

## 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	Evidence of the C...	09/26/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting Ev...	09/26/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/26/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC's Rating and ...	09/26/2017
05. CoCs Process for Reallocating	Yes	CoCs Process for ...	09/26/2017
06. CoC's Governance Charter	Yes	CoC's Governance ...	09/26/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/26/2017
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	PHA Homeless Pref...	09/25/2017
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		
15. Other	No		

## **Attachment Details**

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

## **Attachment Details**

**Document Description:** Public Posting Evidence

## **Attachment Details**

**Document Description:** CoC Rating and Review Procedure (e.g. RFP)

## **Attachment Details**

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

## **Attachment Details**

**Document Description:** CoCs Process for Reallocating

## **Attachment Details**

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

## **Attachment Details**

**Document Description:** HMIS Policy and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** 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:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page	Last Updated
<b>4B. Attachments</b>	09/26/2017
<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:

- Public notification of accept/reject, email sent 9-13-17
- Notification to new project applicants not selected:
  - Adams County Housing Authority (1 of 2 proposed projects was selected)
  - American Rescue Workers
  - Central Susquehanna Opportunities, Inc.
  - Community Action Partnership Somerset County (1 of 3 proposed projects was selected)
  - County of Franklin (1 of 2 proposed projects was selected)
  - NHS Pennsylvania
  - Pop's House
  - Transitions of PA
  - United Christian Ministries
  - Waynesboro New Hope Shelter
  - Women's Resource Center



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

## PA-509 Notification of Project Acceptance/Rejection for 2017 CoC Competition

1 message

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

Wed, Sep 13, 2017 at 5:12 PM

To: "bhoffman@lebanoncountyhousing.com" <bhoffman@lebanoncountyhousing.com>, "kmolinaro@cchra.com" <kmolinaro@cchra.com>, "jmatulevich@embarqmail.com" <jmatulevich@embarqmail.com>, "twhelan@cchra.com" <twhelan@cchra.com>, "afisher@co.mifflin.pa.us" <afisher@co.mifflin.pa.us>, "lstalnakar@co.mifflin.pa.us" <lstalnakar@co.mifflin.pa.us>, "cpicarelli@norrycopa.net" <cpicarelli@norrycopa.net>, "gsunderland@keystonehumanservices.org" <gsunderland@keystonehumanservices.org>, "Leslie.Perryman@rhd.org" <Leslie.Perryman@rhd.org>, "lmormando@rhd.org" <lmormando@rhd.org>, "blivingston@use.salvationarmy.org" <blivingston@use.salvationarmy.org>, "Dave.Langford@use.salvationarmy.org" <Dave.Langford@use.salvationarmy.org>, "Trinette\_Ream@use.salvationarmy.org" <Trinette\_Ream@use.salvationarmy.org>, "dgarrison@s-wic.org" <dgarrison@s-wic.org>, "scasey@s-wic.org" <scasey@s-wic.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "susan\_m@transitionsofpa.org" <susan\_m@transitionsofpa.org>, "sauman@union-snydercaa.org" <sauman@union-snydercaa.org>, "rrinck@union-snydercaa.org" <rrinck@union-snydercaa.org>, "astine@union-snydercaa.org" <astine@union-snydercaa.org>, "tyoung@union-snydercaa.org" <tyoung@union-snydercaa.org>, "tKorzenaski@union-snydercaa.org" <tKorzenaski@union-snydercaa.org>, "rnicolella@allentowndiocese.org" <rnicolella@allentowndiocese.org>, "dmalacsics@lehighchurches.org" <dmalacsics@lehighchurches.org>, "iolivieri@lehighchurches.org" <iolivieri@lehighchurches.org>, "barbarac@lcha-vhdc.org" <barbarac@lcha-vhdc.org>, "eleana.belletieri@use.salvationarmy.org" <eleana.belletieri@use.salvationarmy.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "maclay@pa.gov" <maclay@pa.gov>, "jeff@clintoncountyhousing.com" <jeff@clintoncountyhousing.com>, "gnoble@joinder.org" <gnoble@joinder.org>, "rweber@joinder.org" <rweber@joinder.org>, "ucminc@epix.net" <ucminc@epix.net>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "dglenwright@ywcawilliamsport.org" <dglenwright@ywcawilliamsport.org>, "snocilla@cssscranton.org" <snocilla@cssscranton.org>, "bhaggerty@cssscranton.org" <bhaggerty@cssscranton.org>, "cbumford@fitzmaurice.org" <cbumford@fitzmaurice.org>, "hamc@ptd.net" <hamc@ptd.net>, "rnd@sunlink.net" <rnd@sunlink.net>, "jyaworski@hdcnepa.org" <jyaworski@hdcnepa.org>, "bgomb@ceopeoplehelpingpeople.org" <bgomb@ceopeoplehelpingpeople.org>, "gary.vinson@rhd.org" <gary.vinson@rhd.org>, "suea@rhd.org" <suea@rhd.org>, "Tina.Stanley@rhd.org" <Tina.Stanley@rhd.org>, "Nicole.Germaux@blaircap.org" <Nicole.Germaux@blaircap.org>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "Jodi.williams@blaircap.org" <Jodi.williams@blaircap.org>, "racc@verizon.net" <racc@verizon.net>, "racc206@yahoo.com" <racc206@yahoo.com>, "Johnstownlandlords@yahoo.com" <Johnstownlandlords@yahoo.com>, "paulalmiller@aol.com" <paulalmiller@aol.com>, "wmelius@centerforcommunityaction.org" <wmelius@centerforcommunityaction.org>, "stice@CENTERFORCOMMUNITYACTION.ORG" <stice@centerforcommunityaction.org>, "tjones@centerforcommunityaction.org" <tjones@centerforcommunityaction.org>, "lphillips@capfsc.org" <lphillips@capfsc.org>, "awebreck@capfsc.org" <awebreck@capfsc.org>, "fryan@centrecountypa.gov" <fryan@centrecountypa.gov>, "bjbarndt@centrecountypa.gov" <bjbarndt@centrecountypa.gov>, "nwcorman@centrecountypa.gov" <nwcorman@centrecountypa.gov>, "jllehman@franklincountypa.gov" <jllehman@franklincountypa.gov>, "jrwenzel@franklincountypa.gov" <jrwenzel@franklincountypa.gov>, "raleidig@franklincountypa.gov" <raleidig@franklincountypa.gov>, "dpackech@homenursingagency.com" <dpackech@homenursingagency.com>, "kwilliams@homenursingagency.com" <kwilliams@homenursingagency.com>, "mwasikonis@housingtransitions.org" <mwasikonis@housingtransitions.org>, "annette.r@housingtransitions.com" <annette.r@housingtransitions.com>, "Jcollins@huntingdonhouse.org" <Jcollins@huntingdonhouse.org>, "natalienewcomer2@gmail.com" <natalienewcomer2@gmail.com>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "newhopeshelter@gmail.com" <newhopeshelter@gmail.com>, "bdonato@coniferllc.com" <bdonato@coniferllc.com>, "lkaseman@coniferllc.com" <lkaseman@coniferllc.com>, "Phyllis@housingalliancepa.org" <Phyllis@housingalliancepa.org>, "victoria@housingalliancepa.org" <victoria@housingalliancepa.org>, "smcilwee@adamscha.org" <smcilwee@adamscha.org>, "cleveland@arwilliamsport.org" <cleveland@arwilliamsport.org>, "gzalar@censop.com" <gzalar@censop.com>, "dwarren@nhsonline.org" <dwarren@nhsonline.org>, "shelby@popshouse.org" <shelby@popshouse.org>, "NancyP@wrcnepa.org" <NancyP@wrcnepa.org>

Cc: "Craig@maranathamministries.net" <Craig@maranathamministries.net>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "ccassidy@caclv.org" <ccassidy@caclv.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "Jeff@clintoncountyhousing.com" <Jeff@clintoncountyhousing.com>,

"HKelly@waynecountypa.gov" <HKelly@waynecountypa.gov>, "leslie.perryman@rhd.org" <leslie.perryman@rhd.org>, "maclay@pa.gov" <maclay@pa.gov>, "kaposinge@pa.gov" <kaposinge@pa.gov>, "rvilello@pa.gov" <rvilello@pa.gov>, "joycesac2@comcast.net" <joycesac2@comcast.net>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "easternpa@dma-housing.com" <easternpa@dma-housing.com>, "paeasterncoc@wiggiomail.com" <paeasterncoc@wiggiomail.com>

Dear Eastern 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 Eastern PA CoC Project Priority List for funding. This includes renewal projects, renewal projects that have been partially reallocated and new projects that will be submitted. Also listed are the renewal projects that have been reallocated and applicants for new projects that were not accepted for inclusion in the CoC Application. Please note that all projects that are being fully or partially reallocated have been informed of the reallocation prior to the distribution of this email.

### 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:

- Blair County Community Action Program - Journey
- Blair County Community Action Program - Rapid Re-Housing
- Blair County Community Action Program - Transitional Housing Project (RRH Conversion)
- CAMBRIA COUNTY OF - Cambria County Comprehensive Housing Program
- Catholic Social Services of the Diocese of Scranton, Inc. - Susquehanna/Wayne PSHP
- Center for Community Action - Bedford, Fulton, Huntingdon RRH
- Center for Community Action - South Central PA Rapid Rehousing Project
- Centre County Government - Centre County Rapid Re Housing Program
- Commonwealth of PA - Commonwealth of PA HMIS (PA-509)
- County of Franklin - Franklin/Fulton Homeless Assistance Project 2017
- County of Franklin - Franklin/ Fulton S+C Project 2017
- County of Lycoming DBA Lycoming-Clinton Joinder Board - Lycoming/Clinton Renewal #5
- Fitzmaurice Community Services, Inc - Pathfinders
- Home Nursing Agency Community Services - Housing Assistance and Rental Program
- Housing Alliance of Pennsylvania - Coordinated Entry System Pilot Project
- Housing Alliance of Pennsylvania - Coordinated Entry System Expansion Project FY2016
- Housing Authority of Monroe County - Renewal Application Shelter Plus Care MC 2016
- Housing Authority of the County of Cumberland - Shelter + Care Non-Chronic
- Housing Authority of the County of Cumberland - Perry County Veterans Program
- Housing Authority of the County of Cumberland - West Shore SHP I
- Housing Authority of the County of Cumberland - West Shore SHP II
- Housing Authority of the County of Cumberland - Perry County Permanent SHP
- Housing Authority of the County of Cumberland - Safe Harbour SHP



- Housing Authority of the County of Cumberland - Rapid Rehousing II
- Housing Authority of the County of Cumberland - Perry County Transitional II (RRH)
- Housing Authority of the County of Cumberland - Carlisle Supportive Housing Program
- Housing Authority of the County of Cumberland - Rapid Rehousing Cumberland Perry Lebanon
- Housing Transitions, Inc. - Nittany House Apartments
- Housing Transitions, Inc. - Nittany House Apartments II
- Huntingdon House - Huntingdon Rapid ReHousing
- Lehigh County Conference of Churches - Outreach and Case Management for the Disabled, Chronically Homeless
- Lehigh County Conference of Churches - Tenant-Based Rental Assistance for the Disabled, Chronically Homeless
- Lehigh County Conference of Churches - Pathways TBRA for Families, Youth and Veterans
- Lehigh County Conference of Churches - Pathways Housing
- Lehigh County Conference of Churches - Pathways Housing 2
- Lehigh County Housing Authority - LCHA S+C 2016
- Maranatha - TOTAL PERSON TRANSITIONAL PROGRAM 1 & 2
- Mifflin County - Mifflin County Permanent Housing Renewal
- Northampton County Housing Authority - NCHA S+C 2016
- Northern Cambria Community Development Corporation - Independence Gardens
- Northern Cambria Community Development Corporation - Schoolhouse Gardens
- Northumberland County MH/MR - Sharing Support
- Resources for Human Development, Inc. - Crossroads Family
- Resources for Human Development, Inc. - Crossroads Individual
- Resources for Human Development, Inc. - LV ACT Housing Supports
- Resources for Human Development, Inc. - Crossroads Housing Bonus
- Resources for Human Development, Inc. - Crossroads Schuylkill Co. Permanent Supportive Housing
- Tableland Services, Inc. - SHP Transitional Housing Project
- Tableland Services, Inc. - Permanent Housing with Disabilities (SHP)
- Tableland Services, Inc. - Permanent Supportive Housing CH Project
- The Salvation Army, a New York Corporation - Allentown Hospitality House Permanent Housing Program
- The Salvation Army, a New York Corporation - Salvation Army Carlisle PH Project
- Third Street Alliance for Women and Children - Lehigh Valley Rapid Re-Housing Program
- Transitions of PA - SUN Counties Rapid Re-Housing for Domestic Violence Victims
- Union-Snyder Community Action Agency - Union-Snyder Rapid ReHousing Program
- United Christian Ministries - Kenner Garnet Renewal 2016
- Valley Housing Development Corporation - VHDC SHP #2 2016
- Valley Housing Development Corporation - VHDC SHP #3 2016
- Valley Housing Development Corporation - VHDC SHP #4 2016
- Valley Youth House Committee, Inc. - Lehigh Valley RRH for Families

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD for an amount less than the Annual Renewal Amount indicated on the 2017 Grant Inventory Worksheet (partial reallocation). Listed in alphabetical order:

- Catholic Charities of the Diocese of Allentown - Catholic Charities Allentown Permanent Housing Program
- Catholic Social Services of the Diocese of Scranton, Inc. - PSHP Pike County
- Catholic Social Services of the Diocese of Scranton, Inc. - Rural Permanent Supportive Housing Program
- Housing Authority of the County of Cumberland - Shelter + Care Chronic

- Housing Development Corporation of NEPA - HDC SHP 3 2016
- Housing Development Corporation of NEPA - HDC SHP 6 2016

The CoC's six remaining Transitional Housing projects are being fully reallocated this year. This includes, in alphabetical order:

- Resources for Human Development, Inc. - Crossroads Transitional Housing
- Schuylkill Women in Crisis - TH for Victims of Domestic Violence
- United Christian Ministries - David's by the Lake Renewal 2016
- Valley Youth House Committee, Inc. - Supportive Housing Program
- Young Women's Christian Association - Liberty House FY2016
- Young Women's Christian Association - Liberty Options FY2016

The following project voluntarily reallocated and will not be submitted for renewal funding:

- Housing Authority of the County of Lebanon - Partners For Progress

In addition, the below listed project will "sunset", which means that HUD will recapture the funding because the grant was never executed. Although this project was included in the CoC's 2017 Grant Inventory Worksheet, the funding is no longer available to the organization or the CoC.

- Waynesboro New Hope Shelter - Waynesboro New Hope Apartments

## NEW PROJECTS

The CoC received 23 new project applications totaling \$4,256,222 in funding. The CoC had a total of \$1.63M in funding to award. This amount includes funding from the following sources: the Permanent Housing Bonus, the reallocation of six transitional housing projects, voluntary reallocation and money recaptured through the partial reallocation of projects with underspending.

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

- Blair County Community Action Program - Rapid Re-housing to serve all of South Central RHAB, focusing on Cambria and Blair counties
- Candleheart - Rapid Re-Housing in Franklin County
- Community Action Partnership Somerset County - Permanent Supportive Housing in Somerset County
  
- County of Franklin - Permanent Supportive Housing in Franklin and Fulton Counties
- Housing Alliance of Pennsylvania – Coordinated Entry Expansion
- PA Department of Community and Economic Development – HMIS Expansion
- Resources for Human Development - Permanent Supportive Housing in Carbon, Monroe, Pike counties
- Turning Point Interfaith Mission - Permanent Supportive Housing in Adams County
- Union-Snyder Community Action Agency - Rapid Re-Housing in Snyder & Union Counties
- Valley Youth House Committee - Transitional Housing/ Rapid Re-Housing Joint Component in Lehigh and Northampton Counties

- Wayne County Human Services - Transitional Housing/ Rapid Re-Housing Joint Component – Wayne and Pike Counties
- YWCA Northcentral PA - Rapid Re-Housing in Montour, Union, Clinton, Lycoming & Sullivan Counties
- YWCA Northcentral PA - Permanent Supportive Housing in Lycoming County

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

- Adams County Housing Authority Permanent Supportive Housing
- American Rescue Workers
- Central Susquehanna Opportunities, Inc.
- Community Action Partnership Somerset County (1 of 3 proposed projects was selected)
- County of Franklin (1 of 2 proposed projects was selected)
- NHS Pennsylvania
- Pop's House
- Transitions of PA
- United Christian Ministries
- Waynesboro New Hope Shelter
- Women's Resource Center

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 Eastern PA CoC and your ongoing commitment and efforts to end homelessness,

*DMA, on behalf of the Eastern 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;

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:17 PM

To: "smcilwee@adamscha.org" &lt;smcilwee@adamscha.org&gt;

Cc: Sergio Carmona &lt;sergio.carmona@blaircap.org&gt;, Craig Newcomer &lt;craignewcomermmi@gmail.com&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**Adams County PHA, response to FY2017 CoC New Project Application.pdf**

135K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Helen Kelly  
Mae-Ling Kranz  
Ben Laudermilch  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCEd)*  
*Commonwealth Keystone  
Building*  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

Stephanie McIlwee  
Adams County Housing Authority

RE: New project application submitted to the Eastern PA CoC

Ms. McIlwee,

Thank you for submitting two funding applications to the Eastern PA CoC under the FY2017 Continuum of Care RFP, one on behalf of the Adams County Housing Authority and the other on behalf of the PHA's non-profit, Turning Point. I previously wrote to inform you that the Turning Point PSH project was selected for funding.

The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. While the CoC's Funding Committee found the Adams County Housing Authority project to be of high quality, unfortunately, the amount of funding available for new projects was not sufficient to provide the requested funding.

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

If your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:18 PM

To: "cleveland@arwilliamsport.org" &lt;cleveland@arwilliamsport.org&gt;

Cc: "tday@ywcawilliamsport.org" &lt;tday@ywcawilliamsport.org&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**American Rescue Workers, response to FY2017 CoC New Project Application.pdf**

135K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)  
Commonwealth Keystone  
Building  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)*

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

Cleveland Way  
American Rescue Workers

RE: New project application submitted to the Eastern PA CoC

Mr. Way,

Thank you for submitting an application to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC received 23 new project applications totaling \$4,256,222. All Preliminary Applications were reviewed and scored by the CoC's Funding Committee during their full day face-to-face meeting on August 22. The results and recommendations of the Funding Committee were reviewed and approved by the CoC's Governing Board on August 31.

With only \$1.63M in funding available, a number of worthwhile projects could not be included for submission in the FY2017 Eastern PA CoC application to HUD. Unfortunately, your project fell below the threshold for funding availability.

The Funding Committee acknowledged a need for additional homeless assistance resources in your community and expressed an interest in partnering with ARW in the future. This Committee recommended that you consider receiving technical assistance from other organizations in your community that receive CoC funding and/or from the CoC's Consultant in order to be more competitive for new project funding in future years. In addition, please consider attending our Northern Tier Regional Homeless Advisory Board meetings, which occur monthly on the third Wednesday at 10am.

If you have any questions regarding this decision, please contact CoC Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com). Per the CoC's policy for appealing CoC funding decisions, you are eligible to appeal this decision. The Board will be meeting this Thursday at 2pm. If you seek to appeal this decision, your appeal must be submitted prior to the time of this meeting.

We appreciate your interest in helping to end homelessness in Eastern and Central Pennsylvania.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

**2017 PA Eastern CoC Competition Grant**

1 message

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:24 PM

To: "lphillips@capfsc.org" &lt;lphillips@capfsc.org&gt;

Cc: Sergio Carmona &lt;sergio.carmona@blaircap.org&gt;, Craig Newcomer &lt;craignewcomermmi@gmail.com&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that 2 projects you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)**CAP Somerset, response to FY2017 CoC New Project Application.pdf**

135K





# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)  
Commonwealth Keystone  
Building  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)*

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

Lisa Phillips  
Community Action Partnership of Somerset County

RE: New project application submitted to the Eastern PA CoC

Ms. Phillips,

Thank you for submitting three funding applications to the Eastern PA CoC under the FY2017 Continuum of Care RFP, two for Permanent Supportive Housing and one under HUD's new Transitional Housing/ Rapid Re-housing Joint Component Type.

The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. I previously wrote to inform you that one of these Permanent Supportive Housing projects was selected for funding. While the CoC's Funding Committee found the other two projects you submitted to be of high quality, unfortunately, the amount of funding available for new projects was not sufficient to provide the requested funding for these two additional projects.

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

If your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:21 PM

To: "gzalar@censop.com" &lt;gzalar@censop.com&gt;

Cc: Mae-Ling Kranz &lt;maeling\_k@transitionsofpa.org&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**Central Susquehanna Opportunities, response to FY2017 CoC New Project Application.pdf**

135K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*  
Leslie Perryman  
*Vice President*  
Joyce M. Sacco  
*Treasurer*  
Craig Newcomer  
*Secretary*  
Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)  
Commonwealth Keystone  
Building  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
www.dced.pa.gov*

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
www.dma-housing.com

September 12, 2017

Gale Zalar  
Central Susquehanna Opportunities, Inc.

RE: New project application submitted to the Eastern PA CoC

Ms. Zalar,

Thank you for submitting an application to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC received 23 new project applications totaling \$4,256,222. All Preliminary Applications were reviewed and scored by the CoC's Funding Committee during their full day face-to-face meeting on August 22. The results and recommendations of the Funding Committee were reviewed and approved by the CoC's Governing Board on August 31.

With only \$1.63M in funding available, a number of worthwhile projects could not be included for submission in the FY2017 Eastern PA CoC application to HUD. Unfortunately, your project fell below the threshold for funding availability.

Per the CoC's policy for appealing CoC funding decisions, you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

Alternatively, DMA would be happy to talk to you about your proposed project and provide suggestions and ideas for submitting a more competitive application in FY2018.

We appreciate your interest in helping to end homelessness in Eastern and Central Pennsylvania.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:25 PM

To: "jllehman@franklincountypa.gov" &lt;jllehman@franklincountypa.gov&gt;

Cc: Sergio Carmona &lt;sergio.carmona@blaircap.org&gt;, Craig Newcomer &lt;craignewcomermmi@gmail.com&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**County of Franklin, response to FY2017 CoC New Project Application.pdf**

131K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)*  
*Commonwealth Keystone  
Building*  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 5, 2017

Julia Lehman  
County of Franklin

RE: New project application submitted to the Eastern PA CoC

Ms. Lehman,

Thank you for submitting two funding applications to the Eastern PA CoC under the FY2017 Continuum of Care RFP. I previously wrote to inform you that the County of Franklin's PSH expansion project was selected for funding. Unfortunately, the amount of funding available this year for new projects was not sufficient to also fund the proposed PSH project for families.

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

Ending homelessness among families is a major priority of the Continuum of Care and we hope that your organization will consider re-applying again next year. In addition, if your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:26 PM

To: "dwarren@nhsonline.org" &lt;dwarren@nhsonline.org&gt;

Cc: Mae-Ling Kranz &lt;maeling\_k@transitionsofpa.org&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**NHS Pennsylvania, response to FY2017 CoC New Project Application.pdf**

148K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)  
Commonwealth Keystone  
Building  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
www.dced.pa.gov*

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
www.dma-housing.com

September 12, 2017

Dawn Warren  
NHS Pennsylvania

RE: New project application submitted to the Eastern PA CoC

Ms. Warren,

Thank you for submitting an application to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC received 23 new project applications totaling \$4,256,222 in funding. These project applications were reviewed and scored by the CoC's Funding Committee during their full day face-to-face meeting on August 22. The results and recommendations of the Funding Committee were reviewed and approved by the CoC's Governing Board on August 31.

The CoC had limited funding available for new projects and unfortunately, NHS Pennsylvania's application was not selected for funding because the application did not demonstrate the following:

- An unmet need in the community for homeless assistance funding
- Experience operating programs using a Housing First approach
- Experience providing client-centered and culturally competent services
- Cost effectiveness, when compared to similar projects proposed, including a high case management ratio

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:27 PM

To: "shelby@popshouse.org" &lt;shelby@popshouse.org&gt;

Cc: Mae-Ling Kranz &lt;maeling\_k@transitionsofpa.org&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**Pop's House, response to FY2017 CoC New Project Application.pdf**

470K





# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Helen Kelly  
Mae-Ling Kranz  
Alisa Baratta

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)  
Commonwealth Keystone  
Building  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
www.dced.pa.gov*

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
www.dma-housing.com

September 5, 2017

Shelby Kearney  
Pop's House

RE: New project application submitted to the Eastern PA CoC

Ms. Kearney,

Thank you for submitting an application to the Eastern PA CoC under the FY2017 Continuum of Care RFP. The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. While the CoC's Funding Committee and Governing Board was quite interested in the project proposed by your organization, unfortunately the project was not selected for funding.

Due to limited funding available, the CoC has opted not to invest in housing acquisition or rehabilitation. However, there is a need for additional housing options and homeless assistance for veterans experiencing homelessness throughout our 33-county geographic area, including veterans with a discharge status that deems them ineligible for VA-funded assistance. The approach described in your proposal to assist veterans to move on to their own home over time is both innovative and strategic.

If you are able to obtain other resources for rehabilitation, I would encourage you to apply for CoC funding in a future funding round. If your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

In addition, I would like to encourage you to join the CoC and attend the monthly meetings of the Central Valley Regional Homeless Advisory Board (RHAB). I have attached a map of our CoC, which also includes the contact information for Mae-Ling Kranz, the Chair of the Central Valley Regional Homeless Advisory Board.

