.org
Clarion	Jennifer Krouse Clarion Department of Human Services	814-226-9280 jkrouse@co.clarion.pa.us
Clearfield	Amy Jo Rosman, Community Connections of Clearfield & Jefferson Counties	814-371-5100 Ext. 315 arosman@ccc-j.com
Crawford	Lynn McCumber, CHAPS	814-333-2924 lmccumber@chapsinc.org
Elk	Sarah Grunthaner, Cameron/Elk Counties Behavioral & Developmental Programs	814-772-8016 Ext. 148 sgrunthaner@cemhmr.com
Forest	Brandy Ambrose, Warren/Forest Economic Opportunity Council	814-230-7035 Ext. 3355 ambrose@wfcaa.org
Jefferson	Amy Jo Rosman, Community Connections of Clearfield & Jefferson Counties	814-371-5100 Ext. 315 arosman@ccc-j.com
Lawrence	Kathy Presnar, Lawrence County Community Action Partnership	724-658-7258 ext. 1213 kpresnar@lccap.org
Lawrence	Jennifer Malone, Lawrence County Community Action Partnership	724-658-7258 x 1218 jmalone@lccap.org
McKean	Linda Thompson, McKean County Redevelopment & Housing Authority	814-887-5563 lathompson@mckeancountypa.org
Mercer	Fran Billen, Community Counseling Center of Mercer County	724-981-6193 ext. 167 fbillen@cccmer.org
Potter	William Krog, Potter County Human Services	814-544-7315 wkrog@pottercountyhumannsvcs.org
Venango	Denise Fowkes, County of Venango	814-432-9773 dfowkes@co.venango.pa.us
Warren	Brandy Ambrose, Warren/Forest Economic Opportunity Council	814-230-7035 Ext. 3355 ambrose@wfcaa.org

**Southwest RHAB**

<b>County</b>	<b>Contact Person/Agency</b>	<b>Phone/Email Address</b>
Armstrong	Chuck Richards, Armstrong County Community Action	724-548-3433 chuckri@armstrongcap.com
Butler	Allyson Rose, Butler County Human Services	724-284-5114 arose@co.butler.pa.us
Fayette	Heather Pirl, Fayette County Community Action	724-437-6050 x3216 hpirl@fccaa.org
Greene	Amy Switalski, Greene County Human Services	724-852-5276 aswitalski@co.greene.pa.us
Indiana	Marlene Meagher, Indiana County Community Action	724 -465-2657 mmeagher@ICCAP.net
Washington	Jennifer Johnson, Washington County Human Services	724-228-6995 johnsonj@co.washington.pa.us
Westmoreland	Tay Waltenbaugh, Westmoreland County Community Action	724-834-1260 twaltenbaugh@westmorelandca.org

# PA-601 Continuum of Care Western Pennsylvania Continuum of Care



## **CoC Prioritization of Chronically Homeless Veterans in Veteran Housing Programs**

### Policy:

The PA-601 Continuum of Care commits to giving first priority to Veteran households who meet the HUD definition of chronically homeless in Veteran Serving housing projects within the region.

### **Order of Priority:**

1. First Priority –Chronic Homeless Veteran Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - a. Has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months continuously or on at least 4 separate occasions in the last 3 years where the cumulative total length of the four occasions equals at least 12 months; and
  - b. Having severe service needs as defined in Section 1.D.3. of Notice CPD-14-012
2. Second Priority – Chronic Homeless Veteran Individuals and Families with the Longest History of Homelessness. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - a. Has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months continuously or on at least 4 separate occasions in the last 3 years where the cumulative total length of the four occasions equals at least 12 months; and
  - b. The CoC program has not identified a chronically homeless household as having severe service needs.
3. Third Priority – Chronically Homeless Veteran Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - a. The chronically homeless household has been living in a place not meant for human habitation, a safe haven, or an emergency shelter for at least four separate occasions in the last 3 years where the cumulative total length of the four occasions is less than 12 months and
  - b. The CoC program has identified the chronically homeless household as having severe service needs.

4. Fourth Priority – All Other Chronically Homeless Veteran Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:
  - a. The chronically homeless household has been living in a place not meant for human habitation, a safe haven, or an emergency shelter for at least four separate occasions in the last 3 years where the cumulative total length of the four occasions is less than 12 months and
  - b. The CoC program has not identified the chronically homeless household as having severe service needs.

**Severity of Service Needs (Section 1.D.3. of Notice CPD-14-012)** – 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; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraph i. and ii. Should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Services Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of the needs of the individual.

## **Procedure:**

When a unit and/or rental assistance funds are available:

- a. First priority is given to a chronically homeless Veteran household following the Order of Priority.
  - b. If there are no chronically homeless Veteran households on the project's waiting list, the project will reach out to other chronically homeless Veterans in its defined service area. This will be done by notifying the Identified County Contact(s) (see Attachment A for a list of Identified County Contacts), or his/her designee, in their service area who will then distribute the information to all agencies serving chronically homeless, including, but not limited to, outreach teams, emergency shelters, SSVF Providers, and other permanent supportive housing projects. The service area is the area that was defined in each individual project's funding application. It is the responsibility of each Identified County Contact to maintain an accurate distribution list for the County they represent and to redistribute this information in a timely manner. Follow the Order of Priority if more than one chronically homeless household is identified.
- *The individual/family must meet all eligibility criteria of the program, including target population, age, gender, etc., if such criteria was identified in the project application;*
  - *In order to ensure compliance with Olmstead, the individual/family must be given choice as to whether or not to accept the available bed/service;*
  - *The referring agency must provide the project with necessary documentation to verify that the individual/family does meet the definition of chronically homeless (including proof of*

- disability); and*
- *The individual/family must be assured continued access to services if the individual/family will be changing counties. The referring agency will assist with application/transfer of benefits and support services if the individual/family will be changing counties.*

**WESTERN PA CONTINUUM OF CARE  
COC PROGRAM OPERATING STANDARDS  
Approved by CoC Board, 10/5/16**

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**In accordance with the Continuum of Care Regulations (24 CFR, Part 578); policies and requirements referenced in HUD's annual Notice of Funding Availability (NOFA); and best practices for serving individuals and families experiencing homelessness, the following standards must be implemented by all CoC-funded projects.**

- In accordance with HUD's requirements for operating Continuums of Care (§ 578.7) and the required agreements of CoC-funded projects (§ 578.23 (c)), CoC-funded projects must:
  - Attend semi-annual CoC meetings.
  - Participate in subcommittees and ad-hoc work groups.
  - Participate in the CoC's Homeless Management Information System (HMIS) in accordance with the HMIS privacy, security and data quality plans. Domestic violence programs must enter data into an HMIS-equivalent system and provide non-identifying data to the CoC upon request.
  - Participate in the annual point-in-time count, including participation in the unsheltered count if needed.
  - Evaluate and report project outcomes. Projects that do not meet an expected threshold will be required by the CoC to develop and implement a Quality Improvement Plan.
  - Participate in the CoC's Coordinated Entry System. This includes consistently following the CoC's written standards for providing Continuum of Care assistance, including the minimum requirements set forth in § 578.7(a)(9), and use a single prioritized waiting list.
  - Submit annual application for project funding to the CoC, in compliance with the CoC's timeline, for submission to HUD.
  - Take the educational needs of children into account when families are placed in housing and to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.
    - In addition, CoC-funded projects are required to ensure educational enrollment among all children and youth experiencing homelessness, including school and early childhood education enrollment, connections to appropriate services in the community, and information about rights under the McKinney-Vento Education Act.
- In accordance with the annual CoC NOFA and identified effective practices, the CoC requires all CoC-funded projects to operate in accordance with a Housing First approach. Service delivery should be client-centered and culturally competent.
- CoC-funded projects must follow § 578.73 Matching requirements.
- CoC-funded projects must follow § 578.75 General operations, including: State and local requirements such as building codes; Housing quality standards; ensure the



unit is a suitable dwelling size. In addition, all projects not exempt are required to complete an environmental review per § 578.31.

- CoC-funded projects must follow § 578.75 General operations (g) Participation of homeless individuals.
  - (1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.
  - (2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.
- CoC-funded projects must follow § 578.77 Calculating occupancy charges and rent.
- CoC-funded projects must follow § 578.87 Limitation on use of funds (b) Faith-based activities.
- CoC-funded projects must follow § 578.91 Termination of assistance to program participants.
  - (a) Termination of assistance. The recipient or subrecipient may terminate assistance to a program participant who violates program requirements or conditions of occupancy. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same individual or family.
  - (b) Due process. In terminating assistance to a program participant, the recipient or subrecipient must provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:
    - (1) Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
    - (2) Written notice to the program participant containing a clear statement of the reasons for termination;
    - (3) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
    - (4) Prompt written notice of the final decision to the program participant.
  - (c) Hard-to-house populations. Recipients and subrecipients that are providing permanent supportive housing for hard-to-house populations of homeless persons must exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.
- In accordance with § 578.93 Fair Housing and Equal Opportunity, CoC-funded projects must follow:

- (a) Nondiscrimination and equal opportunity requirements. The nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a) are applicable.
- (b) Housing for specific subpopulations.
- (c) Affirmatively furthering fair housing. A recipient must implement its programs in a manner that affirmatively furthers fair housing, which means that the recipient must:
  - (1) Affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities;
  - (2) Where a recipient encounters a condition or action that impedes fair housing choice for current or prospective program participants, provide such information to the jurisdiction that provided the certification of consistency with the Consolidated Plan; and
  - (3) Provide program participants with information on rights and remedies available under applicable federal, State and local fair housing and civil rights laws.
- (d) Accessibility and integrative housing and services for persons with disabilities. Recipients and subrecipients must comply with the accessibility requirements of the Fair Housing Act (24 CFR part 100), Section 504 of the Rehabilitation Act of 1973 (24 CFR part 8), and Titles II and III of the Americans with Disabilities Act, as applicable (28 CFR parts 35 and 36). In accordance with the requirements of 24 CFR 8.4(d), recipients must ensure that their program's housing and supportive services are provided in the most integrated setting appropriate to the needs of persons with disabilities.
  - All provider organizations are expected to promote participant choice in (1) the provision of services and (2) ensure the location of housing.
  - Provider organizations are expected to coordinate and collaborate when a participant moves from one program to another or when more than one program is serving the same participant.
- (e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.
  - See HUD FAQ # 1529, which is relevant to this requirement.  
<https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/>
- CoC-funded projects must follow HUD's Equal Access to Housing
  - On September 21, 2016, HUD published a final rule in the Federal Register entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). This rule builds upon HUD's February 2012 final rule entitled "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" (2012 Equal Access Rule), which aimed to ensure that HUD's housing programs would be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status.
  - Equal Access in Accordance with Gender Identity Final Rule – 2016
    - <https://www.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf>
  - Equal Access to Housing Final Rule – 2012

- [https://www.hudexchange.info/resources/documents/EqualAccess\\_FinalRule\\_2.3.12.pdf](https://www.hudexchange.info/resources/documents/EqualAccess_FinalRule_2.3.12.pdf)
- CoC-funded projects must follow HUD Notice CPD-15-02: Appropriate Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities, which provides guidance to Emergency Solutions Grants (ESG), Continuum of Care (CoC), and Housing Opportunities for Persons With AIDS (HOPWA) funded providers on how best to provide shelter to transgender persons in a single-sex facility and on appropriate and inappropriate inquiries related to a potential client's sex for the purposes of placing transgender persons in temporary, emergency shelters, or other facilities with shared sleeping areas or bathrooms.
- CoC-funded projects must follow § 578.95 Conflicts of interest.
- CoC-funded projects must follow § 578.103 Recordkeeping requirements, as well as the recordkeeping recommendations of HUD CPD Notice 16-11 regarding: Evidence of Severe Service Needs; Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance; and Evidence that there are no Households Meeting Higher Order of Priority within CoC's Geographic Area.
- CoC-funded projects are expected to adhere to all additional program requirements within the CoC regulations (24 CFR Part 578), as well as new requirements mandated by HUD and the Western PA Continuum of Care.

---

Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Manager – Name: \_\_\_\_\_

Project Manager – Contact information: \_\_\_\_\_

My signature below acknowledges that I have received and reviewed these CoC Program Operating Standards and understand the expectations of HUD and the Western PA Continuum of Care for operating my CoC-funded project.

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Signature of Project Manager

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Date

---

Signature of Executive Director

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Date

## **WESTERN PA CONTINUUM OF CARE POLICY FOR APPEALING COC FUNDING DECISION**

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Approved by the Continuum of Care Board, 8/25/17

The Western PA CoC will follow the procedure below to provide organizations applying for CoC funding with the opportunity to appeal the CoC's funding decision. This policy is effective for the FY17 CoC funding cycle and is relevant to renewal projects and new project applicants.

### **Data Review Process – Renewal Project Applicants only:**

The CoC will collect information from PA-HMIS and other sources to evaluate each renewal project. Once this data is collected and compiled into a single document, the "Ranking Calculator", it will be distributed to the CoC and each grantee for review. Grantees will have 7 days to review the data for accuracy. Requests submitted after the indicated deadline will not be considered.

The procedure and timeline for submitting questions and corrections to the CoC Consultant will be described within the communications sent to grantees at the time the Ranking Calculator is distributed. Additional documentation may be requested from grantees in order to make corrections to the data.

If the grantee raises an issue that cannot be resolved with the CoC Consultant, the grantee may request to have the CoC's Funding Committee consider their specific situation. Any grantees wishing to appeal to the Funding Committee will need to send an email to [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) with the subject line, "Western PA CoC: Appeal for Funding Committee". The CoC Executive Committee members should also be copied on this email. This includes Kim Stucke [kmstucke@stairwaysbh.org](mailto:kmstucke@stairwaysbh.org), Linda Thompson [LAThompson@mckeancountypa.org](mailto:LAThompson@mckeancountypa.org), Amanda Feltenberger [afeltenb@co.butler.pa.us](mailto:afeltenb@co.butler.pa.us) and Tammy Knouse [tknouse@fccaa.org](mailto:tknouse@fccaa.org). The appeal request should describe the specific situation, reference the relevant scoring criteria and provide compelling information and/or documentation for consideration. The Funding Committee will evaluate any requests received during their next scheduled meeting, and grantees will be informed by email about the outcome of their appeal.

### **Project Selection – Renewal and New Projects:**

In order to maximize the impact of CoC funding, the CoC Board will allocate funding to renewal projects that achieve strong performance outcomes and are responsive to HUD and CoC policies, procedures and priorities. In addition, the CoC will solicit new projects in order to improve system-level outcomes, respond to unmet needs throughout the CoC's 20-county geography, pursue the goals and objectives within the CoC's strategic plan, and respond to changing policy priorities.

#### **Appeal to CoC Board:**

The CoC will distribute a rank-ordered list of renewal and new projects to be submitted to HUD as part of the CoC's Consolidated Application 15 days prior to the NOFA deadline. Projects not selected for inclusion in the CoC's Consolidated Application will be notified in writing of this decision and the reasons why they were not selected.

All project applicants, including renewal projects that have all or part of their funding reallocated and new project applications not selected for funding, may appeal this decision to the CoC Board.

