

Eastern PA Continuum of Care Governing Board Meeting

May 18, 2020 (10:00AM – 12:00PM)

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AGENDA

- Update to allocation of funding
- Review request for additional financial support for PA-211, as part of the CoC's Coordinated Entry System
- Determine total amount of funding to be allocated at this time
- Minimum grant amount to counties?
- Expanded role of Fiscal Applicant (United Way); expanded fee
- Review/approval of methodology for distribution of PHARE/ H4G funds
- Review process for determining county lead agency

Allocated funding

- 2020 Home4Good = \$516,589 (\$460,760)
 - Adjusting for 5% admin to CoC (\$25,829) and funding to support the CoC Staff Position (\$30k), balance = \$468,751.
- PHARE Home2020 = \$199,748 (\$199,748)
- Total available for award from both funding sources = \$716,337 (\$660,508)



Leigh Howard <leigh@dma-housing.com>

Connect To Home budget needs COVID response

1 message

Kathi Krablin <kkrablin@valleyyouthhouse.org>

Tue, May 5, 2020 at 4:24 PM

To: Jeff Rich <Jeff@clintoncountyhousing.com>

Cc: Leslie Perryman <leslie.perryman@rhd.org>, Leigh Howard <leigh@dma-housing.com>, Angela Susten <asusten@pa.gov>, "Jason D. Alexander" <jason@capacityforchange.com>, Kristen Rotz <krotz@uwp.org>

Dear Eastern PA CoC Governing Board,

As a direct result of the short and long-term impact of the COVID-19 pandemic on the Connect to Home Coordinated Entry System, I am submitting this formal request for additional funding to support PA 211 Call Center operations on behalf of the PA-509 Coordinated Entry Committee, the United Way of Pennsylvania, and PA 211.

In total, we are requesting an additional \$46,779.50 over the next 18 months to ensure effective Coordinated Entry operations as a result of the COVID-19 pandemic. This total was calculated as follows:

1. Amount Requested for May - November 2020 (current budget year): \$12,883.50.

Purpose: New 0.5 FTE Connect to Home CE Call Specialist (.5 FTE @ \$44,172 per annum (inclu fringe) x 7 mos = \$12,883.50.

Rationale: Increased call volume due to closure of CE Access Sites, increased number of potential prevention and diversion calls due to economic impacts of COVID-19, and increased amount of funding available for prevention, diversion and Rapid Re-Housing.

2. Amount Requested for December 2020 - November 2021 (next budget year): \$33,896.00

Purpose: Retain the new 0.5 FTE Connect to Home CE Call Specialist (. 5 FTE @ \$44,172 per annum (including fringe) x 11 12 mos = \$22,086.00)

and to pay for 2.0 FTE CE Call Center Specialists already employed but funded under a two-year private foundation grant that expires in June 2021 (2 FTE Call Specialists \$44,172 x 5 months = \$36,810.00).

Rationale: Increased call volume due to closure of CE Access Sites, increased number of potential prevention and diversion calls due to economic impacts of COVID-19, increased amount of funding available for prevention, diversion and Rapid Re-Housing, as well as end of two-year private foundation grant.

3. A re-distribution of \$25,000.00 to PA 211 from the existing HUD CoC CES Project Grant has already been approved by the CE Committee. The Committee has already voted to approve the recommendation that CE Access Sites be removed from next year's current CoC CES Project Grant in order to fully fund the Call Center and create equal full-time salary and benefits coverage to our existing five CE Regional Managers, in addition to the fact that the Call Center does the vast majority of CE intakes and that the near-term impact of social distancing before a vaccine is widely available likely precludes safe in-person intake. The Committee further recommends that RHABs assume responsibility for helping to raise funding support for Access Sites they believe are important and require dedicated funding.

The request of \$33,896.00 for 2020-2021 takes into account the \$25,000 redistribution, resulting in our final Governing Board request of a total of \$46,779.50.

A budget worksheet is attached to provide further clarification.

We are aware that the CARES Act, HUD and the Commonwealth of Pennsylvania have and will continue to make additional funding available for homeless crisis response systems due to the COVID-19 pandemic. We believe the vast majority of this funding should be allocated to housing and emergency service providers. However, without this incremental investment in Coordinated Entry, we will not be able to connect households in need with these expanded programs equitably and effectively.