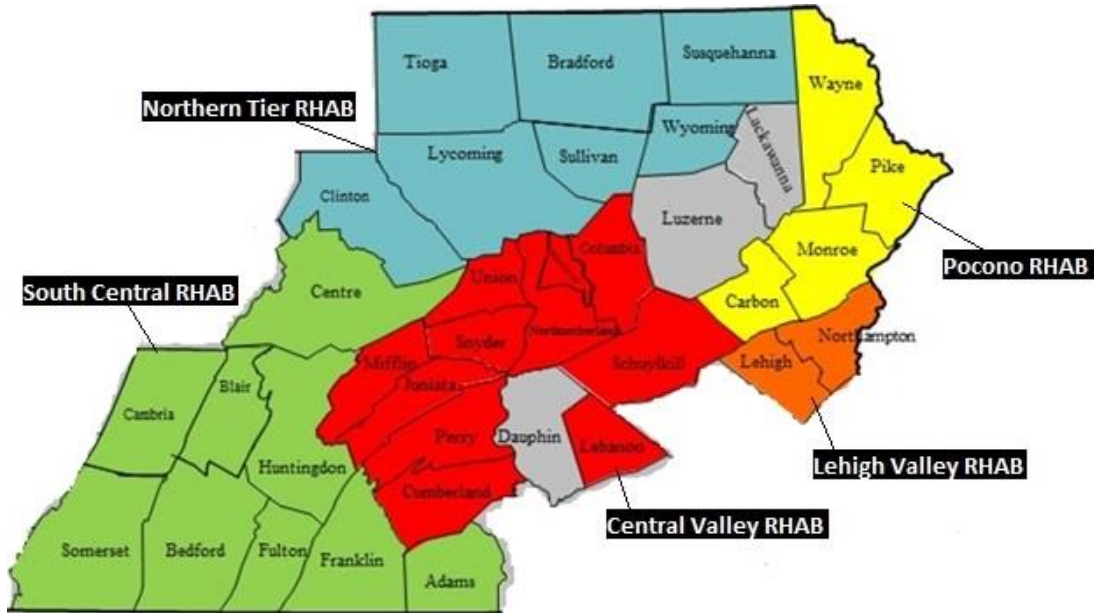
The CoC has an Appeal Policy, under which you may appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

Again, thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board

## Eastern PA Continuum of Care: Geographic Area and Regional Homeless Advisory Boards



The operational area of the PA Eastern CoC is comprised of 33 counties organized into five geographically dispersed Regional Housing Advisory Boards (RHABS). The five RHABS and the respective counties served by each RHAB are as follows:

- **Central Valley (red)** – Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union
  - RHAB Chairs: Mae-Ling Kranz, [maeling\\_k@transitionsofpa.org](mailto:maeling_k@transitionsofpa.org)
- **Lehigh Valley (orange)** – Lehigh, Northampton
  - RHAB Chairs: Chris Cassidy, [ccassidy@caclv.org](mailto:ccassidy@caclv.org)  
Alisa Baratta, [abaratta@thirdstreetalliance.org](mailto:abaratta@thirdstreetalliance.org)
- **Northern Tier (blue)** – Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming
  - RHAB Chairs: Jeff Rich, [Jeff@clintoncountyhousing.com](mailto:Jeff@clintoncountyhousing.com)  
Tara Day, [tday@ywcawilliamsport.org](mailto:tday@ywcawilliamsport.org)
- **Pocono (yellow)** – Carbon, Monroe, Pike, Wayne
  - RHAB Chairs: Leslie Perryman, [leslie.perryman@rhd.org](mailto:leslie.perryman@rhd.org)  
Helen Kelly, [HKelly@waynecountypa.gov](mailto:HKelly@waynecountypa.gov)
- **South Central (green)** – Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, Somerset
  - RHAB Chairs: Craig Newcomer, [craignewcomermmi@gmail.com](mailto:craignewcomermmi@gmail.com)  
Sergio Carmona, [sergio.carmona@blaircap.org](mailto:sergio.carmona@blaircap.org)
- **CoC Collaborative Applicant:** Madra Clay, [maclay@pa.gov](mailto:maclay@pa.gov)
- **CoC Consultant:** Diana T. Myers & Associates, Inc. (DMA), [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)
- **CoC Staff:** Lea Dougherty, [easternpa@dma-housing.com](mailto:easternpa@dma-housing.com)



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

---

**2017 PA Eastern CoC Competition Grant**

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>  
To: "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>  
Cc: "leigh@dma-housing.com" <leigh@dma-housing.com>

Tue, Sep 12, 2017 at 4:27 PM

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**Transitions of PA, response to FY2017 CoC New Project Application.pdf**

134K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)*  
*Commonwealth Keystone  
Building*  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

Mae-Ling Kranz  
Transitions of PA

RE: New project application submitted to the Eastern PA CoC

Ms. Kranz,

Thank you for submitting an application for funding to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. While the CoC's Funding Committee found your application to be of high quality, unfortunately, the amount of funding available for new projects was not sufficient to fund the proposed project.

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

If your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:28 PM

To: "ucminc@epix.net" &lt;ucminc@epix.net&gt;

Cc: "tday@ywcawilliamsport.org" &lt;tday@ywcawilliamsport.org&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**United Christian Ministries, response to FY2017 CoC New Project Application.pdf**

135K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)*  
*Commonwealth Keystone  
Building*  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

Virgina E. Boley, PhD  
United Christian Ministries

RE: New project application submitted to the Eastern PA CoC

Sr Jenny,

Thank you for submitting an application for funding to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. While the CoC's Funding Committee found your application to be of high quality, unfortunately, the amount of funding available for new projects was not sufficient to fund the proposed project.

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

If your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board



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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:29 PM

To: "newhopeshelter@gmail.com" &lt;newhopeshelter@gmail.com&gt;

Cc: Sergio Carmona &lt;sergio.carmona@blaircap.org&gt;, Craig Newcomer &lt;craignewcomermmi@gmail.com&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**Waynesboro New Hope, response to FY2017 CoC New Project Application.pdf**

135K





# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)*  
*Commonwealth Keystone  
Building*  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

William Burcher  
Waynesboro New Hope Shelter

RE: New project application submitted to the Eastern PA CoC

Mr. Burcher,

Thank you for submitting an application for funding to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. While the CoC's Funding Committee found your application to be of high quality, unfortunately, the amount of funding available for new projects was not sufficient to fund the proposed project.

A major barrier to funding your application is due to the limited funding available, the CoC has opted not to invest in housing acquisition, development or rehabilitation. If you are able to obtain other resources for rehabilitation, I would encourage you to apply for CoC funding in a future funding round.

If your organization opts to seek funding from other sources, please let us know if we can be of assistance by providing data, letters of support, or other documents.

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board





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

---

## 2017 PA Eastern CoC Competition Grant

1 message

---

**Jeff Rich** <Jeff@clintoncountyhousing.com>

Tue, Sep 12, 2017 at 4:29 PM

To: "NancyP@wrcnepa.org" &lt;NancyP@wrcnepa.org&gt;

Cc: "tday@ywcawilliamsport.org" &lt;tday@ywcawilliamsport.org&gt;, "leigh@dma-housing.com" &lt;leigh@dma-housing.com&gt;

Good afternoon. I regret to inform you that a project you submitted for the 2017 PA Eastern CoC Competition Grant was not selected for funding. Please review the attached letter for more detail.

I value your commitment to end homelessness. I wish you success in your endeavors.

Jeffrey E. Rich

Executive Director, Clinton County Housing Authority

President, PA Eastern Continuum of Care

Vice-President, Clinton County Housing Coalition, Inc.

[570.748.9367](tel:570.748.9367)

**Women's Resource Center, response to FY2017 CoC New Project Application.pdf**

135K



# Eastern PA Balance of State Continuum of Care (PA-509)

*Working to ensure homelessness is rare, brief and non-recurring*

## Eastern PA COC

### Board of Directors:

Jeffrey Rich  
*President*

Leslie Perryman  
*Vice President*

Joyce M. Sacco  
*Treasurer*

Craig Newcomer  
*Secretary*

Alisa Baratta  
Sergio Carmona  
Chris Cassidy  
Madra Clay  
Tara Day  
Ben Laudermilch  
Helen Kelly  
Mae-Ling Kranz  
David Weathington

### Collaborative Applicant:

Madra Clay  
*PA Dept of Community &  
Economic Development  
(DCED)*  
*Commonwealth Keystone  
Building*  
400 North Street,  
4<sup>th</sup> Floor  
Harrisburg, PA 17120  
(717) 720-7397  
[www.dced.pa.gov](http://www.dced.pa.gov)

### CoC Consultant:

Diana T. Myers &  
Associates (DMA)  
7900 Old York Road  
Suite 108B  
Elkins Park, PA 19027  
(215) 576-1558  
[www.dma-housing.com](http://www.dma-housing.com)

September 12, 2017

Nancy Perri  
Women's Resource Center

RE: New project application submitted to the Eastern PA CoC

Ms. Perri,

Thank you for submitting an application for funding to the Eastern PA CoC under the FY2017 Continuum of Care RFP.

The CoC had \$1.63M in funding to award, but received 23 new project applications totaling \$4,256,222 in funding. While the CoC's Funding Committee found your application to be of high quality, unfortunately, the amount of funding available for new projects was not sufficient to fund the proposed project.

There are currently no organizations within Susquehanna County receiving CoC-funding. It is our hope that you will be considering applying in future years. If you would like specific feedback on your application in order to be more competitive in future years, please contact Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com).

The CoC has an Appeal Policy and you are eligible to appeal this decision. If you decide to appeal, you must contact the CoC's Consultants, Diana T. Myers & Associates, Inc. (DMA) at [pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com) or (215) 576-1558 prior to Thursday at 2pm, the date of the CoC's next Board meeting.

Thank you for your interest and commitment to the work that you do.

Sincerely,

Jeff Rich  
President, Eastern PA CoC Governing Board

## **ATTACHMENT 03.**

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

Attachment 03 documents include the following:

- **Eastern PA CoC FY2017 Request for Proposals for New Permanent Housing Project**
- **Eastern PA CoC: 2017 New Project Scoring**
- **Eastern PA CoC: 2017 Renewal Ranking and Scoring**

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

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

- Criteria 12:
  - a) Cost effectiveness: Cost per Household for SSO/TH/RRH projects
  - b) Cost effectiveness: Cost per Household for PSH projects

Examples of Criteria related to achieving positive housing outcomes

- Criteria 1: Exit to Permanent Housing (SSO, TH & RRH only)
- Criteria 2: Retention of Permanent Housing/ Exit to other PH (PSH only)

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

- Criteria 3: 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.

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

---

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

The Eastern 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 \$682,146 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 Eastern 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 Eastern PA CoC includes 33 counties located in five regions:
  - Central Valley – Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union
  - Lehigh Valley – Lehigh, Northampton
  - Northern Tier – Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming
  - Pocono – Carbon, Monroe, Pike, Wayne
  - South Central – Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, Somerset
- 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
- Please use the e-mail subject line: Preliminary Application – Eastern 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 Eastern 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 Western PA CoC has developed a frequently asked questions document, which provides input from a provider operating a regional rapid re-housing project. In addition, this provider can provide peer assistance to any new regional projects awarded funding. The FAQ document can be accessed at:

<https://www.dropbox.com/s/jz5giw2fswqxd4a/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.

---

<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.

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).
  - **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 will be expected to participate in their local Regional Homeless Advisory Board (RHAB) meetings. In addition, all applicants must be or must become a member of the Eastern 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 Eastern 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 Eastern 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 and Youth
  - Geographic area: Preference given to regional 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 been subjected to reallocation in the FY2015, FY2016 or FY2017 CoC competitions.
  - 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 (\$682,146). 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.

# Eastern PA Continuum of Care, CoC PA-509 FY2017 New Project Preliminary Application

---

**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
- 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?**

**Central Valley:**

- |                                   |   |                                  |                                     |                                  |
|-----------------------------------|---|----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Cumberland     | <input type="checkbox"/> Juniata | <input type="checkbox"/> Lebanon    | <input type="checkbox"/> Mifflin |
| <input type="checkbox"/> Montour  | <input type="checkbox"/> Northumberland | <input type="checkbox"/> Perry   | <input type="checkbox"/> Schuylkill | <input type="checkbox"/> Snyder  |
| <input type="checkbox"/> Union    |   |                                  |                                     |                                  |

**Lehigh Valley:**

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Lehigh | <input type="checkbox"/> Northampton |
|---------------------------------|--------------------------------------|

**Northern Tier:**

- |                                      |                                  |                                   |                                   |
|--------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Bradford    | <input type="checkbox"/> Clinton | <input type="checkbox"/> Lycoming | <input type="checkbox"/> Sullivan |
| <input type="checkbox"/> Susquehanna |                                  | <input type="checkbox"/> Tioga    | <input type="checkbox"/> Wyoming  |

**Pocono:**

- |                                 |                                 |                               |                                |
|---------------------------------|---------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Carbon | <input type="checkbox"/> Monroe | <input type="checkbox"/> Pike | <input type="checkbox"/> Wayne |
|---------------------------------|---------------------------------|-------------------------------|--------------------------------|

**South Central:**

- |                                   |                                  |                                     |                                  |                                   |
|-----------------------------------|----------------------------------|-------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Adams    | <input type="checkbox"/> Bedford | <input type="checkbox"/> Blair      | <input type="checkbox"/> Cambria | <input type="checkbox"/> Centre   |
| <input type="checkbox"/> Franklin | <input type="checkbox"/> Fulton  | <input type="checkbox"/> Huntingdon |                                  | <input type="checkbox"/> Somerset |

**4) Which of the following subpopulations do you plan to serve? Check all that apply:**

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

**5) Has your organization had a project that reallocated during the 2015, 2016 or 2017 application process?**

- 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: \_\_\_\_\_
  
- 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: \_\_\_\_\_

**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.  
\_\_\_\_\_
  
- 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: \_\_\_\_\_

**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 Eastern PA Coordinated Entry System
- Following the CoC's written standards for providing assistance, once developed
- 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:**

<b>Requested Leasing Budget: \$ _____</b>	<b>Description of requested costs: _____</b>
---	--

**SUPPORTIVE SERVICES COSTS**

<b>PROGRAM COMPONENT</b>	<b>REQUESTED BUDGET</b>	<b>DESCRIPTION OF USE</b>
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> _____
---	---

	<b>If you are proposing administrative costs in excess of 6%, please describe this necessity. _____</b>
--	---

**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: \_\_\_\_\_**

Name/ Signature and Title of Responsible Party: \_\_\_\_\_



Applicant: \_\_\_\_\_

Geographic Area to be Covered: \_\_\_\_\_

- Project Type:**
- Permanent Supportive Housing (PSH)
  - Rapid Re-Housing (RRH)
  - Joint Transitional Housing and Rapid Re-Housing Component Type (TH/RRH)
  - Expansion – PSH
  - Expansion – RRH

**Scoring Criteria**

**Points Assigned**

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

\_\_\_\_\_

- Single County
- Multi-county = 2 points
- RHAB-wide = 2 points

**(Q5) Organization voluntarily or involuntarily reallocated one or more project during the 2015, 2016, 2017 CoC application process? (we will provide a list of reallocated projects)**

\_\_\_\_\_

- Project de-funded by HUD = 0 points
- In/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 ratio is 1:10 or less = 0 points
- Case management ratio is between 1:11 and 1:15 = 1 point
- Case management ratio is between 1:16 and 1:20+ = 2 points
- Alternatively, 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 (you will be provided with this data)** \_\_\_\_\_

- 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

**(Q15) Past performance = 3 points (you will be provided with this score)** \_\_\_\_\_

- Current Grantees: FY16 and/or FY17 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 (you will be provided with this score)** \_\_\_\_\_

- Participates in CoC/RHAB = 2 points
- Participates in HMIS = 2 points

**RHAB pro-rata = 2 points (you will be provided with this score)** \_\_\_\_\_

- Projects in RHABs where the pro-rata has reduced = 2 points

**Additional Considerations = 5 points (you will be provided with this score)** \_\_\_\_\_

- 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
- County PPRN
- Other

**Total points awarded** \_\_\_\_\_

**Team Comments:**

## Eastern PA CoC: 2017 Renewal Ranking and Scoring

- Recommended by Eastern PA CoC Funding Committee, 7-26-17
- Approved by Eastern PA CoC Governing Board, 7-27-17
- Revisions approved by Eastern PA CoC Governing Board, 9-5-17 and 9-6-17

The time period used for all data will be May 1, 2016 – April 30, 2017

#	Criteria	Data Source	Benchmark	Point Structure
<b>Performance</b>				
1	<p>Exit to Permanent Housing (SSO, TH &amp; RRH only).</p> <p><u>Measurement:</u> % of exits to permanent housing destination among those who exited project.</p>	PA-HMIS; APR from DV providers	<p>HUD Goal = 80%</p> <p>2016 CoC Performance = 53%</p> <hr/> <p>Individuals who exit to any of the below listed “destinations” will be removed from the calculation and therefore will not count negatively towards this outcome:</p> <ul style="list-style-type: none"> <li>• Hospital or other residential non-psychiatric medical facility</li> <li>• Foster care home or foster care group home</li> <li>• Long-term care facility or nursing home</li> <li>• Deceased</li> </ul>	<ul style="list-style-type: none"> <li>• 80-100% = 10 points</li> <li>• 53-79% = 3 points</li> </ul>
2	<p>Retention of Permanent Housing/ Exit to other PH (PSH only).</p> <p><u>Measurement:</u> % of project participants remained in PSH project or exited to other permanent housing.</p>	PA-HMIS; APR from DV providers	<p>HUD Goal = 80%</p> <p>2016 CoC Performance = 93%</p> <hr/> <p>Individuals who exit to any of the below listed “destinations” will be removed from the calculation and therefore will not count negatively towards this outcome:</p> <ul style="list-style-type: none"> <li>• Hospital or other residential non-psychiatric medical facility</li> <li>• Foster care home or foster care group home</li> <li>• Long-term care facility or nursing home</li> <li>• Deceased</li> </ul>	<ul style="list-style-type: none"> <li>• 93-100% = 10 points</li> <li>• 80-92% = 3 points</li> </ul>

#	Criteria	Data Source	Benchmark	Point Structure
3	Returns to Homelessness within 6 months of exit to permanent housing destination <ul style="list-style-type: none"> <li>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.</li> </ul>	PA-HMIS	2016 CoC Performance = 4% for SSO; 2% for TH; 2% for PH	<u>SSO projects:</u> <ul style="list-style-type: none"> <li>• ≤4% = 3 points</li> <li>• 5-10% = 1 point</li> </ul> <u>TH and PH projects:</u> <ul style="list-style-type: none"> <li>• ≤ 2% = 3 points</li> <li>• 3-10% = 1 point</li> </ul>
4	Length of time homeless/ length of stay in TH program (TH only)	PA-HMIS; APR from DV providers	HUD Goal= <30 days 2016 CoC Performance avg # days in TH = 267	<ul style="list-style-type: none"> <li>• ≤ 267 days = 0 points</li> <li>• 268-293 days = -1 points</li> <li>• 294-319 days = -2 points</li> <li>• 320-364 days = -3 points</li> <li>• 365+ days = -4 points</li> </ul>
5a	Income Growth among program leavers & stayers (SSO, TH & RRH only) <ul style="list-style-type: none"> <li>NOTE: Youth dedicated projects have a lower threshold</li> </ul>	PA-HMIS; APR from DV providers	2016 CoC Performance Measures, Increased income among system leavers & stayers = 45% increase	<ul style="list-style-type: none"> <li>• 45+% increase = 8 points</li> <li>• 40-44% = 5 points</li> <li>• 35-39% = 2 points</li> </ul> <u>Dedicated youth programs:</u> <ul style="list-style-type: none"> <li>• 40+% increase = 8 points</li> <li>• 30-39% = 5 points</li> </ul>
5b	Income Growth: Increase <u>or</u> maintain income (PSH only)			<ul style="list-style-type: none"> <li>• 45+% increase or maintain income = 8 points</li> <li>• 40-44% = 5 points</li> <li>• 35-39% = 2 point</li> </ul>
6	Non-cash/ Mainstream Benefits	PA-HMIS; APR from DV providers	Increase enrollment in mainstream benefits	<ul style="list-style-type: none"> <li>• 75% of program participants enrolled in 1+ mainstream benefit = 5 points</li> <li>• 60-74% enrollment = 2 point</li> </ul>

#	Criteria	Data Source	Benchmark	Point Structure
<b>Monitoring</b>				
7	Project Participant Eligibility	PA-HMIS; APR from DV providers	Prior residence of each head of household served during the reporting period = literally homeless	<ul style="list-style-type: none"> <li>• 90%+ = 5 points</li> </ul>
8	Unit Utilization Rate	# units per 2016 renewal app compared to average unit utilization; PA-HMIS; APR from DV providers	Goal = full utilization	<ul style="list-style-type: none"> <li>• 95-100% utilization = 5 points</li> <li>• 90-94% = 3 points</li> <li>• 85-89% = 1 point</li> </ul>
9	Drawdown Rates	e-LOCCS	HUD requires a minimum of quarterly draws	<ul style="list-style-type: none"> <li>• Met benchmark = 3 points</li> <li>• Did not meet benchmark = 0 points</li> </ul>
10	Funds recaptured by HUD	e-LOCCS	Goal = full spend down	<ul style="list-style-type: none"> <li>• 95-100% = 6 points</li> <li>• 90-94% = 3 points</li> <li>• 85-89% = 1 point</li> </ul>
11	Timely APR submission	Last submitted APR	HUD requires APRs to be submitted within 90 days of end of grant	<ul style="list-style-type: none"> <li>• HUD's system for submitting APR had several issues over the last year that prevented providers from submitting report. Data collected but not scored.</li> </ul>
12a	Cost effectiveness: Cost per Household <ul style="list-style-type: none"> <li>• <u>SSO/TH/RRH</u> - Average cost per Household served</li> </ul>	<u>Numerator:</u> Services + admin line items from 2017 Grant Inventory Worksheet (GIW)  <u>Denominator:</u> # of HHS served per PA-HMIS or APR from DV providers	The CoC is required to consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.	<ul style="list-style-type: none"> <li>• 10%+ below the system average = 5 points</li> <li>• 1-9% below the system average = 84 points</li> <li>• Equal to up to 9% above the system average = 2 points</li> <li>• 10%+ above system average = 0 points</li> </ul>
12b	Cost effectiveness: Cost per Household <ul style="list-style-type: none"> <li>• <u>PSH</u> - Average cost per unit</li> </ul>	<u>Numerator:</u> Services + admin line items from 2017 GIW  <u>Denominator:</u> # of units (Renewal Summary Form)	The CoC is required to consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.	<ul style="list-style-type: none"> <li>• 10%+ below the system average = 5 points</li> <li>• 1-9% below the system average = 84 points</li> <li>• Equal to up to 9% above the system average = 2 points</li> <li>• 10%+ above system average = 0 points</li> </ul>

#	Criteria	Data Source	Benchmark	Point Structure
13a	Cost effectiveness: Cost per Positive Exit <ul style="list-style-type: none"> <li>• <u>SSO/TH/RRH</u> - Average cost per exit to Permanent Housing destination.</li> </ul>	<u>Numerator:</u> Services + admin line items from 2017 GIW  <u>Denominator:</u> Leavers to PH per PA-HMIS or APR from DV providers	The CoC is required to consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.	<ul style="list-style-type: none"> <li>• 10%+ below the system average = 5 points</li> <li>• 1-9% below the system average = 84 points</li> <li>• Equal to up to 9% above the system average = 2 points</li> <li>• 10%+ above system average = 0 points</li> </ul>
13b	Cost effectiveness: Cost per Positive Exit <ul style="list-style-type: none"> <li>• <u>PSH</u> - Average cost per household that remains in PSH or exits to other Permanent Housing destination.</li> </ul>	<u>Numerator:</u> Services + admin line items from 2017 GIW  <u>Denominator:</u> Stayers + Leavers to other PH per PA-HMIS or APR from DV providers	The CoC is required to consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.	<ul style="list-style-type: none"> <li>• 10%+ below the system average = 5 points</li> <li>• 1-9% below the system average = 84 points</li> <li>• Equal to up to 9% above the system average = 2 points</li> <li>• 10%+ above system average = 0 points</li> </ul>
14	HUD Monitoring	Letter verifying no monitoring; If monitored, evidence of no outstanding findings	Any findings during monitoring should be resolved within the HUD timeline identified.	<ul style="list-style-type: none"> <li>• No monitoring within the last two years, or monitored with no outstanding issues = 0 points</li> <li>• Project monitored and has unresolved findings = - 5 points</li> </ul>
<b>Contributing to ending homelessness &amp; goals of Opening Doors</b>				
15	CoC Project Description.  *See additional instructions on page	Renewal Summary Form and 2017 Renewal Application	CoCs are required to strategically allocate resources in order to most effectively end homelessness throughout geographic area.	1.5 points for each of the below described clearly in project app, for up to 6 points: <ul style="list-style-type: none"> <li>• project is meeting a local need</li> <li>• includes no details in conflict with operating as housing first</li> <li>• prioritizes resources (e.g. high vulnerability, unsheltered, length of time homeless, chronic homeless)</li> <li>• community partners to provide supportive services</li> </ul>

#	Criteria	Data Source	Benchmark	Point Structure
16	<i>Opening Doors</i> Goals	Renewal Summary Form and 2017 Renewal Application	In order to meet the goals of <i>Opening Doors</i> , the CoC must prioritize specific populations, many of whom have a high need for specialized services.	5 points if project targets one or more of the below populations: <ul style="list-style-type: none"> <li>• Youth (under 25)</li> <li>• Families with Children</li> <li>• Persons experiencing chronic homelessness</li> <li>• Veterans</li> </ul>
17	Severity of Need/ Need for specialized services.  <u>Measurement:</u> Avg. to be calculated and measured separately for each project type.	HMIS or DV comparable database weighted average vulnerability	In order to encourage providers to serve the most vulnerable within our CoC, additional points will be awarded to projects that serve a high % of participants with physical & mental health conditions	<ul style="list-style-type: none"> <li>• Meet or exceed CoC average vulnerability = 7.5 points</li> <li>• Up to 25% below average vulnerable = 2.5 points</li> <li>• Less = 0 points</li> </ul>
18	PSH beds dedicated for chronically homeless	Renewal Summary Form and 2017 Renewal Application	<ul style="list-style-type: none"> <li>• HUD Goal = 85% of PSH beds dedicated for chronic homeless.</li> <li>• CoC policy requires chronic prioritization of all CoC-funded PSH beds.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of all PSH beds dedicated or prioritized for chronic homeless = 2.5 points</li> <li>• &lt;100% = 0 points</li> </ul>
19	Housing First Approach	Renewal Summary Form and 2017 Renewal Application	HUD Goal = 75+% of all CoC-funded projects operate using a Housing First approach	<ul style="list-style-type: none"> <li>• Yes = 5 points</li> <li>• No = 0 points</li> </ul>
<b>CoC Participation</b>				
20	RHAB Participation and CoC Leadership	RHAB Secretary, Committee/ Sub-committee Chair, CoC Staff	<u>RHAB Participation:</u> Full participation in RHAB is expected in order to further the goals of the CoC.  <u>CoC Leadership:</u> The CoC frequently requests volunteer participation with various Committees and Sub-Committees.	<b>Maximum points = 10</b>  <u>RHAB Participation:</u> % of 10 points, based on % of RHAB meetings attended  <u>CoC Leadership:</u> <ul style="list-style-type: none"> <li>• If less than 10 points were awarded for RHAB participation, 1 additional point will be awarded for each Committee/ Sub-Committee meeting attended, up to 3 points. (Total combined points not to exceed 10.)</li> </ul> <u>BONUS OPPORTUNITY:</u> If 10 points were awarded for RHAB participation and a representative from the

#	Criteria	Data Source	Benchmark	Point Structure
				organization also participated on a Committee/Sub-Committee, one additional bonus point will be added.
21	Attended CoC meetings	CoC registration/attendance sheets	Full participation in CoC is expected in order to further the goals of the CoC.	2 points awarded for attending October 2016 CoC meeting
				2 points awarded for attending April 2017 CoC meeting. 1 point will be awarded to grantees that did not attend the meeting, as the meeting was held on Easter Monday and some organizations were closed.
22	Attended CoC webinars and training	CoC webinar registration information	Full participation in webinar and training opportunities is expected of all CoC funded organizations	Due to technology-related issues, this will not be scored in 2017. The issues have been resolved and webinars and face-to-face training will be scored in 2018.
23	Participation and high data quality (<5% missing/null data)	PA-HMIS; DV providers must provide evidence of alternate database	Full participation in HMIS is required of all CoC-funded organizations	DV providers will be awarded 5 points by providing evidence of participation in a comparable database Non-DV providers will receive five points if data quality shows <5% missing/null data
24 *NEW*	Timeliness of HMIS Data Entry.  Timeliness specifically looks at project entry and exit dates. For example, this measure will compare a household's actual enrollment date against the date that their enrollment date was entered in HMIS.	PA-HMIS	Per the HMIS Participation Agreement, all data should be entered into PA-HMIS within 7 days	Not scored in 2017, but will be scored in 2018  TBD if DV providers will be evaluated on this criteria in 2018



#	Criteria	Data Source	Benchmark	Point Structure
25 *NEW*	HMIS Bed Inventory.  Note: the CoC's Data Committee will provide additional guidance and a timeline by which all projects need to have their Bed/Unit inventory set-up in HMIS.	PA-HMIS	Bed/Unit inventory is set up in PA-HMIS and kept up to date	Not scored in 2017, but will be scored in 2018 <hr/> TBD if DV providers will be evaluated on this criteria in 2018

Notes:

- The FY18 Renewal Ranking Criteria will include participation in Coordinated Entry. As of January 2018, or sooner if directed by CoC Governing Board, all CoC-funded projects will be required to enroll new project participants using referrals prioritized through the CoC's Coordinated Entry.
- **Additional instructions for criteria # 15, CoC Project Description.** The CoC Project Description for each Renewal Project Application will need to be consistent with HUD's detailed instructions and clearly incorporate information related to the four elements described under "point structure". Specifically:
  - describe local needs, including any recent community-based needs assessments and how your project is responding to local needs;
  - provide information about eligibility for assistance and any other factors considered prior to program enrollment (e.g. no income, active drug use, etc.);
  - provide information about program termination, including under what circumstances someone can be terminated, if there is an appeals process and if the project assists the household to identify another homeless assistance provider or housing option;
  - if your project prioritizes resources, provide information about the criteria and how it is used;
  - incorporate the names of community partners and examples of the ways in which your organizations are working together to meet the needs of each household.

