

Western PA Continuum of Care Governing Board Meeting

December 16, 2020 (9:00AM – 12:00PM)

[Join online Zoom meeting](#) or Call-in: +1(929)205-6099,,93998648873#

AGENDA

- 9:00: Introductions and Official New Board Members (Amy Switaliski)
- 9:05: Board vote: Review/Approve minutes from October Board meeting
ATTACHMENT
- 9:10: Home4Good/PHARE Updates
- Home4Good Funded Program updates
 - Home4Good Funding update
 - PHARE Funding update **ATTACHMENT**
- 9:20: Board vote: PIT Methodology **ATTACHMENT**
- 9:25: DCED Updates
- Planning Grant
 - HMIS Grant
 - ESG
 - Consultant Contract update
 - Coordinated Investment Planning Process
- 9:45: NOFA Updates
- 10:00: Funding Committee Discussion/update **ATTACHMENT**
- Follow up on project scoring
 - New project RFP/NOI
 - CES budget and changes being recommended
- 11:00: 501c3 Consideration **ATTACHMENT**
- 11:45: Committee Updates/ Questions/ Discussion
- Board meetings 2021
 - Administrative funds update
 - Committee reports
 - DV CES Funding Discussion **ATTACHMENT**
- 12:00: Adjourn Meeting

Bridge2Home

Youth DATA

As of December 1, 2020

of Referrals/Completed Applications~ 42 from May 8, 2019 to December 1, 2020

Other calls/referrals triaged to other community resources with no completed applications

Average Youth age at referral is 17 yrs 7 months

Average Length of Stay 7 months

Pending Matches: 3

28 Females with 1 pregnant youth

13 Males

1 18 yr old Transgender (Male to female)

Referrals by Counties

Westmoreland ~ 21

Indiana ~ 6

Washington ~ 4

Greene ~ 3

Armstrong ~ 4

Venango ~ 3

Fayette ~ 1

Referral Sources

Community assisted self referral~17

Schools ~ 9

Human Services Agency ~ 7

Children& Youth (CYS) ~ 7

JPO ~ 2

of Matches of Youth with Host ~ 15

Exits: 11

Eight (10) Safe Exit to: Job Corps., Natural Parent/ family member, & Shared Housing option

One (1) Less than a Safe Exit could not confirm stable housing, Youth uncooperative after turning 18 With a total of 9 exiting the program.

The following are some reasons for the youth not matched with a Host:

- One youth in JPO placement in Washington Co. No follow up from JPO after application submitted. Attempts made to interview youth
- 2 agreed to stay in CYS care instead of signing out
- One 18 yr old moved to another county and did not respond to several attempts to contact
- One 18 yr old refused to leave current housing even though Bridge2Home could not formalize family as a Host
- Homeless father of one 15 yr old would not agree to program and sent youth to Cleveland to be with mother

- Four 18 yr olds went to shelters and placed on CE list. No Host Homes available.
- One self resolved in community
- One mother of youth moved in with potential self-selected Host with ongoing service by Greene Co
- One attempted to interview youth with no response after several attempts to contact her
- 3 youth turning 18 with CYS involved with younger siblings, extended family wanted to be Hosts, youth would not cooperate.
- Youth not appropriate due to escalated mental health issues that needed more acute setting

Home 4 Good – Justice Involved

Update

FCCAA is operating a Home4Good funded rapid rehousing program for persons exiting the state correctional system who are having difficulty with a home plan being approved. Below is a brief update on the program.

- We are currently receiving referrals from SCI facilities, CCC centers (Community Correction Centers), and CTC centers (Community Treatment Centers).
- We have served seven people through this program.
- One of the seven was dismissed from the program as of November 30, 2020 due to being non-compliant.
- Another one of the seven will be completing the program here on December 31, 2020. This individual is moving into housing that will be more affordable and working on securing a job lead. The case manager on this case has provided extensive case management and referral sources to this individual.
- We currently have five new referrals. Unfortunately, at this time due to COVID-19 and the numbers rising a lot of the SCI facilities are on lockdown so any scheduled screenings over the phone have been put on hold for the time being. We are hoping that this will be lifted here within the next few days.
- We have one individual who we have screened and was accepted into the program we are just waiting for the individual to be released in January 2021.

- We received referrals for three individuals that either went to stay with family or obtained employment and no longer needed the assistance.
- One referral that was screened was determined to not be eligible for the program due to being considered an SVP.
- Counties that we are currently working with in this program are: Butler, Clearfield, Fayette, Venango, Warren, and Westmoreland.

