

This document provided for reference only. Responses must be submitted by 10/1/20 at 5pm via Survey Gizmo (Survey Gizmo link provided via email).

Eastern PA CoC FY2020 Renewal Summary Form- Coordinated Entry

Instructions

**Eastern PA CoC
2020 Renewal Summary Form- SSO-CE
Submit by October 1, 2020**

SSO-CE Projects are being asked to submit specific information for the FY2020 Renewal Scoring Process. SSO-CE projects are not required to complete the full Renewal Summary Form survey or APR Data Collection Survey as required by other renewal projects.

Instructions for the FY2020 Renewal Summary Form- SSO-CE

- **Please submit a separate renewal summary form survey for each 2020 CoC SSO-CE project renewal within your organization.**
- **You will required to submit/upload required attachments in order to submit this survey form. Required attachments include: 1) ELOCCS summary page, 2) documentation of APR Submission Date, 3) submission of a copy of your last APR that was submitted to HUD.**
 - **If you did not draw down 90% of your project grant in the last grant year or draw down funds quarterly you will be required to submit supplemental information.**
- **Please submit this form by the due date, which is 10/1/20. If you have extenuating circumstances that prevent you from meeting this deadline, you must contact DMA (easterncoc@pennsylvaniacoc.org) as soon as possible prior to the due date to make arrangements to submit the required information.**

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- **While completing the survey, you may click "Save and Continue" in the top right corner to save your work and continue later. A link to continue your survey will be emailed to you. (*note: you will need to click save and continue each time you plan to close the survey window in order to save your response*).**
- **Questions: Any questions about this form may be directed to: easterncoc@pennsylvaniacoc.org or 215-576-1558. Due to working remotely, if you are not able to reach someone via phone please leave a message and someone from the DMA team will follow up with you.**

Renewal Summary Form Page 1

1) Applicant Name*

- Housing Alliance of Pennsylvania
- Transitions of PA

2) Grant #*

- PA0736
- PA0927

3) Project Name (with corresponding grant #)*

- PA0736 - Connect To Home Coordinated Entry Project FY 2019
- PA0927 - Coordinated Entry Specialist for Domestic Violence

4) Primary Contact Person: *

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5) Primary Contact Email:

*Note: this email address will receive confirmation email upon submission of this survey**

6) Primary Contact Phone: *

7) Alternate Contact Person:

Note: we suggest you provide an alternate contact person and their contact information in case we need to follow up with your organization related to any of your survey responses and the primary contact is away due to vacations, etc.

8) Alternate Email:

9) Alternate Phone:

10) What are the start and end dates for your current grant?*

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Start Date*: _____

End Date*: _____

11) Was your project operational the entire period 10/1/18-9/30/19?*

Yes

No

If your answer to question 11 is No, you will see question 12 below:

12) Wait - we want to make sure that this information is correct before proceeding! You have indicated that your project was not operational for the entire time period 10/1/18-9/31/19.

This means that your project will not be scored in the FY20 Competition due to not being operational for the entire period 10/1/18-9/31/19 or being a first time renewal. We will reach out to you for any additional information that may be needed.

Are you sure that your answer to question number 11 should be No?

Yes. I'm Sure. My project was not operational for the entire time period 10/1/18-9/31/19. (By selecting this, I understand the survey will end after this question)

No. I need to continue on with the full survey.

Renewal Summary Form Page 2

Drawdown Rates from eLoccs

13) What is the date range of your last fully completed grant year?

Start Date*: _____

End Date*: _____

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14) Attach/upload summary page from eLOCCS showing dates and amounts of drawdowns for THE LASTY COMPLETED FULL GRANT YEAR here.

Important: Please do not submit information for the grant year you are currently in. You must submit information for the last fully completed grant year.

Please name the file according to the following naming convention: “[First 6 digits of grant number]_[Project Name]_ eLOCCSDrawdowns”

Click browse to locate the file on your computer and attach. This should be attached as a PDF document

15) According to your eLOCCS summary page, did your agency draw down funds at least quarterly?

Yes

No

16) If your agency was unable to drawdown funds from eLOCCS at least quarterly, please provide the summary page from eLOCCS showing dates and amounts of drawdowns for the last two full grant years for this project.

Please name the file according to the following naming convention: “[First 6 digits of grant number]_[Project Name]_ eLOCCSTwoYears”

Click browse to locate the file on your computer and attach. This should be attached as a PDF document*

17) If your agency was unable to drawdown funds from eLOCCS at least quarterly, please also explain the circumstances that prevented regular drawdowns for consideration in scoring: *

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Funds Expended

Note: The summary page from eLOCCS that you were instructed to provide for drawdown rates above will also be used to score projects related to funds expended. Please be sure to include the drawdowns for the entire grant year in your summary page.

18) According to the eLOCCS summary page attached above, were 90% or more of the grant funds drawn down in eLOCCS during the last fully completed grant year?

Yes

No

19) If no, please complete a supplemental expenditure form to provide additional information and attach/upload here. This form [can be accessed and downloaded here](#).

If you are required to complete the supplemental expenditure form, please name the file according to the following naming convention: “[First 6 digits of Grant Number]_[Project Name]_ FundsExpended”

Click browse to locate the file on your computer and attach. This should be attached as a PDF or Word document

*

Timely APR Submission

20) Project's APR Submission Due Date:

21) Date of Project's APR Submission:

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22) If your APR was not submitted on time for other reasons, please explain the circumstances that led to the late submission:

23) Please attach/upload documentation showing the date of the project’s last APR submission.

Please use the following naming convention: “[First 6 digits of Grant Number]_[Project Name]_APRSubmissionDate”

.A few different options for providing this documentation are listed below. You only need to submit documentation once, not in each of these different ways.

- **Copy of the email you received from the Sage system confirming the submission of the APR.**
- **Copy of an email from your HUD Rep showing whether the APR was submitted on time.**
- **Copy of the details for your Sage submission – this should be available by clicking the VIEW buttons for the status (“VIEW ALL Status Changes and Notes”).**

To view an example of each of these sources of documentation, click here -

https://www.dropbox.com/s/7gjuvalypnojr/Examples_APRSubmissionDate.pdf?dl=0

Click browse to locate the file on your computer and attach. This should be attached as a PDF document

24) Please attach/upload a copy of the APR you submitted to HUD via Sage for your last fully completed grant year.

Please use the following naming convention: “[First 6 digits of Grant Number]_[Project Name]_APR”

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*Click browse to locate the file on your computer and attach. This should be attached as a PDF document**

Thank You!

Thank you for responding to the Eastern PA CoC FY2020 Renewal Summary Form- Coordinated Entry. A copy of your responses will be emailed to you from Survey Gizmo for your records. If you do not receive the confirmation email (this may take up to 30 minutes to send), you may contact easterncoc@pennsylvaniacoc.org and we can re-send it to you.