**Summary of Point Allocation**

#	Criteria	Point Structure	
		SSO/TH/RRH	PSH
<b>Performance = 26 points</b>			
1	Exit to Permanent Housing (SSO, TH & RRH only)	10	n/a
2	Retention of Permanent Housing/ Exit to other PH (PSH only)	n/a	10
3	Returns to Homelessness within 6 months of exit to permanent housing destination	3	3
4	Length of time homeless/ length of stay in TH program (TH only)	0 to -4 points	n/a
5	Income Growth	8	8
6	Non-cash/ Mainstream Benefits	5	5
<b>Monitoring = 29 points</b>			
7	Project Participant Eligibility	5	5
8	Unit Utilization Rate	5	5
9	Drawdown Rates	3	3
10	Funds recaptured by HUD	6	6
11	Timely APR submission	n/a	n/a
12	Cost effectiveness: Cost per Household	5	5
13	Cost effectiveness: Cost per Positive Exit	5	5
14	HUD Monitoring	0 to -5 points	0 to -5 points
<b>Contributing to ending homelessness &amp; goals of Opening Doors = 26 points</b>			
15	CoC Project Description	6	6
16	<i>Opening Doors</i> Goals	5	5
17	Severity of Need/ Need for specialized services	7.5	7.5
18	PSH beds dedicated for chronically homeless	n/a	2.5
19	Housing First Approach	5	5
<b>CoC Participation = 19 points</b>			
20	RHAB Participation/CoC Leadership	10	10
21	Attended CoC meetings	4	4
22	Attended CoC webinars and training	n/a	n/a
23	HMIS Participation and high data quality	5	5
24	Timeliness of HMIS Data Entry	not scored	not scored
25	HMIS Bed Inventory	not scored	not scored
<b>TOTAL</b>		<b>97.5</b>	<b>100</b>
<b>BONUS</b>	<b>CoC Leadership (part of # 20)</b>	<b>1</b>	<b>1</b>

## **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:
  - Eastern PA CoC member & stakeholder mailing list
  - Western PA CoC members
  - 14 PA entitlement CoCs
- 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;

## EASTERN PA RENEWAL APPLICANT INSTRUCTIONS

1 message

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

Fri, Jul 28, 2017 at 6:55 PM

To: "bhoffman@lebanoncountyhousing.com" <bhoffman@lebanoncountyhousing.com>, "kmolinaro@cchra.com" <kmolinaro@cchra.com>, "jmatulevich@embarqmail.com" <jmatulevich@embarqmail.com>, "cvarner@cchra.com" <cvarner@cchra.com>, "twhelan@cchra.com" <twhelan@cchra.com>, "afisher@co.mifflin.pa.us" <afisher@co.mifflin.pa.us>, "kprice@co.mifflin.pa.us" <kprice@co.mifflin.pa.us>, "lstalnaker@co.mifflin.pa.us" <lstalnaker@co.mifflin.pa.us>, "cpicarelli@norrycopa.net" <cpicarelli@norrycopa.net>, "gsunderland@keystonehumanservices.org" <gsunderland@keystonehumanservices.org>, "Leslie.Perryman@rhd.org" <Leslie.Perryman@rhd.org>, "lmormando@rhd.org" <lmormando@rhd.org>, "blivingston@use.salvationarmy.org" <blivingston@use.salvationarmy.org>, "Dave.Langford@use.salvationarmy.org" <Dave.Langford@use.salvationarmy.org>, "Trinette\_Ream@use.salvationarmy.org" <Trinette\_Ream@use.salvationarmy.org>, "dgarrison@s-wic.org" <dgarrison@s-wic.org>, "scasey@s-wic.org" <scasey@s-wic.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "susan\_m@transitionsofpa.org" <susan\_m@transitionsofpa.org>, "sauman@union-snydercaa.org" <sauman@union-snydercaa.org>, "rrinck@union-snydercaa.org" <rrinck@union-snydercaa.org>, "tKorzenaski@union-snydercaa.org" <tKorzenaski@union-snydercaa.org>, "rnicolella@allentowndiocese.org" <rnicolella@allentowndiocese.org>, "Joyce@housingalliancepa.org" <Joyce@housingalliancepa.org>, "dmalacsics@lehighchurches.org" <dmalacsics@lehighchurches.org>, "iolivieri@lehighchurches.org" <iolivieri@lehighchurches.org>, "barbarac@lcha-vhdc.org" <barbarac@lcha-vhdc.org>, "eleana.belletieri@use.salvationarmy.org" <eleana.belletieri@use.salvationarmy.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "maclay@pa.gov" <maclay@pa.gov>, "jeff@clintoncountyhousing.com" <jeff@clintoncountyhousing.com>, "gnoble@joinder.org" <gnoble@joinder.org>, "rweber@joinder.org" <rweber@joinder.org>, "ucminc@epix.net" <ucminc@epix.net>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "dglenwright@ywcawilliamsport.org" <dglenwright@ywcawilliamsport.org>, "snn334@aol.com" <snn334@aol.com>, "bhaggerty@cssscranton.org" <bhaggerty@cssscranton.org>, "egilpatrick@cssmilford.org" <egilpatrick@cssmilford.org>, "cbumford@fitzmaurice.org" <cbumford@fitzmaurice.org>, "hamc@ptd.net" <hamc@ptd.net>, "rnd@sunlink.net" <rnd@sunlink.net>, "jyaworski@hdcnepa.org" <jyaworski@hdcnepa.org>, "bgomb@ceopeoplehelpingpeople.org" <bgomb@ceopeoplehelpingpeople.org>, "dkletsko@ceopeoplehelpingpeople.org" <dkletsko@ceopeoplehelpingpeople.org>, "gary.vinson@rhd.org" <gary.vinson@rhd.org>, "suea@rhd.org" <suea@rhd.org>, "Tina.Stanley@rhd.org" <Tina.Stanley@rhd.org>, "Stacy.locastro@blaircap.org" <Stacy.locastro@blaircap.org>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "Jodi.williams@blaircap.org" <Jodi.williams@blaircap.org>, "Billie.egan@blaircap.org" <Billie.egan@blaircap.org>, "racc@verizon.net" <racc@verizon.net>, "racc206@yahoo.com" <racc206@yahoo.com>, "Johnstownlandlords@yahoo.com" <Johnstownlandlords@yahoo.com>, "paulalmiller@aol.com" <paulalmiller@aol.com>, "wmelius@centerforcommunityaction.org" <wmelius@centerforcommunityaction.org>, "stice@CENTERFORCOMMUNITYACTION.ORG" <stice@centerforcommunityaction.org>, "sspeicher@centerforcommunityaction.org" <sspeicher@centerforcommunityaction.org>, "lphillips@capfsc.org" <lphillips@capfsc.org>, "awebreck@capfsc.org" <awebreck@capfsc.org>, "nwcorman@centrecountypa.gov" <nwcorman@centrecountypa.gov>, "seblack@franklincountypa.gov" <seblack@franklincountypa.gov>, "jrwenzel@franklincountypa.gov" <jrwenzel@franklincountypa.gov>, "raleidig@franklincountypa.gov" <raleidig@franklincountypa.gov>, "dpackech@homenursingagency.com" <dpackech@homenursingagency.com>, "mwasikonis@housingtransitions.org" <mwasikonis@housingtransitions.org>, "annette.r@housingtransitions.com" <annette.r@housingtransitions.com>, "Jcollins@huntingdonhouse.org" <Jcollins@huntingdonhouse.org>, "natalie@maranathaminstries.net" <natalie@maranathaminstries.net>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "newhopeshelter@gmail.com" <newhopeshelter@gmail.com>, "bdonato@coniferllc.com" <bdonato@coniferllc.com>, "lkaseman@coniferllc.com" <lkaseman@coniferllc.com>, "ccassidy@caclv.org" <ccassidy@caclv.org>, "HKelly@waynecountypa.gov" <HKelly@waynecountypa.gov>, "joycesac2@comcast.net" <joycesac2@comcast.net>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "easternpa@dma-housing.com" <easternpa@dma-housing.com>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>

To EASTERN 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 Diana T. Myers and Associates (DMA) to review your project 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)

---

3 attachments



PA-509 FY2017 Renewal Summary Form - final locked.docx  
125K



East - Dropbox Instructions & Links.pdf  
191K



2017 Eastern PA CoC - Renewal Ranking Criteria and Scoring - approved by CoC Board, 7-27-17.pdf  
439K



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

## Eastern PA CoC: FY2017 New Project RFP

1 message

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

Thu, Aug 3, 2017 at 12:52 PM

To: "hamc@ptd.net" <hamc@ptd.net>, "havenministryinc@gmail.com" <havenministryinc@gmail.com>, "heather\_o@transitionsofpa.org" <heather\_o@transitionsofpa.org>, "HKelly@waynecountypa.gov" <HKelly@waynecountypa.gov>, "hspear@armpa.org" <hspear@armpa.org>, "iolivieri@lehighchurches.org" <iolivieri@lehighchurches.org>, "james.gingrich@use.salvationarmy.org" <james.gingrich@use.salvationarmy.org>, "janeshelterservice@gmail.com" <janeshelterservice@gmail.com>, "jbulger@centerforcommunityaction.org" <jbulger@centerforcommunityaction.org>, "Jcollins@huntingdonhouse.org" <Jcollins@huntingdonhouse.org>, "jdobinson@cssstroudsburg.org" <jdobinson@cssstroudsburg.org>, "jdougherty@pbfalv.org" <jdougherty@pbfalv.org>, "jdove@schuylkillcommunityaction.com" <jdove@schuylkillcommunityaction.com>, "jeff@clintoncountyhousing.com" <jeff@clintoncountyhousing.com>, "Jeff@clintoncountyhousing.com" <Jeff@clintoncountyhousing.com>, "jelder@prainc.com" <jelder@prainc.com>, "jenndunne@wrmonroe.org" <jenndunne@wrmonroe.org>, "jgarrison@hdcnepa.org" <jgarrison@hdcnepa.org>, "jkelleher@armpa.org" <jkelleher@armpa.org>, "jkemp@sam-inc.org" <jkemp@sam-inc.org>, "jkomisor@projecteaston.org" <jkomisor@projecteaston.org>, "jlewis@sherickpm.com" <jlewis@sherickpm.com>, "jllehman@franklincountypa.gov" <jllehman@franklincountypa.gov>, "jmatthewson@eastonanc.org" <jmatthewson@eastonanc.org>, "jmatulevich@embarqmail.com" <jmatulevich@embarqmail.com>, "Jodi.williams@blaircap.org" <Jodi.williams@blaircap.org>, "Johnstownlandlords@yahoo.com" <Johnstownlandlords@yahoo.com>, "jonnay01@comcast.net" <jonnay01@comcast.net>, "joycedoughertyphd@gmail.com" <joycedoughertyphd@gmail.com>, "joycesac2@comcast.net" <joycesac2@comcast.net>, "jpagan@housingtransitions.org" <jpagan@housingtransitions.org>, "jpardo@adamscha.org" <jpardo@adamscha.org>, "jpecht@pa.net" <jpecht@pa.net>, "jpoch@safeharboreaston.org" <jpoch@safeharboreaston.org>, "jrwenzel@franklicountypa.gov" <jrwenzel@franklicountypa.gov>, "jrwenzel@franklincountypa.gov" <jrwenzel@franklincountypa.gov>, "jslifka@schuylkillcommunityaction.com" <jslifka@schuylkillcommunityaction.com>, "jthomas@thirdstreetalliance.org" <jthomas@thirdstreetalliance.org>, "justin.kerrigan@nextstepcenter.org" <justin.kerrigan@nextstepcenter.org>, "jwallace@gaudenzia.org" <jwallace@gaudenzia.org>, "jWatkins@newbethanyministries.org" <jWatkins@newbethanyministries.org>, "jyaworski@hdcnepa.org" <jyaworski@hdcnepa.org>, "kaposinge@pa.gov" <kaposinge@pa.gov>, "Karen@dma-housing.com" <Karen@dma-housing.com>, "karen@havenoftiogacounty.org" <karen@havenoftiogacounty.org>, "karrycarr@yahoo.com" <karrycarr@yahoo.com>, "kblasco@caclv.org" <kblasco@caclv.org>, "kbowen@valleyyouthhouse.org" <kbowen@valleyyouthhouse.org>, "kcohen@newbethanyministries.org" <kcohen@newbethanyministries.org>, "kcope@communityhope-nj.org" <kcope@communityhope-nj.org>, "kcrandall@hdcnepa.org" <kcrandall@hdcnepa.org>, "kdann@ccysb.com" <kdann@ccysb.com>, "keroh@csiu.org" <keroh@csiu.org>, "kgisonti@valleyyouthhouse.org" <kgisonti@valleyyouthhouse.org>, "kheim@nhsonline.org" <kheim@nhsonline.org>, "khicks@housingtransitions.com" <khicks@housingtransitions.com>, "kim\_shelterservice@verizon.net" <kim\_shelterservice@verizon.net>, "kklein@valleyyouthhouse.org" <kklein@valleyyouthhouse.org>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>, "kmolinaro@cchra.com" <kmolinaro@cchra.com>, "kprice@co.mifflin.pa.us" <kprice@co.mifflin.pa.us>, "ksemerod@co.schuylkill.pa.us" <ksemerod@co.schuylkill.pa.us>, "kwilliams@homenursingagency.com" <kwilliams@homenursingagency.com>, "kwoods@cchra.com" <kwoods@cchra.com>, "Laura.Duesenberry@use.salvationarmy.org" <Laura.Duesenberry@use.salvationarmy.org>, "layers-caswell@adamscounty.us" <layers-caswell@adamscounty.us>, "lbecker@csc.csiu.org" <lbecker@csc.csiu.org>, "legal@ccwcsafe.org" <legal@ccwcsafe.org>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "Leslie.Perryman@rhd.org" <Leslie.Perryman@rhd.org>, "lisad@winservices.org" <lisad@winservices.org>, "lkaseman@coniferllc.com" <lkaseman@coniferllc.com>, "lmormando@rhd.org" <lmormando@rhd.org>, "lphillips@capfsc.org" <lphillips@capfsc.org>, "lreddy@valleyyouthhouse.org" <lreddy@valleyyouthhouse.org>, "lstalnaker@co.mifflin.pa.us" <lstalnaker@co.mifflin.pa.us>, "lstevens@co.schuylkill.pa.us" <lstevens@co.schuylkill.pa.us>, "lvandoren@pbfalv.org" <lvandoren@pbfalv.org>, "lwengerd@gmail.com" <lwengerd@gmail.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "maclay@pa.gov" <maclay@pa.gov>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "malbright@valleyyouthhouse.org" <malbright@valleyyouthhouse.org>, "Manuela.Moriarty@blaircap.org" <Manuela.Moriarty@blaircap.org>, "maria@clintoncountyhousing.com" <maria@clintoncountyhousing.com>, "maryann\_broschart@excite.com" <maryann\_broschart@excite.com>, "maryellenherzog@rcn.com" <maryellenherzog@rcn.com>, "Matt@lccm.us" <Matt@lccm.us>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "mcpilewski@cssscranton.org" <mcpilewski@cssscranton.org>, "melissa.magargle@familypromiselycoming.org" <melissa.magargle@familypromiselycoming.org>, "mhamilton@ccwrc.org" <mhamilton@ccwrc.org>, "mibaxter@pa.gov" <mibaxter@pa.gov>, "michael@unitedwaymonroe.org" <michael@unitedwaymonroe.org>, "michelle.butler@phila.gov" <michelle.butler@phila.gov>, "mlisby@lehighchurches.org" <mlisby@lehighchurches.org>, "mmwvip@ptd.net" <mmwvip@ptd.net>, "mroinick@sullivancounty-pa.us" <mroinick@sullivancounty-pa.us>, "mwasikonis@housingtransitions.org" <mwasikonis@housingtransitions.org>

"nancyp@wrcnepa.org" <nancyp@wrcnepa.org>, "nblair@ywcawilliamsport.org" <nblair@ywcawilliamsport.org>, "newhopeshelter@gmail.com" <newhopeshelter@gmail.com>, "newhopesheltercm@comcast.net" <newhopesheltercm@comcast.net>, "Nicole.Germaux@blaircap.org" <Nicole.Germaux@blaircap.org>, "nlaiudara@valleyyouthhouse.org" <nlaiudara@valleyyouthhouse.org>, "nsc@nextstepcenter.org" <nsc@nextstepcenter.org>, "nwcorman@centrecountypa.gov" <nwcorman@centrecountypa.gov>, "nyerkes@bcoc.org" <nyerkes@bcoc.org>, "ordaineducc@comcast.net" <ordaineducc@comcast.net>, "paeasterncoc@wiggiomail.com" <paeasterncoc@wiggiomail.com>, "PastorAnn2@comcast.net" <PastorAnn2@comcast.net>, "pastorjira@yahoo.com" <pastorjira@yahoo.com>, "patti\_s@transitionsofpa.org" <patti\_s@transitionsofpa.org>, "paulalmiller@aol.com" <paulalmiller@aol.com>, "pcampbell@familyservicesinc.net" <pcampbell@familyservicesinc.net>, "pcosden@adamscha.org" <pcosden@adamscha.org>, "peacefulknights@gmail.com" <peacefulknights@gmail.com>, "pholtry@lebcnty.org" <pholtry@lebcnty.org>, "plewis@newbethanyministries.org" <plewis@newbethanyministries.org>, "preusserjl@homenursingagency.com" <preusserjl@homenursingagency.com>, "prscvs@epix.net" <prscvs@epix.net>, "racc@verizon.net" <racc@verizon.net>, "racc206@yahoo.com" <racc206@yahoo.com>, "raleidig@franklincountypa.gov" <raleidig@franklincountypa.gov>, "rcampbell@wesoldieron.org" <rcampbell@wesoldieron.org>, "rdodson@sccap.org" <rdodson@sccap.org>, "rebecca.schenck@vmcenter.org" <rebecca.schenck@vmcenter.org>, "rebeccastobel@lvcil.org" <rebeccastobel@lvcil.org>, "rhendrickson@ywcahbg.org" <rhendrickson@ywcahbg.org>, "rhiggins@censop.com" <rhiggins@censop.com>, "richardorlemann@lehighcounty.org" <richardorlemann@lehighcounty.org>, "rkuba@caclv.org" <rkuba@caclv.org>, "rnd@sunlink.net" <rnd@sunlink.net>, "rnicolella@allentowndiocese.org" <rnicolella@allentowndiocese.org>, "rreed@huntingdonhouse.org" <rreed@huntingdonhouse.org>, "rrinck@union-snydercaa.org" <rrinck@union-snydercaa.org>, "rruiz@pikepa.org" <rruiz@pikepa.org>, "rshearer@familypromisehcr.org" <rshearer@familypromisehcr.org>, "rvilello@pa.gov" <rvilello@pa.gov>, "rweber@joinder.org" <rweber@joinder.org>, "rwertz@lebcnty.org" <rwertz@lebcnty.org>, "rwholder@comcast.net" <rwholder@comcast.net>, "sami@enddvsaa.org" <sami@enddvsaa.org>, "sauman@union-snydercaa.org" <sauman@union-snydercaa.org>, "sBellish@carlislecares.org" <sBellish@carlislecares.org>, "scasey@s-wic.org" <scasey@s-wic.org>, "SCooley@ADAMSCHA.ORG" <SCooley@adamscha.org>, "sean.nedimyer@use.salvationarmy.org" <sean.nedimyer@use.salvationarmy.org>, "seblack@franklincountypa.gov" <seblack@franklincountypa.gov>, "serenelivingll@comcast.net" <serenelivingll@comcast.net>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "Sergio.Carmona@blaircap.org" <Sergio.Carmona@blaircap.org>, "servantstoall@comcast.net" <servantstoall@comcast.net>, "sfrankenstein@sam-inc.org" <sfrankenstein@sam-inc.org>, "sGroft@sccap.org" <sGroft@sccap.org>, "sharrington@perryhumanservices.org" <sharrington@perryhumanservices.org>, "sharringtonphp@gmail.com" <sharringtonphp@gmail.com>, "shawthorne@pa.gov" <shawthorne@pa.gov>, "slong@lebcnty.org" <slong@lebcnty.org>, "smalone@ccuhbg.org" <smalone@ccuhbg.org>, "smcilwee@adamscha.org" <smcilwee@adamscha.org>, "smcllwee@adamscha.org" <smcllwee@adamscha.org>, "smoyer@schuykillcommunityaction.com" <smoyer@schuykillcommunityaction.com>, "snn334@aol.com" <snn334@aol.com>, "spreisler1@gmail.com" <spreisler1@gmail.com>, "sspahr@lebanonrescuemission.org" <sspahr@lebanonrescuemission.org>, "sspeicher@centerforcommunityaction.org" <sspeicher@centerforcommunityaction.org>, "Stacy.locastro@blaircap.org" <Stacy.locastro@blaircap.org>, "Stacy.Locastro@blaircap.org" <Stacy.Locastro@blaircap.org>, "stice@CENTERFORCOMMUNITYACTION.ORG" <stice@centerforcommunityaction.org>, "stpath@ptd.net" <stpath@ptd.net>, "suea@rhd.org" <suea@rhd.org>, "SueA@rhd.org" <SueA@rhd.org>, "tina.stanley@rhd.org" <tina.stanley@rhd.org>, "suerb@aol.com" <suerb@aol.com>, "susan\_m@transitionsofpa.org" <susan\_m@transitionsofpa.org>, "susanshelterservice@gmail.com" <susanshelterservice@gmail.com>, "swhispell@use.salvationarmy.org" <swhispell@use.salvationarmy.org>, "swicpropmanger@comcast.net" <swicpropmanger@comcast.net>, "tan@abusenetwork.org" <tan@abusenetwork.org>, "tberninger@ywcawilliamsport.org" <tberninger@ywcawilliamsport.org>, "TC@shopc.org" <TC@shopc.org>, "tcrouse@centerforcommunityaction.org" <tcrouse@centerforcommunityaction.org>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "terrance.mcclain@va.gov" <terrance.mcclain@va.gov>, "terri@enddvsaa.org" <terri@enddvsaa.org>, "theresas@turningpointlv.org" <theresas@turningpointlv.org>, "tillig@blairco.org" <tillig@blairco.org>, "Tina.Stanley@rhd.org" <Tina.Stanley@rhd.org>, "tiogacountyhomelessinitiative@yahoo.com" <tiogacountyhomelessinitiative@yahoo.com>, "tjones@centerforcommunityaction.org" <tjones@centerforcommunityaction.org>, "tkorzenaski@snydercaa.org" <tkorzenaski@snydercaa.org>, "tKorzenaski@union-snydercaa.org" <tKorzenaski@union-snydercaa.org>, "tmiller@s-wic.org" <tmiller@s-wic.org>, "tmorral@centerforcommunityaction.org" <tmorral@centerforcommunityaction.org>, "tom.peters@vmcenter.org" <tom.peters@vmcenter.org>, "tream@use.salvationarmy.org" <tream@use.salvationarmy.org>, "Trinette\_Ream@use.salvationarmy.org" <Trinette\_Ream@use.salvationarmy.org>, "tstorrs@npacc.net" <tstorrs@npacc.net>, "tWesley@sccap.org" <tWesley@sccap.org>, "twhelan@cchra.com" <twhelan@cchra.com>, "ucminc@epix.net" <ucminc@epix.net>, "vbaronner@ccysb.com" <vbaronner@ccysb.com>, "vhnatko@waynecountypa.gov" <vhnatko@waynecountypa.gov>, "vp@pikecountyhoh.org" <vp@pikecountyhoh.org>, "vspitler@opphouse.org" <vspitler@opphouse.org>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "wbrehm@columbiacountyhousing.com" <wbrehm@columbiacountyhousing.com>, "William.cress@va.gov" <William.cress@va.gov>, "wmelius@centerforcommunityaction.org" <wmelius@centerforcommunityaction.org>, "womenctr1@verizon.net" <womenctr1@verizon.net>, "Ypenrod@jhaonline.org" <Ypenrod@jhaonline.org>, "LoriS@turningpointlv.org" <LoriS@turningpointlv.org>, "Fern@dma-housing.com" <Fern@dma-housing.com>

Hello Eastern PA CoC members and stakeholders,



Attached you will find the Eastern PA CoC's RFP for new permanent housing projects. Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the [FY2017 HUC CoC NOFA](#).

Through this RFP, the CoC is accepting proposals for the following project types:

- Permanent Supportive Housing;
- Rapid Re-Housing;
- HUD's new Joint Transitional Housing/ Rapid Re-Housing component; and
- Expansion projects.

See the HUD NOFA and information provided within the RFP for more information.

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 this opportunity to partner with the Eastern 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 Eastern PA CoC RFP & Preliminary Application for New Permanent Housing Projects-distributed 8-3-17.docx**  
49K



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

## Fw: Eastern PA CoC: FY2017 New Project RFP

1 message

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

Thu, Aug 3, 2017 at 8:41 PM

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>, "cejohnson@co.armstrong.pa.us" <cejohnson@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>, "ciabattomidina@gmail.com" <ciabattomidina@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>, "debbennington@windstream.net" <debbennington@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>, "hpir@fcaa.org" <hpir@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>, "kimpi@armstrongcap.com" <kimpi@armstrongcap.com>, "kjohnston@pottercountyhumansvcs.org" <kjohnston@pottercountyhumansvcs.org>, "kjohnston@pottercouthumanservices.org" <kjohnston@pottercouthumanservices.org>, "kmcelroy@wfcaa.org" <kmcelroy@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@capmercerc.org" <krentz@capmercerc.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>, "mfought@iccap.net" <mfought@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>, "rcadamone@jccap.org" <rcadamone@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>, "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>, "sfuller@chapsinc.org" <sfuller@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>, "sPlyler@humanservicescenter.net" <sPlyler@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>, "toddcline@co.clarion.pa.us" <toddcline@co.clarion.pa.us>, "tscott@sphs.org" <tscott@sphs.org>, "tshorts@chapsinc.org" <tshorts@chapsinc.org>, "twaltenbaugh@westmorelandca.org" <twaltenbaugh@westmorelandca.org>, "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>, "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>  
Cc: Jeffrey Rich <jeff@clintoncountyhousing.com>, "Leslie.Perryman@rhd.org" <leslie.perryman@rhd.org>, "joycesac2@comcast.net" <joycesac2@comcast.net>, Craig Newcomer <craignewcomermmi@gmail.com>, "Madra L. Clay" <maclay@pa.gov>, Leigh Howard <leigh@dma-housing.com>, Barbara Hodas <barbara@dma-housing.com>, Lea Dougherty <easternpa@dma-housing.com>, Ciarra <westernpa@dma-housing.com>

Western 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 a FY2017 CoC funding opportunity in the Eastern PA CoC, as described below.

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](#).