Thank you for your consideration, Kathi



Kathi Krablin
Director of Grants and Foundations

3400 High Point Blvd.
 Bethlehem, PA 18017-7815

**Connect To Home Coordinated Entry
adjustment to 211 contract/ COVID response**

May - Nov 2020

12,883.50 .5 FTE Call Specialist @ \$44,172 per annum (inclu fringe) x 7 mos

Dec 2020-Nov 2021

22,086.00 .5 FTE Call Specialist @ \$44,172 x 12 months

36,810.00 2 FTE Call Specialists \$44,172 x 5 months

(25,000.00) savings from termination of access site contracts

46,779.50 **TOTAL**

Methodology for allocating 2020 Home4Good and PHARE 2020 HOME funds across the Eastern PA CoC.

- Following the Eastern PA CoC Governing Board meeting on April 28, 2020, the below methodology was developed in order to award each of the CoC's 33 counties with emergency funding to facilitate a local response to COVID-19. In total, the CoC will award \$660,508 using its 2020 Home4Good and PHARE 2020 HOME funding allocations.

Data sources used to develop methodology

- 1) Number of positive COVID-19 cases reported in each county, as of 5-15-20 at 12pm. (<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Cases.aspx>)
- 2) Initial Unemployment Compensation Claims submitted from March 1 – April 30, 2020.
 - https://www.workstats.dli.pa.gov/Documents/PA%20UC%20Activity/UC_Initial_Claims_WIA.xlsx
- 3) Number of new client assessments completed through *Connect To Home*, the Eastern PA CoC's Coordinated Entry System, between 1-28-20 and 4-28-20.

Methodology

A 100-point scale was developed in order to allocate the percentage of funding that would be awarded to each county:

- 33.4 points were allocated across the CoC based on the percentage of COVID-19 positive cases in each county
- 33.3 points were allocated across the CoC based on the percentage of initial unemployment claims in each county
- 33.3 points were allocated across the CoC based on the percentage of new client assessments completed through the Coordinated Entry System

COVID-19 calculation

The total number of positive COVID-19 cases reported within the Eastern PA CoC to date (5-15-20) is 12,257, with a range of 2 to 3,396 cases in each county. County-level data was used to determine each county's percentage of the total cases across the CoC. A total of 33.4 points were allocated across the CoC based on the percentage of COVID-19 cases in each county.

Unemployment Compensation

The number of initial unemployment claims filed between March 1 and April 30, 2020 was determined for each county. This number was then totaled across all 33 counties, and used to determine each county's percentage of the CoC's unemployment claims. (e.g. Adams County had 10,840 unemployment claims filed, which equals 3.41% of the CoC's total 317,530 claims.)

Next, the percentage of unemployment claims for each county was converted to a score that was ranked from lowest (1) to highest (33). The rank position was then converted into a percentage (rank position # 1 = 0.18% vs. rank position # 33 = 5.88%), which was used to allocate 33.3 points across the CoC.

Coordinated Entry Data

A total of 1,069 coordinated entry assessments were completed from January 28 – April 28. The number of assessments completed in each county was used to develop each county's percentage of households seeking assistance through the CoC. A total of 33.3 points were allocated across the CoC based on the percentage of coordinated entry assessments completed in each county.

Total score/ Allocation of funding

These three "scores" (COVID-19 + unemployment + coordinated entry) were totaled. This total score was calculated as a percentage of the total amount of funding to be awarded to each county. For example, one county was awarded 0.50 points in the COVID-19 calculation, 1.37 points in the unemployment calculation and 0.59 points in the coordinated entry calculation, for a total of 2.46 points. This county will be awarded \$16,237, which represents 2.46% of the total amount of funding available (\$660,508).

This scoring resulted in the following allocation range:

- Lowest amount of money to be awarded to a single county = \$429
- Highest amount of money to be awarded to a single county = \$108,240
- Average funding awarded = \$20,015
- Median funding awarded = \$12,771
- Funding allocation:
 - 25% of counties awarded \$429 - \$6,179
 - 25% of counties awarded \$7,103 - \$11,296
 - 25% of counties awarded \$12,771 - \$18,164
 - 25% of counties awarded \$27,601 – \$108,240

OTHER QUESTIONS:

- NEED TO DETERMINE IF WE WANT TO OFFSET THE ABOVE IN ORDER TO ALLOCATE A MINIMUM AMOUNT TO EACH COUNTY (E.G. \$1,000 OR \$2,500 OR SOME OTHER AMOUNT)

Eastern PA CoC Board Meeting

May 18, 2020 10:00AM – 12:00PM

Call in Number: 1-267-332-8737; Access Code 458944031

BOARD ATTENDEES

Jeff Rich, President
Leslie Perryman, Vice President
Mae-Ling Kranz, Treasurer
Craig Newcomer, Secretary
Sergio Carmona
Rob Nicolella
Alisa Baratta
Melissa Margargle
Randi Bannon
Jeannette Triano Sinn
Debbie Reihart
Angela Susten, DCED