Home4Good McKean County Funding:

Armstrong: 0

Butler: 0

Cameron: 0

Clarion: 400

Clearfield: 4410

Crawford: 27,028

Elk: 0

Fayette: 312.90

Forest: 0

Greene: 0

Indiana: 0

Jefferson: 1656

Lawrence: 4818

McKean: 9403.86

Mercer: 0

Potter: 0

Venango: 0

Warren: 0

Washington: 0

Westmoreland: 2724

A majority of the funds are used to pay off balances owed to other housing authorities/landlords so individuals are able to access public housing. We have also received a fair amount of requests for security deposit assistance. We are beginning to see an increase in requests to help pay off balances owed to current landlords. There have been minimal requests to assist with utility payments.

WESTERN PA COC: 2020 PHARE Home Funding allocation to each county

	<u>County</u>	<u>amount of funding to be allocated (of \$158,368)</u>
SW	Armstrong County	\$7,039.97
SW	Butler County	\$12,841.23
NW	Cameron County	\$4,355.21
NW	Clarion County	\$5,374.39
NW	Clearfield County	\$7,972.92
NW	Crawford County	\$8,204.92
NW	Elk County	\$5,276.41
SW	Fayette County	\$9,533.64
NW	Forest County	\$4,227.42
SW	Greene County	\$6,000.92
SW	Indiana County	\$7,317.23
NW	Jefferson County	\$5,355.17
NW	Lawrence County	\$11,740.75
NW	McKean County	\$9,829.53
NW	Mercer County	\$6,373.12
NW	Potter County	\$4,262.16
NW	Venango County	\$5,512.11
NW	Warren County	\$5,284.46
SW	Washington County	\$15,831.17
SW	Westmoreland County	\$16,035.26

2021 Point-in-Time (PIT) Count of People Experiencing Homelessness
in the Western Pennsylvania Continuum of Care (PA-601)

2021 PIT Count Date: Wednesday, January 27, 2021

METHODOLOGY – Approved by Western PA CoC Board on _____.

Purpose

The purpose of the 2021 Point-in-Time count is to produce a point-in-time estimate of people who are experiencing homelessness in the Western PA CoC's 20-county geographic area.

Through the CoC Program interim rule (Section 578.7), HUD requires CoCs to plan and conduct a Point-in-Time Count of homeless persons within the geographic area. The Point-in-Time Count is to be "carried out on one night in the last 10 calendar days of January or at such other time as required by HUD" (Section 578.3).

Components of the PIT Count

The Point-in-Time Count methodology has three primary components:

- The ***unsheltered count***, an enumeration and demographic survey of unsheltered individuals and families on the streets, in tents, in vehicles and sleeping in other locations not intended for sleeping.
 - ***Due to the impact of COVID-19, HUD has allowed CoCs to request exceptions to some or all of the unsheltered PIT requirements. The Western PA CoC submitted a request to HUD to be exempt from specific unsheltered PIT requirements, and this request was approved on November 24, 2020. The specific methodology to be used for the 2021 unsheltered PIT count is outlined in the Methodology section below.***
- The ***sheltered count***, an enumeration and demographic survey of individuals and families in emergency shelters, domestic violence shelters, transitional housing programs and in hotels/motels paid for through community resources.
- ***Housing Inventory Chart*** update, through which homeless assistance providers report the number of units, beds, funding sources and other programmatic information.

The Planning Process

Date: The date of the PIT count falls on the fourth Wednesday of January each year. As such, the 2021 PIT date is January 27, 2021.

- **Unsheltered Count:**
 - DMA convened a planning call on November 20, 2020 with unsheltered PIT count coordinators to discuss the possible exceptions from HUD available for the 2021 PIT Count. Following the discussion with the unsheltered PIT coordinators, the Western PA CoC Governing Board decided that the CoC should request specific exceptions from HUD related to the 2021 PIT Count. Specifically, the CoC requested to do a “headcount-only” unsheltered count using a combination of observation only, brief surveys, and sampling. This request was submitted to HUD and was approved on November 24, 2020.
 - The planning process around the actual implementation of the unsheltered PIT count occurs through a team of homeless service provider staff/volunteers in each county. The implementation of the count is reported back to the CoC via an Unsheltered Count Summary Form, which are submitted by each county’s unsheltered coordinator.
- **Sheltered Count:** The PIT Count date was shared via email to sheltered program providers (ES, TH, RRH, PSH, OPH) in November 2020. A webinar for sheltered program providers was held on December 8, 2020.