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)

---

**From:** Diana T. Myers and Assoc. <[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)>  
**Sent:** Thursday, August 3, 2017 12:52 PM  
**Subject:** Eastern PA CoC: FY2017 New Project RFP

Hello Eastern PA CoC members and stakeholders,

Attached you will find the Eastern PA CoC's RFP for new permanent housing projects. Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the [FY2017 HUC CoC NOFA](#).

Through this RFP, the CoC is accepting proposals for the following project types:

- Permanent Supportive Housing;
- Rapid Re-Housing;
- HUD's new Joint Transitional Housing/ Rapid Re-Housing component; and
- Expansion projects.

See the HUD NOFA and information provided within the RFP for more information.

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 this opportunity to partner with the Eastern 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 Eastern PA CoC RFP & Preliminary Application for New Permanent Housing Projects-distributed 8-**

**3-17.docx**

49K



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>, "seibertc@co.delaware.pa.us" <seibertc@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@fcaa.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 <craignewcomermmi@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)

---

### 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**



# Pennsylvania Continuums of Care [Need Housing Assistance? | Contact](#)

News ▾ About the CoC Eastern CoC ▾ Western CoC ▾ Resources ▾ HMIS ESG Program  
FY2017 CoC NOFA Competition ▾

- News**
- [SNAPS In Focus: Improving our Crisis Response System](#)
- [EASTERN PENNSYLVANIA CONTINUUM OF CARE REQUEST FOR PROPOSALS](#)
- [The FY 2017 CoC Program Competition is Now Open](#)
- [From Our Federal Partners: Engaging Individuals who have Experienced Chronic Homelessness](#)
- [Housing First Training Materials](#)

- Resources**
- [Coordinated Entry Process](#)
- [Funding Opportunities](#)
- [Continuum Reports](#)

## Eastern PA FY17 CoC NOFA

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

### Public Posting:

On August 3, 2017, the Eastern PA CoC announced the release of a Request For Proposals (RFP) for new permanent housing projects. Selected projects will be submitted as part of the CoC's Consolidated Application to HUD under the FY2017 HUC CoC NOFA.

**[Click here to access this RFP.](#)**

Through this RFP, the CoC is accepting proposals for the following project types:

- Permanent Supportive Housing;
- Rapid Re-Housing;
- HUD's new Joint Transitional Housing/ Rapid Re-Housing component; and
- Expansion projects.

See the HUD NOFA and information provided within the RFP for more information.

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 this opportunity to partner with the Eastern PA Continuum of Care to reduce and end homelessness.

**Translate »**





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

## PA-509 Notification of Project Acceptance/Rejection for 2017 CoC Competition

1 message

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

Wed, Sep 13, 2017 at 5:12 PM

To: "bhoffman@lebanoncountyhousing.com" <bhoffman@lebanoncountyhousing.com>, "kmolinaro@cchra.com" <kmolinaro@cchra.com>, "jmatulevich@embarqmail.com" <jmatulevich@embarqmail.com>, "twhelan@cchra.com" <twhelan@cchra.com>, "afisher@co.mifflin.pa.us" <afisher@co.mifflin.pa.us>, "lstalnakar@co.mifflin.pa.us" <lstalnakar@co.mifflin.pa.us>, "cpicarelli@norrycopa.net" <cpicarelli@norrycopa.net>, "gsunderland@keystonehumanservices.org" <gsunderland@keystonehumanservices.org>, "Leslie.Perryman@rhd.org" <Leslie.Perryman@rhd.org>, "lmormando@rhd.org" <lmormando@rhd.org>, "blivingston@use.salvationarmy.org" <blivingston@use.salvationarmy.org>, "Dave.Langford@use.salvationarmy.org" <Dave.Langford@use.salvationarmy.org>, "Trinette\_Ream@use.salvationarmy.org" <Trinette\_Ream@use.salvationarmy.org>, "dgarrison@s-wic.org" <dgarrison@s-wic.org>, "scasey@s-wic.org" <scasey@s-wic.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "susan\_m@transitionsofpa.org" <susan\_m@transitionsofpa.org>, "sauman@union-snydercaa.org" <sauman@union-snydercaa.org>, "rrinck@union-snydercaa.org" <rrinck@union-snydercaa.org>, "astine@union-snydercaa.org" <astine@union-snydercaa.org>, "tyoung@union-snydercaa.org" <tyoung@union-snydercaa.org>, "tKorzenaski@union-snydercaa.org" <tKorzenaski@union-snydercaa.org>, "rnicolella@allentowndiocese.org" <rnicolella@allentowndiocese.org>, "dmalacsics@lehighchurches.org" <dmalacsics@lehighchurches.org>, "iolivieri@lehighchurches.org" <iolivieri@lehighchurches.org>, "barbarac@lcha-vhdc.org" <barbarac@lcha-vhdc.org>, "eleana.belletieri@use.salvationarmy.org" <eleana.belletieri@use.salvationarmy.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "maclay@pa.gov" <maclay@pa.gov>, "jeff@clintoncountyhousing.com" <jeff@clintoncountyhousing.com>, "gnoble@joinder.org" <gnoble@joinder.org>, "rweber@joinder.org" <rweber@joinder.org>, "ucminc@epix.net" <ucminc@epix.net>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "dglenwright@ywcawilliamsport.org" <dglenwright@ywcawilliamsport.org>, "snocilla@cssscranton.org" <snocilla@cssscranton.org>, "bhaggerty@cssscranton.org" <bhaggerty@cssscranton.org>, "cbumford@fitzmaurice.org" <cbumford@fitzmaurice.org>, "hamc@ptd.net" <hamc@ptd.net>, "rnd@sunlink.net" <rnd@sunlink.net>, "jyaworski@hdcnepa.org" <jyaworski@hdcnepa.org>, "bgomb@ceopeoplehelpingpeople.org" <bgomb@ceopeoplehelpingpeople.org>, "gary.vinson@rhd.org" <gary.vinson@rhd.org>, "suea@rhd.org" <suea@rhd.org>, "Tina.Stanley@rhd.org" <Tina.Stanley@rhd.org>, "Nicole.Germaux@blaircap.org" <Nicole.Germaux@blaircap.org>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "Jodi.williams@blaircap.org" <Jodi.williams@blaircap.org>, "racc@verizon.net" <racc@verizon.net>, "racc206@yahoo.com" <racc206@yahoo.com>, "Johnstownlandlords@yahoo.com" <Johnstownlandlords@yahoo.com>, "paulalmiller@aol.com" <paulalmiller@aol.com>, "wmelius@centerforcommunityaction.org" <wmelius@centerforcommunityaction.org>, "stice@CENTERFORCOMMUNITYACTION.ORG" <stice@centerforcommunityaction.org>, "tjones@centerforcommunityaction.org" <tjones@centerforcommunityaction.org>, "lphillips@capfsc.org" <lphillips@capfsc.org>, "awebreck@capfsc.org" <awebreck@capfsc.org>, "fryan@centrecountypa.gov" <fryan@centrecountypa.gov>, "bjbarndt@centrecountypa.gov" <bjbarndt@centrecountypa.gov>, "nwcorman@centrecountypa.gov" <nwcorman@centrecountypa.gov>, "jllehman@franklincountypa.gov" <jllehman@franklincountypa.gov>, "jrwenzel@franklincountypa.gov" <jrwenzel@franklincountypa.gov>, "raleidig@franklincountypa.gov" <raleidig@franklincountypa.gov>, "dpackech@homenursingagency.com" <dpackech@homenursingagency.com>, "kwilliams@homenursingagency.com" <kwilliams@homenursingagency.com>, "mwasikonis@housingtransitions.org" <mwasikonis@housingtransitions.org>, "annette.r@housingtransitions.com" <annette.r@housingtransitions.com>, "Jcollins@huntingdonhouse.org" <Jcollins@huntingdonhouse.org>, "natalienewcomer2@gmail.com" <natalienewcomer2@gmail.com>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "newhopeshelter@gmail.com" <newhopeshelter@gmail.com>, "bdonato@coniferllc.com" <bdonato@coniferllc.com>, "lkaseman@coniferllc.com" <lkaseman@coniferllc.com>, "Phyllis@housingalliancepa.org" <Phyllis@housingalliancepa.org>, "victoria@housingalliancepa.org" <victoria@housingalliancepa.org>, "smcilwee@adamscha.org" <smcilwee@adamscha.org>, "cleveland@arwilliamsport.org" <cleveland@arwilliamsport.org>, "gzalar@censop.com" <gzalar@censop.com>, "dwarren@nhsonline.org" <dwarren@nhsonline.org>, "shelby@popshouse.org" <shelby@popshouse.org>, "NancyP@wrcnepa.org" <NancyP@wrcnepa.org>

Cc: "Craig@maranathamministries.net" <Craig@maranathamministries.net>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "ccassidy@caclv.org" <ccassidy@caclv.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "Jeff@clintoncountyhousing.com" <Jeff@clintoncountyhousing.com>,

"HKelly@waynecountypa.gov" <HKelly@waynecountypa.gov>, "leslie.perryman@rhd.org" <leslie.perryman@rhd.org>, "maclay@pa.gov" <maclay@pa.gov>, "kaposinge@pa.gov" <kaposinge@pa.gov>, "rvilello@pa.gov" <rvilello@pa.gov>, "joycesac2@comcast.net" <joycesac2@comcast.net>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "easternpa@dma-housing.com" <easternpa@dma-housing.com>, "paeasterncoc@wiggiomail.com" <paeasterncoc@wiggiomail.com>

Dear Eastern 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 Eastern PA CoC Project Priority List for funding. This includes renewal projects, renewal projects that have been partially reallocated and new projects that will be submitted. Also listed are the renewal projects that have been reallocated and applicants for new projects that were not accepted for inclusion in the CoC Application. Please note that all projects that are being fully or partially reallocated have been informed of the reallocation prior to the distribution of this email.

### 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:

- Blair County Community Action Program - Journey
- Blair County Community Action Program - Rapid Re-Housing
- Blair County Community Action Program - Transitional Housing Project (RRH Conversion)
- CAMBRIA COUNTY OF - Cambria County Comprehensive Housing Program
- Catholic Social Services of the Diocese of Scranton, Inc. - Susquehanna/Wayne PSHP
- Center for Community Action - Bedford, Fulton, Huntingdon RRH
- Center for Community Action - South Central PA Rapid Rehousing Project
- Centre County Government - Centre County Rapid Re Housing Program
- Commonwealth of PA - Commonwealth of PA HMIS (PA-509)
- County of Franklin - Franklin/Fulton Homeless Assistance Project 2017
- County of Franklin - Franklin/ Fulton S+C Project 2017
- County of Lycoming DBA Lycoming-Clinton Joinder Board - Lycoming/Clinton Renewal #5
- Fitzmaurice Community Services, Inc - Pathfinders
- Home Nursing Agency Community Services - Housing Assistance and Rental Program
- Housing Alliance of Pennsylvania - Coordinated Entry System Pilot Project
- Housing Alliance of Pennsylvania - Coordinated Entry System Expansion Project FY2016
- Housing Authority of Monroe County - Renewal Application Shelter Plus Care MC 2016
- Housing Authority of the County of Cumberland - Shelter + Care Non-Chronic
- Housing Authority of the County of Cumberland - Perry County Veterans Program
- Housing Authority of the County of Cumberland - West Shore SHP I
- Housing Authority of the County of Cumberland - West Shore SHP II
- Housing Authority of the County of Cumberland - Perry County Permanent SHP
- Housing Authority of the County of Cumberland - Safe Harbour SHP

- Housing Authority of the County of Cumberland - Rapid Rehousing II
- Housing Authority of the County of Cumberland - Perry County Transitional II (RRH)
- Housing Authority of the County of Cumberland - Carlisle Supportive Housing Program
- Housing Authority of the County of Cumberland - Rapid Rehousing Cumberland Perry Lebanon
- Housing Transitions, Inc. - Nittany House Apartments
- Housing Transitions, Inc. - Nittany House Apartments II
- Huntingdon House - Huntingdon Rapid ReHousing
- Lehigh County Conference of Churches - Outreach and Case Management for the Disabled, Chronically Homeless
- Lehigh County Conference of Churches - Tenant-Based Rental Assistance for the Disabled, Chronically Homeless
- Lehigh County Conference of Churches - Pathways TBRA for Families, Youth and Veterans
- Lehigh County Conference of Churches - Pathways Housing
- Lehigh County Conference of Churches - Pathways Housing 2
- Lehigh County Housing Authority - LCHA S+C 2016
- Maranatha - TOTAL PERSON TRANSITIONAL PROGRAM 1 & 2
- Mifflin County - Mifflin County Permanent Housing Renewal
- Northampton County Housing Authority - NCHA S+C 2016
- Northern Cambria Community Development Corporation - Independence Gardens
- Northern Cambria Community Development Corporation - Schoolhouse Gardens
- Northumberland County MH/MR - Sharing Support
- Resources for Human Development, Inc. - Crossroads Family
- Resources for Human Development, Inc. - Crossroads Individual
- Resources for Human Development, Inc. - LV ACT Housing Supports
- Resources for Human Development, Inc. - Crossroads Housing Bonus
- Resources for Human Development, Inc. - Crossroads Schuylkill Co. Permanent Supportive Housing
- Tableland Services, Inc. - SHP Transitional Housing Project
- Tableland Services, Inc. - Permanent Housing with Disabilities (SHP)
- Tableland Services, Inc. - Permanent Supportive Housing CH Project
- The Salvation Army, a New York Corporation - Allentown Hospitality House Permanent Housing Program
- The Salvation Army, a New York Corporation - Salvation Army Carlisle PH Project
- Third Street Alliance for Women and Children - Lehigh Valley Rapid Re-Housing Program
- Transitions of PA - SUN Counties Rapid Re-Housing for Domestic Violence Victims
- Union-Snyder Community Action Agency - Union-Snyder Rapid ReHousing Program
- United Christian Ministries - Kenner Garnet Renewal 2016
- Valley Housing Development Corporation - VHDC SHP #2 2016
- Valley Housing Development Corporation - VHDC SHP #3 2016
- Valley Housing Development Corporation - VHDC SHP #4 2016
- Valley Youth House Committee, Inc. - Lehigh Valley RRH for Families

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD for an amount less than the Annual Renewal Amount indicated on the 2017 Grant Inventory Worksheet (partial reallocation). Listed in alphabetical order:

- Catholic Charities of the Diocese of Allentown - Catholic Charities Allentown Permanent Housing Program
- Catholic Social Services of the Diocese of Scranton, Inc. - PSHP Pike County
- Catholic Social Services of the Diocese of Scranton, Inc. - Rural Permanent Supportive Housing Program
- Housing Authority of the County of Cumberland - Shelter + Care Chronic

- Housing Development Corporation of NEPA - HDC SHP 3 2016
- Housing Development Corporation of NEPA - HDC SHP 6 2016

The CoC's six remaining Transitional Housing projects are being fully reallocated this year. This includes, in alphabetical order:

- Resources for Human Development, Inc. - Crossroads Transitional Housing
- Schuylkill Women in Crisis - TH for Victims of Domestic Violence
- United Christian Ministries - David's by the Lake Renewal 2016
- Valley Youth House Committee, Inc. - Supportive Housing Program
- Young Women's Christian Association - Liberty House FY2016
- Young Women's Christian Association - Liberty Options FY2016

The following project voluntarily reallocated and will not be submitted for renewal funding:

- Housing Authority of the County of Lebanon - Partners For Progress

In addition, the below listed project will "sunset", which means that HUD will recapture the funding because the grant was never executed. Although this project was included in the CoC's 2017 Grant Inventory Worksheet, the funding is no longer available to the organization or the CoC.

- Waynesboro New Hope Shelter - Waynesboro New Hope Apartments

## NEW PROJECTS

The CoC received 23 new project applications totaling \$4,256,222 in funding. The CoC had a total of \$1.63M in funding to award. This amount includes funding from the following sources: the Permanent Housing Bonus, the reallocation of six transitional housing projects, voluntary reallocation and money recaptured through the partial reallocation of projects with underspending.

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

- Blair County Community Action Program - Rapid Re-housing to serve all of South Central RHAB, focusing on Cambria and Blair counties
- Candleheart - Rapid Re-Housing in Franklin County
- Community Action Partnership Somerset County - Permanent Supportive Housing in Somerset County
- County of Franklin - Permanent Supportive Housing in Franklin and Fulton Counties
- Housing Alliance of Pennsylvania – Coordinated Entry Expansion
- PA Department of Community and Economic Development – HMIS Expansion
- Resources for Human Development - Permanent Supportive Housing in Carbon, Monroe, Pike counties
- Turning Point Interfaith Mission - Permanent Supportive Housing in Adams County
- Union-Snyder Community Action Agency - Rapid Re-Housing in Snyder & Union Counties
- Valley Youth House Committee - Transitional Housing/ Rapid Re-Housing Joint Component in Lehigh and Northampton Counties

- Wayne County Human Services - Transitional Housing/ Rapid Re-Housing Joint Component – Wayne and Pike Counties
- YWCA Northcentral PA - Rapid Re-Housing in Montour, Union, Clinton, Lycoming & Sullivan Counties
- YWCA Northcentral PA - Permanent Supportive Housing in Lycoming County

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

- Adams County Housing Authority Permanent Supportive Housing
- American Rescue Workers
- Central Susquehanna Opportunities, Inc.
- Community Action Partnership Somerset County (1 of 3 proposed projects was selected)
- County of Franklin (1 of 2 proposed projects was selected)
- NHS Pennsylvania
- Pop's House
- Transitions of PA
- United Christian Ministries
- Waynesboro New Hope Shelter
- Women's Resource Center

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 Eastern PA CoC and your ongoing commitment and efforts to end homelessness,

*DMA, on behalf of the Eastern 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;

## Eastern PA CoC: FY2017 Final Ranking attached

1 message

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

Wed, Sep 20, 2017 at 2:11 PM

To: "bhoffman@lebanoncountyhousing.com" <bhoffman@lebanoncountyhousing.com>, "kmolinaro@cchra.com" <kmolinaro@cchra.com>, "jmatulevich@embarqmail.com" <jmatulevich@embarqmail.com>, "twhelan@cchra.com" <twhelan@cchra.com>, "afisher@co.mifflin.pa.us" <afisher@co.mifflin.pa.us>, "lstalnaker@co.mifflin.pa.us" <lstalnaker@co.mifflin.pa.us>, "cpicarelli@norrycopa.net" <cpicarelli@norrycopa.net>, "gsunderland@keystonehumanservices.org" <gsunderland@keystonehumanservices.org>, "Leslie.Perryman@rhd.org" <Leslie.Perryman@rhd.org>, "lmormando@rhd.org" <lmormando@rhd.org>, "blivingston@use.salvationarmy.org" <blivingston@use.salvationarmy.org>, "Dave.Langford@use.salvationarmy.org" <Dave.Langford@use.salvationarmy.org>, "Trinette\_Ream@use.salvationarmy.org" <Trinette\_Ream@use.salvationarmy.org>, "dgarrison@s-wic.org" <dgarrison@s-wic.org>, "scasey@s-wic.org" <scasey@s-wic.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "susan\_m@transitionsofpa.org" <susan\_m@transitionsofpa.org>, "sauman@union-snydercaa.org" <sauman@union-snydercaa.org>, "rrinck@union-snydercaa.org" <rrinck@union-snydercaa.org>, "astine@union-snydercaa.org" <astine@union-snydercaa.org>, "tyoung@union-snydercaa.org" <tyoung@union-snydercaa.org>, "tKorzenaski@union-snydercaa.org" <tKorzenaski@union-snydercaa.org>, "rnicolella@allentowndiocese.org" <rnicolella@allentowndiocese.org>, "dmalacsics@lehighchurches.org" <dmalacsics@lehighchurches.org>, "iolivieri@lehighchurches.org" <iolivieri@lehighchurches.org>, "barbarac@lcha-vhdc.org" <barbarac@lcha-vhdc.org>, "eleana.belletieri@use.salvationarmy.org" <eleana.belletieri@use.salvationarmy.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "maclay@pa.gov" <maclay@pa.gov>, "jeff@clintoncountyhousing.com" <jeff@clintoncountyhousing.com>, "gnoble@joinder.org" <gnoble@joinder.org>, "rweber@joinder.org" <rweber@joinder.org>, "ucminc@epix.net" <ucminc@epix.net>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "dglenwright@ywcawilliamsport.org" <dglenwright@ywcawilliamsport.org>, "snocilla@cssscranton.org" <snocilla@cssscranton.org>, "bhaggerty@cssscranton.org" <bhaggerty@cssscranton.org>, "cbumford@fitzmaurice.org" <cbumford@fitzmaurice.org>, "hamc@ptd.net" <hamc@ptd.net>, "rnd@sunlink.net" <rnd@sunlink.net>, "jyaworski@hdcnepa.org" <jyaworski@hdcnepa.org>, "bgomb@ceopeoplehelpingpeople.org" <bgomb@ceopeoplehelpingpeople.org>, "gary.vinson@rhd.org" <gary.vinson@rhd.org>, "suea@rhd.org" <suea@rhd.org>, "Tina.Stanley@rhd.org" <Tina.Stanley@rhd.org>, "Nicole.Germaux@blaircap.org" <Nicole.Germaux@blaircap.org>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "Jodi.williams@blaircap.org" <Jodi.williams@blaircap.org>, "racc@verizon.net" <racc@verizon.net>, "racc206@yahoo.com" <racc206@yahoo.com>, "Johnstownlandlords@yahoo.com" <Johnstownlandlords@yahoo.com>, "paulalmiller@aol.com" <paulalmiller@aol.com>, "wmelius@centerforcommunityaction.org" <wmelius@centerforcommunityaction.org>, "stice@CENTERFORCOMMUNITYACTION.ORG" <stice@centerforcommunityaction.org>, "tjones@centerforcommunityaction.org" <tjones@centerforcommunityaction.org>, "lphillips@capfsc.org" <lphillips@capfsc.org>, "awebreck@capfsc.org" <awebreck@capfsc.org>, "fryan@centrecountypa.gov" <fryan@centrecountypa.gov>, "bjbarndt@centrecountypa.gov" <bjbarndt@centrecountypa.gov>, "nwcorman@centrecountypa.gov" <nwcorman@centrecountypa.gov>, "jllehman@franklincountypa.gov" <jllehman@franklincountypa.gov>, "jrwenzel@franklincountypa.gov" <jrwenzel@franklincountypa.gov>, "raleidig@franklincountypa.gov" <raleidig@franklincountypa.gov>, "dpackech@homenursingagency.com" <dpackech@homenursingagency.com>, "kwilliams@homenursingagency.com" <kwilliams@homenursingagency.com>, "mwasikonis@housingtransitions.org" <mwasikonis@housingtransitions.org>, "annette.r@housingtransitions.com" <annette.r@housingtransitions.com>, "Jcollins@huntingdonhouse.org" <Jcollins@huntingdonhouse.org>, "natalienewcomer2@gmail.com" <natalienewcomer2@gmail.com>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "newhopeshelter@gmail.com" <newhopeshelter@gmail.com>, "bdonato@coniferllc.com" <bdonato@coniferllc.com>, "lkaseman@coniferllc.com" <lkaseman@coniferllc.com>, "Phyllis@housingalliancepa.org" <Phyllis@housingalliancepa.org>, "victoria@housingalliancepa.org" <victoria@housingalliancepa.org>

Cc: "Craig@maranathamministries.net" <Craig@maranathamministries.net>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "ccassidy@caclv.org" <ccassidy@caclv.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "Jeff@clintoncountyhousing.com" <Jeff@clintoncountyhousing.com>, "HKelly@waynecountypa.gov" <HKelly@waynecountypa.gov>, "leslie.perryman@rhd.org" <leslie.perryman@rhd.org>, "maclay@pa.gov" <maclay@pa.gov>, "kapossinge@pa.gov" <kapossinge@pa.gov>, "rvilello@pa.gov" <rvilello@pa.gov>, "joycesac2@comcast.net" <joycesac2@comcast.net>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-

housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "easternpa@dma-housing.com" <easternpa@dma-housing.com>, "paeasterncoc@wiggiomail.com" <paeasterncoc@wiggiomail.com>

Dear Eastern PA CoC members & stakeholders -

Please find attached to this email the final ranking and tiering of projects for the Eastern PA CoC (PA-509) 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 79 projects totaling \$11,533,982. Specifically, this includes:

- 63 projects (\$9,111,333)
- 11 new housing projects (\$1,630,924)
- 2 HMIS projects, both existing and a new expansion (\$174,009)
- 3 Coordinated Entry projects, 2 existing and one new expansion (\$617,716)

The project selection and ranking process was led by the CoC's Funding Committee. The Committee includes two representatives from each RHAB, a non-conflicted voting member and a non-voting representative from a CoC-funded organization; the Collaborative Applicant (DCED); and a member of the Board who serves as the Chair of the Committee. These Committee members invested significant time and energy and I want to thank each of them for their participation!

The members from each RHAB included:

- Dave Young & Mae-Ling Kranz from the Central Valley RHAB
- Deb Nunes & Deanne Best from the Lehigh Valley RHAB
- Melissa Magargle and Tara Day from the Northern Tier RHAB
- Michael Albert and Elizabeth Booterbaugh from the Pocono RHAB
- Kenneth Wuertenberg and Jennifer Wenzel from the South Central RHAB

In addition, Madra Clay participated as the Collaborative Applicant Representative and Joyce Sacco served as the Chair of the Committee.