The appeal will be reviewed and discussed by members of the CoC Board. Following this discussion, non-conflicted CoC Board members (those members who are not employed by organizations receiving CoC funding) will vote to determine if the decision stands or is overturned. The outcome of the appeal will be communicated via email to the appellant within 24 hours of the Board's final decision.

The CoC's final ranking will then be posted on the CoC website. No additional changes will be made to the final ranking unless an internal error is identified.

#### Appeal to HUD:

In addition to the CoC's appeal process, the HUD CoC NOFA provides project applicants an opportunity to appeal to HUD. This appeal is limited to "eligible project applicants that attempted to participate in their CoC planning process and believe they were denied the right to participate in a reasonable manner".

In order to ensure that all project applicants have the opportunity to participate in the CoC's planning process and to provide input in the CoC's funding process, the CoC has/will provide the following opportunities:

- The CoC's ranking criteria will be distributed prior to project scoring.
- Project applicants will have the ability to review and question the data to be used for evaluation and ranking (the "Ranking Calculator").
- The CoC will provide a new project application and scoring criteria in order to score all new project applications in a consistent and transparent method.
- Updates will be provided by the CoC during in-person CoC meetings, during RHAB meetings, and via written and electronic communications.
- The CoC provides an appeal policy for any project applicant not selected for funding.

To submit an appeal to HUD, follow the instructions as indicated in the HUD CoC NOFA, which will be available via <https://www.hudexchange.info/programs/coc/>.

**Appendix D**  
**MOU between the Western PA CoC and the**  
**Collaborative Applicant:**  
**PA Department of Community & Economic**  
**Development**

# MEMORANDUM OF UNDERSTANDING

Between

PA WESTERN REGION CONTINUUM OF CARE BOARD

And the

COLLABORATIVE APPLICANT:

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 Western 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 Western Region Continuum of Care (CoC), which includes all of Northwest and Southwest 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 578.1 to designate a CoC Lead Agency to serve as the Collaborative Applicant to operate the CoC to support year-round CoC planning of homeless and homeless prevention housing and services; and

**WHEREAS** *DCED* has been designated as the Collaborative Applicant, and as such is the sole eligible applicant for the HUD CoC Program Planning 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 COLLABORATIVE APPLICANT (which may be subcontracted to a third party consultant):**

- I. Maintain *CoC Board* and CoC Committee meeting agendas and minutes. Meeting agendas will be posted to the [www.PennsylvaniaCoC.org](http://www.PennsylvaniaCoC.org) website in a timely fashion, and no less than 72 hours prior to the meeting times.
- II. Keep the *CoC Board* up to date on relevant changes in HUD rules and regulations.
- III. Provide a Quarterly Collaborative Applicant/CoC Planning report.
- IV. Conduct the HUD CoC Program Grant process and advocate for the needs of the CoC funded projects
- V. Review the Annual Reports produced by the HMIS Lead Agency which include:
  - 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 Program Grant Score Debrief and Improvement Report
- VI. Review the 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.
- VII. Conduct Performance Monitoring, Evaluation and Reporting of all CoC Program and Emergency Solutions Grant (ESG) Program Recipients and Sub-recipients.
- VIII. 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 Collaborative Applicant for its work outlined in the roles and responsibilities are adequate and available.
- II. Approve plan for and use of planning grant funds.
- III. Establish funding priorities for CoC Program and ESG assistance through fair, objective, and transparent processes.
- IV. Approve policies and procedures for the performance monitoring, evaluation and reporting of all CoC Program and ESG Program Recipients and Sub-recipients.



- V. Ensure that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.
- VI. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
- VII. Review and approve the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.
- VIII. Approve CoC Performance targets appropriate for each population and program type.
- IX. Provide to the Collaborative Applicant, an annual planning timeline to include data information as needed.
- X. Conduct a bi-annual performance review of the Collaborative Applicant.
- XI. Approve all invoices/payments for the consultant work done in accordance with funding outlined in Roman numeral I above.

#### **DURATION AND RENEWAL:**

Except as provided in the TERMINATION section, the duration of the MOU shall be from September 8, 2016 through June 30, 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. Co-Chairs of the PA Western Region 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.

 9/8/16  
Kathy Possinger, Director (Date)  
Center for Compliance, Monitoring and Training  
PA Department of Community & Economic Development

 9/9/16  
Linda Thompson (Date)  
Co-Chair  
PA Western Region Continuum of Care Board

 9/8/16  
Tammy Knouse (Date)  
Co-Chair  
PA Western Region Continuum of Care Board

## **ATTACHMENT 07.**

### **HMIS Policy and Procedures Manual**

Attachment 07 documents include the following:

- PA HMIS Governance Charter with the Western PA CoC
- Appendix A: PRIVACY AND SECURITY PLAN (which includes the HMIS policies & procedures)
- Appendix B: DATA QUALITY AND FUNCTIONALITY PLAN
- Memorandum of Understanding Between PA Western Region Continuum of Care Board and the Homeless Management Information System Lead Agency: PA Department of Community & Economic Development

# **Pennsylvania Homeless Management Information System (PA HMIS)**

## **GOVERNANCE CHARTER**



**2015**

Adopted on: Western CoC PA-601 November 12, 2015  
Version: [1.0]

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## OVERVIEW:

While each CoC has the ultimate responsibility to select their own HMIS solution, collaborating in a single HMIS provides certain advantages. By participating collaboratively, system administration can be separated from local administration: CoCs have the ability to focus on more specific local solution needs without the need to devote effort to making sure that the standardized information is being collected in a manner that is compliant with federal and state requirements. Participating collaboratively also provides cost benefits due to an economy of scale. Additionally, while participating collaboratively can offer benefits, it also requires a balanced approach to ensure that the solution is able to maintain these benefits, long term stability, and operability while minimizing the chance of one CoC making system altering solution or policy changes that could adversely affect other CoCs. The following are the objectives related to the HMIS Lead Agency:

- 1) provide a vehicle through which participating Continuums of Care (CoCs) have an equal voice in creating and maintaining the high level policies and procedures that govern the use of the HMIS implementation;
- 2) allow CoCs to collaboratively provide input into the way in which the HMIS implementation is managed concerning issues that affect all CoCs equally;
- 3) ensure the future financial success of the HMIS implementation while providing an economy of scale to reduce financial burden on each participating CoC;
- 4) provide an opportunity for CoCs to find common ground and agree on a unified direction when it comes to collecting data on homelessness and understanding the problem;
- 5) identify ways to help provider agencies and CoCs to record, report on, and improve their services through use of the HMIS implementation;
- 6) provide flexibility while ensuring that one CoC doesn't implement changes that adversely affect the other CoCs;
- 7) Create a forum through where participating CoCs can share ideas or identify new methods for use of the HMIS implementation that could benefit the rest of the collaborative.

Other Federal regulations are as follows.

**FEDERAL REGULATIONS.** The following laws, statutes, and regulations govern this agreement:

- a) The U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Veterans Affairs (VA) released the [2014 HMIS Data Dictionary](#) and [2014 HMIS Data Manual](#) on May 1, 2014, updating the 2010 HMIS Data Standards, when these standards are updated the subscriber will comply with all changes. The 2014 HMIS Data Standards outlined in these two documents provide communities with baseline data collection requirements developed by HUD, HHS, and VA. The [2004 HMIS Data and Technical Notice](#) were put into place on July 30, 2004 and once this notice is updated the subscriber will comply with all changes.

**The effective date of the 2014 HMIS Data Standards is October 1, 2014.**

This joint release is a product of collaboration between the three agencies to update the HMIS Data Standards to allow for standardized data collection on homeless individuals and families across systems. Because this is a collaborative effort between HUD, HHS, and the VA, the standards are no longer presented in a HUD Notice format. Communities must collect the data included in the standards in order to comply with each federal partner's reporting requirements. The documents are structured so that communities can easily determine which data elements are required for each federal partner's program.

- b) The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and all rules and regulations promulgated pursuant to the authority granted therein, including but not limited to, those set forth in 45 C.R.F. §§ 160-164 (2003), all as supplemented, replaced and amended from time to time.
- c) Federal confidentiality regulations as contained in the Code of Federal Regulations, 42 C.F.R. Part 2 regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal rules prohibit the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by CFT Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose.
- d) Pursuant to the HUD Data and Technical Standards Final Notice published in the Federal Register on March 29, 2010 and the PA-HMIS policies and procedures, each Grantee will prominently display a PA-HMIS Notice of Privacy Practices or a notice developed by the Grantee that incorporates the content of the Grantee approved PA-HMIS Notice of Privacy Practices form, in its program offices where intake occurs, and will provide written copy of the Notices to all Clients enrolling in the Grantees programs and services. The Grantee will update its Notice of Privacy Practices as needed to comply with federal law and regulations and with the PA-HMIS policy changes.

The CoC shall at all times comply with the HMIS Program Regulations in addition to all of the a fore stated regulations, codes, statutes, laws, associated Executive Orders, OMB Circulars, other applicable Federal regulations, and all future revisions and amendments to the same. The Grantee shall become thoroughly familiar with all of the foregoing requirements as applicable and shall ensure that the use of the Services complies in all respects.

## **PURPOSE AND OBJECTIVES**

The purpose of the Charter is to identify the roles, responsibilities, and procedures of the Pennsylvania Homeless Management Information System (PA HMIS) solution for participating Continuums of Care. The PA HMIS solution collects aggregate data to better understand the issues and gaps around person's at-risk or experiencing homelessness throughout the Commonwealth of

Pennsylvania. Each CoC must comply with the following Federal and State regulations while funded through the Continuum of Care (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 opportunities.

**WHEREAS**, U.S. Department of Housing and Urban Development (HUD) requires the State to gather, compile and report certain information regarding the homeless population and services provided to that population. HUD has developed Homeless Management Information System (HMIS) Requirements under the Proposed Rule, dated December 9, 2011, **24 CFR Parts 91, 576, 580, and 583** and requires the State to participate in the reporting of information in accordance with all HMIS requirements; and

**WHEREAS**, the Commonwealth of Pennsylvania, through the Department of Community and Economic Development (DCED), developed and operates the PA-HMIS system, while administering funding for homeless prevention and assistance programs in DCED in compliance with HMIS.

## ARTICLE 1: HMIS LEAD AGENCY

The Department of Community and Economic Development, or DCED has been selected as the HMIS Lead Agency where the Pennsylvania Homeless Management Information System (PA HMIS) is administered. Whenever the term “HMIS Lead Agency” is used in this charter, it shall mean DCED.

## ARTICLE 2: STAKEHOLDERS

### PA HMIS Governing Board

The PA HMIS Governing Board known in this charter as the Collaborative is the governing body made up of key stakeholders throughout the Balance of State. This Board meets on a quarterly basis to review compliance in regards to this charter and the performance of each Continuum of Care participating within the PA HMIS solution.

### Continuum of Care (CoC) Collaborative Applicant (CA)

#### *Balance of State CoCs*

DCED is the CA for PA-509 Eastern CoC and PA-601 Western PA and in conjunction with each CoC Board has selected to house the HMIS Lead Agency within the same administrative entity.

#### *Entitlement CoCs*



The Bucks County Department of Housing and Community Development is the CA for PA-511 Bucks County and utilize the PA HMIS solution. They have elected that the HMIS Lead Agency is housed within their CoC and participates in the Collaborative.

### ARTICLE 3: COLLABORATIVE LOCATION

The principal location of the Collaborative is facilitated by the PA HMIS Administrator housed within DCED. Any change to the location of the principal location shall not be considered an amendment to this charter.

### ARTICLE 4: COLLABORATIVE RESPONSIBILITIES

In support of the mission of the Continuums of Care and pursuant to Section 578.7 of the interim rule, the Responsibilities of the Collaborative include:

*A. Assure an effective performance management system through HMIS to ensure progress in meeting established project and continuum outcomes*

The Collaborative is charged with the responsibility of implementation and maintenance of the HMIS for the participating Continuums of Care. Specifically, the Collaborative must:

**1. Designate a single HMIS software solution for the geographic areas;**

- Client Track is the contracted software solution vendor. Whenever the term “Vendor” is used in this charter, it shall mean Client Track designated as the single HMIS software solution that is used for the Balance of State Continuums of Care.

Client Track is responsible for:

- Providing the Internet-based PA HMIS software and database;
- PA HMIS software upgrades;
- Hosting (maintaining, securing, performing backups, and ensuring availability);
- Providing training and technical support to PA HMIS Administrator and IT personnel;
- Compliance to contractual obligations

**2. Designate a single eligible applicant to serve as the HMIS Lead Agency to manage the HMIS and apply for HMIS funding;**

- The Pennsylvania Department of Community and Economic Development (DCED) serves as the Collaborative Applicant that manages the Collaborative and applies for Collaborative funding for the Balance of State Continuums of Care. Entitlement Communities funded through CoC funding and other Sources of federal, state and local funding may participate in the PA HMIS based on the established cooperation or service agreement.
- As the HMIS Lead Agency, DCED is responsible for activities which includes:
  - Setup of the system;
  - Defining policies and procedures within the federal guidelines, best practices, and PA HMIS members' input;
  - Advocating PA HMIS software enhancements on behalf of participating agencies;
  - Initial and on-going training for PA HMIS;
  - Providing data quality assurance for the PA HMIS participating agencies
  - Fulfilling Federal, State and Local reporting requirements;
  - Providing technical support through the PA HMIS Help Desk.
- The Entitlement CoC communities participating in the PA HMIS may choose to designate another HMIS Lead Agency within their CoC, if the CoC maintains and employs its own HMIS System Administration staff housed locally within the CoC's Collaborative Applicant. If the CoC choose this designation they are required to adopt this charter along with appendices. The CoC may modify this Charter in order to incorporate an additional administrative structure by providing localized training, technical support, and improved capacity for local ad-hoc reporting and outcome measurements. When the CoC designates themselves as their HMIS Lead Agency it is created in harmony with the Collaborative staff, and will serve to increase the CoC's use of its own HMIS data while also alleviating some of the technical assistance workload of the Collaborative staff. The CoC must then be responsible for the activities listed above in relation to the Collaborative Lead Agency.

**3. Ensure the HMIS is administered in compliance with requirements prescribed by HUD;**

The PA HMIS has established Memorandum of Understandings with all participating agencies within the Collaborative that outlines procedures and is not limited to the following requirement:

- U.S. Department of Housing and Urban Development (HUD) requires the State to gather, compile and report certain information regarding the homeless and services provided to that population. HUD has developed Homeless Management Information System (HMIS) Requirements under the Proposed Rule, dated December 9, 2011, 24 CFR Parts 91, 576, 580, and 583 and requires the State to participate in the reporting of information in accordance with all HMIS requirements.

**4. 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.**

DCED has established Memorandum of Understandings with all participating agencies that if they are funding any programs under other federal statute require those programs to enter into a comparable database to be in compliance with the following:

- The U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Veterans Affairs (VA) released the 2014 HMIS Data Dictionary and 2014 HMIS Data Manual on May 1, 2014. Although, currently the CoCs must comply with the 2004 HMIS Data and Technical Notice.

**5. In consultation with the Continuums of Care the Collaborative has reviewed, revised, and approved:**

- [PA HMIS PRIVACY AND SECURITY PLAN- Appendix A](#)
- [PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN- Appendix B](#)

**6. Ensure the consistent participation of recipients and sub-recipients in the Collaborative.**

The Collaborative coordinates with the Continuums of Care, grant recipients and sub-recipients, and other participating organizations to establish performance targets appropriate for its population and program types. It also reviews periodic reports on performance of Continuums.