Data collection tools:

- **Unsheltered count:** During the unsheltered PIT count, the HUD required data will be collected using either paper interview forms provided by the CoC or through the use of ArcGIS by Esri, a mobile app designed to collect the PIT data. For 2021, there will be one version of the unsheltered PIT interview form. This form will include sections for either an observation only count or brief survey count.
- **Sheltered count:** During the sheltered PIT count, the preferred data source for all PIT data will be PA-HMIS for all HMIS-participating projects that pass data quality tests. Non-HMIS participating projects, or those that do not have reliable and timely data entry, will need to submit their data using either the sheltered paper interview forms provided by the CoC or through the ArcGIS by Esri PIT survey. This app has been designed to collect data from both sheltered or unsheltered households.
- **Housing Inventory Chart:** Data need for the HIC is collected through an online survey (SurveyGizmo). While all project types must complete the online survey, HMIS will be the primary data source for Rapid Re-Housing projects that are not operated by Victim Service Providers.

Updates to the data collection tools are made annually to ensure compliance with HUD’s *Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program*.

Webinar:

- **Sheltered count:** A webinar was held on December 8, 2020 for sheltered program providers (ES, TH, RRH, PSH, OPH) to provide an update about the changes for the 2021 PIT. The webinar included the following presentations:
 - Jessica Sones and Leigh Howard from DMA provided an overview of the requirements for the 2021 PIT count.
 - Brendan Auman from DCED provided an overview of the PIT mobile app (ArcGIS by Esri) and provided a demonstration of the ArcGIS mobile app.
- **Unsheltered count:** A webinar was held on December 10, 2020 for unsheltered PIT count coordinators to review the changes for the 2021 PIT, including exceptions approved by HUD and specific methodologies to be used for the 2021 PIT. This webinar also included discussion of COVID-19 safety precautions.

The recorded webinar and other materials are available on the CoC's website.

Methodology

Unsheltered Methodology: Due to the impact of COVID-19, the CoC will implement a “headcount-only” count for the 2021 unsheltered count. This amended methodology was approved by HUD. The “headcount-only” count will involve the following approaches:

- **Observation-only count** in counties that feel that this is the best approach given their COVID-19 rates and safety concerns. The observation-only count will be conducted over one night/one day period (night of January 27th to morning of January 28th).
- **Brief survey count** in counties that that feel that they can safely use this approach given their COVID-19 rates and safety concerns.
 - The brief survey will include initials, date of birth or age, number of persons in household, and where the person stayed the night of the count. The CoC will collect only enough information to assist with deduplication, and to ensure the person was homeless on the night of the PIT count. This count may be conducted over a period of up to seven (7) days and will count only persons experiencing homelessness on the night of January 27th.
 - Brief survey counts can utilize HMIS By Name List (BNL) data if the county team wishes to reach out to persons on BNL to confirm if they were unsheltered the night of January 27th.
 - If an individual/household is asleep, does not agree to be interviewed, or is unable to be safely reached, volunteers will only record observed information.
 - Brief survey counts may be conducted at service locations including soup kitchens, day centers, food pantries, health clinics and other locations likely to be utilized by people experiencing homelessness.

- Sampling: There may be a few counties that do not feel that they can safely conduct the PIT count. Some of these counties consistently identify zero persons during the unsheltered count and are concerned about the staff time and safety risks of conducting a count. In these counties, the CoC will use a sampling methodology to estimate the number of persons experiencing homelessness in the count. The CoC will use previous year's PIT numbers as well as coordinated entry by name list information to complete this sampling. The CoC conducts an annual PIT count, as opposed to a bi-annual PIT count, so the CoC will be able to reference PIT Count data from all previous years to extrapolate for missing counties. The CoC may reach out to a university partner if assistance is needed with extrapolation (the CoC has an ongoing relationship with Slippery Rock University who has assisted with other initiatives, including the Youth Count).