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  
(215) 576-1558  
[pa\\_coc@hotmail.com](mailto:pa_coc@hotmail.com)

---

 **FY2017 Eastern PA CoC - FINAL RANKING, 9-15-17.pdf**  
481K



**FY2017 Eastern PA CoC: Final Project Ranking**

-- Approved by CoC Governing Board, 9-15-17

Tier 1 (94% ARD)	\$10,200,726
Tier 2 (6% ARD + PH Bonus)	\$1,333,256
<b>Total</b>	<b>\$11,533,982</b>

**T  
I  
E  
R  
1**

Agency Name	Project Name	Project Type	Status	Notes	Budget	Project Ranking
Housing Authority of the County of Cumberland	Carlisle Supportive Housing Program	PSH	Renewal		\$17,595	1
Housing Authority of the County of Cumberland	West Shore SHP II	PSH	Renewal		\$62,194	2
Lehigh County Conference of Churches	Tenant-Based Rental Assistance for the Disabled, Chronically Homeless	PSH	Renewal		\$214,433	3
Resources for Human Development, Inc.	Crossroads Housing Bonus	PSH	Renewal		\$107,081	4
County of Franklin	Franklin/ Fulton S+C Project 2017	PSH	Renewal		\$83,352	5
Housing Transitions, Inc.	Nittany House Apartments	PSH	Renewal		\$72,345	6
County of Franklin	Franklin/Fulton Homeless Assistance Project 2017	PSH	Renewal		\$178,435	7
Housing Authority of the County of Cumberland	Shelter + Care Chronic	PSH	Renewal	\$10,720 reallocated due to under spending	\$165,914	8
Blair County Community Action Program	South Central RHAB RRH	RRH	FY17 New Project		\$244,980	9
YWCA Northcentral PA	Montour, Union, Clinton, Lycoming & Sullivan RRH	RRH	FY17 New Project	FY17 TH Reallocation	\$145,279	10
Lehigh County Conference of Churches	Pathways TBRA for Families, Youth and Veterans	PSH	Renewal		\$280,284	11
Northern Cambria Community Development Corporation	Schoolhouse Gardens	PSH	Renewal		\$60,749	12
Resources for Human Development, Inc.	LV ACT Housing Supports	PSH	Renewal		\$179,200	13
Tableland Services, Inc.	Permanent Housing with Disabilities (SHP)	PSH	Renewal		\$188,376	14
Northern Cambria Community Development Corporation	Independence Gardens	PSH	Renewal		\$145,983	15
Housing Authority of the County of Cumberland	Safe Harbour SHP	PSH	Renewal		\$138,656	16
Lehigh County Conference of Churches	Pathways Housing 2	PSH	Renewal		\$176,735	17
Catholic Social Services of the Diocese of Scranton, Inc.	Susquehanna/Wayne PSHP	PSH	Renewal		\$94,961	18
Catholic Charities of the Diocese of Allentown	Catholic Charities Allentown Permanent Housing Program	PSH	Renewal	\$7,580 reallocated due to under spending. Grantee voluntarily reallocated an additional \$28.	\$68,191	19
Resources for Human Development, Inc.	Crossroads Individual	PSH	Renewal		\$339,001	20
Tableland Services, Inc.	Permanent Supportive Housing CH Project	PSH	Renewal		\$8,056	21
Valley Youth House Committee	Lehigh Valley TH/RRH Joint Component for Youth	TH/RRH	FY17 New Project	FY17 TH Reallocation	\$468,554	22
Wayne County Human Services	Wayne+ TH/RRH Joint Component	TH/RRH	FY17 New Project		\$79,954	23
Housing Authority of the County of Cumberland	West Shore SHP I	PSH	Renewal		\$64,488	24
County of Lycoming DBA Lycoming- Clinton Joinder Board	Lycoming/Clinton Renewal #5	PSH	Renewal		\$83,023	25
Housing Authority of the County of Cumberland	Perry County Transitional II	PH-RRH	Renewal		\$163,949	26

Agency Name	Project Name	Project Type	Status	Notes	Budget	Project Ranking
Housing Development Corporation of NEPA	HDC SHP 6 2016	PSH	Renewal	\$27,037 reallocated due to under spending	\$134,708	27
Housing Authority of the County of Cumberland	Perry County Veterans Program	PSH	Renewal		\$40,519	28
Center for Community Action	Bedford,Fulton, Huntingdon RRH	PH-RRH	Renewal		\$98,875	29
Housing Authority of the County of Cumberland	Perry County Permanent SHP	PSH	Renewal		\$98,483	30
Lehigh County Conference of Churches	Pathways Housing	PSH	Renewal		\$190,634	31
Lehigh County Conference of Churches	Outreach and Case Management for the Disabled, Chronically Homeless	SSO	Renewal		\$97,559	32
Fitzmaurice Community Services, Inc	Pathfinders	PSH	Renewal		\$241,520	33
The Salvation Army, a New York Corporation	Salvation Army Carlisle PH Project	PSH	Renewal		\$63,966	34
Union-Snyder Community Action Agency	Union-Snyder Rapid ReHousing Program	RRH	Renewal		\$103,281	35
Lehigh County Housing Authority	LCHA S+C 2016	PSH	Renewal		\$188,326	36
Housing Authority of the County of Cumberland	Shelter + Care Non-Chronic	PSH	Renewal		\$210,594	37
Home Nursing AgencyCommunity Services	Housing Assistance and Rental Program	PSH	Renewal		\$201,088	38
Resources for Human Development, Inc.	Crossroads Schuylkill Co. Permanent Supportive Housing	PSH	Renewal		\$108,815	39
Catholic Social Services of the Diocese of Scranton, Inc.	PSHP Pike County	PSH	Renewal	\$9,518 reallocated due to under spending	\$85,661	40
Valley Housing Development Corporation	VHDC SHP #2 2016	PSH	Renewal		\$193,248	41
Valley Housing Development Corporation	VHDC SHP #3 2016	PSH	Renewal		\$124,637	42
Housing Development Corporation of NEPA	HDC SHP 3 2016	PSH	Renewal	\$16,727 reallocated due to under spending	\$138,127	43
Catholic Social Services of the Diocese of Scranton, Inc.	Rural Permanent Supportive Housing Program	PSH	Renewal	\$26,513 reallocated due to under spending	\$106,053	44
Union-Snyder Community Action Agency	Union, Snyder RRH - Expansion	RRH	FY17 New Project		\$103,281	45
YWCA Northcentral PA	Lycoming PSH	PSH	FY17 New Project	FY17 TH Reallocation	\$198,289	46
Housing Authority of Monroe County	Renewal Application Shelter Plus Care MC 2016	PSH	Renewal		\$183,429	47
United Christian Ministries	Kenner Garnet Renewal 2016	PSH	Renewal		\$90,403	48
Resources for Human Development, Inc.	Crossroads Family	PSH	Renewal		\$254,862	49
Resources for Human Development	Carbon, Monroe, Pike PSH - Expansion	PSH	FY17 New Project	FY17 TH Reallocation	\$113,528	50
Valley Housing Development Corporation	VHDC SHP #4 2016	PSH	Renewal		\$108,746	51
Blair County Community Action Program	Journey	RRH	Renewal	Project had not had a full year of operation during data reporting period	\$181,668	52
Blair County Community Action Program	Transitional Housing Project	RRH	Renewal	Project had not had a full year of operation during data reporting period	\$361,937	53
Center for Community Action	South Central PA Rapid Rehousing Project	RRH	Renewal	Project not yet started (FY16 new)	\$276,483	54

T  
I  
E  
R  
1

	Agency Name	Project Name	Project Type	Status	Notes	Budget	Project Ranking
<b>T I E R  1</b>	Centre County Government	Centre County Rapid Re Housing Program	RRH	Renewal	Project not yet started (FY16 new)	\$188,896	55
	Housing Authority of the County of Cumberland	Rapid Rehousing Cumberland Perry Lebanon	RRH	Renewal	Project not yet started (FY16 new)	\$136,096	56
	Housing Transitions, Inc.	Nittany House Apartments II	PSH	Renewal	Project not yet started (FY16 new)	\$136,066	57
	Huntingdon House	Huntingdon Rapid ReHousing	RRH	Renewal	Project not yet started (FY16 new)	\$123,776	58
	Tableland Services, Inc.	SHP Transitional Housing Project	RRH	Renewal	Project had not had a full year of operation during data reporting period	\$131,929	59
	Third Street Alliance for Women and Children	Lehigh Valley Rapid Re-Housing Program	RRH	Renewal	Project not yet started (FY16 new)	\$142,332	60
	Transitions of PA	SUN Counties Rapid Re-Housing for Domestic Violence Victims	RRH	Renewal	Project not yet started (FY16 new)	\$99,203	61
	Valley Youth House Committee, Inc.	Lehigh Valley RRH for Families	RRH	Renewal	Project not yet started (FY16 new)	\$276,068	62
	Commonwealth of PA	Commonwealth of PA HMIS (PA-509)	HMIS	Renewal		\$149,520	63
	Housing Alliance of Pennsylvania	Coordinated Entry System Pilot Project	SSO-CE	Renewal		\$165,000	64
	Housing Alliance of Pennsylvania	Coordinated Entry System Expansion Project FY2016	SSO-CE	Renewal		\$231,550	65
	Housing Alliance of PA	CE Expansion - Grant # 3	SSO-CE	FY17 New Project	Expansion project approved by Board	\$221,166	66
	DCED	HMIS - Expansion	HMIS	FY17 New Project	Expansion project approved by Board	\$24,489	67
	<b>T I E R  2</b>	Community Action Partnership Somerset County	Somerset PSH - Expansion	PSH	FY17 New Project	<b>TIER 1</b>	\$44,147
					<b>TIER 2</b>	\$1,713	
County of Franklin		Franklin/ Fulton PSH - Expansion	PSH	FY17 New Project		\$28,406	69
Housing Authority of the County of Cumberland		Rapid Rehousing II	RRH	Renewal		\$112,066	70
Blair County Community Action Program		Rapid Re-Housing	RRH	Renewal		\$126,489	71
Northampton County Housing Authority		NCHA S+C 2016	PSH	Renewal		\$99,861	72
Candleheart		Franklin RRH	RRH	FY17 New Project	TH reallocation in FY16	\$134,480	73
Northumberland County MH/MR		Sharing Support	PSH	Renewal		\$88,591	74
Mifflin County		Mifflin County Permanent Housing Renewal	PSH	Renewal		\$83,916	75
Cambria County		Cambria County Comprehensive Housing Program	PSH	Renewal		\$149,252	76
The Salvation Army, a New York Corporation	Allentown Hospitality House Permanent Housing Program	PSH	Renewal		\$153,591	77	
Turning Point Interfaith Mission	Adams PSH	PSH	FY17 New Project	TH reallocation in FY16	\$68,313	78	
Maranatha	TOTAL PERSON TRANSITIONAL PROGRAM 1 & 2	RRH	Renewal		\$286,578	79	

## **ATTACHMENT 05.**

### **CoCs Process for Reallocation**

Attachment 05 documents include the following:

- Public notification of accept/reject, email sent 9-13-17
  
- Notification documentation to Transitional Housing projects being reallocated
  - Resources for Human Development
  - Schuylkill Women in Crisis
  - United Christian Ministries
  - Valley Youth House
  - YWCA of North Central PA, 2 projects
  
- Notification documentation to Renewal project applicants with partial reallocation
  - Allentown Catholic Charities
  - Catholic Social Services of Scranton
  - Cumberland County Housing Authority
  - Housing Development Corporation of NE PA, 2 projects
  
- Notification to the CoC of voluntary reallocation
  - Lebanon County PHA



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

## PA-509 Notification of Project Acceptance/Rejection for 2017 CoC Competition

1 message

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

Wed, Sep 13, 2017 at 5:12 PM

To: "bhoffman@lebanoncountyhousing.com" <bhoffman@lebanoncountyhousing.com>, "kmolinaro@cchra.com" <kmolinaro@cchra.com>, "jmatulevich@embarqmail.com" <jmatulevich@embarqmail.com>, "twhelan@cchra.com" <twhelan@cchra.com>, "afisher@co.mifflin.pa.us" <afisher@co.mifflin.pa.us>, "lstalnakar@co.mifflin.pa.us" <lstalnakar@co.mifflin.pa.us>, "cpicarelli@norrycopa.net" <cpicarelli@norrycopa.net>, "gsunderland@keystonehumanservices.org" <gsunderland@keystonehumanservices.org>, "Leslie.Perryman@rhd.org" <Leslie.Perryman@rhd.org>, "lmormando@rhd.org" <lmormando@rhd.org>, "blivingston@use.salvationarmy.org" <blivingston@use.salvationarmy.org>, "Dave.Langford@use.salvationarmy.org" <Dave.Langford@use.salvationarmy.org>, "Trinette\_Ream@use.salvationarmy.org" <Trinette\_Ream@use.salvationarmy.org>, "dgarrison@s-wic.org" <dgarrison@s-wic.org>, "scasey@s-wic.org" <scasey@s-wic.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "susan\_m@transitionsofpa.org" <susan\_m@transitionsofpa.org>, "sauman@union-snydercaa.org" <sauman@union-snydercaa.org>, "rrinck@union-snydercaa.org" <rrinck@union-snydercaa.org>, "astine@union-snydercaa.org" <astine@union-snydercaa.org>, "tyoung@union-snydercaa.org" <tyoung@union-snydercaa.org>, "tKorzenaski@union-snydercaa.org" <tKorzenaski@union-snydercaa.org>, "rnicolella@allentowndiocese.org" <rnicolella@allentowndiocese.org>, "dmalacsics@lehighchurches.org" <dmalacsics@lehighchurches.org>, "iolivieri@lehighchurches.org" <iolivieri@lehighchurches.org>, "barbarac@lcha-vhdc.org" <barbarac@lcha-vhdc.org>, "eleana.belletieri@use.salvationarmy.org" <eleana.belletieri@use.salvationarmy.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "kkrablin@valleyyouthhouse.org" <kkrablin@valleyyouthhouse.org>, "dweathingt@pa.gov" <dweathingt@pa.gov>, "maclay@pa.gov" <maclay@pa.gov>, "jeff@clintoncountyhousing.com" <jeff@clintoncountyhousing.com>, "gnoble@joinder.org" <gnoble@joinder.org>, "rweber@joinder.org" <rweber@joinder.org>, "ucminc@epix.net" <ucminc@epix.net>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "dglenwright@ywcawilliamsport.org" <dglenwright@ywcawilliamsport.org>, "snocilla@cssscranton.org" <snocilla@cssscranton.org>, "bhaggerty@cssscranton.org" <bhaggerty@cssscranton.org>, "cbumford@fitzmaurice.org" <cbumford@fitzmaurice.org>, "hamc@ptd.net" <hamc@ptd.net>, "rnd@sunlink.net" <rnd@sunlink.net>, "jyaworski@hdcnepa.org" <jyaworski@hdcnepa.org>, "bgomb@ceopeoplehelpingpeople.org" <bgomb@ceopeoplehelpingpeople.org>, "gary.vinson@rhd.org" <gary.vinson@rhd.org>, "suea@rhd.org" <suea@rhd.org>, "Tina.Stanley@rhd.org" <Tina.Stanley@rhd.org>, "Nicole.Germaux@blaircap.org" <Nicole.Germaux@blaircap.org>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "Jodi.williams@blaircap.org" <Jodi.williams@blaircap.org>, "racc@verizon.net" <racc@verizon.net>, "racc206@yahoo.com" <racc206@yahoo.com>, "Johnstownlandlords@yahoo.com" <Johnstownlandlords@yahoo.com>, "paulalmiller@aol.com" <paulalmiller@aol.com>, "wmelius@centerforcommunityaction.org" <wmelius@centerforcommunityaction.org>, "stice@CENTERFORCOMMUNITYACTION.ORG" <stice@centerforcommunityaction.org>, "tjones@centerforcommunityaction.org" <tjones@centerforcommunityaction.org>, "lphillips@capfsc.org" <lphillips@capfsc.org>, "awebreck@capfsc.org" <awebreck@capfsc.org>, "fryan@centrecountypa.gov" <fryan@centrecountypa.gov>, "bjbarndt@centrecountypa.gov" <bjbarndt@centrecountypa.gov>, "nwcorman@centrecountypa.gov" <nwcorman@centrecountypa.gov>, "jllehman@franklincountypa.gov" <jllehman@franklincountypa.gov>, "jrwenzel@franklincountypa.gov" <jrwenzel@franklincountypa.gov>, "raleidig@franklincountypa.gov" <raleidig@franklincountypa.gov>, "dpackech@homenursingagency.com" <dpackech@homenursingagency.com>, "kwilliams@homenursingagency.com" <kwilliams@homenursingagency.com>, "mwasikonis@housingtransitions.org" <mwasikonis@housingtransitions.org>, "annette.r@housingtransitions.com" <annette.r@housingtransitions.com>, "Jcollins@huntingdonhouse.org" <Jcollins@huntingdonhouse.org>, "natalienewcomer2@gmail.com" <natalienewcomer2@gmail.com>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "mbarczak@nccdc.com" <mbarczak@nccdc.com>, "lwholaver@nccdc.com" <lwholaver@nccdc.com>, "vvasile@nccdc.com" <vvasile@nccdc.com>, "newhopeshelter@gmail.com" <newhopeshelter@gmail.com>, "bdonato@coniferllc.com" <bdonato@coniferllc.com>, "lkaseman@coniferllc.com" <lkaseman@coniferllc.com>, "Phyllis@housingalliancepa.org" <Phyllis@housingalliancepa.org>, "victoria@housingalliancepa.org" <victoria@housingalliancepa.org>, "smcilwee@adamscha.org" <smcilwee@adamscha.org>, "cleveland@arwilliamsport.org" <cleveland@arwilliamsport.org>, "gzalar@censop.com" <gzalar@censop.com>, "dwarren@nhsonline.org" <dwarren@nhsonline.org>, "shelby@popshouse.org" <shelby@popshouse.org>, "NancyP@wrcnepa.org" <NancyP@wrcnepa.org>

Cc: "Craig@maranathamministries.net" <Craig@maranathamministries.net>, "craignewcomermmi@gmail.com" <craignewcomermmi@gmail.com>, "sergio.carmona@blaircap.org" <sergio.carmona@blaircap.org>, "ccassidy@caclv.org" <ccassidy@caclv.org>, "abaratta@thirdstreetalliance.org" <abaratta@thirdstreetalliance.org>, "maeling\_k@transitionsofpa.org" <maeling\_k@transitionsofpa.org>, "tday@ywcawilliamsport.org" <tday@ywcawilliamsport.org>, "Jeff@clintoncountyhousing.com" <Jeff@clintoncountyhousing.com>,

"HKelly@waynecountypa.gov" <HKelly@waynecountypa.gov>, "leslie.perryman@rhd.org" <leslie.perryman@rhd.org>, "maclay@pa.gov" <maclay@pa.gov>, "kaposinge@pa.gov" <kaposinge@pa.gov>, "rvilello@pa.gov" <rvilello@pa.gov>, "joycesac2@comcast.net" <joycesac2@comcast.net>, "belaudermi@pa.gov" <belaudermi@pa.gov>, "leigh@dma-housing.com" <leigh@dma-housing.com>, "barbara@dma-housing.com" <barbara@dma-housing.com>, "easternpa@dma-housing.com" <easternpa@dma-housing.com>, "paeasterncoc@wiggimail.com" <paeasterncoc@wiggimail.com>

Dear Eastern 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 Eastern PA CoC Project Priority List for funding. This includes renewal projects, renewal projects that have been partially reallocated and new projects that will be submitted. Also listed are the renewal projects that have been reallocated and applicants for new projects that were not accepted for inclusion in the CoC Application. Please note that all projects that are being fully or partially reallocated have been informed of the reallocation prior to the distribution of this email.

### 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:

- Blair County Community Action Program - Journey
- Blair County Community Action Program - Rapid Re-Housing
- Blair County Community Action Program - Transitional Housing Project (RRH Conversion)
- CAMBRIA COUNTY OF - Cambria County Comprehensive Housing Program
- Catholic Social Services of the Diocese of Scranton, Inc. - Susquehanna/Wayne PSHP
- Center for Community Action - Bedford, Fulton, Huntingdon RRH
- Center for Community Action - South Central PA Rapid Rehousing Project
- Centre County Government - Centre County Rapid Re Housing Program
- Commonwealth of PA - Commonwealth of PA HMIS (PA-509)
- County of Franklin - Franklin/Fulton Homeless Assistance Project 2017
- County of Franklin - Franklin/ Fulton S+C Project 2017
- County of Lycoming DBA Lycoming-Clinton Joinder Board - Lycoming/Clinton Renewal #5
- Fitzmaurice Community Services, Inc - Pathfinders
- Home Nursing Agency Community Services - Housing Assistance and Rental Program
- Housing Alliance of Pennsylvania - Coordinated Entry System Pilot Project
- Housing Alliance of Pennsylvania - Coordinated Entry System Expansion Project FY2016
- Housing Authority of Monroe County - Renewal Application Shelter Plus Care MC 2016
- Housing Authority of the County of Cumberland - Shelter + Care Non-Chronic
- Housing Authority of the County of Cumberland - Perry County Veterans Program
- Housing Authority of the County of Cumberland - West Shore SHP I
- Housing Authority of the County of Cumberland - West Shore SHP II
- Housing Authority of the County of Cumberland - Perry County Permanent SHP
- Housing Authority of the County of Cumberland - Safe Harbour SHP

- Housing Authority of the County of Cumberland - Rapid Rehousing II
- Housing Authority of the County of Cumberland - Perry County Transitional II (RRH)
- Housing Authority of the County of Cumberland - Carlisle Supportive Housing Program
- Housing Authority of the County of Cumberland - Rapid Rehousing Cumberland Perry Lebanon
- Housing Transitions, Inc. - Nittany House Apartments
- Housing Transitions, Inc. - Nittany House Apartments II
- Huntingdon House - Huntingdon Rapid ReHousing
- Lehigh County Conference of Churches - Outreach and Case Management for the Disabled, Chronically Homeless
- Lehigh County Conference of Churches - Tenant-Based Rental Assistance for the Disabled, Chronically Homeless
- Lehigh County Conference of Churches - Pathways TBRA for Families, Youth and Veterans
- Lehigh County Conference of Churches - Pathways Housing
- Lehigh County Conference of Churches - Pathways Housing 2
- Lehigh County Housing Authority - LCHA S+C 2016
- Maranatha - TOTAL PERSON TRANSITIONAL PROGRAM 1 & 2
- Mifflin County - Mifflin County Permanent Housing Renewal
- Northampton County Housing Authority - NCHA S+C 2016
- Northern Cambria Community Development Corporation - Independence Gardens
- Northern Cambria Community Development Corporation - Schoolhouse Gardens
- Northumberland County MH/MR - Sharing Support
- Resources for Human Development, Inc. - Crossroads Family
- Resources for Human Development, Inc. - Crossroads Individual
- Resources for Human Development, Inc. - LV ACT Housing Supports
- Resources for Human Development, Inc. - Crossroads Housing Bonus
- Resources for Human Development, Inc. - Crossroads Schuylkill Co. Permanent Supportive Housing
- Tableland Services, Inc. - SHP Transitional Housing Project
- Tableland Services, Inc. - Permanent Housing with Disabilities (SHP)
- Tableland Services, Inc. - Permanent Supportive Housing CH Project
- The Salvation Army, a New York Corporation - Allentown Hospitality House Permanent Housing Program
- The Salvation Army, a New York Corporation - Salvation Army Carlisle PH Project
- Third Street Alliance for Women and Children - Lehigh Valley Rapid Re-Housing Program
- Transitions of PA - SUN Counties Rapid Re-Housing for Domestic Violence Victims
- Union-Snyder Community Action Agency - Union-Snyder Rapid ReHousing Program
- United Christian Ministries - Kenner Garnet Renewal 2016
- Valley Housing Development Corporation - VHDC SHP #2 2016
- Valley Housing Development Corporation - VHDC SHP #3 2016
- Valley Housing Development Corporation - VHDC SHP #4 2016
- Valley Youth House Committee, Inc. - Lehigh Valley RRH for Families

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD for an amount less than the Annual Renewal Amount indicated on the 2017 Grant Inventory Worksheet (partial reallocation). Listed in alphabetical order:

- Catholic Charities of the Diocese of Allentown - Catholic Charities Allentown Permanent Housing Program
- Catholic Social Services of the Diocese of Scranton, Inc. - PSHP Pike County
- Catholic Social Services of the Diocese of Scranton, Inc. - Rural Permanent Supportive Housing Program
- Housing Authority of the County of Cumberland - Shelter + Care Chronic

- Housing Development Corporation of NEPA - HDC SHP 3 2016
- Housing Development Corporation of NEPA - HDC SHP 6 2016

The CoC's six remaining Transitional Housing projects are being fully reallocated this year. This includes, in alphabetical order:

- Resources for Human Development, Inc. - Crossroads Transitional Housing
- Schuylkill Women in Crisis - TH for Victims of Domestic Violence
- United Christian Ministries - David's by the Lake Renewal 2016
- Valley Youth House Committee, Inc. - Supportive Housing Program
- Young Women's Christian Association - Liberty House FY2016
- Young Women's Christian Association - Liberty Options FY2016

The following project voluntarily reallocated and will not be submitted for renewal funding:

- Housing Authority of the County of Lebanon - Partners For Progress

In addition, the below listed project will "sunset", which means that HUD will recapture the funding because the grant was never executed. Although this project was included in the CoC's 2017 Grant Inventory Worksheet, the funding is no longer available to the organization or the CoC.

- Waynesboro New Hope Shelter - Waynesboro New Hope Apartments

## NEW PROJECTS

The CoC received 23 new project applications totaling \$4,256,222 in funding. The CoC had a total of \$1.63M in funding to award. This amount includes funding from the following sources: the Permanent Housing Bonus, the reallocation of six transitional housing projects, voluntary reallocation and money recaptured through the partial reallocation of projects with underspending.

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

- Blair County Community Action Program - Rapid Re-housing to serve all of South Central RHAB, focusing on Cambria and Blair counties
- Candleheart - Rapid Re-Housing in Franklin County
- Community Action Partnership Somerset County - Permanent Supportive Housing in Somerset County
  
- County of Franklin - Permanent Supportive Housing in Franklin and Fulton Counties
- Housing Alliance of Pennsylvania – Coordinated Entry Expansion
- PA Department of Community and Economic Development – HMIS Expansion
- Resources for Human Development - Permanent Supportive Housing in Carbon, Monroe, Pike counties
- Turning Point Interfaith Mission - Permanent Supportive Housing in Adams County
- Union-Snyder Community Action Agency - Rapid Re-Housing in Snyder & Union Counties
- Valley Youth House Committee - Transitional Housing/ Rapid Re-Housing Joint Component in Lehigh and Northampton Counties



- Wayne County Human Services - Transitional Housing/ Rapid Re-Housing Joint Component – Wayne and Pike Counties
- YWCA Northcentral PA - Rapid Re-Housing in Montour, Union, Clinton, Lycoming & Sullivan Counties
- YWCA Northcentral PA - Permanent Supportive Housing in Lycoming County

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

- Adams County Housing Authority Permanent Supportive Housing
- American Rescue Workers
- Central Susquehanna Opportunities, Inc.
- Community Action Partnership Somerset County (1 of 3 proposed projects was selected)
- County of Franklin (1 of 2 proposed projects was selected)
- NHS Pennsylvania
- Pop's House
- Transitions of PA
- United Christian Ministries
- Waynesboro New Hope Shelter
- Women's Resource Center

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 Eastern PA CoC and your ongoing commitment and efforts to end homelessness,

*DMA, on behalf of the Eastern 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 <leigh@dma-housing.com>

---

## TH Reallocation Notification

1 message

---

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

Tue, Sep 12, 2017 at 5:26 PM

To: "Leslie.Perryman@rhd.org" <leslie.perryman@rhd.org>

Cc: Leigh Howard <leigh@dma-housing.com>, Jeffrey Rich <jeff@clintoncountyhousing.com>, Joyce Sacco <joyce@housingalliancepa.org>

Good afternoon Leslie,

The Eastern PA CoC Board voted during their February 27th meeting to reallocate the CoC's six remaining Transitional Housing projects during the FY2017 CoC Competition. While this information was previously communicated to you, there is no "official" record of this communication having occurred.

Please accept this email as the CoC's notification that Crossroads Transitional Housing, the Transitional Housing project operated by Resources for Human Development, Inc., has been reallocated and will not be included in the Eastern PA CoC's Project Priority Listing submitted to HUD.

We are pleased that RHD was selected for a new project and look forward to your ongoing partnership with the CoC.

Thank you,

DMA, on behalf of the Eastern 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 <leigh@dma-housing.com>

---

## TH Reallocation Notification

1 message

---

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

Tue, Sep 12, 2017 at 5:35 PM

To: Sally Casey <scasey@s-wic.org>

Cc: Jeffrey Rich <jeff@clintoncountyhousing.com>, "joycesac2@comcast.net" <joycesac2@comcast.net>, Leigh Howard <leigh@dma-housing.com>

Good afternoon Sally,

The Eastern PA CoC Board voted during their February 27th meeting to reallocate the CoC's six remaining Transitional Housing projects during the FY2017 CoC Competition. While this information was previously communicated to you, there is no "official" record of this communication having occurred.

Please accept this email as the CoC's notification that TH Victims of Domestic Violence, the Transitional Housing project operated by the Schuylkill Women in Crisis, has been reallocated and will not be included in the Eastern PA CoC's Project Priority Listing submitted to HUD.

We look forward to your ongoing partnership with the CoC.

Thank you,

DMA, on behalf of the Eastern 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 <leigh@dma-housing.com>

---

## TH Reallocation Notification

1 message

---

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

Tue, Sep 12, 2017 at 5:31 PM

To: "Rev. Virginia Boley" <ucminc@epix.net>

Cc: Jeffrey Rich <jeff@clintoncountyhousing.com>, "joycesac2@comcast.net" <joycesac2@comcast.net>, Leigh Howard <leigh@dma-housing.com>

Good afternoon Sr. Jenny,

The Eastern PA CoC Board voted during their February 27th meeting to reallocate the CoC's six remaining Transitional Housing projects during the FY2017 CoC Competition. While this information was previously communicated to you, there is no "official" record of this communication having occurred.