### *B. Establish a Coordinated Entry System using HMIS*

PA HMIS can be used as the tool to support the operation of the coordinated entry system that provides a centralized method by which the housing, services, and needs of individuals and families within the Continuums are assessed. In coordination with the Continuums of Care, the Continuums will develop and maintain a policy that guides consistent operation of the coordinated entry system, with respect to how the system triages and addresses the particular safety needs of individuals and families who are at-risk or experiencing homelessness. In addition, the policy will state how the system will address the needs of individuals and families that are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or sex trafficking. The coordinated entry system will:

- i. Cover the geographic area served by the Continuums;
- ii. Include a comprehensive and standardized assessment tool.

### *C. Reports an annual assessment of needs and resources through Point in Time Counts and Housing Resource Inventory*

In coordination with the CoCs the Collaborative will annually report on the needs of homeless persons within the CoCs through a generated report of a coordinated point in time count, an on-going assessment of trends, and an assessment of homeless needs and housing/service resources available within the Continuums. The CoCs will then use the data reported on to conduct a gaps analysis and determines unmet needs within the CoC.

The point-in-time count of homeless persons within the Continuum enumerates:

1. the number of homeless persons who are living in places not designed for or ordinarily used as regular sleeping accommodations for humans (unsheltered homeless persons);
2. the number of homeless persons living in emergency shelters and transitional housing projects (sheltered homeless persons); and
3. other reporting requirements established by HUD by Notices.

## **ARTICLE 5: Governance of HMIS**

HMIS governance is managed collaboratively with the CoCs, which are collectively referred to as the PA HMIS Governing Board. The PA HMIS Governing Board contains representatives from each participating CoC's data sub-committees and is governed by this Charter. The responsibilities of the board as outlined previously is to advise each CoC Board with recommendations to determine performance driven decisions on the progress of creating new or maximizing resources within each CoC.

## ARTICLE 6: Continuum Performance Measures

The Collaborative has put into place the following performance measurements from a variety of Federal, State and Local government reporting requirements to be in compliance for several Federal and State Regulations.

1. PA HMIS program participation rates per CoC should be at a minimum of 65% and should aim for an 86% or greater per project type. This measure is used to encourage the CoC to build partnerships with non-participating Collaborative agencies to collect and understand the homeless population served throughout the CoC. This measure is also used for reporting to congress in the Annual Homeless Assessment Report (AHAR)
2. HMIS Bed Utilization Rate is used for reporting on the AHAR and is generated from the Housing Inventory Count (HIC) pulled out of PA HMIS. The formula can be defined as the total number of programs participating in PA HMIS per Continuum divided by the overall number of programs with in the Continuum broken out by project type (i.e.- ES, TH, RRH, PH).

Bed utilization rates per project types are required to reach a rate of 60% or greater for participation in AHAR.

3. HMIS Data Quality is required that all programs not have a total percentage of missing data of greater than 10 %. For data that is not missing although has a response of “Client Doesn’t Know” or “Client Refused” the requirement is for records with data elements with this response selection not have a percentage greater than 5%.
4. Housing Stability Measures are used to help track and understand the gaps in service for those experiencing homelessness throughout the CoC gain a more permanent living situation through emergency and transitional living programs. The following outcome measures are set by each CoC’s Data Management, Collection, and Outcomes Committee.

*Percentages may be determined by each participating Collaborative Applicant based on their agreed upon Baseline numbers for the Continuum.*

- ### of cases exit to Permanent Housing from a Transitional Housing program;
  - ### of cases exit to Permanent Housing and/ or Rapid Re-Housing program from an Emergency Shelter program;
  - ### of cases exit to Permanent Housing from a Safe Haven program;
  - ### of cases exit to Permanent Housing Only from a Permanent Supportive Housing program.
5. Income Measures are used to help track and understand the gaps in service for those experiencing homelessness throughout the CoC to help increase their income. The following outcome measures are set by each CoC’s Data Management, Collection, and Outcomes Committee.

- Total Income Outcome must be at a percentage of 40% or greater
- Earned Income Outcome must be at a percentage of 30% or greater

## ARTICLE 7: Standing Committees

Each CoC has establish the following committee and have a representative being either the Chair or Co-chairs of this committee be a part of the PA HMIS Governing Board:

### *Data Management, Collection, and Outcomes Committee*

This committee is responsible for conducting and coordinating research into the characteristics and needs of homeless, or at risk of homelessness individuals and families. It will review the availability of housing and services, conduct gaps analyses, provide data to the CoC, and make recommendations to the CoC to encourage potential areas of change/improvement. In this capacity, it oversees all data collection and use of data within the CoC. This includes, but is not limited to: ensuring compliance with HMIS regulations and compliance with this Governance Charter and the appendices attached, and recommending changes to the board, as necessary.

The CoC is responsible for ensuring progress in meeting HUD's System Performance Measures and establishing goals from these measures specific to the CoC's needs. The Data Management, Collection and Outcomes Committee will develop and maintain a system for tracking CoC-wide outcomes, as well as tracking progress towards meeting HUD goals. This includes the HUD goals included in the Continuum of Care application. As necessary, the Data Management, Collection and Outcomes Committee, will provide requested data to other committees.

The Data Management, Collection and Outcomes Committee will be responsible for preparing data collection tools and completing data analysis for the annual Point-In-Time survey. Any person may be recruited to serve on this committee by the committee chair. Committee membership may be drawn from the community at large, not only from the general membership of the CoC. Committees will meet periodically to fulfill their tasks. Reports of committee work will be made to at the CoC's Board Meetings, as needed.

Members of this Committee, as dictated in this Charter, will also participate on the HMIS governing board. This board is responsible for planning, decision making, recommending policies, evaluation and facilitation for the continued implementation and success of the HMIS, as well reviewing and updating the HMIS Charter, as necessary.

## ARTICLE 8: Funding Allocation

Funding for the PA HMIS is allocated through a variety of sources from grants, cooperation agreements, and service agreements with contracted agencies including:

- Continuum of Care(CoC) competition;
- Bucks County Department of Community and Business Development

- Emergency Solutions Grant;
- PA Department of Human Services (PATH programs);
- Veterans Leadership Program of Western PA;
- Veterans Multi-Service Center (SSVF programs);
- YWCA of Greater Harrisburg (SSVF programs).

#### *A. Reduction of a Specific Grant*

In the event that an individual grant no longer exists to support the PA HMIS through DCED's HMIS allocation, it is outlined in agreements with those agencies within the Balance of State CoCs that individual agencies may be required to purchase their own licenses to access the PA HMIS software. The Collaborative strongly encourages participating agencies to leverage funds from other non-CoC competition funding sources to help support their Collaborative implementation.

#### *B. Across the Board Funding Reductions*

In the event that the CoCs Boards determines that there is insufficient funding to service all existing grants and that funding reductions are required, as an option only of last resort, any such funding reductions shall not be applied to the direct cost of the Collaborative implementation, considering that HUD mandates the CoC's use of an HMIS database.

### **ARTICLE 9: Liability of Members**

No member of the PA HMIS Governing Board shall be personally liable, solely because of membership in the PA Balance of State CoCs, for any debts, obligations, or liabilities of the PA Balance of State CoCs.

### **ARTICLE 10: Governance Charter**

#### *A. Adoption*

The initial Draft Charter will be published and distributed to HMIS Governing Board membership for comments to be received within a 21 day period. Comments will be reviewed and considered, and then adopt by majority vote a final Governance Charter for the PA HMIS. The Charter will be presented to each CoC Board for approval, then published on the PA CoC website. The adoption of the initial Policies, Procedures and Standards will follow this same process.

#### *B. Annual Updates*

This Charter and all referenced policies and procedures, in consultation with the Collaborative Applicant and the HMIS Lead, will be reviewed and updated by the HMIS Governing Board

Committee as needed and no less than annually. Any proposed changes will be provided to the HMIS Governing Board membership for comments at least 21 days in advance. By a vote of the majority of the Board, proposed modifications to this charter and its appendices will be approved and distributed to the membership.

## **ARTICLE 11: Charter Version History**

<b><i>Date</i></b>	<b><i>Version #</i></b>	<b><i>Comments/ Change Log</i></b>
05/20/2015	1.0	Initial Draft
11/12/2015	1.0	Voted on by Western CoC Board for adoption.





# **Pennsylvania Homeless Management Information System (PA HMIS)**

## **Appendix A: PRIVACY AND SECURITY PLAN**

**2015**

## PA HMIS PRIVACY AND SECURITY PLAN

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## PA HMIS PRIVACY AND SECURITY PLAN

## PA HMIS PRIVACY AND SECURITY PLAN

### DEFINITIONS

#### **Covered Homeless Organization (CHO)**

Any organization (employees, volunteers, and contractors) that records, uses or processes

#### **Protected Personal Information Protected Personal Information (PPI)**

Any information about a homeless client that (1) identifies a specific individual, (2) can be manipulated so that identification is possible, (3) can be linked with other available information to identify a specific individual

### ARTICLE 1: PURPOSE

Clients are uniquely identified by a database-managed identity field. For reporting purposes, PA HMIS usually de-duplicates clients at the Program level, per HUD-accepted practice. For purposes of system-wide data sharing and de-duplication, clients with a high enough threshold of quality profile data are identified by a globally unique Master Client ID, which allows system-wide de-duplication. These global IDs are constantly maintained by the system with algorithms that examine client data to determine if matches can be made as data is updated/ added.

### ARTICLE 2: ROLES AND RESPONSIBILITIES

#### *HMIS Lead*

A rarely used “super user” privilege level used by DCED staff to allow “Manage Agency” access to multiple agencies (a service area). In jurisdictions that have an HMIS lead, certain System Administration duties, such as enforcement of policies and procedures may be assumed by this individual on behalf of the System Administrator.

#### *System Administrator*

Full privileges to PA HMIS - PA HMIS System Administrator, Help Desk, and programmers only

#### *CoC HMIS System Administrator / Agency Manager*

The Agency Manager is authorized by their agency's Executive Director within the agency having the appropriate authority. The Agency Manager cannot use PA HMIS COLLABORATIVE until after signing a System User Agreement with their agency, and completing the necessary training. This Agency Manager is responsible for following the policies and procedures outlined in this

## PA HMIS PRIVACY AND SECURITY PLAN

document, and are ultimately responsible for collecting and entering client data in as real time as possible depending on the project type. The Agency Manager will also act as the point of contact for client data and reporting done within the system.

Agency Managers are responsible for the following:

- Serves as the primary contact between the Authorized Agency and DCED/ PA HMIS.
- Must have a valid email address and be an active, trained user.
- Manages agency user accounts; adding and removing authorized users for their agency; Agency Managers are required to remove users from the PA HMIS immediately upon termination from agency, placement on disciplinary probation, or upon any change in duties not necessitating access to PA HMIS information. All changes must be relayed to the PA HMIS System Administrator or proxy.
- Must be technically proficient with web-based software since he/she will be responsible for maintaining the Authorized Agency's PA HMIS organizational structure and information.
- Has access to all client data, user data, and agency administration information for the Authorized Agency; thus, is responsible for the quality and accuracy of this data.
- Ensures the stability of the agency connection to the Internet and PA HMIS, either directly or in communication with other technical professionals.
- Trains agency end users, if necessary; this includes training all Authorized Agency staff on how to use PA HMIS as well as training to ensure compliance with privacy and security policies.
- Provides support for the generation of agency reports.
- Monitors and enforces compliance with standards of client confidentiality and ethical data collection, entry, and retrieval at the agency level.

### *Assistant Agency Manager / Case Manager*

The Assistant Agency Manager / Case Manager is authorized by their agency's Executive Director within the agency having the appropriate authority. The Assistant Agency Manager / Case Manager cannot use PA HMIS COLLABORATIVE until after signing a System User Agreement with their agency, and completing the necessary training. The Assistant Agency Manager / Case

## PA HMIS PRIVACY AND SECURITY PLAN

Manager is responsible for following the policies and procedures outlined in this document, and are ultimately responsible for collecting and entering client data in as real time as possible depending on the project type.

### *Clients*

Clients choose to participate in PA HMIS COLLABORATIVE with written authorization to allow an agency's user to collect and enter their personal information into PA HMIS COLLABORATIVE. It is extremely important in the use of PA HMIS COLLABORATIVE that client confidentiality, privacy, and security are maintained at a very high level. The policies and procedures written in this document fulfill basic HUD HMIS requirements, utilize best practices for the industry, and are further enhanced for the Balance of State CoCs.

## ARTICLE 3: SECURITY

For user authentication, PA HMIS maintains the following:

- a) User permissions are assigned by role and by Agency/Site
- b) Users are logged out of the system after a configurable period of inactivity (15 minutes)
- c) Passwords must be changed periodically (90 days)
- d) Inactive users can be locked out, if necessary

An audit trail of changes is maintained for all user-editable objects in history tables that track when changes were made, by whom, and the previous value(s).

PA HMIS uses HTTPS/SSL Standards for data transmission.

Password expiration is handled by PA HMIS Helpdesk. The password rules are: Passwords must be at least six (8) characters long and contain at least one upper-case letter, one lower-case letter, one number, and one symbol. Passwords must be updated every 90 days, and cannot be reused.

### Baseline Requirements

A CHO must apply system security provisions to all the systems where personal protected information is stored, including, but not limited to, a CHO's networks, desktops, laptops, mini-computers, mainframes and servers.

Security has three categories:

- System Security
- Software Application Security
- Hard Copy Security

## PA HMIS PRIVACY AND SECURITY PLAN

### Additional Requirements

A CHO may commit itself to additional security protections consistent with HMIS requirements by applying system security provisions to all electronic and hard copy information that is not collected specifically for the HMIS. A CHO may also seek an outside organization to perform an internal security audit and certify system security.

### System Security: User Administration

#### ***Authorizing Personnel for PA HMIS COLLABORATIVE***

***Policy:*** Only authorized individuals who have successfully completed the requirements for access to the system including training and completion of a System User Agreement may be allowed to access PA HMIS COLLABORATIVE on behalf of an agency.

#### ***PA HMIS System User License Agreement***

***Policy:*** A PA HMIS COLLABORATIVE PA HMIS System User Agreement must be signed and kept on file for all agency personnel or volunteers, past or present that will collect or use PA HMIS COLLABORATIVE data on behalf of the agency. The original signed PA HMIS COLLABORATIVE PA HMIS System User Agreement will be filed at DCED in the agency's PA HMIS COLLABORATIVE file. Additionally, each agency is required to keep a copy of all of their PA HMIS System User Agreements on file at their office location so that DCED may review this documentation during monitoring visits. At No Exceptions should an individual who has not signed a PA HMIS System User Agreement be able to have or gain access to use of a PA HMIS System User License at any time.

#### **Description:**

The PA HMIS System Agreement is a document between a participating agency and its employees, contractors, or volunteers who are authorized to collect PA HMIS COLLABORATIVE data and/or record client data into the system, for the purpose of agreeing to abide by the rules and regulations defined in the HMIS Data and Technical Standards, Final Notice, Federal Register, Volume 69, No. 146 as published on Friday, July 30, 2004.