DCED ATTENDEE

Brendan Auman, DCED

DMA ATTENDEES

Leigh Howard, DMA
Lauren Whitleigh, DMA

NOT IN ATTENDANCE

Jeff Poch
Beth Ellis

- Update to allocation of funding
 - Leigh provided an update on the amount of funding available
 - 2020 Home4Good
 - Total: \$516,589 (\$460,760)
 - Adjusted for 5% admin to CoC (\$25,829)
 - Adjusted for funding to support the CoC Staff Position (\$30,000)
 - Balance available for allocation: \$460,760
 - PHARE Home2020
 - Total: \$199,748 available for allocation
 - Total available from both funding sources = \$716,337
 - Balance available for allocation to the CoC's 33 counties: \$660,508
- Review request for additional financial support for PA-211, as part of the CoC's Coordinated Entry System

- Leigh advised that the CoC received a request from the CES Committee for \$46,779.50 to support United Way 211 Call Center operations due to increased demand / calls and an anticipated funding gap due to some private dollars going away in 2021.
 - Sergio advised that his access site has continued accepting calls throughout the COVID-19 pandemic. Sergio recommended attaching performance benchmarks to funding allocated to 211, such as timing for callbacks.
 - Alisa expressed concern about getting a handle on the real cost of CES versus putting together funding for the system in a piecemeal fashion.
 - Leslie echoed Alisa's concern about CES being sustainably funded, recognizing that COVID 19 has changed the landscape, and noting that providers are losing funding for their CES access sites.
 - Leigh advised that the total amount of CoC Program funding allocated to CES is \$617,716, 4.4% of the overall CoC funding allocation. This does not include the DV Bonus funding for the DV CES Manager.
 - Rob expressed concern that by allocating funding to CES (the front end) versus housing (the back end), the CoC's investing in adding people to a waiting list, not to moving people into permanent housing.
 - Jeff recommended that the Board request quarterly budget and performance updates from 211 for any additional funding; and quarterly updates from the CES Committee regarding budget/ expenditure updates, staffing issues, wait times, and other performance metrics. Jeff inquired as to whether or not 211 has satisfied the commitments outlined in their original proposal/ contract.
 - DMA will secure information about 211's original CES proposal/ contract.
 - Alisa recommended that given that the Board has dedicated this funding for COVID-19 response, the Board allocate the requested \$12,883.50 to get 211 through November 2020 because this request is related to COVID-19. Since the additional \$33,896.00 is being requested because a 2-year private grant expires June 2021, Alisa recommended that the Board not allocate this COVID-19-dedicated funding to 211 and advise them to identify other funding sources.
 - Craig recommended the Governing Board allocate the additional \$33,896.00 to access sites rather than 211, reporting that access sites often have to do additional work with households to confirm and update information, after they've contacted 211.
 - It was suggested that since access sites are closed down or only doing intakes by phone because of COVID-19, and in other cases, due to other restrictions, some of the access sites are not looking to have walk-ins at any point in the future, the funding not be allocated to access sites.
 - Sergio requested data on the reported increased call volume to have a more accurate accounting. Sergio advised that in Blair County, they have not experienced an increase in call volume to date.
 - Alisa motioned to approve the \$12,883.50 funding request to support a part-time 211 specialist for May – November, and then follow Sergio's recommendation for using data on performance and increased call volume to

consider allocating additional funding to 211. Sergio seconded the motion. The motion passed with one abstention, Debbie Reihart of United Way 211.