Please accept this email as the CoC's notification that David's By the Lake, the Transitional Housing project operated by United Christian Ministries, has been reallocated and will not be included in the Eastern PA CoC's Project Priority Listing submitted to HUD.

We look forward to your ongoing partnership with the CoC.

Thank you,

DMA, on behalf of the Eastern 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 <leigh@dma-housing.com>

---

## TH Reallocation Notification

1 message

---

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

Tue, Sep 12, 2017 at 5:29 PM

To: Kathi Krablin <kkrablin@valleyyouthhouse.org>

Cc: Leigh Howard <leigh@dma-housing.com>, "joycesac2@comcast.net" <joycesac2@comcast.net>, Jeffrey Rich <jeff@clintoncountyhousing.com>

Good afternoon Kathi,

The Eastern PA CoC Board voted during their February 27th meeting to reallocate the CoC's six remaining Transitional Housing projects during the FY2017 CoC Competition. While this information was previously communicated to you, there is no "official" record of this communication having occurred.

Please accept this email as the CoC's notification that the Supportive Housing Program, the Transitional Housing project operated by Valley Youth House, has been reallocated and will not be included in the Eastern PA CoC's Project Priority Listing submitted to HUD.

We are pleased that Valley Youth House was selected for a new project and look forward to your ongoing partnership with the CoC.

Thank you,

DMA, on behalf of the Eastern 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 <leigh@dma-housing.com>

---

## TH Reallocation Notification

1 message

---

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

Tue, Sep 12, 2017 at 5:33 PM

To: Tara Day <tday@ywcailliamsport.org>

Cc: Jeffrey Rich <jeff@clintoncountyhousing.com>, "joycesac2@comcast.net" <joycesac2@comcast.net>, Leigh Howard <leigh@dma-housing.com>

Good afternoon Tara,

The Eastern PA CoC Board voted during their February 27th meeting to reallocate the CoC's six remaining Transitional Housing projects during the FY2017 CoC Competition. While this information was previously communicated to you, there is no "official" record of this communication having occurred.

Please accept this email as the CoC's notification that Liberty House and Liberty Options, the two Transitional Housing projects operated by the YWCA, have been reallocated and will not be included in the Eastern PA CoC's Project Priority Listing submitted to HUD.

We are pleased that YWCA was selected for two new projects and look forward to your ongoing partnership with the CoC.

Thank you,

DMA, on behalf of the Eastern 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;

---

## FY2017 Renewal Project Budgets

1 message

---

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

Thu, Aug 24, 2017 at 6:34 PM

To: Rob Nicolella &lt;rNicolella@allentowndiocese.org&gt;

Cc: Christina Cassidy &lt;ccassidy@caclv.org&gt;, Alisa Baratta &lt;abaratta@thirdstreetalliance.org&gt;, Jeff Rich &lt;Jeff@clintoncountyhousing.com&gt;, JOYCE SACCO &lt;joycesac2@comcast.net&gt;

Hi Rob,

I am writing to follow-up on the budget related information that you provided and the call that you had with Barbara Hodas.

Earlier today there was a meeting of the Eastern PA CoC Board in order to review and discuss the budget information for projects that have not fully expended their CoC grants. Upon discussion, the Board requests a 10% budget reduction for CCA's Permanent Supportive Housing project, which must be reflected in your FY2017 renewal application.

The 2017 Grant Inventory Worksheet indicates that your renewal amount is \$75,799, therefore the revised amount will need to be \$68,219. Although the amount of grant funding is being reduced, it is expected that you will maintain the same number of units, which we believe is possible based on the historic spending patterns of these grants. This reduction is being requested based on the amount of funding that has not been utilized by your program in the last several years. This includes:

- FY14/15 contract was underspent by \$13,707
- FY15/16 contract was underspent by \$14,607
- FY16/17 contract was underspent by \$20,735

While these spending patterns suggest that more than 10% of funding has been under utilized, it is our understanding that your current grant is on track to spend at a higher rate this year (which is great!).

I have copied Chris Cassidy and Alisa Baratta (your RHAB chairs), as well as Jeff Rich (Board President), and Joyce Sacco (At large Board member, Board Treasurer and Chair of the CoC's Funding Committee). Please let us know if you have any questions.

Thank you,  
Leigh Howard, Consultant to the Eastern PA CoC

--

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



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

---

## FY2017 Renewal Project Budgets

1 message

---

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

Thu, Aug 24, 2017 at 6:21 PM

To: "Haggerty, Bridget" &lt;bhaggerty@cssscranton.org&gt;

Cc: Leslie Perryman &lt;leslie.perryman@rhd.org&gt;, Helen Kelly &lt;HKelly@waynecountypa.gov&gt;, Jeff Rich &lt;Jeff@clintoncountyhousing.com&gt;, JOYCE SACCO &lt;joycesac2@comcast.net&gt;

Hi Bridget,

I am writing to follow-up on the budget related information that you provided and the call that you had with Barbara Hodas.

Earlier today there was a meeting of the Eastern PA CoC Board in order to review and discuss the budget information you provided for the PSHP Pike County and the Rural Permanent Supportive Housing projects. Upon discussion, the Board requests budget reductions for the following two grants, which must be reflected in your FY2017 renewal applications:

**1) PSHP Pike:** 10% reduction of this grant (\$9,518). This reduction is based on the amount of funding that has not been utilized by your program in the last several years. This includes:

- FY14/15 contract was underspent by \$19,623
- FY15/16 contract was underspent by \$14,667
- FY16/17 contract was underspent by \$14,447

**2) Rural Permanent Supportive Housing Program:** 20% reduction of this grant. The 2017 GIW indicates that your renewal amount is \$132,566, therefore this would be a reduction of \$26,513. This reduction is also based on the amount of historical underspending of this grant. Specifically:

- FY14/15 contract was underspent by \$23,462
- FY15/16 contract was underspent by \$31,536
- FY16/17 contract was underspent by \$22,767

While the amount of grant funding is being reduced, it is expected that you will maintain the same number of units, which we believe is possible based on the historic spending patterns of these grants.

I have copied Leslie Perryman and Helen Kelly (your RHAB chairs), as well as Jeff Rich (Board President), and Joyce Sacco (At large Board member, Board Treasurer and Chair of the CoC's Funding Committee). Please let us know if you have any question.

Thank you,

Leigh Howard, Consultant to the Eastern PA CoC

--

Leigh Howard, President

DMA - Diana T. Myers &amp; Associates, Inc.

215.576.5130, [leigh@dma-housing.com](mailto:leigh@dma-housing.com)





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

---

## FY2017 Renewal Project Budgets

1 message

---

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

Sun, Sep 3, 2017 at 8:27 PM

To: Tim Whelan &lt;twhelan@cchra.com&gt;, Kate Molinaro &lt;kmolinaro@cchra.com&gt;

Cc: Mae-Ling Kranz &lt;maeling\_k@transitionsofpa.org&gt;, Jeff Rich &lt;Jeff@clintoncountyhousing.com&gt;, JOYCE SACCO &lt;joycesac2@comcast.net&gt;, Barbara Hodas &lt;barbara@dma-housing.com&gt;

Hi Tim and Kate,

The Eastern PA CoC Board met on Thursday, August 31 and discussed the information you provided regarding the Rapid Rehousing II and Shelter Plus Care Chronic projects.

At this time, it has been determined that you have provided sufficient documentation to demonstrate that the Rapid Rehousing II project is on track to fully expend the grant. In addition, the Shelter Plus Care Chronic project is on track to spend beyond the 76% expenditure rate during your last completed contract. With that in mind, the only required reallocation will be the \$10,720 that you previously indicated could be cut from this grant.

If you have already submitted your renewal application on e-snaps, please let me know and I will release it back to you.

While the amount of grant funding is being reduced, it is expected that you will maintain the same number of units, which we believe is possible based on the historic spending patterns of this grant.

I have copied Mae-Ling Kranz, the Central Valley RHAB Chair, as well as Jeff Rich (Board President), and Joyce Sacco (At large Board member, Board Treasurer and Chair of the CoC's Funding Committee). Please let us know if you have any question.

Thank you,

Leigh Howard, Consultant to the Eastern PA CoC

--

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

On Sat, Aug 26, 2017 at 8:31 AM, Kate Molinaro <[kmolinaro@cchra.com](mailto:kmolinaro@cchra.com)> wrote:

Hi Leigh,

I know the ranking has been distributed, but I wanted to provide the CoC with the information that they requested. Attached is a memo and supporting documentation detailing expenditures for the Rapid Rehousing II and Shelter + Care Chronic grants. My memo also details the return of ESG funds by the County. Please share as you feel necessary with the Board, and please let me know if you, or the Board, have any questions or would like something additional.

Many thanks,



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

---

**Re: FY2017 Renewal Project Budgets**

1 message

---

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

Thu, Aug 31, 2017 at 5:31 PM

To: Noel Duffy <rnd@sunlink.net>, Jennifer Yaworski <jyaworski@hdcnepa.org>, Jeff Rich <Jeff@clintoncountyhousing.com>, JOYCE SACCO <joycesac2@comcast.net>, Leslie Perryman <leslie.perryman@rhd.org>, Helen Kelly <HKelly@waynecountypa.gov>

Hi Noel -

The Eastern PA CoC Board met today and discussed your below email. It is great that occupancy numbers have increased and as I indicated, the intent is not to leave HDC with rental costs that exceed the amount of grant funding awarded. As such, the Board agreed to revise the required reduction to the amount you have requested.

To confirm, this means:

1) HDC SHP 3: 10% reduction in Rental Assistance (\$11,727) and a \$5,000 reduction in services, for a total reduction of \$16,727.

2) HDC SHP 6: 10% reduction in Rental Assistance (\$12,037) and a \$15,000 reduction in services, for a total reduction of \$27,037.

Again, while the amount of grant funding is being reduced, it is expected that you will maintain the same number of units, which we believe is possible based on the historic and current spending patterns of these grants.

Please let me know if you have any questions.  
Thank you, Leigh

--

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

On Fri, Aug 25, 2017 at 11:06 AM, Noel Duffy <rnd@sunlink.net> wrote:

Leigh: We understand the goal to utilize funding available and accept the reduction in Supportive Services for the two grants identified. Your proposed reduction in Rent Assistance however will not leave us with enough funds to provide rent assistance for current program participants. While we certainly can not dispute funds not utilized in the past we have been responsive to utilization goals and have improved performance. Attached is an identification of current participant rosters for each program which also include identification of rent expended including September as well as projected rent amounts needed. At this time current rent usage projection is 90% for both programs and we will continue to work to improve upon this. As you are aware Fair Market Rent amounts and individual rents can fluctuate but I am sure you take this into account in your deliberations. Please note that for HDC SHP 6 two households have been accepted into the program and are in the process of finalizing unit selection so we have estimated their rent amount for September. Please let me know if we can provide further information. Thank you, Noel Duffy

**From:** Leigh Howard [mailto:[leigh@dma-housing.com](mailto:leigh@dma-housing.com)]  
**Sent:** Thursday, August 24, 2017 5:02 PM

**To:** Noel Duffy; Jennifer Yaworski  
**Cc:** Helen Kelly; Leslie Perryman; JOYCE SACCO; Jeff Rich  
**Subject:** FY2017 Renewal Project Budgets

Hi Noel,

I am writing to follow-up on our phone call.

The Eastern PA CoC Board requests the following budget reductions, which must be reflected in your FY2017 renewal applications for the following two grants:

1) HDC SHP 3: 15% reduction in Rental Assistance (\$17,591) and a \$5,000 reduction in services, for a total reduction of \$22,591. This reduction is based on the amount of funding that has not been utilized by your program in the last several years. This includes:

- FY14/15 contract was underspent by \$25,173
- FY15/16 contract was underspent by \$32,223
- FY16/17 contract was underspent by \$33,208

2) HDC SHP 6: 20% reduction in Rental Assistance (\$24,074) and a \$15,000 reduction in services, for a total reduction of \$39,074. This reduction is also based on the amount of historical underspending of this grant. Specifically:

- FY14/15 contract was underspent by \$68,180
- FY15/16 contract was underspent by \$70,358
- FY16/17 contract was underspent by \$48,789

While the amount of grant funding is being reduced, it is expected that you will maintain the same number of units, which we believe is possible based on the historic spending patterns of these grants.

I have copied Leslie Perryman and Helen Kelly (your RHAB chairs), as well as Jeff Rich (Board President), and Joyce Sacco (At large Board member, Board Treasurer and Chair of the CoC's Funding Committee).

Please let us know if you have any question.

Thank you, Leigh

--

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

# Non Renewal - Lebanon County Housing - Partners For Progress

Bryan Hoffman <BHoffman@lebanoncountyhousing.com>

Mon 7/31/2017 10:07 AM

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

Please be advised that we will not be renewing the Partners for Progress SHP grant. Our final year of program operation begins Aug 1, 2017 and the program will terminate operations on July 31, 2018.

**Bryan Hoffman**

Bryan Hoffman, Executive Director  
Lebanon County Housing Authority  
[P.O. Box 420, Lebanon, PA 17042](mailto:bhoffman@lebanoncountyhousing.com)  
[bhoffman@lebanoncountyhousing.com](mailto:bhoffman@lebanoncountyhousing.com)  
717-273-1630 x 106  
Fax 717-273-6950  
TDD 800-545-1833 x 826

PA-509: Eastern Pennsylvania CoC  
FY2017 CoC Application

## **ATTACHMENT 06.**

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

Attachment 06 documents include the following:

- Eastern PA CoC Governance Charter
- MOU between the Eastern PA CoC Board and the Collaborative Applicant: PA Department of Community & Economic Development
- Prioritization Policy for Permanent Supportive Housing
- Policy Requiring the use of a Housing First Approach
- Acknowledgement of Compliance Requirements with HUD Regulations and Notices
- Policy for Appealing CoC Funding Decision



# Governance Charter

**For the PA Eastern  
Continuum of Care  
Collaborative**

Version number: 2.02

Initial Approval Date: 05/22/2014

Revision Approval Date: 10/17/16

## Contents

Section 1. Name .....	1
Section 2. Office.....	1
Section 3. Mission and Objectives .....	1
Section 4. Continuum of Care Responsibilities .....	1
A. Conduct effective planning processes to develop and update a Plan to End Homelessness .....	1
B. Coordinate with other entities and organizations in improving the effectiveness of homeless assistance in the Continuum .....	2
C. Assure an effective performance management system through HMIS to ensure progress in meeting established project and continuum outcomes .....	2
D. Maintain an effective CoC project monitoring and technical assistance effort to assist grantees with weak performance or management .....	3
E. Establish a Coordinated Assessment System .....	3
F. Encourage coordination among federal homeless programs through improved coordination with recipients and sub-recipients of the Emergency Solutions Grants.....	3
G. Maximize resources by annually preparing competitive applications for the HUD CoC-funded Programs .....	3
H. Coordinate with the Collaborative Applicant of the Continuum of Care .....	4
I. Conduct an annual assessment of needs and resources through Point In Time Counts and Resources Inventory .....	4
J. Develop written policies, procedures and standards .....	4
K. Publish Applications and Plans .....	5
L. Provide information needed for Consolidated Plan(s) within the Continuum's geographic area .....	5
Section 5. Continuum Governance.....	6
A. Governance of Continuum .....	6
B. Governance of HMIS .....	6
Section 6. Operational Area and Regional Homeless Advisory Boards .....	7
Section 7. Membership.....	8
A. Composition.....	8
B. Voting Privileges.....	8
C. Registration .....	9
D. Fees and Annual Dues.....	9
E. Termination .....	9

Section 8. Directors and Officers	9
A. Powers of the Board of Directors	9
B. Board Composition	9
C. Board Officers	10
D. Terms of Office	10
E. Appointment and Election of Members	10
F. Initial Board Members	11
G. Resignation	11
H. Vacancies	11
I. Removal of Officers and Directors	11
J. Conflict of Interest	12
Section 9. Meetings	12
A. General Meetings	12
B. Board of Directors Meetings	13
C. Quorum for the Meeting of the Board of Directors	13
D. Executive Session	13
E. Special Meetings	14
F. Proxy Voting	14
G. Minutes	14
H. Parliamentary Procedure	14
Section 10. Committees	15
Standing Committees	15
A. Membership Committee	15
B. Data Management, Collection, and Outcomes Committee	15
C. Funding Committee	16
D. Governance and Policy Committee	16
Ad Hoc Committees	16
Section 11. Funding Allocations	17
A. Reduction of a Specific Grant	17
B. Across the Board Funding Reductions	17
C. Increase in Funding Allocations	17
Section 12. Liability of Members	18



Section 13. Governance Charter	18
A. Adoption .....	18
B. Annual Updates.....	18
C. Implementation .....	19
D. Charter Version History .....	19
Appendix A - CoC Program Funding Inventory .....	20
Appendix B - Conflict of Interest Policy and Disclosure Statement.....	27
Conflict of Interest Policy.....	27
Conflict of Interest Disclosure Statement.....	29
Gift Policy and Disclosure Form .....	31

## Section 1. Name

The name of this organization shall be the Pennsylvania Eastern Continuum of Care Collaborative (PA Eastern CoC). Whenever the term "CoC", "Continuum" or "Continuum of Care" is used in this charter, it shall mean the Pennsylvania Eastern Continuum of Care Collaborative.

## Section 2. Office

The principal office of the PA Eastern CoC shall be a location designated by the Board of Directors. The location of the principal office may be changed from time to time by action of the Board of Directors. Any change to the location of the principal office shall not be considered an amendment to this charter.

## Section 3. Mission and Objectives

The mission of the PA Eastern CoC is to end homelessness throughout the Continuum of Care. The CoC works toward ending homelessness by providing a framework for a comprehensive and well-coordinated regional and local planning process. This includes identifying needs, conducting a systemwide evaluation of existing resources and program activities, and building a system of housing and services that addresses those needs. This mission will be pursued through the development of long-range plans to prevent and end homelessness in the geographic area, as well as the coordination necessary for successful implementation.

The objectives of the CoC include the following:

- Promote development of adequate funding for efforts for preventing homelessness, rapidly rehousing homeless persons, and stabilizing their housing;
- Maximize potential for self-sufficiency among individuals and families experiencing homelessness;
- Promote full access to, and effective use of, mainstream programs.

## Section 4. Continuum of Care Responsibilities

In support of the mission and pursuant to 24 CFR part 578.7 of the CoC Program Interim Rule, the Responsibilities of the Continuum of Care include:

### ***A. Conduct effective planning processes to develop and update a Plan to End Homelessness***

The CoC is responsible for the planning and implementation of a comprehensive system to address the needs of the homeless population and subpopulations and persons experiencing a housing crisis within its geographic area. The Continuum's Plan will include long-range strategies as well as action steps to implement the Plan, periodically evaluating and updating the plan to assure its effectiveness.

The CoC coordinates federal and state funding sources and mainstream resources for the purpose of developing a strong community response to homelessness.

In addition, the Continuum coordinates the following components of the system:

- Outreach, engagement and assessment;

- Shelter, housing, and supportive services;
- Homelessness prevention strategies.

### ***B. Coordinate with other entities and organizations in improving the effectiveness of homeless assistance in the Continuum***

The Continuum coordinates with several other agencies and entities involved in planning and implementing homeless programs and activities in the 33-county area. The primary relationship is with the PA Department of Community and Economic Development (DCED), which has responsibilities to the State Legislature for planning and implementing programs statewide. This includes the management of statewide homeless and housing programs including ESG, the completion of the state's Consolidated Plan, and other statewide planning efforts.

### ***C. Assure an effective performance management system through HMIS to ensure progress in meeting established project and continuum outcomes***

The Continuum is charged with the responsibility of implementation and maintenance of the HMIS system for the CoC. Specifically, the Continuum must:

- Designate a single HMIS for its geographic area;
- Designate a single eligible applicant to serve as the HMIS Lead Agency to manage the HMIS and apply for HMIS funding;
- Ensure that the HMIS is administered in compliance with requirements prescribed by HUD;
- 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.
- In consultation with the HMIS Lead Agency, review, revise, and approve an HMIS privacy plan, security plan, and data quality plan;
- Ensure the consistent participation of recipients and subrecipients in the HMIS.

The Continuum coordinates with its HMIS Lead Agency, grant recipients and subrecipients, and other participating organizations to establish performance targets appropriate for its population and program types. It also reviews periodic reports on performance of Continuum of Care-wide goals and supports efforts to obtain accurate and complete data on tracked outcomes.

### ***D. Maintain an effective CoC project monitoring and technical assistance effort to assist grantees with weak performance or management***

The CoC monitors recipient and subrecipient performance, evaluates project outcomes, and provides technical assistance to weak poor performers. The Continuum manages CoC resources to assure maximum impact of funds on improving outcomes; and reallocates funds as necessary.

### ***E. Establish a Coordinated Assessment System***

In consultation with the recipients of Emergency Solutions Grants program funds, establish and operate a coordinated assessment system that provides a standardized method by which the housing and services needs of individuals and families within the Continuum are assessed. The Continuum will develop and maintain a policy that guides consistent operation of the coordinated assessment system, with respect to how the system will triage

and address the particular safety needs of individuals and families who are 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 assessment system will:

- 1) Cover the geographic area served by the Continuum;
- 2) Be easily accessed by individuals and families seeking housing or services;
- 3) Be well-publicized; and
- 4) Include a comprehensive and standardized assessment tool.

### ***F. Encourage coordination among federal homeless programs through improved coordination with recipients and sub-recipients of the Emergency Solutions Grants***

The Continuum coordinates with ESG recipients and DCED on the allocation of resources within the Continuum and the development of a coordinated intake and assessment system. The Continuum consults with State and local government ESG recipients within its geographic area with respect to the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

### ***G. Maximize resources by annually preparing competitive applications for the HUD CoC-funded Programs***

The Continuum, in collaboration with the Collaborative Applicant, develops a strong CoC application to HUD and aggressively seeks resources. The Continuum follows a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD in concert with the funding priorities and plan adopted by the Continuum.

The selection process must be transparent and inclusive and based on the standards indicated in 24 CFR part 578.19(b). In order to maximize the use of funds, the CoC will evaluate applicants to ensure satisfactory grant management and that activities are achieving Continuum outcomes and goals. This includes ensuring that all project applications are submitted by eligible applicants.

### ***H. Coordinate with the Collaborative Applicant of the Continuum of Care***

The Continuum works closely with the designated Collaborative Applicant. A close working relationship between the two entities is essential for the effective management of the CoC resources and assures the Continuum is competitive in the national HUD homeless programs application processes.

The Collaborative Applicant is the entity that submits the CoC Consolidated Application for funding, as well as the planning grant application on behalf of the CoC. The CoC retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the application for funds.

### ***I. Conduct an annual assessment of needs and resources through Point In Time Counts and Resources Inventory***

The Continuum annually assess the needs of homeless persons in the geographic area through a well- coordinated point in time count, an on-going assessment of trends through analysis of HMIS data, and an assessment of homeless needs and housing/services resources available within the Continuum. The Continuum conducts a gaps analysis and determines unmet needs within the geographic area.

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.

### ***J. Develop written policies, procedures and standards***

The Continuum establishes and consistently follows written standards for providing assistance through Continuum resources, in consultation with the recipients of Emergency Solutions Grants program funds. At a minimum, standards include:

- Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC Program;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance ;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;
- If the Continuum is designated by HUD as a High Performing Community (HPC), polices will be develop that meet the standards for high-performing communities, as described in the Emergency Solutions Grants program rule at 24 CFR part 576.400(e)(vi) through(e)(ix).

In addition, the CoC evaluates outcomes of projects funded under the Emergency Solutions Grant program and the Continuum of Care program, and reports to HUD as required.

### ***K. Publish Applications and Plans***

The Continuum makes major plans of the Continuum and the annual HUD application submitted by the Continuum available on the CoC website and/or through electronic distribution.

### ***L. Provide information needed for Consolidated Plan(s) within the Continuum's geographic area***

The Continuum coordinates with local jurisdictions through DCED to supply information needed for Consolidated Plans at the local and state level.

The Continuum operates under this charter and through Policies, Procedures and Standards, and amendments thereof, which have been developed in consultation with the Continuum membership, HMIS Lead, and Collaborative Applicant, and approved by the Board. Such policies, procedures and standards are incorporated into this charter by reference, including:

- Operating Procedures as outlined at 24 CFR part 578.7(a)(3);
- Code of Conduct, Conflict of Interest and Recusal Process Policy. The Board must comply with the conflict of interest requirements at 24 CFR part 578.95(b);
- HMIS Policies and Standard Operating Procedures, HMIS Privacy Policy, HMIS Privacy Plan, HMIS Security Plan, and HMIS Data Quality Plan;
- Technical Assistance to Grantees and Subrecipients;
- Coordinated Intake and Assessment System

## **Section 5. Continuum Governance**

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

The PA Eastern CoC 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 by the CoC Governing Board for a term of three years. 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;
- Applies for CoC planning funds on behalf of the CoC
- Participates in the development of, and revisions to the governance charter with the CoC

The PA Eastern CoC 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.

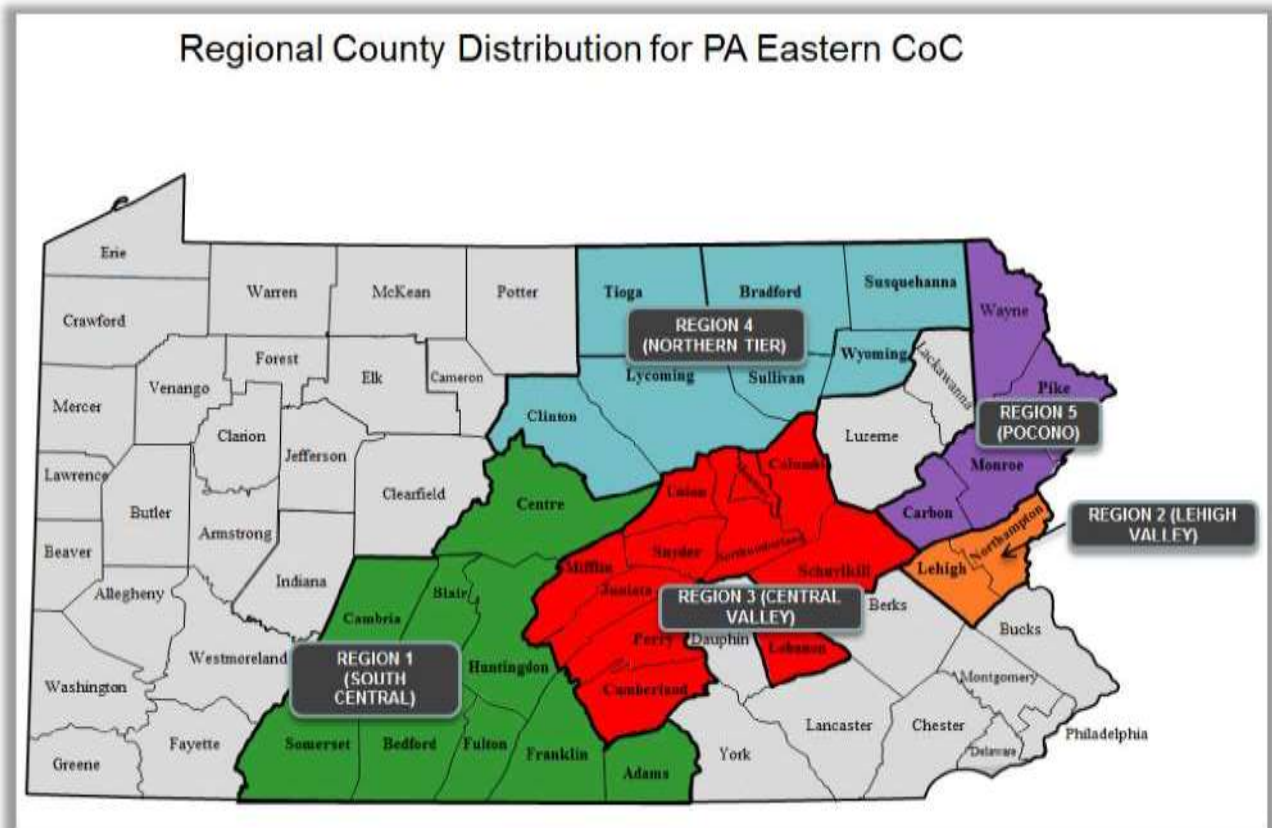
## ***B. Governance of HMIS***

HMIS Governance is managed collaboratively with other CoCs, which are collectively referred to as the PA HMIS Collaborative. The PA HMIS Collaborative board contains representatives from each participating CoC and is governed by an HMIS Governance Charter, which is provided as an appendix. 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 PA Eastern CoC reserves the right to institute additional policies and procedures, if necessary. Any additional policies and procedures will be recommended by the Data Management, Collection, and Outcomes 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 Lead Agency will be designated by the CoC Governing Board for a term of three years. There is no limit to the number of terms that can be served by the HMIS Lead Agency.