#### ***Designate Agency System User***

***Policy:*** The agency's Executive Director or an Agency designated personnel must designate individuals to act as the agency's System User(s).

## PA HMIS PRIVACY AND SECURITY PLAN

### Description:

The System User is accountable for the following items:

- Maintain the agency programs and services profiles in the system;
- Act as the main point of contact for PA HMIS COLLABORATIVE System Administrator (DCED);
- Ensure client privacy, confidentiality, and security;
- Maintain compliance with technical requirements for participation;
- Store and enforce System User Agreements;
- Post Compliance Notice;
- Enforce data collection, entry, and quality standards in a real-time process
- Assist DCED with On-Site Technical Assistance/Audits

### *Designating PA HMIS COLLABORATIVE PA HMIS System User License*

**Policy:** Any individual working on behalf of the agency (employee, contractor, and volunteer), that will enter information into PA HMIS COLLABORATIVE database must be designated as a PA HMIS COLLABORATIVE System User; and therefore is subject to these policies and procedures.

### Description:

Anybody who collects any PA HMIS COLLABORATIVE data (electronic or paper) or creates reports from the system must receive training. This training is varied depending on the person's role. If someone will not be entering anything into the system but will be explaining PA HMIS COLLABORATIVE to others, the System Agency Manager is required to train this person on client privacy, confidentiality, and security procedures. Individuals, who will work with the PA HMIS COLLABORATIVE software, will be required to attend the Policies and Procedures training as well as specific training on the PA HMIS COLLABORATIVE software.

### *Assigning User Workgroup Permissions Level*

**Policy:** PA HMIS COLLABORATIVE System Administrator will assign users an appropriate User Workgroup Permissions level such that the users only has access to PA HMIS COLLABORATIVE functionality or information required to successfully fulfill their agencies



## PA HMIS PRIVACY AND SECURITY PLAN

*roles. The PA HMIS COLLABORATIVE System Administrator will also maintain the agency's Approved Users List. The Executive Director or empowered officer will then contact PA HMIS COLLABORATIVE System Administrator to set-up user Workgroup Permissions Levels in the system and to schedule their designated PA HMIS System User(s) for training. User ids and passwords will not be distributed to new users until after they have completed the required PA HMIS COLLABORATIVE training with the PA HMIS COLLABORATIVE System Administrator.*

### **Description:**

Within PA HMIS COLLABORATIVE, each user is assigned a workgroup permission level based on the tabs to which they have access. This security allows the user to gain access to certain areas of the PA HMIS COLLABORATIVE application. This security feature is utilized to ensure that individuals can only access the type of client information they need to do their job within the agency. An example would be that an agency would be assigned two different workgroup permissions. Agency Manager is designated for the entire agency and can view all information for all programs within their agency only. Assistant Manager and/ or Case Manager is designated for the individual program within the agency, therefore would only have access to view information for the individual program within the agency.

### *User Workgroup Permission Levels*

**Policy:** *All PA HMIS Users will have a level of permission to data that is appropriate to the duties of their position so that information is recorded and accessed on a "need to know" basis. All users should have the level of access that allows efficient job performance without compromising the security of the PA HMIS or the integrity of client information.*

**Procedure:** Each Agency Manager (and/or its Executive Director) will identify the level of access each licensed user will have to the PA HMIS database. Privilege levels were detailed previously in the roles and responsibilities section.

### *Removing Authorized Personnel*

**Policy:** *The PA HMIS COLLABORATIVE System Administrator must be notified within 24 hours and in writing by the designated Agency personnel when an individual is no longer authorized to access PA HMIS COLLABORATIVE on the agency's behalf.*

### *Passwords*

**Policy:** *Users will have access to the PA HMIS via a user name and password. Passwords must be changed a minimum of once every 90 days. Users will keep passwords confidential. Under no circumstances shall a user share a password nor shall they post*

## PA HMIS PRIVACY AND SECURITY PLAN

*their password in an unsecured location; to do so will be considered a breach of the system user agreement and will trigger appropriate repercussions and/or sanctions for both the user and agency.*

**Procedure:** Upon sign in with the user name and temporary password, the user will be required by the software to select a unique password that will be known only to him/her. Every 90 days, passwords are reset automatically by the PA HMIS software. User has a maximum of up to seven times to enter the correct login information. After seven(7) times of failed logins the system automatically locks out the user account for security purposes and the password will have to be recovered/ reset.

### *Password Recovery*

**Policy:** PA HMIS staff has access to User accounts, but not unique passwords. Users must contact the PA HMIS Helpdesk for password resets.

**Procedure:** In the event of a lost or forgotten password, the user will have to send a PA HMIS Helpdesk ticket to reset their password. Within the helpdesk request the following should be included; username, organization, and that the password needs to be reset. Once users receive an email back from the PA HMIS Helpdesk, which contains a temporary password, Users must login and change their password immediately before PA HMIS will allow them access to Agency and Client data.

### *DCED Communication with Authorized Agencies*

**Policy:** The PA HMIS System Administrator or proxy is responsible for relevant and timely communication with each agency regarding the PA HMIS. The PA HMIS System Administrator or proxy will communicate system-wide changes and other relevant information to Agencies as needed. He/she will also maintain a high level of availability to Authorized Agencies.

**Procedure:** General communications from the PA HMIS System Administrator will be directed towards all users. Specific communications will be addressed to the person or people involved. The PA HMIS System Administrator will be available via email, phone, and mail. The notification function in PA HMIS and the PA HMIS email list will also be used to distribute HMIS information. While specific problem resolution may take longer, the PA HMIS System Administrator will strive to respond to Authorized Agency questions and issues within 24 hours of receipt. Agency Managers are responsible for distributing information to any additional people at their agency who may need to receive it, including, but not limited to, Executive Directors, client intake workers, and data entry staff. Agency Managers are responsible for communication with all of their agency's users.

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### *Authorized Agency Communications with DCED (non-technical, i.e. Policy and System Administration)*

**Policy:** Authorized Agencies are responsible for communicating non-technical needs and questions regarding the PA HMIS directly to the PA HMIS System Administrator. In order to foster clarity both for PA HMIS users and for PA HMIS, ALL non-technical communications with DCED regarding the PA HMIS must go through the PA HMIS System Administrator.

**Procedure:** Agency Managers at Authorized Agencies will communicate needs above and beyond daily help desk technical assistance needs directly with the PA HMIS System Administrator. Examples of these needs are, but not limited to questions about policies, administration, data requests, and system changes. The PA HMIS System Administrator will attempt to respond to Authorized Agency needs within two business days of the first contact.

### *Backup procedures, off-site storage facilities and locations where the backup is stored*

#### **ClientTrack Hosting & Backup**

ClientTrack's data center is a SSAE 16 certified data center. Incremental database backups are performed every 3 hours and full database backups are performed each day and sent offsite weekly to a second geographically disperse SSAE 16 storage facility.

- A. Restoration procedures for the application and data at the host level.
- B. Recovery procedures for historical data at the host level.
- C. A stated recovery time after a planned or unplanned outage, power interruption, or system crash.

#### **ClientTrack Restoration and Recovery**

ClientTrack partners with ViaWest, a state of the art managed hosting and colocation datacenter. ViaWest is an SSAE 16 (formerly SAS 70) certified and co-located data center. Data backup and server recovery are covered as part of standard ClientTrack contracts. PA HMIS data is backed up on regular intervals throughout the day and daily backups are maintained for approximately 30 days. Backups are stored on spinning disks so there is limited hardware (old tapes) that need destroyed in accordance with HIPAA guidelines upon decommissioning. Failed drives are properly decommissioned to ensure compliance. Data backup is performed to ensure that hardware and drive failures do not result in the loss of data or system availability. Hosting services include:

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- Incremental database backups are performed every 3 hours
- Backups are encrypted with 256-bit AES encryption
- Backups are sent offsite to a secure storage facility weekly

The SaaS hardware/software platform is implemented to be fault tolerant. As an SSAE 16 compliant data center, the data center is designed, tested and certified to withstand and function under disaster conditions without loss of service or data. Additionally, ClientTrack is designed to operate on readily available “commodity” server hardware and standardized Internet connection. In the extremely unlikely catastrophic event, our disaster recovery plans enable the entire ClientTrack SaaS platform to be built from virtual servers in any data center unaffected by the catastrophe.

ClientTrack employs 24x7, a support model to address any needs associated with the server environment. This support is augmented on the ground in two separate geographically disperse locations with ViaWest’s expert response teams. ClientTrack has experienced minimal downtime in the last 12 months and proactively works to ensure that remains the company standard. The first step to resolving a reported problem is to isolate the problem as a network/ hardware problem or connectivity. ClientTrack employs a completely redundant network to allow a failover to occur without disruption to access. This normally rules out a network or hardware issue barring a catastrophic event. As outlined above, clients should immediately contact ClientTrack via the support line if connectivity is disrupted to allow immediate response. ClientTrack will immediately identify and resolve issues associated with access. In the event of a catastrophic event, ClientTrack employs a series of disaster recovery procedures that are intended to identify possible threats so they can be addressed proactively. This includes a number of troubleshooting steps leading all the way up to activating the disaster recovery site to provide continuity of service. A catastrophic failure resulting in loss of connectivity will be recovered at the disaster recovery site within 4 hours. This allows the recovery network and data propagation to occur across all production environments in the second SSAE 16 facility. ClientTrack reports any outage events including the cause, resolution, and mitigation steps employed to protect against a future outage. ClientTrack is designed to operate on readily available server hardware and standardized internet connections; in the extremely unlikely catastrophic event, the entire ClientTrack SaaS platform can be restored at a backup data center unaffected by the catastrophe.

### *Monitored Use*

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PA HMIS Lead Agency may monitor Participating Agencies and any Authorized User's use of the Service and the Database, and Provider may freely use and disclose any information and materials received from any Authorized User or collected through Participating Agencies and Authorized User's use of the Service, including the Database and Content.

### **General**

Participating Agency records shall be subject to audits, from time to time, that are consistent with the HUD regulations applicable to HMIS. It is the responsibility of the Participating Agency to present any applicable documents to the PA HMIS Lead Agency. At any time during normal business hours and as often as the PA HMIS Lead Agency, HUD, and/or any other government agency entitled to the Content of the Database may require and deem necessary, the Participating Agency shall make available all such records and documents as requested by said parties for audit and/or monitoring. The Provider, HUD, and/or applicable government agencies may examine and make excerpts or transcripts from such records and may audit all contracts, procurement records, invoices, materials, personnel records, etc. relating to all matters covered by this Agreement.

### **HUD Performance Reviews and Monitoring**

The Participating Agency understands that HUD may conduct performance reviews and monitoring of the PA HMIS implementation and of the Participating Agency in order to examine reported statistics, commitment rates, and compliance with eligibility, income targeting, and any other applicable requirements. The Participating Agency agrees to cooperate with HUD and the PA HMIS Lead Agency to undertake such remedial action as may be required pursuant to the HUD Regulations.

### **Monitoring by the PA HMIS Lead Agency**

The PA HMIS Lead Agency may perform periodic monitoring of the Database and Participating Agency's use and entry of information into the same. The Participating Agency agrees to cooperate with the PA HMIS Lead Agency throughout any monitoring procedure and to implement such corrective action as requested.

### **In the event Monitoring is Not Performed**

In the event that any monitoring or performance reviews are not conducted by the PA HMIS Lead Agency, HUD, and/or any other government agency, the Participating Agency shall not be excused from obligations to abide by all terms of this Agreement, all rules of PA HMIS Governance Charter and any HMIS or applicable HUD regulations.

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### ARTICLE 3: PA HMIS PRIVACY

The Participating Agencies shall at all times comply with the HMIS Program Regulations in addition to all of the aforesaid regulations, codes, statutes, laws, associated Executive Orders, OMB Circulars, other applicable Federal regulations, and all future revisions and amendments to the same. The Participating Agencies shall become thoroughly familiar with all of the foregoing requirements as applicable and shall ensure that the use of the Services complies in all respects.

- A. The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and all rules and regulations promulgated pursuant to the authority granted therein, including but not limited to, those set forth in 45 C.R.F. §§ 160-164 (2003), all as supplemented, replaced and amended from time to time.
- B. Federal confidentiality regulations as contained in the Code of Federal Regulations, 42 C.F.R. Part 2 regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal rules prohibit the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by CFT Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose.
- C. Pursuant to the HUD Data and Technical Standards Final Notice published in the Federal Register on March 29, 2010 and the PA-HMIS Governance Charter, each Participating Agency will prominently display a PA-HMIS Notice of Privacy Practices or a notice developed by the Participating Agencies that incorporates the content of the Continuum approved PA-HMIS Notice of Privacy Practices form, in its program offices where intake occurs, and will provide written copy of the Notices to all Clients enrolling in the Participating Agencies programs and services. The Subscriber will update its Notice of Privacy Practices as needed to comply with federal law and regulations and with the PA-HMIS policy changes.

#### *No Unauthorized Access*

Participating Agencies shall not permit unauthorized access to the Service or any of the Content. Neither Participating Agencies nor any of its Sub-Contractors shall permit their clients, customers, vendors, consultants, service providers, agents, contractors, subcontractors, business partners, consortium partners, joint venture partners, affiliates (other than wholly owned subsidiary), concessionaires, subscribers, members, or associative/cooperative members or employees thereof access to the Service, Content, or any portion of the Database or Information, other than as may be expressly permitted herein. The Participating Agency shall immediately notify PA HMIS Administrator upon learning of any unauthorized access, or the actual or potential compromise or breach of any security measures related to the Service or Content.

#### *Personal Information*

Medical or personal information of individuals may be in the Database, or otherwise contained or entered into the Content (“Personal Information”). Some or all of the Personal Information

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may be subject to the Health Insurance Portability and Accountability Act (“HIPAA”) of 1996, or other state or federal laws providing protection and safe guards for relevant Personal Information (“Privacy Laws”). Subscriber shall ensure that it is familiar with any applicable Privacy Laws, and shall be responsible for ensuring that no violation of those Privacy Laws occurs through Participating Agency’s use of the Service. PA HMIS Lead Agency shall take reasonable actions and endeavor to comply with all Privacy Laws, but the PA HMIS Lead Agency is not responsible for the breach of any Privacy Laws by the Participating Agency, or any other participating agency and the information that they may add to the Content and Database. Upon being notified of any violation or potential violation of Privacy Laws, The PA HMIS Lead Agency will take such reasonable actions as it deems necessary and fit to remain compliant with the Privacy Laws.

### *Inter-Agency Data Sharing*

**Policy:** *PA HMIS is an “open” system, meaning that data can be shared between PA HMIS participating agencies. Whether data is actually shared or not is determined on a per client basis, based on user input and client data sharing preferences.*

*If the client elects to have their information shared partially or completely, and the agency with the initial service begins working with another agency not participating in PA HMIS, then those agencies must use the Inter-Agency Partnership Data Sharing Agreement.*

**Explanation:** The need for client confidentiality and the benefit of integrated case management needs be balanced. During the initial PA HMIS planning process (conducted in 2006), providers and DCED were not in favor of electronic data sharing within PA HMIS. However, in light of new regulations and community needs, this position has been reversed. PA HMIS has been redesigned to permit Inter-Agency data sharing while still safeguarding client confidentiality.