- Jeff requested that Sergio put together a couple bullet points to send out to the Board as a starting point for identifying performance metrics for United Way 211.
 - Alisa requested information about the performance measures from the original contract with 211. Leigh advised that while Leigh and Sergio reviewed the proposal and interviewed them during the selection process, Leigh never actually saw the original contract. Leigh will track down the contract from the Housing Alliance of Pennsylvania.
 - Note that the balance available for allocation to the CoC's 33 counties is now \$647,624 (was \$660,508 prior to \$12,883.50 allocation to 211)
- Determine total amount of funding to be allocated at this time
 - Leigh asked the Board if given the eviction moratorium extension, is there any amount of funding they would like to hold back to meet unmet needs not covered by other funding sources.
 - Sergio proposed that the Board move forward with allocating the entire amount of funding to address immediate needs as communities aren't expecting to hear from other funding streams for a couple months. Jeannette seconded Sergio's proposal.
 - It was decided that if after reviewing data on increased call volume and performance, the governing board decides to allocate more funding to United Way 211, the board can use unspent Home4Good administration funding for this purpose.
 - Alisa proposed that the CoC should establish a percentage of its overall CoC award for allocation to the Coordinated Entry System. Currently, CoC Program funding for SSO for CE (\$617,716) is 4.4% of the overall CoC award. This doesn't include the CoC Program funding for the DV CE Specialist.
 - The board agreed to allocate the full amount now.
- Minimum grant amount to counties?
 - Leigh presented the breakdown of funding allocations, based on the proposed methodology, noting that some counties were receiving very small allocations, and asked the Board if they wanted to establish a minimum allocation amount.
 - Jeff and Leslie proposed a minimum of \$2500. Alisa and Melissa agreed. Setting this minimum threshold increased the award for 2 counties, resulting in a minimal reduction to the other 31 counties.
 - Melissa motioned that the Board allocate \$2,500 to those counties that were originally going to receive <\$2,500, shifting funding from the remaining 31 counties. Leslie seconded the motion. The motion passed with no one opposed and no abstentions.
 - Leigh asked the Board how they would like to proceed if any county decides not to accept the funding: hold onto the funds, redistribute them, etc.
 - Sergio recommended holding onto the funding and allocating it to respond to future unmet needs.

- Leigh suggested to table this discussion and decision for the June 15th Board meeting, at which time the Board will know if any county turned the funding down.
- Expanded role of Fiscal Applicant (United Way) and expanded fee
 - Leigh presented that the CoC has an MOU with the United Way of PA to act as the Fiscal Applicant for these funds, as PHFA requires that a legal entity be the applicant for these funds on behalf of the CoC. 5% admin has to be allocated to the legal entity. Leigh reminded the Board that no state agency could be the applicant, so the CoC selected the United Way of PA. The United Way of PA doesn't oversee the RFP and project selection process. They receive the administration funds and hold onto them on behalf of the CoC.
 - For these 2020 funds, in order to expedite the allocation process, PHFA has requested that the fiscal applicant receive the full amount and distribute those dollars directly – to the CoC's 33 counties. United Way of PA will hold the administration dollars, will create subcontracts with each county's lead agency, and will ensure each county submits its required PHFA reporting.
 - Given these increased responsibilities, the United Way has requested \$3,000 to carry out these contracting and auditing activities.
 - Leigh asked the Board if there are any concerns, comments, questions, feedback about having United Way serve in this roll and the additional fee they are charging, which will be covered by Home4Good administration funding. Each county can spend up to 5% of its award on administration costs.
 - Leslie motioned to approve United Way of PA as the fiduciary and using Home4Good administration funding for the increased fee of \$3,000 for increased work. Mae-Ling seconded the motion. The motion passed with one abstention, Beth Reihart of United Way 211.
- Review/approval of methodology for distribution of PHARE/ H4G funds
 - Leigh reviewed the process of establishing the methodology for distributing funding, how Leigh worked with the DMA team to test ~17 different ways to calculate percentages RE: unemployment claims to achieve fair allocations based on population size, rate of homelessness, COVID-19 cases, and unemployment claims.
 - Leigh walked through the methodology, describing how percentages and points were calculated to achieve the fairest distribution of funds.
 - Alisa motioned to approve the methodology presented by Leigh (Appendix A) to allocate funding to each county. Melissa seconded the motion. The motion passed with all in favor.
- Review process for determining county lead agency
 - Leigh presented the plan is to send a single email to a lead person in each County, copying the RHAB chair. The lead person/ agency will be one who works collaboratively in the county and can distribute funds throughout the county. If a lead person can not be identified, Leigh advised that a large group of people will be notified in each county, requesting that they work together to identify a lead agency. Some board members expressed concern about asking some communities to do this.

- It was suggested that ESG applicants, especially non-profits applying for regional projects, be considered for the role of lead agency. Angela Susten of DCED provided the Board with the list of ESG 2020 applicants in each RHAB after the call. Sergio added that folks in SC RHAB involved in ESG funding are adept to distributing funds and working collaboratively.
- It was recommended that in some counties, the county grants office would be the preferred lead agency.
- The Board decided to start with DCED's ESG subrecipient list and that DMA will work with the RHAB chairs to identify folks in counties. For counties where there is less engagement and the Board is unable to identify a lead agency, community partners will be contacted, requesting that they work together to identify a lead agency.
- Melissa asked for a timeline for sending communication to communities. Leigh advised that the funding allocations need to be updated based on allocation to United Way 211 and establishing a minimum \$2,500 allocation. United Way is expecting to receive funding in the next 2 weeks. Leigh wants this package complete for United Way for when they receive the funding in 2 weeks.

DRAFT