The PA Eastern CoC 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 [Section 10B](#) of 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 6. Operational Area and Regional Homeless Advisory Boards



The operational area of the PA Eastern CoC is comprised of 33 counties organized into five geographically dispersed Regional Homeless Advisory Boards (RHABs). The five RHABs and the respective counties served by each RHAB are as follows:

- RHAB 1 (South Central) - Adams, Bedford, Blair, Cambria, Centre, Franklin, Fulton, Huntingdon, Somerset
- RHAB 2 (Lehigh Valley) - Lehigh, Northampton
- RHAB 3 (Central Valley) - Columbia, Cumberland, Juniata, Lebanon, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union
- RHAB 4 (Northern Tier) - Bradford, Clinton, Lycoming, Sullivan, Susquehanna, Tioga, Wyoming
- RHAB 5 (Pocono) - Carbon, Monroe, Pike, Wayne

It is the responsibility of the RHABs to operationalize the policies adopted by the CoC, working within the community to address and end homelessness locally. The responsibilities of the RHAB include:

- Conduct a minimum of four meetings per year, with additional meetings if needed
- Engage local stakeholders, and identify local leadership, ensuring representation from sectors required by HUD
- Elect representatives for the CoC Board and volunteers for subcommittees
- 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 and ESG funding



- Inform analysis of unmet needs and gaps in services and housing
- Conduct/coordinate the unsheltered Point In Time counts
- Identify additional resources available for homeless households
- Identify and share best practices
- Provide outreach to and mentoring opportunities for service providers
- Develop resource guide
- Maintain membership list
- Publish meeting notices and minutes online
- Encourage HMIS participation and provide assistance

## **Section 7. Membership**

### ***A. Composition***

The Continuum of Care has one class of members and each member shall have equal voting rights except as may be provided elsewhere in this charter. Membership is required of organizations receiving Continuum of Care funding. All members in good standing from the five RHABS shall constitute the membership of the PA Eastern CoC. The composition of the membership shall be representative of: governmental, public or private entities involved in providing support services or housing; faith based organizations; the business community; educational institutions; health care organizations; and other individuals and organizations that possess skills, interest or resources which will aid the organization in fulfilling its mission. Additionally, the CoC will identify participants from members or representatives of the target populations being served by support services and housing agencies.

### ***B. Voting Privileges***

Any organization, business or governmental entity may have an unlimited number of representatives as members of the PA Eastern CoC. However, each organization, business or governmental entity shall be limited to one vote.

### ***C. Registration***

Membership rolls are maintained by each RHAB. RHAB members are required to re-register each year. New members may join at any time throughout the year by submitting a registration application to the appropriate RHAB. The CoC will make a public invitation for new members to join at least annually.

### ***D. Fees and Annual Dues***

The CoC reserves the right to establish nominal membership fees and annual dues for the continued funding of the Pennsylvania Eastern Continuum of Care Collaborative. The Board of Directors is granted authority to establish and change the fee schedule as deemed necessary. Any fee schedule established for the PA Eastern CoC shall include the provision for a hardship waiver, such that membership in the organization is not closed to economically disadvantaged individuals or groups. Once established, any future changes to the

fee schedule shall not be considered an amendment to this charter. The "RHAB Membership Application" will identify the most current annual Fee Schedule.

### ***E. Termination***

Membership in the Continuum shall be terminated if a member does not meet the membership requirements of the respective RHAB or for nonpayment of fees and/or dues. Membership requirements will be determined by each RHAB. The Board reserves the right to terminate a member upon a majority vote of the Board and the right to reinstate a member upon a majority vote of the Board.

## **Section 8. Directors and Officers**

### ***A. Powers of the Board of Directors***

The affairs of the PA Eastern CoC shall be managed by or under the direction of its Board of Directors.

### ***B. Board Composition***

The PA Eastern CoC will have no less than thirteen (13) and no more than (17) Directors, collectively known as the Board of Directors. The Board will act on behalf of the CoC.

Each of the five RHABS shall appoint two (2) members to serve on the Board of the PA Eastern CoC. The remaining three (7) Board members shall consist of: one (1) representative appointed by the Collaborative Applicant; (1) representative from DHS; one (5) homeless or formerly homeless individual (one from each RHAB) and one (1) at large member. The homeless or formerly homeless individual(s) and the at large member are elected by majority vote of the Board. To the extent possible, Board composition will be representative of the organizations comprising the Continuum.

This process will be reviewed, updated, and approved by the Continuum at least once every five years. Last review of this process occurred on December 21, 2015.

### ***C. Board Officers***

The Board shall have four (4) officers: President, Vice-President, Secretary, and Treasurer. Board officers shall be elected by a simple majority of the Board Members. Officers shall serve two year terms, commencing July 1 of each year, and may not exceed two consecutive terms.

- **President:** The President will preside at all organization meetings and shall be the chief executive officer of the CoC. The President shall be an ex-officio member of all committees.
- **Vice-President:** The Vice-President will preside at all CoC meetings in the absence of the President.
- **Secretary:** The Secretary will be responsible for the notification of meetings, minutes of meetings and correspondence of the CoC.
- **Treasurer:** The Treasurer will be responsible for the financial management of the CoC, including

invoicing for annual membership fees and shall provide monthly financial reports to the organization.

#### ***D. Terms of Office***

Board members will serve staggered three (3) year terms. Members may serve up to three (3) terms consecutively.

All Board members terms shall run for a full three year period.

The Collaborative Applicant representative shall be designated annually by the Chief Official of the Collaborative Applicant.

#### ***E. Appointment and Election of Members***

In May of each year the respective RHABs shall provide the Membership Committee with the names of candidates selected by the RHAB to serve on the Board. The Chief Official of the Collaborative Applicant will also provide the Membership Committee the designated Board member for the Collaborative Applicant in May of each year. In addition, in May of any year in which the At Large or Homeless members' terms are to expire, the Membership Committee shall present a slate of candidates for the respective upcoming vacant positions. The At Large and Homeless positions shall be elected at a regularly scheduled meeting of Board of Directors during June of the same year and take office on the first day of the month immediately following their election.

#### ***F. Initial Board Members***

At the time of adoption of this charter, the first RHAB appointed directors of the organization shall be the same six (6) individuals selected to serve on the Transition Committee, who were appointed by the then existing Altoona/Central and Allentown/Northeast Continuums of Care to oversee the merger of the two then existing CoCs. These six initial RHAB appointed Directors represent RHAB 1, RHAB 2 and RHAB 3.

Within sixty (60) days of adoption of this charter RHAB 4 and RHAB 5 shall appoint two members to serve on the Board and the Collaborative Applicant shall appoint one member to serve on the Board. Within ninety (90) days of adoption of this charter the Board of Directors shall, by simple majority, elect one homeless or formerly homeless individual and one at large member to serve on the Board.

#### ***G. Resignation***

A Board member may resign at any time by submitting a letter of resignation to the Board of Directors.

## ***H. Vacancies***

Vacancies in an At Large or Homeless position on the Board shall be filled within sixty (60) days by election of the Board of Directors. Vacancies in a RHAB position on the Board shall be filled by the respective RHAB within sixty (60) days. A vacancy of the Collaborative Applicant representative shall be filled within thirty (30) days through appointment by the Collaborative Applicant.

Should either a RHAB or the Collaborative Applicant fail to fill a vacant position within the required period, then the vacancy shall revert to an at large member for the balance of the former member's term. The newly created at large position shall be filled by vote of the Board. Upon expiration of this at large member's term, the respective RHAB or Collaborative Applicant shall have the opportunity to appoint a replacement member.

## ***I. Removal of Officers and Directors***

Any member of the Board of Directors may be removed from office, with or without cause, by a two-thirds majority of the remaining Board of Directors. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all Board of Directors members and to all general members of the PA Eastern Continuum of Care Collaborative, stating that the proposed removal is the purpose of the meeting. The person recommended for removal shall have the opportunity to speak on his/her behalf prior to a vote of the Board of Directors. The Board of Directors may deliberate without the person recommended for removal present, prior to the vote of the Board of Directors. The recommendation of the Board of Directors for removal shall be considered final, unless within 30 days of the Board's vote, a two-thirds majority of the general membership votes to overturn the Board's action.

## ***J. Conflict of Interest***

No member of the Board of Directors shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts and implementing corrective actions. Board members, RHAB Officers and CoC staff shall also be governed by the PA Eastern Continuum of Care Collaborative Conflict of Interest policy (referenced as Appendix B).

## **Section 9. Meetings**

### ***A. General Meetings***

Due to the nature of the Continuum geography, it is not feasible to have frequent in person meetings of the full membership. However, PA Eastern Continuum of Care Collaborative will hold at least two meetings of the full membership annually, such meetings to be scheduled no more frequently than four months apart. These meetings

will be open to the public and will be announced at least two weeks in advance by an e-mail to the Full Membership and notification placed on the Continuum website. The meeting agenda will be published with the meeting announcement. Purposes of the meetings will include: informing the full membership on progress in implementing planned strategies and evaluating performance, training, disseminating other information, and obtaining comments on issues and directions and/or planning. The PA Eastern CoC may conduct any business at a regular meeting, whether or not such business is on the agenda. Meetings will be chaired by the President of the Board, or the Vice President if the President must be absent.

PA Eastern CoC members may participate in any meeting through the use of a conference telephone or similar communications equipment, so long as all members participating in the meeting can hear one another. Electronic participation by a CoC member constitutes personal presence at any general membership meeting.

Any member of the general public may speak on any item which is on the agenda at any general meeting. Comments by members of the public on an item on the agenda will only be allowed by the meeting chair during consideration of the item.

### ***B. Board of Directors Meetings***

The Board of Directors shall meet at least six times per year, and general meetings shall count as Board of Directors meetings. The Board of Directors shall determine the place for each meeting. Because of the Continuum geography and related travel expenses, these meetings will generally be held by conference call. The Board of Directors may conduct any business at a Board of Directors meeting, whether or not such business is on the agenda, except for the removal of officers or members of the Board of Directors. The Secretary shall post notice on the PA Eastern CoC website of all Board of Directors Meetings in advance of the meeting date.

Members of the Board may participate in any meeting through the use of a conference telephone or similar communications equipment, so long as all members participating in the meeting can hear one another. This electronic participation constitutes personal presence at the meeting.

Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing to that action. Written consents must be filed with the minutes of the proceedings of the Board. Action by written consent has the same force and effect as the unanimous in person vote of the Directors. Written consent includes electronic written communication such as email.

Minutes of the meeting will be taken and major decisions of the Board shall be communicated to the full membership of the PA Eastern CoC. All meetings are open to the public.

### ***C. Quorum for the Meeting of the Board of Directors***

To conduct business at a Board of Directors meeting, a quorum shall be defined as a simple majority of the Board members, subject to the provision that at least one Board member from each of the five RHABs be present. In the absence of both Board members from any RHAB, a quorum is defined as the presence of two-thirds of the Board of Directors.

### ***D. Executive Session***

The Board of Directors may meet in executive session to discuss confidential or sensitive matters. The Board shall report all decisions made at such meetings to the membership, but shall not be required to report the discussions or factors leading to its decision.

### ***E. Special Meetings***

Special meetings of the PA Eastern CoC general membership or the Board of Directors may be called by the Board Chair or by one-third of the members of the Board of Directors or the general membership. The person(s) calling the meeting shall state the purpose(s) for which the meeting is to be called. Business at any special meeting is limited to the purpose(s) for which the meeting is called and no other business of any nature may be conducted.

### ***F. Proxy Voting***

At times situations (such as geographic constraints) may occur that make it difficult or impossible for a Board member to vote at the various PA Eastern CoC meetings. Therefore any board member may decide to grant a proxy to a third party in order to ensure that his or her vote is cast.

The board member who wishes a third party to vote for him or her will issue the third party a written proxy statement. A copy of the written proxy statement shall be forwarded to the Board President (or Board Vice-President if the President is requesting the proxy) at least 24 hours in advance of the meeting date on which the proxy shall be placed in effect.

The proxy statement will provide the following information:

- The name of the board member issuing the proxy
- The party who will vote (typically, this will be another board member)
- Whether the proxy is limited to the vote on a particular question or if the proxy is valid for all votes at a specific PA Eastern CoC meeting.

A proxy statement shall only be valid for a specific PA Eastern CoC meeting and the proxy statement will expire upon adjournment of that meeting.

### ***G. Minutes***

Minutes of all meetings of the Board of Directors and General Meetings shall be prepared and provided in electronic format to Board members and posted on the Continuum's website. Minutes of the previous meeting will be available at the next regular board meeting of the Governing Board.

### ***H. Parliamentary Procedure***

The latest revised edition of Robert's Rules of Order shall prevail at all meetings except where contrary to this charter or any standing rule.

## **Section 10. Committees**

Any person may be recruited to serve on any committee by the Board of Directors, 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 PA Eastern CoC. Each committee shall elect its own Chair and may as necessary divide into subcommittees, task forces or focus groups. Committees will meet periodically to fulfill their tasks. Reports of committee work will be made to the Board of Directors as needed.

### ***Standing Committees***

#### **A. Membership Committee**

The Membership Committee shall present a slate of candidates to fill Board positions as described in [Section 7](#). This committee shall also be charged with recruiting and retaining a wide range of organizations into the general membership of the PA Eastern CoC.

Additionally, the Membership Committee is tasked with engaging, collaborating, and developing partnerships with other people, agencies, and systems needed to implement and sustain the goals of the CoC.

#### **B. Data Management, Collection, and Outcomes Committee**

The Data Management, Collection and Outcomes Committee shall have an appointed chair: the HMIS Lead. 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 the CoC's data quality plan, privacy plan, privacy policies, and Standard Operating Procedures, and recommending changes to the board, as necessary.

The CoC is responsible for ensuring progress in meeting HUD's performance goals. 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, such as the Funding Committee in preparation for the annual funding application to HUD.

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.

Members of this Committee, as dictated by the HMIS Governance 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.

### **C. Funding Committee**

The Funding Committee is responsible for coordinating the annual application to HUD. In this capacity, it reviews all documents from the previous funding round; sets a schedule and time line for the current funding round; develops and edit forms for new project and renewal evaluations; develops ranking criteria; collaborates with the Data Management, Collection, and Outcomes Committee, as necessary; and provides ranking reports to the CoC.

In addition, in order to increase CoC-wide performance, ensure the strategic use of HUD funds and develop new resources, this Committee will also be charged with developing the CoC's reallocation strategy. This includes setting policy to make any funding cuts or allocate new resources, based on the NOFA for the Continuum of Care.

This Committee will also be charged with researching and, if appropriate, recommending other funding sources that present opportunities consistent with the CoC's objectives.

### **D. Governance and Policy Committee**

The Governance and Policy Committee is responsible for keeping this charter and any related appendices and/or policies and procedures up to date. At a minimum, this means conducting an annual review of the CoC's Governance Charter, appendices, and all related policies and procedures and recommending changes to the Board of Directors for approval.

The Governance and Policy Committee is also responsible for working with the Collaborative Applicant, HMIS Lead Agency, and other relevant organizations to develop and revise MOUs for approval by the board.

### ***Ad Hoc Committees***

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

## **Section 11. Funding Allocations**

Prior to implementation of the new PA Eastern CoC, the Transition Committee shall prepare an inventory of all existing HUD CoC funded grants for each RHAB included in the newly created PA Eastern CoC. The grant inventory shall list the amount of each grant based on awards in the federal fiscal year 2013 funding competition. For purposes of this inventory the term grant shall mean the RHAB in which the grantee is located, regardless of the RHAB in which the grant funds are actually expended.

The total dollar amount of each RHAB's Annual Renewal Demand (ARD) shall then be divided by the total grant amount for the entire PA Eastern CoC to arrive at each RHABs ARD Percentage.

This ARD Percentage will become the base line for all future PA Eastern CoC funding determinations according



to Sections 11A, 11B, and 11C 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 first to the county in which this grant is located. If there are no qualified applications in the county, these funds will be made available to the RHAB of the affected grantee. If there are no qualified applications in the affected RHAB, the remaining grant funds shall be returned to the full PA Eastern CoC and the Board of Directors shall solicit funding applications from all remaining RHABs. Approval by the Board of Directors to redistribute funds between RHABs shall require a two-thirds majority vote by the Board. If the remaining grant funds are ultimately reallocated to a different RHAB, then the ARD Percentage shall be adjusted to reflect the new funding distribution.

### ***B. Across the Board Funding Reductions***

In the event that the Board of Directors 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 be applied equitably between all 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 according to HUD mandated policies and funding priorities at the discretion of the Funding Committee. The Funding Committee will determine if 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. If the Funding Committee determines that the increased funding shall be proportionately distributed to each RHAB based on the established pro-rata, and any RHAB is unable to utilize any amount of the increased funding allocation, these excess funds will be returned to the full CoC and the Funding Committee shall solicit funding applications from all remaining RHABs. Under these circumstances, approval by the Funding Committee to redistribute funds between RHABs shall require a two-thirds majority vote by the Board of Directors. If the remaining grant funds are ultimately redistributed to a different RHAB, then the ARD Percentage shall be adjusted to reflect the new funding distribution.

## **Section 12. Liability of Members**

No member of the PA Eastern CoC and no member of the governing board shall be personally liable, solely because of membership in the PA Eastern CoC, for any debts, obligations, or liabilities of the PA Eastern CoC.

## **Section 13. Governance Charter A.**

### ***Adoption***

The initial Draft Charter will be published and distributed to the full PA Eastern CoC membership for comments to be received within a 21 day period. Comments will be reviewed and considered by the Transition Committee. The Transition Committee will then adopt by majority vote a final Governance Charter. The Charter will be published on the PA Eastern 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 Governance and Policy Committee as needed, and no less than annually. Any proposed changes will be provided to the full PA Eastern CoC membership for comments at least 21 days in advance. By a vote of the majority of the Board of Directors, 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 existing Transition Committee will dissolve and the committee members will assume the role as the PA Eastern CoC Board of Directors, as outlined in [Section 8F](#). The two current CoCs (PA507 - Altoona/Central and PA509 - Allentown/Northeast) 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.

***D. Charter Version History***

<b>Date</b>	<b>Version #</b>	<b>Comments/ Change log</b>
05/22/2014	2.01	Initial ratified charter based on draft version 1.11 - version history section added, no other changes
10/19/2015	2.02	Updates made to Charter Section – 8 – Subsection C – Approved by Board 10/19/15
12/21/15	2.02	Updates made to Charter Section 8 – Subsection B – Approved by Board 12/21/15 (17 directors, one homeless/formerly homeless from each RHAB)
10/17/16	2.02	Updates made to Charter Section 8 – Subsection B – Seat Added for DHS representative on BOD.

## **Appendix B - Conflict of Interest Policy and Disclosure Statement**

### ***Conflict of Interest Policy***

#### **SECTION 1 - PURPOSE**

The PA Eastern CoC is a nonprofit organization involved in the planning and oversight of various government and privately funded programs geared to aiding the homeless. Federal, State and Local Governments, as well as members of the public at large, view operations of the PA Eastern CoC as a public trust. Consequently, there exists between the PA Eastern 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 Eastern CoC honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the PA Eastern 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 Eastern CoC or knowledge gained there from for their personal or professional benefit. The interests of the organization 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 Eastern CoC members who can influence the actions of PA Eastern 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 Eastern CoC.

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

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

1. Persons and firms supplying goods and services to the PA Eastern CoC.
2. Persons and firms from whom the PA Eastern CoC leases property and equipment.
3. Persons and firms with whom the PA Eastern CoC is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the PA Eastern CoC.
6. Agencies, organizations and associations which affect the operations of the PA Eastern CoC.
7. 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. Owning stock or holding debt or other proprietary interests in any third party dealing with the PA Eastern CoC;
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the PA Eastern CoC;
3. Receiving remuneration for services with respect to individual transactions involving the PA Eastern CoC;
4. Using PA Eastern 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 Eastern 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 employees 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 Eastern 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 make such disclosures.

#### **SECTION 6 - DISCLOSURE POLICY AND PROCEDURE**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The board or a duly constituted committee thereof has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the Board President (or if she or he is the one with the conflict, then to the Board Vice-President), who shall bring the matter to the attention of the board or a duly constituted committee thereof.

The board or a duly constituted committee thereof shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the PA Eastern CoC. The decision of the board or a duly constituted committee thereof on these matters will rest in their sole discretion, and their concern must be the welfare of the PA Eastern CoC and the advancement of its purpose.

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

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the

beneficial owner of any class of equity securities; and  
c. any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME OF EMPLOYEE OR BOARD MEMBER: (Please print)

2. CAPACITY:

board of directors executive  
committee officer  
committee member staff (position):

3. Have you or any of your affiliated persons provided services or property to the PA Eastern CoC in the past year?

\_\_\_\_\_ YesNo

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

4. Have you or any of your affiliated persons purchased services or property from the PA Eastern CoC in the past year?

\_\_\_\_\_ YesNo

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the PA Eastern CoC was or is a party?

\_\_\_\_\_ YesNo

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

6. Were you or any of your affiliated persons indebted to pay money to the PA Eastern CoC at any time in the past year (other than travel advances or the like)?

\_\_\_\_\_ YesNo

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the PA Eastern CoC or as a result of your relationship with the PA Eastern CoC that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to PA Eastern CoC?

\_\_\_\_\_ Yes No

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated

person and your relationship with that person:

8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the PA Eastern CoC?

\_\_\_\_\_ Yes No

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the PA Eastern CoC's board or a duly constituted committee thereto in accordance with the terms and intent of the PA Eastern CoC's conflict of interest policy?

\_\_\_\_\_ Yes No

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HERBY CONFIRM that I have read and understand PA Eastern CoC conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify immediately the Board President.

Signature:Date:

***Gift Policy and Disclosure Form***

As part of its conflict of interest policy, the PA Eastern CoC requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with the PA Eastern CoC or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

Section 1. "Responsible Person" is any person serving as an officer, employee or a member of the board of directors of the PA Eastern CoC.

Section 2. "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

Section 3. "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the PA Eastern CoC is not a "contract" or "transaction."

Section 4. Prohibited gifts, gratuities and entertainment. Except as approved by the Board President or his designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

- 1. Does or seeks to do business with the PA Eastern CoC or,
- 2. Does or seeks to compete with the PA Eastern CoC or,
- 3. Has received, is receiving, or is seeking to receive a Contract or Transaction with the PA Eastern CoC.

**GIFT STATEMENT**

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. I further certify that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature:  
Date: \_\_\_\_\_



## Appendix C – Approval of Charter Revisions

Signatures of the CoC Board President confirm Board approval and the date of ongoing updates to the CoC's Governance Charter.

  
\_\_\_\_\_  
Lori G. Sywensky, CoC Board President

  
\_\_\_\_\_  
Date

# MEMORANDUM OF UNDERSTANDING

Between

PA EASTERN 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 Eastern Region Continuum of Care Board (CoC Board)* and the *Pennsylvania Department of Community and Economic Development (DCED)*.

## **BACKGROUND:**

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

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

**WHEREAS** the *CoC Board* shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 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 Eastern 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.

  
\_\_\_\_\_  
Kathy Possinger, Director (Date) 9/2/16  
Center for Compliance, Monitoring and Training  
PA Department of Community & Economic Development

  
\_\_\_\_\_  
Jeffrey E. Rich (Date) 9/8/16  
President  
PA Eastern Region Continuum of Care Board

**Eastern PA Continuum of Care**  
**Prioritization Policy for Permanent Supportive Housing**

---

Approved by CoC Board, 10-19-15

Updated, 10-17-16

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

This policy is described within two sections of this document:

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Implementation of Section 1 of this policy**

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

<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>
1	No	Yes	Yes
2	No	No, but still considered	Yes
3	No	No, but still considered	No
4	No	No	No

## **Implementation of Section 2 of this policy**

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

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

## **Additional Information**

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

## **Recordkeeping Requirements**

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

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

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

# **EASTERN PA CONTINUUM OF CARE POLICY REQUIRING THE USE OF A HOUSING FIRST APPROACH**

---

Approved by the Continuum of Care Board, 12/19/16

As of the date of this Policy, all CoC Program-funded projects will be required to operate projects using a housing first approach, as described below. Adoption of housing first practices will be documented via program policies and procedures, and any other relevant documents that evidence the incorporation of the practices into the design and operation of the project.

## **Housing First: Definition**

*Housing First* is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a Housing First approach often have supportive services; however, participation in these services is based on the needs and desires of program participants.

## **Housing First: Implementation**

Following are specific steps to support the implementation of a Housing First approach:

a. *Use Data to quickly and stably house homeless persons.* Programs that use a Housing First approach should be moving individuals and families quickly into permanent housing.

b. *Engage landlords and property owners.* Identify and recruit landlords of units in the geographic area so that when an individual or family needs housing, potential units that those individuals or families may choose from have already been identified, speeding up the housing process.

- Landlord engagement can be undertaken by each homeless assistance provider or consolidated so that one or a few organizations engage landlords on behalf of many providers.

c. *Remove barriers to entry.* Persons experiencing homelessness should not be screened out of or discouraged from participating in programs because they have poor credit history, or lack income or employment. People with addictions to alcohol or substances should not be required to cease active use before accessing housing and services.

- For example, participants are not screened out based on any of the following:
  - ✓ Having too little or little income
  - ✓ Active or history of substance use
  - ✓ Having a criminal record with exceptions for state-mandated restrictions
  - ✓ History of domestic violence

d. *Adopt client-centered service methods.* All projects should ensure housing and service options are tailored to meet the unique needs of each individual or family presenting for services and that program participants have access to the services that they reasonably

believe will help them achieve their goals. However, program participants should not be required to participate in services.

- For example, participants are not terminated from the program for the following reasons:
  - ✓ 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.

*e. Provide a formal process for program termination that recognizes the rights of individuals receiving assistance under the due process of law. This process, at a minimum, must consist of:*

- Providing the program participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
- Written notice to the program participant containing a clear statement of the reasons for termination;
- 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
- Prompt written notice of the final decision to the program participant.