**Procedure:** When new clients are entered into PA HMIS, the initiating user must set the Client’s data sharing permission (called a data sharing policy, based on the Client’s response on the Release of Information form) before data sharing is permitted. These permissions control the information that is shared about the client globally. If no data sharing policy is set up, PA HMIS assumes that data sharing is not permitted. Additionally, users must complete a Domestic Violence Assessment before the client record can be created. This assessment is capable of overriding data sharing options. If a client is recorded as fleeing a domestic violence situation, not only is data sharing locked down, but only that user and Agency Managers will be able to view that client’s record.

Users must record the actual responses received by the client when setting up the client’s electronic data sharing policy. Users may be monitored to ensure compliance with this policy at any time by Agency Managers, HMIS Leads, or the PA HMIS System Administrator, in which case users will need to provide a copy of any Release of Information forms that are requested. Any user found to not adhere to the data sharing permissions allowed by the client will be immediately and permanently banned from PA HMIS, and may face possible legal action. If a user feels it is in the best interest of the client, they may further restrict the information that is shared by disallowing extra data elements in the client’s electronic



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sharing policy, but users may never choose to implement a less restrictive data sharing policy without collecting a new Release of Information form that has been signed by the client and permits less restrictive data sharing.

### *Ethical Data Use*

**Policy:** *Data contained in the PA HMIS will only be used to support or report on the delivery of homeless and housing services in Pennsylvania. Each PA HMIS User will affirm the principles of ethical data use and client confidentiality contained in the PA HMIS Policies and Standard Operating Procedures Manual, the PA HMIS Participation Agreement, and the PA HMIS System User Agreement. Each Authorized Agency must have a written privacy policy, including specific policies related to employee misconduct or violation of client confidentiality. All PA HMIS Users must understand their Agency's privacy policy, and a signed policy statement must become a permanent part of the employee's personnel file.*

**Procedure:** All PA HMIS users will sign a PA HMIS System User Agreement before being given access to the PA HMIS. Any individual or Authorized Agency misusing, or attempting to misuse PA HMIS data will be denied access to the database, and his/her/its relationship with DCED or the PA HMIS may be terminated. Any Authorized Agency for which the relationship with DCED or PA HMIS is terminated will also likely be de-funded by DCED and/ or the Continuum of Care in which they are located because of the statutory requirement to participate in the Continuum's HMIS.

### *Access to Core Database*

**Policy:** *No one but DCED/ PA HMIS staff will have direct access to the PA HMIS database through any means other than the PA HMIS user interface, unless explicitly given permission by DCED during a process of software upgrade, conversion, or for technical assistance.*

**Procedure:** Client Track, DCED's IT department, and PA HMIS staff will monitor both our web application server and our database server and employ updated security methods to prevent unauthorized database access.

### *Client Rights and Confidentiality of Records*

**Policy:** *PA HMIS operates under a protocol of inferred consent to include client data in the PA HMIS. Each Authorized Agency is required to post a sign about their privacy policy in a place where clients may easily view it (i.e. - at the point of intake, on a clipboard for outreach providers, in a case management office). The privacy posting should include a statement about the uses and disclosures of client data as outlined in this document. Written authorization for inclusion of a client's data in PA HMIS is not required, but is inferred when a client accepts the services offered by the program and when the privacy posting is displayed for client review.*



## PA HMIS PRIVACY AND SECURITY PLAN

Clients may opt out of PA HMIS or be unable to provide basic personal information. Clients have the right of refusal to provide personal identifying information to the PA HMIS, except in cases where such information is required to determine program eligibility or is required by the program's funders. Such refusal or inability to produce the information shall not be a reason to deny eligibility or services to a client. When a client exercises his/her right of refusal, de-identified demographic (anonymous) information will be entered into the PA HMIS.

Each Authorized Agency shall take appropriate steps to ensure that authorized users only gain access to confidential information on a "need-to-know" basis in accordance with this document and their own Privacy Policy. Duly authorized representatives of DCED may inspect client records (including electronic records) at any time, although non-PA HMIS staff will not, as a matter of routine, be permitted to access protected private information. DCED and Authorized Agencies will ensure the confidentiality of all client data as described in this document.

**Explanation:** The data in the PA HMIS is personal data, collected from people in a vulnerable situation. DCED and Authorized Agencies are ethically and legally responsible to protect the confidentiality of this information. The PA HMIS will be a confidential and secure environment protecting the collection and use of client data.

**Procedure:** Access to client data will be controlled using security technology and restrictive access policies. Each Authorized Agency must develop and make available a privacy policy related to client data captured in PA HMIS and through other means. A posting that summarizes the privacy policy must be placed in an area easily viewed by clients, and must also be placed on the Authorized Agency's web site (if they have one). Only individuals authorized to view or edit individual client data in accordance with the stated privacy policies and these Standard Operating Procedures will have access to that data. The PA HMIS will employ a variety of technical and procedural methods to ensure that only authorized individuals have access to individual client data.

### *Authorized Agency Grievances*

**Policy:** *Authorized Agencies will contact the PA HMIS System Administrator to resolve PA HMIS problems including but not limited to operation or policy issues. If an issue needs to be escalated, the PA HMIS System Administrator may contact DCED's Legal Department. DCED, through the PA HMIS System Administrator, will have final decision-making authority over all grievances that arise pertaining to the use, administration, and operation of the PA HMIS.*

**Procedure:** Users at Authorized Agencies will bring PA HMIS problems or concerns to the attention of their Agency Manager. If problems, concerns, or grievances cannot be addressed by the Agency Manager, the Agency Manager will contact the PA HMIS System Administrator, who may ask for these issues to be stated in writing. If it is not appropriate to raise the issue with the Agency Manager, users may contact the PA HMIS System Administrator directly via phone, email, or mail. If the grievance requires further attention, the PA HMIS System Administrator may consult with DCED's legal Department. DCED,

## PA HMIS PRIVACY AND SECURITY PLAN

through the PA HMIS System Administrator, shall have final decision-making authority in all matters regarding the PA HMIS.

### *Client Grievances*

**Policy:** *Clients must contact the Authorized Agency with which they have a grievance for resolution of PA HMIS problems. Authorized Agencies will report all PA HMIS-related client grievances to DCED. If the Authorized Agency's grievance process has been followed without resolution, the Authorized Agency may escalate the grievance to DCED as outlined in the "Authorized Agency Grievances" section. At any time, clients may request that their personally-identifying information be removed from the PA HMIS.*

**Procedure:** Each Authorized Agency is responsible for answering questions, complaints, and issues from their own clients regarding the PA HMIS. Authorized Agencies will provide a copy of their privacy policy and/or copies of the PA HMIS Privacy Policy or PA HMIS Policies and Standard Operating Procedures upon client request. Client complaints should be handled in accordance with the Authorized Agency's internal grievance procedure, and then escalated to DCED in writing if no resolution is reached. DCED is responsible for the overall use of the PA HMIS, and will respond if users or Authorized Agencies fail to follow the terms of the PA HMIS agency agreements, breach client confidentiality, or misuse client data. Authorized Agencies are obligated to report all PA HMIS-related client problems and complaints to the PA HMIS System Administrator, who will determine the need for further action. Resulting actions might include further investigation of incidents, clarification or review of policies, or sanctioning of users and Agencies if users or Agencies are found to have violated standards set forth in PA HMIS Participation Agreements or the Policies and Standard Operating Procedures Manual. Upon the client's request for data removal from the PA HMIS, the Agency Manager will delete all personal identifiers of client data within 72 hours. A record of these transactions will be kept for a period of three years by the Agency Manager and provided to DCED upon request.

### *Authorized Agency Hardware/Software Requirements*

**Policy:** *Authorized Agencies will provide their own computer and method of connecting to the Internet, and thus to the PA HMIS.*

**Procedure:** Contact the PA HMIS System Administrator for the current status of assistance.

**Hardware/Software Requirements:** PA HMIS is web-enabled software; all that is required to use the database is a computer, a valid username and password, and the ability to connect to the Internet using internet browser software (Google Chrome, Firefox, etc.). There is no unusual hardware or additional PA HMIS-related software or software installation required. DCED recommends the following workstation specifications.

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### Minimum Workstation Requirements

- Computer: PC 500 MHz or better
- Web Browser: Microsoft Internet Explorer 5 or higher, Mozilla Firefox 3.0 or higher, Google Chrome 4.0.249 or higher, or Netscape Navigator 6.0 or higher
- Hard Drive: 2 GB
- 64 MB RAM
- Internet Connectivity (broadband or high-speed)
- SVGA monitor with 800 x 600+ resolutions
- Keyboard and Mouse

### Recommended Workstation Requirements

- Computer: 1 Gigahertz Pentium Processor PC
- Browser: Google Chrome v.41 or higher, Mozilla Firefox 29.0 or higher, Internet Explorer 11 or higher, or Safari 5.1.10
- 20 GB Hard Drive
- 512 MB RAM
- Broadband Internet Connection - 128 Kbps (hosted version) or LAN connection
- SVGA monitor with 800x600 + resolution
- Keyboard and mouse

Although there is no unusual hardware or additional PA HMIS-related software required to connect to the database, the speed and quality of the Internet connection and the speed of the hardware and could have a profound effect on the ease of data entry and report extraction. DCED also recommends the use of Windows 7 or higher (1 GHz models or faster) as the Windows platform to eliminate certain technical problems and a high-speed Internet connection.

## ARTICLE 4: Appendices

- [PA HMIS Privacy Policy \(Master\)](#)
- [PA HMIS Privacy Posting](#)



# **Pennsylvania Homeless Management Information System (PA HMIS)**

## **Appendix B: DATA QUALITY AND FUNCTIONALITY PLAN**

2015

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

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## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### **DEFINITION OF DATA QUALITY**

*HMIS data quality refers to the extent that data recorded in a HMIS accurately reflects the same information in the real world. However, to meet the HMIS goal of presenting accurate and consistent information on homelessness, it is critical that an HMIS have the best possible representation of reality as it relates to homeless people and the programs that serve them. Specifically, it should be our goal to record the most accurate, consistent and timely information in order to draw reasonable conclusions about the extent of homelessness and the impact of homeless services.*

*Enhancing HMIS Data Quality July 2005  
U.S. Department of Housing and Urban Development  
Office of Community Planning and Development*

### **IMPORTANCE OF DATA QUALITY FOR HMIS GOALS**

*“There has never been an overall review or **comprehensive analysis** on the **extent of homelessness** or **how to address it**. The Committee believes that it is essential to develop an unduplicated count of homeless people and an **analysis of their patterns of use** of assistance ...including how they enter and exit the homeless assistance system and the **effectiveness of assistance**.”: 2001 Congressional directive*

These goals are not only important on the federal level but also critical for understanding homelessness and program planning at the State and local levels of government.

### **ARTICLE 1: PURPOSE OF PLAN**

The purpose of data quality is to record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services and about persons who receive assistance that are at-risk of becoming homeless over time. This data quality and functionality plan is essential to produce an accurate unduplicated count of persons who are homeless and at-risk for the Balance of State Continuums of Care; to understand the extent and nature of homelessness locally, regionally and nationally; and to understand patterns of service use and measure the effectiveness of programs. The following six areas are the key benchmarks to the success of reporting accurate meaningful data collected through PA HMIS.

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### 1. *TIMELINESS OF DATA COLLECTION*

For the most useful method of reporting, the PA HMIS needs to include the most current information on the clients served by participating homeless programs. This is to ensure real-time data quality. The following points outline the requirements of data timeliness of PA HMIS.

- All participating programs are required to update PA HMIS within 5 business days of client enrollment and client exit.
- Programs designated with a project type of either Transitional Housing (TH), Rapid Re-housing (RRH), or Permanent Housing (PH) who have participants in the program that are enrolled more than one year from their enrollment date must complete an annual assessment within a 60 day window. (This 60 day window must be completed between 30 days prior or after the participant's anniversary of enrollment date.)
- Housing programs should have an updated housing inventory recorded in PA HMIS to help understand the utilization of the program to determine funding request.

### 2. *DATA COMPLETENESS*

PA HMIS data collection needs to be as complete as possible, (i.e., should contain all required information on all persons served in a certain type of program during the specified time period). The goal for data completeness through the PA HMIS Collaborative is to achieve the HUD defined requirement of HMIS bed coverage and HMIS participation by all local programs serving individuals and families experiencing or are at-risk of homelessness. This is essential for ensuring that the records are represented through the Annual Homeless Assessment Report (AHAR), which helps determine the congressional appropriation for funding programs who serve clients experiencing homelessness.

- All clients entered should have 100% of HUD's Universal Data Elements;
- At a minimum, 90% of data elements per client enrolled in a program should have program-specific data elements completed;
- If clients are over the age of 17, 100% of required data fields must be completed.
- If Services are required, 100% should have these services entered at time of service for the client.
- When a client exits a program 90% of clients must have data entered with required data elements for program exit.

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### ***3. DATA ACCURACY (DATA VALIDITY)***

Information entered into PA HMIS must be valid, (i.e., the data should accurately represent information on the people that enter any of the program delivering services per the clients consent through a signed Release of Information(ROI) to be enter under the clients profile in PA HMIS.

Inaccurate data may be intentional or unintentional. In general, false or inaccurate information is worse than incomplete information, when compiling data, it is at least possible to acknowledge the gap. If a staff member is unaware or unsure of the response category because the information is missing in the intake, at the time of the enrollment data not collected should be selected, rather than to enter inaccurate information.

If a client has chosen to refuse a specific data element then the response must be recorded as “Client refused” rather than to enter inaccurate information. Now if the client is confused by the data element and does not know or none of the data responses for that category apply to them then the response selection must be “Client doesn’t know” rather than to enter inaccurate information.

- At a minimum, 90% of data elements per client enrolled in a program should have program-specific data elements completed (specifically related to Emergency Shelter (ES) and/ or Coordinated Entry (CE) project);
- For each data element collected, only up to 5% of client responses of either “client doesn’t know” or “Client refused” are accepted for reporting. Any data collection element over 5% must be reviewed for accuracy in data collection process and may not be included in reporting.

### ***4. LENGTH OF TIME INDIVIDUALS AND FAMILIES REMAIN HOMELESS***

In several instances, people who are homeless often use more than one programs that are available to help them access housing, resolve a crisis, support their specific need, and link them with other services. Accurate program enrollment and exit dates and information on residence prior to program enrollment are critical in determining service use patterns that assess average and median length of stay and movement among different homeless programs throughout the Continuum of Care (CoC). The collection of accurate identifying information at each program is also necessary in order to identify the extent to which clients appear in multiple programs, how clients move through the system, and to detect recidivism of homelessness.



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### 4. Relevant Data Standards Fields

Field Name	Relevant Data
Project Type	1, 2, 3, 8, 9, 10, 13
Method for Tracking Emergency Shelter Utilization	
Project Entry Date	mm/dd/yyyy
Project Exit Date	mm/dd/yyyy
Length of Time on Street, in an Emergency Shelter, or Safe Haven – The approximate date on which the client began staying on the streets, in a ES or SH.  This Data Standards element will be updated during 2015 from the Standards published in 2014.	mm/dd/yyyy
Residential Move-In Date	mm/dd/yyyy

### 5. MEASURING RECIDIVISM THROUGHOUT THE CONTINUUM OF CARE

To the extent to which individuals and families that leave homelessness experience additional spells of homelessness. It is important that communities demonstrate a reduction in the percent of persons who have left homelessness (i.e., exited continuum projects into permanent housing destinations) who return to homelessness (i.e., return to continuum projects for which homelessness is an eligibility criterion). This benchmark allows the CoC to understand how many people actual return to homelessness and can then review specific cases to understand the barriers that were encountered during specific cases to better understand the gaps in services delivered in the Continuum for those experiencing homelessness.