## **EASTERN PA CONTINUUM OF CARE: ACKNOWLEDGEMENT OF COMPLIANCE REQUIREMENTS WITH HUD REGULATIONS AND NOTICES**

---

Approved by CoC Board, 12/19/16

The Eastern PA Continuum of Care Board acknowledges the requirement of all projects receiving CoC-funding to be compliant with 24 CFR Part 578 (HEARTH: Continuum of Care Program), the terms of the project's grant agreement with HUD, and all other applicable HUD regulations and notices, including but not limited to compliance with:

- Fair Housing and Equal Opportunity requirements set forth in 24 CFR 5.105(a)
- 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).
- The provision of housing and supportive services in the most integrated setting appropriate to the needs of persons with disabilities (24 CFR § 578.93(d)).
- 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 (24 CFR § 578.93(e)).
- In the case of projects that provide housing or services to families, the project will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act. (Continuum of Care Program Grant Agreement, which requires projects "To comply with such other terms and conditions as HUD may have established in the applicable Notice of Funds Availability.")

Further, programs must take the educational needs of children into account when families are placed in housing and will, 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. (24 CFR § 578.23(7))

- 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)
- 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.
- To comply with such other terms and conditions as HUD may have established in the applicable Notice of Funds Availability, as well as future requirements issued by HUD.

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

---

Approved by the Continuum of Care Board, 6-19-17

The Eastern 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.

### Background:

In order to ensure a strong and transparent funding process, the Eastern PA CoC has established a Funding Committee, consisting of 12 members; including:

- 1 representative that receives CoC-funding from each of the CoC's five Regional Homeless Advisory Boards (RHABs)
- 1 non-conflicted representative that does not receive CoC-funding from each RHAB
- Chair of the Funding Committee (CoC Board Member)
- Collaborative Applicant
- CoC Consultant

Voting is limited to the five non-conflicted representatives from each RHAB. The recommendations made by the Funding Committee will be presented to the Eastern PA CoC Governing Board, which will make final decisions. Final decisions made by the Governing Board will follow the process outlined in the CoC's Governance Charter and will be guided by the Board's responsibility to maximize funding to reduce and end homelessness throughout the CoC's geography.

### 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, it will be distributed to the CoC and each grantee for review. Grantees will have 10 days to review the data for accuracy. Grantees must contact the CoC consultants to request corrections. Additional documentation may be requested from grantees in order to make corrections to the data.

The procedure and timeline for submitting questions and corrections to the CoC Consultant will be described within the communications sent to grantees and provided on the CoC's NOFA schedule. Requests submitted after the indicated deadline will not be considered.

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. This procedure and timeline will be described within the communications sent to grantees as part of the data review process. 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 33-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 may appeal. This opportunity to appeal includes both renewal projects that have all or part of their funding reallocated and new project applications not selected.

The procedure and timeline for submitting an appeal will be described in the CoC's Consolidated Application Announcement. The appeal will be reviewed by non-conflicted CoC Board members (those members who are not employed by organizations receiving CoC funding). 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 requests two representatives from each RHAB participate in the CoC's Funding Committee.
- The CoC's ranking criteria will be distributed for review and comment prior to being finalized.
- Project applicants will have the ability to review and question the data to be used for evaluation and ranking.
- 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 monthly 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 07.**

### **HMIS Policy and Procedures Manual**

Attachment 07 documents include the following:

- **HMIS Governance Charter**
  - **Appendix A: PA HMIS Privacy and Security Plan v.1.5 (This section of the Charter includes the all of the HMIS Policies & Procedures)**
  - **Appendix B: PA HMIS Data Quality and Functionality Plan v.1.5**
  - **Appendix C: Memorandum of Understanding Between PA Eastern Region Continuum of Care Board and the Homeless Management Information System Lead Agency: PA Department of Community & Economic Development**

---

# **Pennsylvania Homeless Management Information System (PA HMIS)**

## **GOVERNANCE CHARTER**



**15**

**Table of Contents**

OVERVIEW: PURPOSE AND OBJECTIVES ..... 3

ARTICLE 1: HMIS LEAD AGENCY ..... 5

ARTICLE 2: STAKEHOLDERS ..... 5

    PA HMIS Governing Board ..... 5

    Continuum of Care (CoC) Collaborative Applicant (CA)..... 5

ARTICLE 3: COLLABORATIVE LOCATION..... 6

ARTICLE 4: COLLABORATIVE RESPONSIBILITIES ..... 6

ARTICLE 5: Governance of HMIS ..... 9

ARTICLE 6: Continuum Performance Measures..... 10

ARTICLE 7: Standing Committees..... 11

ARTICLE 8: Funding Allocation ..... 11

ARTICLE 9: Liability of Members ..... 12

ARTICLE 10: Governance Charter..... 12

ARTICLE 11: Charter Version History ..... 13

## 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) ensure a data collection system to support a coordinated entry process for clients accessing housing services;
- 3) allow CoCs to collaboratively provide input into the way in which the HMIS implementation is managed concerning issues that affect all CoCs equally;
- 4) ensure the future financial success of the HMIS implementation while providing an economy of scale to reduce financial burden on each participating CoC;
- 5) 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;
- 6) identify ways to help provider agencies and CoCs to record, report on, and improve their services through use of the HMIS implementation;
- 7) provide flexibility while ensuring that one CoC doesn't implement changes that adversely affect the other CoCs;
- 8) 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 (HMIS LA), developed and operates the PA-HMIS system, while administering funding for homeless prevention and assistance programs in HMIS LA in compliance with HMIS.

## ARTICLE 1: HMIS LEAD AGENCY

The HMIS LA CoC Board will identify the HMIS Lead Agency where the Pennsylvania Homeless Management Information System (PA HMIS) will be administered. Whenever the term "HMIS Lead Agency" is used in this charter, it shall mean HMIS LAHMIS LA.

## 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 CoC. 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*

The CoC Board also will identify 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 place of employment HMIS LA. 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;**

- The CoC will identify the contracted software solution vendor. Whenever the term “Vendor” is used in this charter, it shall mean HMIS Vendor designated as the single HMIS software solution that is used for the Balance of State Continuums of Care.

Vendor 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;**

- Currently the HMIS LA 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, HMIS LA 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, HHS, and VA;**

The PA HMIS has established Agency Participation Agreement 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.**

HMIS LA has established Agency Participation Agreement 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 a CoC, no longer has funding to support their existing percentage per share of the PA HMIS implementation through their CoC's HMIS allocation, it is outlined in each agency participation agreement with those agencies within the Balance of State CoCs that individual agencies will be responsible for the cost of 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>Date</b>	<b>Version #</b>	<b>Comments/ Change Log</b>
05/20/2015	1.0	Initial Draft
11/13/2015	1.5	<i>Voted on by Eastern CoC Board for adoption with updated changes related to the following sections:</i> <ul style="list-style-type: none"><li>• <i>Overview objective # 2 added around Coordinated Entry;</i></li><li>• <i>Article 1 – 4 : DCED removed as entity to be more of an open document for other agencies to accept responsibilities as HMIS Lead or Collaborative Applicant;</i></li><li>• <i>Article 8.A. - Reduction of a Specific Grant, Language was updated.</i></li><li>• <i>Appendix A pages 7-9: Designating/ Removing Users</i></li></ul>



# **Pennsylvania Homeless Management Information System (PA HMIS)**

## **Appendix A: PRIVACY AND SECURITY PLAN**

**2015**

## PA HMIS PRIVACY AND SECURITY PLAN

### Contents

DEFINITIONS .....	4
ARTICLE 1: PURPOSE .....	4
ARTICLE 2: ROLES AND RESPONSIBILITIES.....	4
ARTICLE 3: SECURITY .....	6
Baseline Requirements.....	6
Additional Requirements .....	7
System Security: User Administration.....	7
ARTICLE 3: PA HMIS PRIVACY.....	14
ARTICLE 4: Appendices .....	19





## 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.



## PA HMIS PRIVACY AND SECURITY PLAN

### *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 dispersed 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:

## PA HMIS PRIVACY AND SECURITY PLAN

- 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*

## PA HMIS PRIVACY AND SECURITY PLAN

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.

## PA HMIS PRIVACY AND SECURITY PLAN

### 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

## PA HMIS PRIVACY AND SECURITY PLAN

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

## PA HMIS PRIVACY AND SECURITY PLAN

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.



## PA HMIS PRIVACY AND SECURITY PLAN

### 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

**Table of Contents**

**DEFINITION OF DATA QUALITY**..... 3

**IMPORTANCE OF DATA QUALITY FOR HMIS GOALS** ..... 3

**ARTICLE 1: PURPOSE OF PLAN** ..... 3

    TIMELINESS OF DATA COLLECTION..... 4

    DATA COMPLETENESS..... 4

    DATA ACCURACY (DATA VALIDITY)..... 4

    LENGTH OF TIME INDIVIDUALS AND FAMILIES REMAIN HOMELESS..... 5

    MEASURING RECIDIVISM THROUGHOUT THE CONTINUUM OF CARE..... 6

    EFFECTIVENESS OF THE HOMELESS SERVICE SYSTEM..... 6

**ARTICLE 2: PA HMIS LEAD AGENCY RESPONSIBILITIES**..... 8

**ARTICLE 3: CONTINUUM OF CARE RESPONSIBILITIES** ..... 9

**ARTICLE 4: DATA COLLECTION REQUIREMENTS BY PROGRAM TYPE** ..... 10

    Emergency Shelters (ES): ..... 10

    Transitional Housing (TH), Permanent Supportive Housing (PSH), Permanent Housing,  
    Safe Haven (SH): ..... 10

    Projects for Assistance in Transition from Homelessness (PATH)..... 11

    Runaway and Homeless Youth Program (RHYP)..... 12

    Veteran’s Affairs Programs (VA): ..... 14

    Other [Non-State or Non-Federally Funded Programs]: ..... 15

**ARTICLE 5: Continuum Performance Measures**..... 16

**ARTICLE 6: PA HMIS SYSTEM PERFORMANCE MEASURES**..... 17

**ARTICLE 7: MONITORING** ..... 18

**ARTICLE 8: COMPLIANCE PLAN**..... 18

## 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.

## PA HMIS DATA QUALITY AND FUNCTIONALITY PLAN

### 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, Sate 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	
<b>Month 1: Goal: Assess Baseline of Compliance; Compliance Rate</b>	<b>85%</b>
<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%**

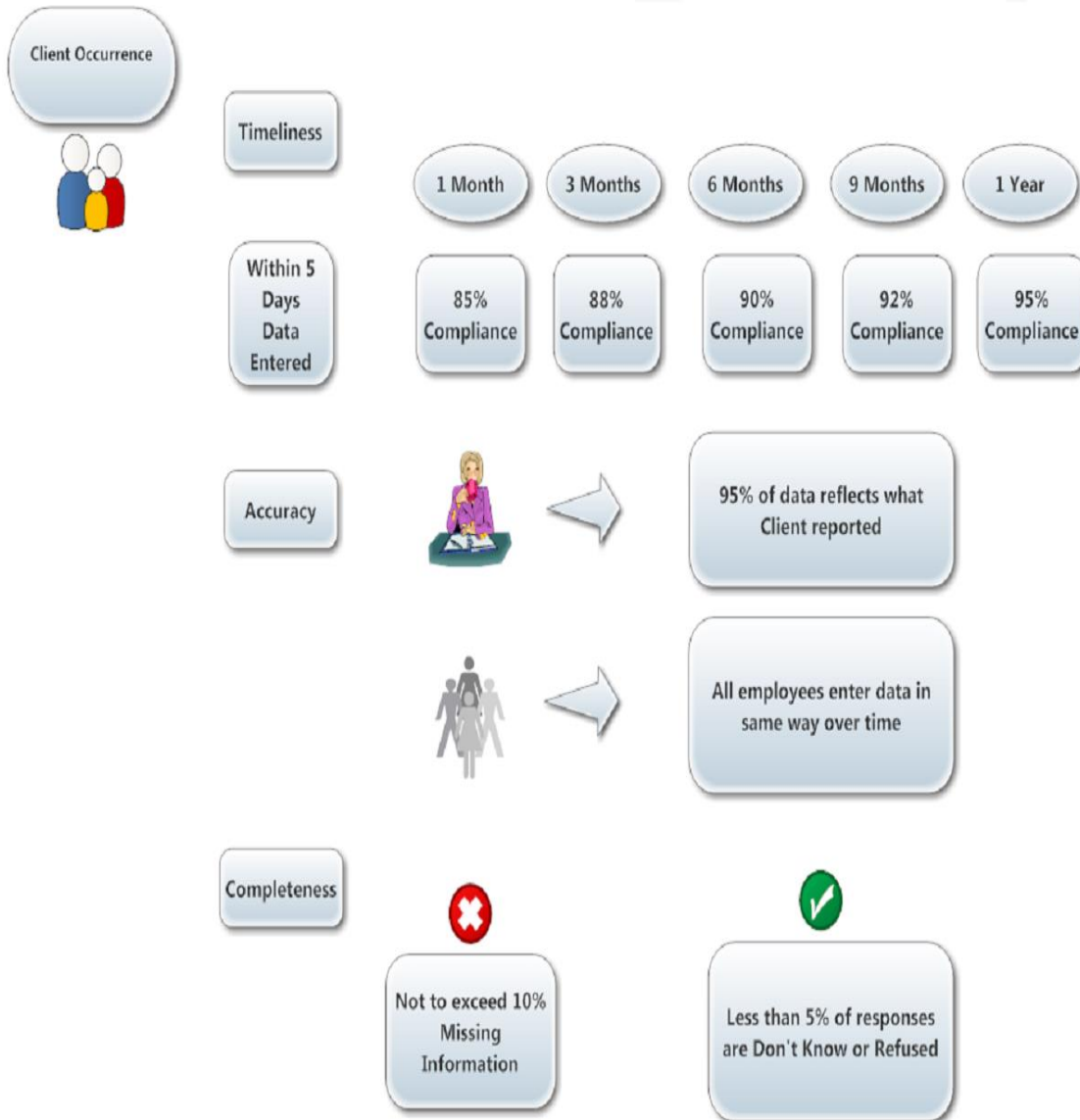
Month 7: Goal: Assess Baseline of Compliance; Compliance Rate = **90%**

## 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 EASTERN REGION CONTINUUM OF CARE BOARD

And the

HOMELESS MANAGEMENT INFORMATION SYSTEM LEAD AGENCY:

PA Department of Community & Economic Development

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

## **BACKGROUND:**

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

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

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

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

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

## **ROLES AND RESPONSIBILITIES OF THE HMIS LEAD AGENCY:**

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

## **ROLES AND RESPONSIBILITIES OF THE CoC BOARD:**

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

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

**DURATION AND RENEWAL:**

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

**AMENDMENTS/NOTICES:**

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

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

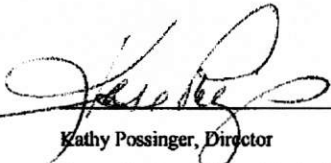
**TERMINATION:**

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

**NO CONTRACTUAL RIGHTS OR OBLIGATIONS:**

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

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



9/8/2016

Kathy Possinger, Director (Date)

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



9/8/2016

Jeffrey B. Rich (Date)

President  
PA Eastern Region Continuum of Care Board



## **ATTACHMENT 09.**

### **PHA Administration Plan (Applicable Section(s) Only)**

Attachment 09 documents include the following:

- Housing Authority of Monroe County
  - Public Housing homeless preference
- Schuylkill County Housing Authority
  - Public Housing and Housing Choice Voucher program homeless preference
- Clinton County Housing Authority
  - Public Housing homeless preference
- Centre County Housing Authority
  - Housing Choice Voucher program homeless preference
- Cumberland County Housing Authority
  - Public Housing and Housing Choice Voucher program homeless preference

**HOUSING AUTHORITY OF MONROE COUNTY**

1055 W. Main Street  
Stroudsburg, PA 18360

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

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

E-mail: hamc@ptd.net

Public Housing -  
Homeless Preference

Pre-Application for Housing

\_\_\_\_\_ **Public Housing**

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

HEAD OF HOUSEHOLD (Print clearly)

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

Mailing Address \_\_\_\_\_

(City) (State) (Zip)

Social Security \_\_\_\_\_ - - Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Telephone # \_\_\_\_\_ Contact/Cell # \_\_\_\_\_  
E-mail \_\_\_\_\_

**2. Other Family Members**

First Name	Last Name	Social Security #	Sex	Date of Birth	Relation to Head

(Use other side for additional family members)

**3. Race (check one below)**

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

**Ethnicity (check one below)**

- Hispanic or Latino
- Not-Hispanic or Latino

4. Is anyone in your family pregnant?  YES  NO

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

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

If applicable, list special accommodations \_\_\_\_\_

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

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

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

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

**To target available assistance to Homeless individuals and families:**

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

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

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

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

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

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

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

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

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



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

Policies or Programs for Economic and Social Self-sufficiency.

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

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

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

**Homelessness**

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

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

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

**Other Supportive Service Activities**

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

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



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

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

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

**Completed by:** \_\_\_\_\_ **Number of Verified Preferences =** \_\_\_\_\_

\_\_\_\_\_  
Housing Authority Employee  
  
Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant  
  
Date: \_\_\_\_\_

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

#### E) The Preference System

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

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

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

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

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

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

#### 3) Preferences

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



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

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

#### 4) Definition of Preferences

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

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

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

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

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

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

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

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

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

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

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

## E. TARGETING AND PREFERENCES

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

### 1. Federal Income Targeting

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

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

### 2. Preferences

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



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

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

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

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

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

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

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

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

#### F. PREFERENCE DENIAL

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

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

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

#### G. SPECIAL ADMISSIONS (NON-WAITING LIST SELECTION)

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

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

Cumberland County, PA. Housing Authority  
Public Housing and Housing Choice Voucher - Homeless Preference

**EXHIBIT 4-A: LOCAL PREFERENCES**

**CUMBERLAND COUNTY HOUSING AUTHORITY .**

**EFFECTIVE JULY 1, 2011**

**1. Displacement by CCHRA Action**

First preference will be given to households who have been displaced by any Cumberland County Housing and Redevelopment Authority project resulting in their loss of a fixed, regular and adequate nighttime residence. Applicants must be residing in the project at the time of displacement and must show proof of residence. Applicants assisted under this preference must lease in Cumberland County for at least two years.

Second preference will be divided equally between the Transitional Housing/Domestic Violence Shelter Preference and the Working Family Preference listed below.

**2. Transitional Housing / Domestic Violence Shelter Preference**

Preference will be given to qualified households who are living in the Cumberland County Domestic Violence Shelter or a transitional housing facility which has an operating plan acceptable to the Housing Authority, and who have completed their service plan based on information supplied by the Shelter or transitional housing provider. Households qualifying under the domestic violence preference are not permitted to have the abusing individual visit or reside in the unit for twelve months after move-in. Applicants will be required to complete a Domestic Violence Verification form (See appendix at end of chapter). Applicants receiving the Transitional Housing/Domestic Violence preference are required to lease in Cumberland County for at least two years. To retain this preference, applicants must be living in the facility on the date the voucher is issued. (A single individual or couple who are not elderly or disabled are not considered a qualified household for the bridge housing/DVS preference.)

This preference will also be given to persons transitioning out of Single Room Occupancy (SRO) facilities and other transitional or permanent housing operated by homeless providers into neighborhood based permanent housing. Applicants with a diagnosis of mental retardation who are on the Cumberland/Perry Mental Retardation Emergency and Critical lists for residential service and who are transitioning from a community living arrangement (group home); or from a previous living arrangement (temporary shelter, family home, etc.); or individuals with a priority mental health diagnosis who are transitioning from a Community Residential Rehabilitation (CRR) program and/or have completed an independent living skills assessment with a supportive living worker will be given this preference. The referral process will include a recommendation from the individual's Mental Health (MH) Case Manager, Mental Retardation (MR) Support Coordinator or Primary Residential

# MEMORANDUM OF UNDERSTANDING

Between

PA EASTERN REGION CONTINUUM OF CARE BOARD

And the

HOMELESS MANAGEMENT INFORMATION SYSTEM LEAD AGENCY:

PA Department of Community & Economic Development

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

## **BACKGROUND:**

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

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

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

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

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

## **ROLES AND RESPONSIBILITIES OF THE HMIS LEAD AGENCY:**

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

## **ROLES AND RESPONSIBILITIES OF THE CoC BOARD:**

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

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

**DURATION AND RENEWAL:**

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

**AMENDMENTS/NOTICES:**

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

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

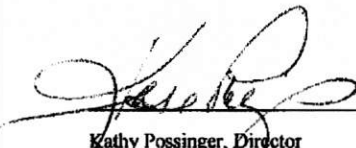
**TERMINATION:**

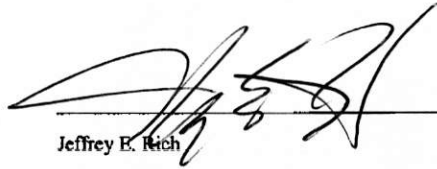
Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 120 days written notice to the other party. If the HUD CoC Program Planning Grant funds relied upon to undertake activities described in the MOU are withdrawn or reduced, or if additional conditions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

**NO CONTRACTUAL RIGHTS OR OBLIGATIONS:**

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

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

  
\_\_\_\_\_  
Kathy Possinger, Director (Date)  
Center for Compliance, Monitoring and Training  
PA Department of Community & Economic Development

  
\_\_\_\_\_  
Jeffrey B. Rich (Date)  
President  
PA Eastern Region Continuum of Care Board

PA-509: Eastern Pennsylvania CoC  
FY2017 CoC Application

## **ATTACHMENT 11.**

### **CoC Written Standards for Order of Priority**

Attachment 11 documents include the following:

- Prioritization Policy for Permanent Supportive Housing



**Eastern PA Continuum of Care**  
**Prioritization Policy for Permanent Supportive Housing**

---

Approved by CoC Board, 10-19-15

Updated, 10-17-16

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

This policy is described within two sections of this document:

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Implementation of Section 1 of this policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<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>
1	No	Yes	Yes
2	No	No, but still considered	Yes
3	No	No, but still considered	No
4	No	No	No

## **Implementation of Section 2 of this policy**

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

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

## **Additional Information**

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

## **Recordkeeping Requirements**

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

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

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

PA-509: Eastern Pennsylvania CoC  
FY2017 CoC Application

## **ATTACHMENT 13.**

### **HDX-system Performance Measures**

Attachment 13 documents include the following:

- 2017 HDX Competition Report: PIT Count Data for PA-509 - Eastern Pennsylvania CoC

# 2017 HDX Competition Report

## PIT Count Data for PA-509 - Eastern Pennsylvania CoC

### Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	<b>2599</b>	<b>2170</b>
Emergency Shelter Total	1061	1,004
Safe Haven Total	0	0
Transitional Housing Total	935	761
Total Sheltered Count	<b>1996</b>	<b>1765</b>
Total Unsheltered Count	<b>603</b>	<b>405</b>

### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	<b>159</b>	<b>156</b>
Sheltered Count of Chronically Homeless Persons	99	104
Unsheltered Count of Chronically Homeless Persons	60	52

### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	<b>387</b>	<b>306</b>
Sheltered Count of Homeless Households with Children	350	299
Unsheltered Count of Homeless Households with Children	37	7

### Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	<b>33</b>	<b>111</b>	<b>82</b>
Sheltered Count of Homeless Veterans	27	97	66
Unsheltered Count of Homeless Veterans	6	14	16

# 2017 HDX Competition Report

## HIC Data for PA-509 - Eastern 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	1273	386	444	50.06%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	983	103	669	76.02%
Rapid Re-Housing (RRH) Beds	612	0	612	100.00%
Permanent Supportive Housing (PSH) Beds	1396	0	926	66.33%
Other Permanent Housing (OPH) Beds	14	11	0	0.00%
Total Beds	4,278	500	2651	70.17%

### 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	308	871

### 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	53	117



# 2017 HDX Competition Report

## HIC Data for PA-509 - Eastern 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	284	612

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

### Summary Report for PA-509 - Eastern Pennsylvania CoC

#### Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	2538	3361	70	68	-2	37	34	-3
1.2 Persons in ES, SH, and TH	3885	4705	163	125	-38	58	50	-8

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	-	3361	-	95	-	-	43	-
1.2 Persons in ES, SH, and TH	-	4705	-	150	-	-	60	-

# 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	5	0	0%	0	0%	0	0%	0	0%
Exit was from ES	737	29	4%	17	2%	33	4%	79	11%
Exit was from TH	463	7	2%	12	3%	8	2%	27	6%
Exit was from SH	0	0		0		0		0	
Exit was from PH	678	13	2%	11	2%	27	4%	51	8%
<b>TOTAL Returns to Homelessness</b>	<b>1883</b>	<b>49</b>	<b>3%</b>	<b>40</b>	<b>2%</b>	<b>68</b>	<b>4%</b>	<b>157</b>	<b>8%</b>

# 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	2410	2599	189
Emergency Shelter Total	1029	1061	32
Safe Haven Total	0	0	0
Transitional Housing Total	965	935	-30
Total Sheltered Count	1994	1996	2
Unsheltered Count	416	603	187

#### 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	3885	4705	820
Emergency Shelter Total	2538	3361	823
Safe Haven Total	0	0	0
Transitional Housing Total	1347	1344	-3

### 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)	517	557	40
Number of adults with increased earned income	56	63	7
Percentage of adults who increased earned income	11%	11%	0%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	517	557	40
Number of adults with increased non-employment cash income	253	224	-29
Percentage of adults who increased non-employment cash income	49%	40%	-9%

### 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)	517	557	40
Number of adults with increased total income	292	261	-31
Percentage of adults who increased total income	56%	47%	-9%

### 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)	394	553	159
Number of adults who exited with increased earned income	113	139	26
Percentage of adults who increased earned income	29%	25%	-4%

### 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)	394	553	159
Number of adults who exited with increased non-employment cash income	100	121	21
Percentage of adults who increased non-employment cash income	25%	22%	-3%

# 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)	394	553	159
Number of adults who exited with increased total income	191	241	50
Percentage of adults who increased total income	48%	44%	-4%

### 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.	2965	3829	864
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.	180	285	105
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)	2785	3544	759

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.	3883	5098	1215
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.	284	406	122
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.)	3599	4692	1093

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	24	9	-15
Of persons above, those who exited to temporary & some institutional destinations	14	1	-13
Of the persons above, those who exited to permanent housing destinations	2	2	0
% Successful exits	67%	33%	-34%

##### 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	3351	4457	1106
Of the persons above, those who exited to permanent housing destinations	1719	2378	659
% Successful exits	51%	53%	2%

##### 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	1114	1203	89
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1048	1113	65
% Successful exits/retention	94%	93%	-1%



# 2017 HDX Competition Report

## **FY2016 - SysPM Data Quality**

### **PA-509 - Eastern Pennsylvania CoC**

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

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

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

# 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	716	712	957	868	1017	1016	1094	987	1000	1205	1299	1450	12	177	302	284				
2. Number of HMIS Beds	428	415	538	386	748	779	815	767	812	911	894	993	12	177	292	284				
3. HMIS Participation Rate from HIC ( % )	59.78	58.29	56.22	44.47	73.55	76.67	74.50	77.71	81.20	75.60	68.82	68.48	100.00	100.00	96.69	100.00				
4. Unduplicated Persons Served (HMIS)	2084	1985	2616	3496	1096	1199	1244	1366	1046	1104	1147	1203	502	1074	1208	1580	137	144	69	148
5. Total Leavers (HMIS)	1808	1653	2256	2949	599	667	692	819	255	262	227	265	263	681	732	599	82	101	3	5
6. Destination of Don't Know, Refused, or Missing (HMIS)	281	291	808	879	67	56	47	74	8	2	15	16	17	23	93	54	0	0	2	4
7. Destination Error Rate (%)	15.54	17.60	35.82	29.81	11.19	8.40	6.79	9.04	3.14	0.76	6.61	6.04	6.46	3.38	12.70	9.02	0.00	0.00	66.67	80.00

## 2017 HDX Competition Report

### Submission and Count Dates for PA-509 - Eastern 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