### 5. Relevant Data Standards Fields

Field Name	Relevant Data
Project Type	1, 2, 3, 4, 8, 9, 10, 13
Project Entry Date	mm/dd/yyyy
Project Exit Date	mm/dd/yyyy
Destination	Selected destinations as described in Appendix A of the <a href="#">CoC Performance Measures Programming Specifications</a>  (3, 10, 11, 19, 20, 21, 22, 23, 26, 28)

### 6. EFFECTIVENESS OF THE HOMELESS SERVICE SYSTEM

Assessing the effectiveness of the current homeless service system is critical to finding successful solutions to ending homelessness. For that reason, information

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

at program exit, such as destination and income, are important to learn if and how the system has helped to resolve clients' housing crisis and to improve their overall stability. Data on returning clients also contributes to this goal. Comparing program enrollment data with program exit data at the aggregate level will also provide a picture of the CoCs decision when determining the strategic planning of the community's coordinated entry system, the geographic coverage of continuum projects and the community's street outreach efforts. The following three measures are related to measuring the effectiveness of the Continuum.

### *a) Number of Homeless Persons*

#### **6a. Relevant Data Standards Fields**

Field Name	Relevant Data
Project Type	1, 2, 8
Project Entry Date	mm/dd/yyyy
Project Exit Date	mm/dd/yyyy

### *b) Employment and Income Growth for Homeless Persons in CoC Program – funded Projects*

#### **6b. Relevant Data Standards Fields**

Field Name	Relevant Data
Project Type	2, 3, 8, 9, 10, 13
Federal Partner Funding Sources	Federal Partner Programs and Components, Grant Start Date, Grant End Date
Date of Birth	mm/dd/yyyy
Project Entry Date	mm/dd/yyyy
Project Exit Date	mm/dd/yyyy
Income and Sources	Earned Income and all other sources

### *c) Number of Persons who Become Homeless for the First Time*

#### **6c. Relevant Data Standards Fields**

Field Name	Relevant Data
Project Type	1, 2, 3, 8, 9, 10, 13
Project Entry Date	mm/dd/yyyy
Project Exit Date	mm/dd/yyyy

### *d) Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing*

#### **6d. Relevant Data Standards Fields**

Field Name	Relevant Data
Project Type	1, 2, 3, 4, 8, 9, 10, 13
Project Entry Date	mm/dd/yyyy

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

Project Exit Date	mm/dd/yyyy
Destination	Selected destinations as described in Appendix A of the <a href="#">CoC Performance Measures Programming Specifications</a>

### ARTICLE 2: PA HMIS LEAD AGENCY RESPONSIBILITIES

The PA HMIS Lead Agency will continue regular user update trainings and webinars to ensure data collection procedures are understood correctly throughout the Continuums of Care. These trainings and webinars fulfill many needs. They keep PA HMIS users/overseers abreast of PA HMIS efforts across the Continuum. This helps maintain momentum, identify user concerns and software needs, share solutions to common problems and best practices, and provides opportunities to review and refine data quality processes.

From these trainings interested certified PA HMIS users will make up the PA HMIS Governing Board facilitated by the PA HMIS Lead Agency Administrator through each CoC's data sub-committee that is charged with making sure data quality remains prominent throughout the Continuums decision-making process. Each of the following actions will be implemented and overseen by this subcommittee with frequent reporting to the wider CoC committees.

#### *1. Define parameters for data definitions.*

The PA HMIS Governing Board is uniquely positioned to ensure common parameters (or meaning) to questions in the PA HMIS implementation. (i.e.; is asthma a physical disability? Is PTSD a mental illness or a separate category?) If there is confusion around questions that the PA HMIS System Administrator/ Agency Manager(s) or data standards manual cannot answer easily for a specific Continuum trend, the CoC Data subcommittee can discuss and agree upon a convention to bring to the PA HMIS Governing Board. This information then needs to be shared with all Continuums of Care Boards for approval (and also with the PA HMIS Lead Agency).

#### *2. Programming queries and generating regular data quality reports*

The PA HMIS helpdesk was developed for System Administrators and/ or Agency Manager(s) to contact the PA HMIS Administrator for technical assistance with issues or questions related to their program. The PA HMIS Administrator and PA HMIS IT Consultant have developed several reports and tools to aid System Administrators and Agency Manager(s) to correct and confirm data completeness and data accuracy, as well as annual reports that help communities identify gaps through system performance measurements adopted

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

by the Continuums of Care through the Department of Housing and Urban Development (HUD).

### ARTICLE 3: CONTINUUM OF CARE RESPONSIBILITIES

The Continuum of Care's System Administrator or Agency Manager(s) should ensure consistent data collection and quality across all of the participating programs within their continuum or program(s). This can be achieved through some or all of the following mechanisms:

***1. Continued Participation on PA HMIS Governing Board and/ or CoC data sub-committee;***

These committees advise and support the CoC's operations in the following programmatic areas: system performance measures and functionality; consumer trends and gaps in service delivery; and data quality assurance/accountability. To ensure that the data is consistent the PA HMIS Governing Board meets quarterly and the sub-committees meet monthly.

***2. Conduct routine analysis/comparisons between programs.***

Comparisons among the participating CoC programs can serve as a healthy competition to meet the standards the CoC agrees to. It can also serve to identify best practices in data quality and general usage.

***3. Requiring monthly or quarterly reports generated from PA HMIS to verify timely data entry and quality.***

Review and analysis of data through monthly/quarterly reports by the CoC's System Administrator or Agency Manager(s) is a way of galvanizing agencies and promotes a culture where data collection and quality is taken seriously. Going back six months later to catch up on data entry is a recipe for poor data.

PA HMIS reports can be used when verifying data accuracy during the review of program invoicing, upon which a provider sends in their invoice(s) to be processed. The CoC's System Administrator or Agency Manager(s) would verify timeliness of data entry, data quality and completeness, user's frequency of usage (determined by project type) and utilization of services by the consumer (determined by project type)

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### ARTICLE 4: DATA COLLECTION REQUIREMENTS BY PROGRAM TYPE

This section shows the functionality of the list of the individual data elements and there elemental groupings that are required to be collected in PA HMIS for each Program Type. Data Elements that have an asterisks (\*) are not required for program reporting compliance but recommended by the PA HMIS Lead Agency.

#### **RESIDENTIAL PROGRAMS**

*\*Includes Emergency Solutions Grant, Continuum of Care SHP Grants (Shelter + Care, Shelter + Care, Section 8/SRO)*

##### **Emergency Shelters (ES):**

**Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Zip Code of Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):

Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Domestic Violence, \*Education Services Provided *(If applicable)*

**Program Exit:**

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem)

##### **Transitional Housing (TH), Permanent Supportive Housing (PSH), Permanent Housing, Safe Haven (SH):**

**Client Profile:** *(the following data elements are required at entry)*

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Zip Code of Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):

Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Domestic Violence, Residential Move-in Date,\*Education Services Provided *(If applicable)*

**Program Exit:**

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem)

### Service Only Programs (SSO):

*\*Includes Supportive Services Only (with Housing Outcomes) Programs*

**Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Zip Code of Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):

Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Domestic Violence, Residential Move-in Date,\*Education Services Provided *(If applicable)*

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### ***Program Exit:***

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem)

### ***Projects for Assistance in Transition from Homelessness (PATH):***

*\*Includes Street Outreach Programs*

#### **Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

#### **Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Zip Code of Last Permanent Address;

#### Program-Specific Data Elements (by Program – on Program Type):

Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Contact, State of Engagement, Services Provided-PATH Funded, Referrals Provided-PATH, PATH Status, Connection with SOAR,\*Education Services Provided *(If applicable)*

### ***Program Exit:***

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem)

### ***Runaway and Homeless Youth Program (RHY):***

#### **Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven



## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Zip Code of Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):  
Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Contact, State of Engagement, Services Provided-RHY, Referrals Provided-RHY, RHY:BCP Status, Sexual Orientation, Last Grade Completed, School Status, Employment Status, General Health Status, Dental Status, Mental Health Status, Pregnancy Status, Formerly a Ward of Child Welfare/Foster Care Agency, Formerly a Ward of Juvenile Justice System, Young Person's Critical Issues, Referral Source, Commercial Sexual Exploitation, Services Provided *(If applicable)*

**Program Exit:**

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Employment Status, General Health Status, Dental Status, Mental Health Status, Pregnancy Status, Transitional, Exit-care, or Aftercare Plan and Actions, Project Completion Status, Family Reunification Achieved

### *Housing Opportunities for Persons with AIDS (HOPWA)*

**Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Zip Code of Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):  
Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Domestic Violence, Residential Move-in Date,\*Education



## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

Services Provided-HOPWA, Financial Assistance-HOPWA

### ***Program Exit:***

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance, Disability Type (i.e., Physical Disability, Developmental Disability, Chronic Health Condition, HIV/AIDS, Mental Health Problem, Substance Abuse Problem), Medical Assistance

### ***Rural Housing Stability Assistance Program (RHSP)***

**Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Worst Housing Situation;

### ***Veteran's Affairs Programs (VA)***

**VA SSVF, VA Grant & Per Diem (GPD), and VA Supported Housing (VASH):**

**Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):

Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Residential Move-in Date,\*Education, Services Provided-SSVF, Financial Assistance-SSVF, Veteran Information, Percentage of AMI (SSVF Eligibility)

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

***Program Exit:***

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance

### ***Privately Funded Programs***

**Other [Non-State or Non-Federally Funded Programs]:**

**Client Profile:** *(the following data elements are required at entry)*

Agency, Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender, Veteran Status, Disabling Condition, Residency Prior to Project Entry, Relationship to Head of Household, Client Location, Length of Time on Street, in an ES or Safe Haven

**Client Enrollment and Exit** *(the following data elements are required at enrollment and exit)*

**Enrollment:** Program, Program Enrollment Date, Residence Prior to Entry, Length of Stay in Prior Residence, Last Permanent Address;

Program-Specific Data Elements (by Program – on Program Type):

Housing Status, Income and Sources, Non-cash Benefits, Health Insurance, Residential Move-in Date,\*Education

***Program Exit:***

Program Exit Date, Destination, Reason for Leaving, Housing Assessment at Exit, Income and Sources, Non-cash Benefits, Health Insurance

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### ARTICLE 5: Continuum Performance Measures

The PA HMIS Lead Agency has put into place the following performance measurements from a variety of Federal, State and Local government reporting requirements to be in compliance for several Federal and State Regulations. These Continuum performance measures must be approved and adopted by All Continuums of Care participating in PA HMIS.

#### *1. PA HMIS Program Participation Rate*

PA HMIS program participation rates should remain at an 86% or greater per project type. This measure is used to how encourage the CoC to build partnerships with non-participating PA HMIS agencies to collect and understand the homeless population served throughout the CoC.

#### *2. Program Bed Utilization Rate*

PA HMIS Bed Utilization Rate is used for reporting on the Annual Homeless Assessment Report (AHAR) and is generated from the Housing Inventory Count (HIC) pulled out of PA HMIS. The formula can be defined as the total number of programs participating in PA HMIS per Continuum divided by the overall number of programs with in the Continuum broken out by project type (i.e.- ES, TH, RRH, PH).

Bed utilization rates per project types are required to reach a rate of 60% or greater for participation in AHAR.

#### *3. Program Data Quality Measure*

PA HMIS Program Data Quality is required in order to remain compliant not have a total percentage of missing data of greater than 10 %. For data that is not missing although has a response of “Client Doesn’t Know” or “Client Refused” is required to not have a percentage greater than 5%.

#### *4. Program Participant Housing Stability Measure*

Housing Stability Measures are used to help track and understand the gaps in service for those experiencing homelessness throughout the CoC gain a more permanent living situation through emergency and transitional living programs. The following outcome measures are set by each CoC’s Data Management, Collection, and Outcomes Committee.

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

- 86% of cases exit to Permanent Housing from a Transitional Housing program;
- 50% of cases exit to Permanent Housing and/ or Rapid Re-Housing program from an Emergency Shelter program;
- 20% of cases exit to Permanent Housing from a Safe Haven program;
- 20% of cases exit to Permanent Housing Only from a Permanent Supportive Housing program.

### **5. Program Participant Income Measure**

Income Measures are used to help track and understand the gaps in service for those experiencing homelessness throughout the CoC to help increase their income. The following outcome measures are set by each CoC's Data Management, Collection, and Outcomes Committee.

- Total Income Outcome must be at a percentage of 40% or greater
- Earned Income Outcome must be at a percentage of 30% or greater

## **ARTICLE 6: PA HMIS SYSTEM PERFORMANCE MEASURES**

As the system performance measures were outlined in Article 1.4 of this document the purpose of system performance measures is to take an in-depth look at each performance measure by identifying the PA HMIS's desired outcome and the client universe. The basic calculation for each of measure can be located in the [CoC Performance Measures Programming Specifications](#) guide.

### *Reporting Period*

All PA HMIS System Performance measures will use the federal fiscal year (October 1 to September 30) for its reporting periods. To create a uniform standard for the PA HMIS CoCs and other PA HMIS funding source activities, the baseline year during and after which all PA HMIS Agencies regardless of funding stream are expected to be able to report data consistently. The baseline year is October 1, 2012 through September 30, 2013. In other words, for measures that require agencies to look at past client records in PA HMIS, the PA HMIS Lead Agency will not require participating agencies to report data on persons who were in their systems before October 1, 2012. For example, to determine the number of clients who are experiencing homelessness for the first time, the PA HMIS Lead Agency will only require participating agencies to look at persons who were in the system on October 1, 2012 or later, even if PA HMIS contains valid and reliable data from prior periods. HUD encourages communities with longer histories of reliable HMIS data to use data prior to the October 1, 2012 for their own internal analysis, but HUD will not request that data to be submitted as part of its official performance measures

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

submission to HUD. Although, the PA HMIS Lead Agency may request specific performance measures prior to October 1, 2012 for planning and monitoring purposes. For certain measures, participating agencies will simply provide HUD data for the report period as a benchmark with no comparison to prior periods. In subsequent years, HUD will generally compare data from year-to-year as well as data from past years. HUD intends to bring forward data reported in the past so that CoC's will not have to recalculate data from the past each year. While the PA HMIS Lead Agency plans to continue to use the federal fiscal year (i.e., October 1 through September 30) as its annual period, the PA HMIS Lead Agency may change the baseline in the future to ensure the measurement best reflects the efforts of the homeless system.

### ARTICLE 7: MONITORING

The PA HMIS Lead Agency will develop a monitoring plan and strategy to present to the PA HMIS Governing Board to be reviewed, approved, and passed on to the CoC Board for final approval. The logic behind developing a plan to monitor data quality and functionality shall be specific to each CoC's specific needs and analysis of the data.

### ARTICLE 8: COMPLIANCE PLAN

CoCs should use the following chart to enforce data quality, accuracy, and participation if a CoC program falls out of compliance:

TASK LIST	
Month 1: Goal: Assess Baseline of Compliance; Compliance Rate	85%
<ul style="list-style-type: none"> <li>All Data Entered by Providers for previous month</li> <li>Aggregate DQ Reports to PA HMIS System Administrator for review</li> <li>Data Quality Reports Reviewed by PA HMIS System Administrator/ Agency Manager(s)</li> <li>Providers Correct Data in PA HMIS</li> <li>Revised aggregate Data Quality Reports Generated and Published to the CoC Public Website – Quarterly</li> <li>Data Quality Progress Report Developed</li> <li>Presentation of Data Quality Progress Report at General CoC Meeting – Quarterly</li> <li>Assess Training Needs and post Training Schedule/Plan on PA HMIS Homepage dashboard</li> </ul>	

**Continuation of Goals to Achieve:** *(Tasks are repeated until program gains and maintains compliance with the data quality measures)*

Month 4: Goal: Assess Baseline of Compliance; Compliance Rate = 88%

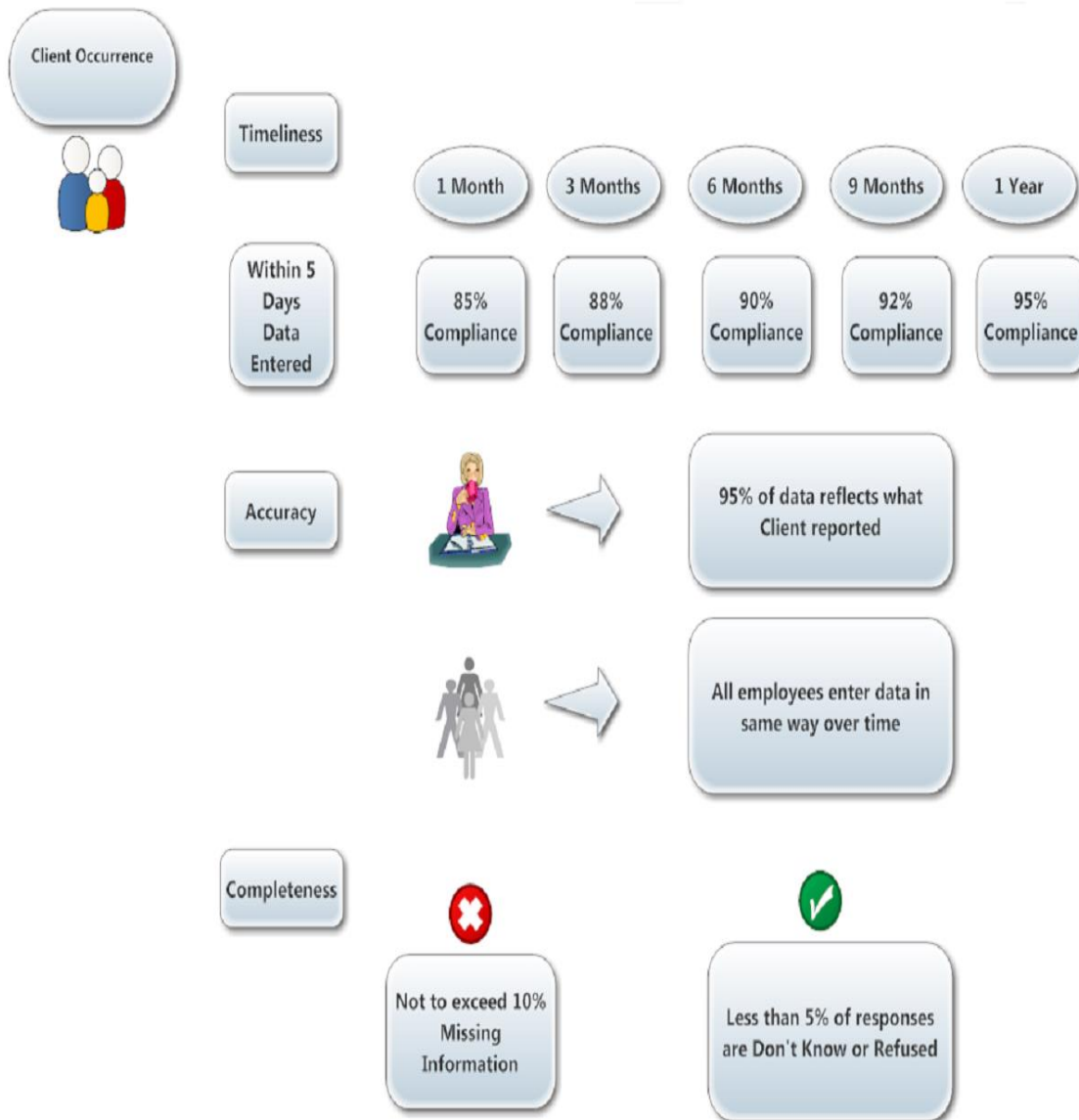
Month 7: Goal: Assess Baseline of Compliance; Compliance Rate = 90%

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

Month 10: Goal: Assess Baseline of Compliance; Compliance Rate = 92%

Month 12: Goal: Assess Baseline of Compliance; Compliance Rate = 95%

When the goal of 96% compliance rate is achieved, the compliance measure should be maintained and then the responsible party would be the general PA HMIS user to achieve



100% compliance rate for all data entered in PA HMIS.

# MEMORANDUM OF UNDERSTANDING

Between

PA WESTERN 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 Western 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 Western Region Continuum of Care (CoC), which includes all of Northwest and Southwest 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. Co-Chairs of the Western PA Continuum of Care Board
- II. Director, Center for Compliance, Monitoring and Training, DCED

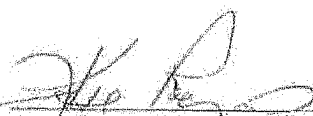
#### **TERMINATION:**

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.

  
Kathy Possinger, Director

9/8/16  
(Date)

Center for Compliance, Monitoring and Training

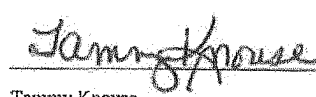
PA Department of Community & Economic Development

  
Linda Thompson

9/9/16  
(Date)

Co-Chair

PA Western Region Continuum of Care Board

  
Tammy Knouse

9/8/16  
(Date)

Co-Chair

PA Western Region Continuum of Care Board

## **ATTACHMENT 09.**

### **PHA Administration Plan (Applicable Section(s) Only)**

Attachment 09 documents include the following:

- Mercer County Housing Authority
  - Public Housing preference for homelessness
  - Housing Choice Voucher program preference for homelessness
- Westmoreland County Housing Authority
  - Housing Choice Voucher program preference for homelessness
- Lawrence County Housing Authority
  - Public Housing preference for homelessness
  - Housing Choice Voucher program preference for homelessness

# Mercer County, PA Housing Authority

## Public Housing - Homeless Preference

### 4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

#### Local Preferences [24 CFR 960.206]

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 PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

#### PHA Policy

The PHA will use the following local preference:

In order to bring higher income families into public housing, the PHA will establish a preference for “working” families, where the head, spouse, cohead, or sole member is employed at least 20 hours per week. As required by HUD, families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of the working preference [24 CFR 960.206(b)(2)].

#### Local Preferences

Local preferences will be used to select among applicants on the waiting list. Public hearing/ public notice with opportunity for public comment will be held before the PHA adopts any local preference.

The hearing will be publicized using the same guidelines as those for opening and closing the waiting list.

The notice will be distributed following the same guidelines as those used for opening or closing the waiting list.

The PHA uses the following Local Preferences:

Date and time of receipt of a completed application.

Families with Incomes Needed to Achieve De-concentration of Poverty and Income-Mixing; for families with incomes needed to achieve de-concentration of poverty and income-mixing goals.

Veteran preference; For honorably discharged veterans or surviving spouses of veterans.

Graduates of transitional housing programs; For homeless and victims of domestic abuse.

## Mercer County (PA) Housing Authority Housing Choice Vouchers - Homeless Preference

### Eligible Immigrants

#### *Documents Required*

All family members claiming eligible immigration status must declare their status in the same manner as U.S. citizens and nationals.

The documentation required for eligible noncitizens varies depending upon factors such as the date the person entered the U.S., the conditions under which eligible immigration status has been granted, age, and the date on which the family began receiving HUD-funded assistance. Exhibit 7-1 at the end of this chapter summarizes documents family members must provide.

#### *PHA Verification [HCV GB, pp. 5-3 and 5-7]*

For family members age 62 or older who claim to be eligible immigrants, proof of age is required in the manner described in 7-II.C. of this plan. No further verification of eligible immigration status is required.

For family members under the age of 62 who claim to be eligible immigrants, the PHA must verify immigration status with the United States Citizenship and Immigration Services (USCIS).

The PHA will follow all USCIS protocols for verification of eligible immigration status.

### 7-II.H. VERIFICATION OF PREFERENCE STATUS

The PHA must verify any preferences claimed by an applicant that determined placement on the waiting list.

#### PHA Policy

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding. The PHA will verify this preference using the PHA's termination records.

The PHA will offer a preference for Graduates of Transitional Housing Programs. Currently the only recognized THP in Mercer County is the Shelter Plus Care Program.

The PHA will offer a preference for honorably discharged veterans and immediate family members living in the household. Immediate family members are mother, father, spouse, legal domestic partner, and child.

All preferences will be weighted equally then applications with preferences will be sorted in date and time order.

Westmoreland County, PA Housing Authority  
Housing Choice Vouchers - Homeless Preference

- b. Disasters including, but not limited to:
  - 1) Fire
  - 2) Flood
- c. Verification must be provided in the form of a notice of displacement or letter of referral from the agency which displaced the applicant (i.e., Red Cross, Salvation Army, etc.).

5. Homeless Preference for a family that is a resident of Westmoreland County who

- a. Lacks fixed, regular, and adequate nighttime residence; and,
- b. Has primary nighttime residence that is a supervised public or privately operated shelter designated to provide temporary living; and,
- c. Provides documentation from the shelter that indicates the family has resided at the shelter for at least 30 days. If the applicant meets the 30-day criteria but has moved from the shelter, a determination will be made on a case-by-case basis regarding retention of the preference. The applicant will be considered to be "homeless" if one of the following criteria exists:
  - 1) The applicant has moved from the shelter but has not relocated to permanent housing (i.e., is staying with relatives or friends).
  - 2) Prior to processing the application, the PHA may require a second certification from the same source that the applicant is not yet permanently housed and has been continuously homeless or temporarily housed since claiming the preference.
  - 3) If a family is in transitional housing and wishes the PHA to hold the family's place on the waiting list, a statement is required from the agency providing the transitional housing.
- d. Verification must be provided in the form of a referral letter from the homeless shelter provider.

6. Veteran's Preference will be extended to residents of Westmoreland County:

- a. Current members of the U. S. Armed Forces
- b. Veterans with an honorable discharge
- c. Spouses or surviving spouses of veterans

- ☒ Overhoused  
☒ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☒ Resident choice: (state circumstances below) *Any resident may request a transfer but if none of the reasons above apply they must pay a convenience transfer fee.*  
☐ Other: (list below)

Public Housing - Homeless Preference 2017 Agency Plan

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☒ Victims of domestic violence (VAWA)  
☒ Substandard housing  
☒ Homelessness  
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability  
☒ Veterans and veterans' families – *per PA Housing Authorities Law*  
☒ Residents who live and/or work in the jurisdiction *Families who live in jurisdiction*  
☐ Those enrolled currently in educational, training, or upward mobility programs  
☐ Households that contribute to meeting income goals (broad range of incomes)  
☐ Households that contribute to meeting income requirements (targeting)  
☐ Those previously enrolled in educational, training, or upward mobility programs  
☒ Victims of reprisals or hate crimes  
☒ Other preference(s) (list below)  
*Families referred by Children and Youth Services*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time – within the preference categories

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
1 Victims of domestic violence (VAWA)  
2 Substandard housing  
2 Homelessness



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

##### PHA Policy

The PHA will offer a preference to those ***Lawrence County, Pennsylvania (approved 9/17/2015)*** families that have been terminated from the HCV program due to insufficient program funding.

The PHA will offer a displaced preference to those ***Lawrence County, Pennsylvania (approved 9/17/2015)*** families that can verify displacement through the following circumstances: unit is condemned as unfit to live in by another government agency due to landlord neglect, loss of housing due to natural disaster, foreclosure due to landlord failure to meet mortgage requirements, displacement due to domestic violence such preference to be verified by a current (issued not later than 60 days prior to application with the Section 8 program) Protection from Abuse order or similar government agency documentation relating to the imminent threat of bodily harm to the members of the household.

The PHA will offer a rent preference to those ***Lawrence County, Pennsylvania (approved 9/17/2015)*** families that can document that 50% of total household income is spent for rent and utilities for at least 3 consecutive and current months (to be verified by a current lease/rent receipts and current utility billings).

***The PHA will offer a veteran's preference, in compliance with Act 188 of October 27, 2014 P.L. 2903; such veterans providing proof of service and having received an Honorable Discharge as verified (required) on form DD 214 (approved 9/17/2015).***

***The PHA will offer a preference to residents of Lawrence County, Pennsylvania that do not qualify for any of the above listed preferences (approved 9/17/2015).***

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

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

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary



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## **ATTACHMENT 10.**

### **CoC-HMIS MOU**

Attachment 10 documents include the following:

- Memorandum of Understanding Between PA Western Region Continuum of Care Board and the Homeless Management Information System Lead Agency: PA Department of Community & Economic Development

# MEMORANDUM OF UNDERSTANDING

Between

PA WESTERN 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 Western 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 Western Region Continuum of Care (CoC), which includes all of Northwest and Southwest 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. Co-Chairs of the Western PA Continuum of Care Board
- II. Director, Center for Compliance, Monitoring and Training, DCED

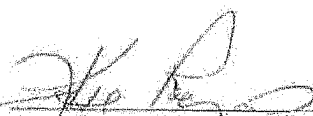
#### **TERMINATION:**

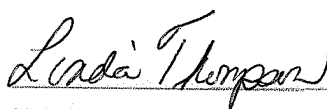
Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 120 days written notice to the other party. If the HUD CoC Program Planning Grant funds relied upon to undertake activities described in the MOU are withdrawn or reduced, or if additional conditions 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.

 9/8/16  
\_\_\_\_\_  
Kathy Possinger, Director (Date)  
Center for Compliance, Monitoring and Training  
PA Department of Community & Economic Development

 9/9/16  
\_\_\_\_\_  
Linda Thompson (Date)  
Co-Chair  
PA Western Region Continuum of Care Board

 9/8/16  
\_\_\_\_\_  
Tammy Knouse (Date)  
Co-Chair  
PA Western Region Continuum of Care Board

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## **ATTACHMENT 11.**

### **CoC Written Standards for Order of Priority**

Attachment 11 documents include the following:

- Western Pennsylvania Continuum of Care (PA-601) CoC Prioritization of Chronically Homeless in all CoC-funded Permanent Supportive Housing projects

## Western Pennsylvania Continuum of Care (PA-601)



### CoC Prioritization of Chronically Homeless in all CoC-funded Permanent Supportive Housing projects

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Date Adopted: SW 1/27/2014, NW 10/9/2014, Date Revised: SW 3/28/14  
Date Implemented: SW 7/01/2014, NW 1/01/2015, Updated: NW 3/12/2015  
Merged and updated the SW and NW Policies; adoption by the CoC 10/01/2015  
Updated: 10/5/16 (HUD CPD Notice 14-012 updated to CPD Notice 16-11)

#### **Policy:**

The PA-601 Continuum of Care commits to prioritization of households who meet the HUD definition of chronically homeless in permanent supportive housing projects within the CoC, per HUD Notice CPD-16-11. This includes beds/units designated for chronically homeless and *non-chronic* designated turnover beds in permanent supportive housing projects

#### **Order of Priority:**

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).

**Additional Information:**

- In the event that two or more households have similar circumstances, an unsheltered household should be prioritized over a household in Emergency Shelter or in a Safe Haven.
- In the counties that are currently piloting Coordinated Entry, the score on the assessment tool can be used to prioritize households based on severity of service need. Counties that are not currently participating in the Coordinated Entry pilot will need to locally establish a consistent method of evaluating eligible households.



### **Procedure:**

When a new unit becomes available or an existing unit is ready to turnover:

- a)** Using the prioritization described above, first priority is given to a chronically homeless household within the county that the project is located.
- b)** If there are no chronically homeless households on the project's waiting list, the project will reach out to other chronically homeless in its defined service area. This will be done by notifying the Identified County Contact(s) (see Attachment A for a list of Identified County Contacts), or his/her designee, in their service area who will then distribute the information to all agencies serving chronically homeless, including, but not limited to, outreach teams, emergency shelters and other permanent supportive housing projects with chronically homeless individuals on the waiting list. The service area is the area that was defined in each individual project's funding application to HUD. It is the responsibility of each Identified County Contact to maintain an accurate distribution list for the County they represent and to redistribute this information in a timely manner. If more than one chronically homeless household is identified, use the criteria described above to identify which household will be offered the unit.
- c)** If still no chronically homeless households are identified, the project will reach out to all counties within the RHAB to identify a chronically homeless individual/family who wants to fill the vacancy.

This outreach is done by sending an email to the Identified CoC Contact/s who will then provide all information to the list of Identified County Contacts that represent each of the counties within the region. This notification email will include the name of the program housing the chronic bed and the county in which it is located, date that the unit will be available, description of the program including eligibility criteria, final date the unit will be open to the entire RHAB, and contact information. The County Contacts will then be responsible for redistributing the information in a timely manner to the contact list for their county, including, but not limited to, outreach teams, emergency shelters and other permanent supportive housing projects with chronically homeless individuals on the waiting list. Follow the Order of Priority if more than one chronically homeless household is identified. Under this circumstance, the following conditions must be met:

- *The individual/family must meet all eligibility criteria of the program, including target population, age, gender, etc., if such criteria was identified in the project application;*
- *In order to ensure compliance with Olmstead, the individual/family must be given choice as to whether or not to accept the available bed;*
- *The referring agency must provide the project with necessary documentation to verify that the individual/family does meet the definition of chronically homeless (including proof of disability) before the final deadline stated in the originating email; and*
- *The individual/family must be assured continued access to services if the*

*individual/family will be changing counties. The referring agency will assist with application/transfer of benefits and support services if the individual/family will be changing counties.*

**d)** If no chronically homeless individual/family is identified within 7 days of the vacancy, the project can then fill the bed with the next highest priority person on the waiting list, as prioritized in the below chart.

**Summary of the Order of Priority for Non-Chronic Households in PSH**

<b>Order of Priority for Non-Chronic Households in PSH</b>	<b>Four or more episodes of homelessness?</b>	<b>12+ months of homelessness?</b>	<b>Has Severe Service Needs?</b>	<b>Other</b>
1	No	Yes	Yes	N/A
2	No	No, but still considered	Yes	N/A
3	No	No, but still considered	No	Coming from unsheltered location, Safe Haven or Emergency Shelter
4	No	No	No	Disability, coming from Transitional Housing

**e)** It is the responsibility of each program to clearly document within their files when the unit was vacated and the efforts they took to reach out to chronically homeless individuals/ families in the geographic area.

**f)** It is the responsibility of each program to complete and submit the online survey, Chronic Prioritization Turnover Unit Survey.

The form can be accessed via this link - [Chronic Prioritization Turnover Unit Survey](#)

**Additional Information:**

- The process to fill chronic turnover beds will continue to evolve over the next twelve months, as:
  - Coordinated Entry is fully implemented in all 20 counties;
  - The CoC develops written standards for providing assistance;
  - The CoC creates and implements a single prioritized list for PSH

### **Documentation:**

From Section 5 of CPD Notice 16-11, Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice:

24 CFR 578.103(a)(4) outlines documentation requirements for all recipients of dedicated and non-dedicated CoC Program-funded PSH associated with determining whether or not an individual or family is chronically homeless for the purposes of eligibility. In addition to those requirements, HUD expects that where CoCs have adopted the orders of priority in Section III. of this Notice into their written standards. The CoC, as well as recipients of CoC Program-funded PSH, will maintain evidence of implementing these priorities. Evidence of following these orders of priority may be demonstrated by:

**A. Evidence of Severe Service Needs.** Evidence of severe service needs is that by which the recipient is able to determine the severity of needs as defined in Section I.D.3. of this Notice using data-driven methods such as an administrative data match or through the use of a standardized assessment. The documentation should include any information pertinent to how the determination was made, such as notes associated with case-conferencing decisions.

**B. Evidence that the Recipient is Following the CoC's Written Standards for Prioritizing Assistance.** Recipients must follow the CoC's written standards for prioritizing assistance, as adopted by the CoC. In accordance with the CoC's adoption of written standards for prioritizing assistance, recipients must in turn document that the CoC's revised written standards have been incorporated into the recipient's intake procedures and that the recipient is following its intake procedures when accepting new program participants into the project.

**C. Evidence that there are no Households Meeting Higher Order of Priority within CoC's Geographic Area.**

a) When dedicated and prioritized PSH is used to serve non-chronically homeless households, the recipient of CoC Program-funded PSH should document how it was determined that there were no chronically homeless households identified for assistance within the CoC's geographic area – or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area – at the point in which a vacancy became available. This documentation should include evidence of the outreach efforts that had been undertaken to locate eligible chronically homeless households within the defined geographic area and, where chronically homeless households have been identified but have not yet accepted assistance, the documentation should specify the number of persons that are chronically homeless that meet this condition and the attempts that have been made to engage the individual or family. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence.

b) When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that meets a lower order of priority, the recipient of CoC Program-funded PSH should document how the determination was made that there were no eligible individuals or families within the CoC's geographic area -

or for those CoCs that implement a sub-CoC planning and housing and service delivery approach, the smaller defined geographic area within the CoC's geographic area - that met a higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence that there were no households identified within the CoC's geographic area that meet a higher order of priority.

Additional Information:

CoCs and recipients of CoC Program-funded PSH must continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable. See 24 C.F.R. § 5.105(a).

**Attachment A: Identified County Contacts**

**Northwest RHAB**

<b>County</b>	<b>Contact Person/Agency</b>	<b>Phone/Email Address</b>
Cameron	Sarah Grunthaner, Cameron/Elk Counties B&D Programs	814-772-8016 Ext. 148 sgrunthaner@cemhmr.com
Clarion	Cheryl Craft, Community Action, Inc.	814-938-3302 Ext. 215 ccraft@jccap.org
Clarion	Jennifer Krouse Clarion Department of Human Services	814-226-9280 jkrouse@co.clarion.pa.us
Clearfield	Amy Jo Rosman, Community Connections of Clearfield & Jefferson Counties	814-371-5100 Ext. 315 arosman@ccc-j.com
Crawford	Lynn McCumber, CHAPS	814-333-2924 lmccumber@chapsinc.org
Elk	Sarah Grunthaner, Cameron/Elk Counties Behavioral & Developmental Programs	814-772-8016 Ext. 148 sgrunthaner@cemhmr.com
Forest	Brandy Ambrose, Warren/Forest Economic Opportunity Council	814-230-7035 Ext. 3355 ambrose@wfcaa.org
Jefferson	Amy Jo Rosman, Community Connections of Clearfield & Jefferson Counties	814-371-5100 Ext. 315 arosman@ccc-j.com
Lawrence	Kathy Presnar, Lawrence County Community Action Partnership	724-658-7258 ext. 1213 kpresnar@lccap.org
Lawrence	Jennifer Malone, Lawrence County Community Action Partnership	724-658-7258 x 1218 jmalone@lccap.org
McKean	Linda Thompson, McKean County Redevelopment & Housing Authority	814-887-5563 lathompson@mckeancountypa.org
Mercer	Fran Billen, Community Counseling Center of Mercer County	724-981-6193 ext. 167 fbillen@cccmer.org
Potter	William Krog, Potter County Human Services	814-544-7315 wkrog@pottercountyhumsvcs.org
Venango	Denise Fowkes, County of Venango	814-432-9773 dfowkes@co.venango.pa.us
Warren	Brandy Ambrose, Warren/Forest Economic Opportunity Council	814-230-7035 Ext. 3355 ambrose@wfcaa.org

**Southwest RHAB**

<b>County</b>	<b>Contact Person/Agency</b>	<b>Phone/Email Address</b>
Armstrong	Chuck Richards, Armstrong County Community Action	724-548-3433 chuckri@armstrongcap.com
Butler	Allyson Rose, Butler County Human Services	724-284-5114 arose@co.butler.pa.us
Fayette	Heather Pirl, Fayette County Community Action	724-437-6050 x3216 hpirl@fccaa.org
Greene	Amy Switalski, Greene County Human Services	724-852-5276 aswitalski@co.greene.pa.us
Indiana	Marlene Meagher, Indiana County Community Action	724 -465-2657 mmeagher@ICCAP.net
Washington	Jennifer Johnson, Washington County Human Services	724-228-6995 johnsonj@co.washington.pa.us
Westmoreland	Tay Waltenbaugh, Westmoreland County Community Action	724-834-1260 twaltenbaugh@westmorelandca.org

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## **ATTACHMENT 13.**

### **HDX-system Performance Measures**

Attachment 13 documents include the following:

- 2017 HDX Competition Report, PIT Count Data for PA-601 - Western Pennsylvania CoC

## 2017 HDX Competition Report

### PIT Count Data for PA-601 - Western Pennsylvania CoC

#### Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	986	837
Emergency Shelter Total	445	451
Safe Haven Total	41	38
Transitional Housing Total	431	285
Total Sheltered Count	917	774
Total Unsheltered Count	69	63

#### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	32	29
Sheltered Count of Chronically Homeless Persons	27	21
Unsheltered Count of Chronically Homeless Persons	5	8

#### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	137	98
Sheltered Count of Homeless Households with Children	136	94
Unsheltered Count of Homeless Households with Children	1	4

#### Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	114	119	94
Sheltered Count of Homeless Veterans	113	118	92
Unsheltered Count of Homeless Veterans	1	1	2



## 2017 HDX Competition Report

### HIC Data for PA-601 - Western Pennsylvania CoC

#### HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	732	237	281	56.77%
Safe Haven (SH) Beds	38	0	38	100.00%
Transitional Housing (TH) Beds	417	72	302	87.54%
Rapid Re-Housing (RRH) Beds	368	0	368	100.00%
Permanent Supportive Housing (PSH) Beds	1064	76	775	78.44%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	2,619	385	1764	78.96%

#### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	841	849

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	54	70

## 2017 HDX Competition Report

### HIC Data for PA-601 - Western Pennsylvania CoC

#### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	408	368

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

### Summary Report for PA-601 - Western 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)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	1451	1350	73	75	2	21	23	2
1.2 Persons in ES, SH, and TH	2216	2046	139	126	-13	33	35	2

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer 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.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	1350	-	98	-	-	28	-
1.2 Persons in ES, SH, and TH	-	2046	-	144	-	-	40	-

# 2017 HDX Competition Report

## FY2016 - 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.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	626	54	9%	34	5%	33	5%	121	19%
Exit was from TH	428	11	3%	23	5%	24	6%	58	14%
Exit was from SH	98	12	12%	10	10%	9	9%	31	32%
Exit was from PH	660	16	2%	23	3%	34	5%	73	11%
TOTAL Returns to Homelessness	1812	93	5%	90	5%	100	6%	283	16%

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1002	986	-16
Emergency Shelter Total	448	445	-3
Safe Haven Total	53	41	-12
Transitional Housing Total	436	431	-5
Total Sheltered Count	937	917	-20
Unsheltered Count	65	69	4

#### Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	2216	2046	-170
Emergency Shelter Total	1278	1177	-101
Safe Haven Total	173	173	0
Transitional Housing Total	765	696	-69

### 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

## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	356	393	37
Number of adults with increased earned income	66	67	1
Percentage of adults who increased earned income	19%	17%	-2%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	356	393	37
Number of adults with increased non-employment cash income	98	86	-12
Percentage of adults who increased non-employment cash income	28%	22%	-6%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	356	393	37
Number of adults with increased total income	144	138	-6
Percentage of adults who increased total income	40%	35%	-5%

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	517	517	0
Number of adults who exited with increased earned income	110	100	-10
Percentage of adults who increased earned income	21%	19%	-2%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	517	517	0
Number of adults who exited with increased non-employment cash income	98	93	-5
Percentage of adults who increased non-employment cash income	19%	18%	-1%

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	517	517	0
Number of adults who exited with increased total income	189	179	-10
Percentage of adults who increased total income	37%	35%	-2%

### 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 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1696	1640	-56
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.	198	176	-22
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)	1498	1464	-34

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	2588	2730	142
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.	283	278	-5
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.)	2305	2452	147

## 2017 HDX Competition Report

### **FY2016 - 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 2016.



## 2017 HDX Competition Report

### FY2016 - Performance Measurement Module (Sys PM)

#### 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 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	2267	2336	69
Of the persons above, those who exited to permanent housing destinations	1405	1474	69
% Successful exits	62%	63%	1%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	996	971	-25
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	903	907	4
% Successful exits/retention	91%	93%	2%

## 2017 HDX Competition Report

### **FY2016 - SysPM Data Quality**

#### **PA-601 - Western 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 into 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.

## 2017 HDX Competition Report

### FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	495	502	493	476	501	505	505	433	938	1008	979	950		112	196	408				
2. Number of HMIS Beds	327	341	282	251	407	457	435	351	744	806	782	773		112	196	408				
3. HMIS Participation Rate from HIC ( % )	66.06	67.93	57.20	52.73	81.24	90.50	86.14	81.06	79.32	79.96	79.88	81.37		100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1526	1941	1518	1407	816	816	766	716	942	969	1015	971	326	785	858	1256	0	0	0	0
5. Total Leavers (HMIS)	1341	1695	1358	1195	479	540	513	447	273	207	316	248	118	617	569	922	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	253	335	179	96	15	34	107	60	14	8	15	16	0	27	22	39	0	0	0	0
7. Destination Error Rate (%)	18.87	19.76	13.18	8.03	3.13	6.30	20.86	13.42	5.13	3.86	4.75	6.45	0.00	4.38	3.87	4.23				

## 2017 HDX Competition Report

### Submission and Count Dates for PA-601 - Western Pennsylvania CoC

#### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/25/2017	

#### Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/28/2017	Yes
2017 HIC Count Submittal Date	4/28/2017	Yes
2016 System PM Submittal Date	6/1/2017	Yes