Specific COVID-19 safety considerations for the 2021 unsheltered count include the following:

- Remote PIT Count Training
 - HUD recommends that CoCs use remote training methods if possible. DMA will record an unsheltered PIT volunteer/staff training, which can be shared with volunteers via a link to the CoC's website. DMA will also provide unsheltered count coordinators with the training PowerPoint, in order to allow coordinators to add local information, if desired.
- Volunteers vs. Homeless Service Provider staff only
 - Conducting unsheltered PIT counts in many CoCs requires a large number of volunteers. HUD discourages CoCs from using volunteers that are at high risk of contracting COVID-19, including persons age 65 or older, to physically count. If your CoC has people that want to volunteer but are in a high risk group, HUD encourages you to determine if there are other ways to use their services that minimize their exposure (e.g., entering data from surveys collected), or to politely decline their assistance this year.
 - Based on local capacity, counties will determine if they will utilize volunteers or will rely solely on homeless service provider staff to conduct the count.
- Personal Protective Equipment (PPE)
 - CoCs conducting counts will need to ensure that all volunteers have some PPE. CoCs should ask all volunteers to bring masks and wear them for the duration of the count. Masks should be worn to cover both noses and mouths. CoCs should be prepared to provide masks to all volunteers as well as hand sanitizer.
 - If counties need help obtaining PPE, they have been instructed to reach out to DMA.
- Social distancing
 - CoCs will need to conduct counts in compliance with social distancing principles which recommends remaining at least 6 feet apart. CoCs should

create small counting teams, with only two or three volunteers per team. These teams should maintain at least six feet from one another other as well as people experiencing homelessness. As possible, social distancing and/or other safety measures should be in use for individuals riding together in cars.

- Testing/symptom checks
 - CoCs should recommend that any volunteer be tested for COVID-19 prior to participation in the count no more than 7 days prior, **or at least screen for symptoms and check temperatures**.
 - Counties may want to use a standard symptom check form (to be completed 24 hours before count by all staff/volunteers).
 - CoCs should encourage volunteers to stay home if they have any symptoms and plan for volunteer absences.
 - CoCs should also recommend volunteers observe for symptoms for up to 14 days after the count and consider getting tested for COVID-19.

These safety precautions were reviewed with county unsheltered PIT coordinators during the December 10, 2020 webinar, and will be included in unsheltered PIT training materials.

- Count coordinator responsibilities:
 - Each county's identified coordinator works locally to plan and implement the unsheltered count. Responsibilities of the county coordinator include identifying and recruiting staff or volunteers to conduct the count. Unsheltered Count Summary forms and Interview Forms are provided to the county contact. All forms are requested to be returned within two weeks of the PIT count. Counties may alternatively opt to use the ArcGIS mobile app, which submits all PIT data immediately following each interview.
 - Each County coordinator is responsible for ensuring that all volunteers receive training on safety and conducting interviews. A PowerPoint presentation is provided by the CoC, which can be customized in each county based on the details of their PIT count approach.
- Data Quality: To ensure the quality of the data, the CoC uses the following strategies during the unsheltered PIT count:
 - Consistent training across the entire geographic area via the county coordinator webinar and a volunteer PowerPoint template provided.
 - A unique identifier, which includes an individual's initials and age, which are used to check for duplication of data;
 - A survey question asking if an interview already took place; and
 - Questions for recording HUD required data for individuals who do not or cannot provide consent to be interviewed (observation only count).
 - The interview form includes a space for recording any unique characteristics about the individual being interviewed and about their location (e.g. blue tent behind Walmart).

Sheltered Methodology: A complete census count method is used to complete the sheltered PIT count. This includes data collected using standardized interview forms, data collected using the ArcGIS mobile app and data from HMIS. The CoC maintains a provider list, which is updated throughout the year as changes are made known. All programs and contacts are confirmed annually.

- **Interview Forms:** Interview Forms will be emailed to all non-HMIS participating Emergency Shelter, Transitional Housing programs and VA-funded programs classified as emergency or transitional. These forms will be completed with each household served the night of January 27, 2021. Interview forms collect all of the HUD-required data and include questions designed to allow for de-duplication. Interview forms will be due within two weeks of the PIT count.
- **ArcGIS:** Sheltered providers may opt to utilize the ArcGIS mobile app for collecting sheltered PIT data.
- **HMIS:** HMIS generated data will provide the PIT data for HMIS-participating programs where HMIS data quality is high. For Emergency Shelter and Transitional Housing programs, this includes HUD's required population, subpopulation, and demographic information on participants in programs.
- To ensure the quality of the data, the CoC uses the following strategies during the sheltered PIT count:
 - Interview forms include written instructions and each provider receives a Sheltered PIT Count PowerPoint, which provides an overview of the Interview Forms.
 - The number of persons reported via the Interview Forms will be checked against the number of persons reported via the online housing inventory survey to ensure accurate reporting.
 - The Interview Forms provided by each program will be reviewed for duplication.
 - A demonstration was provided on the ArcGIS mobile app. Additional training can be provided if needed.
 - A "test" of HMIS data to determine the frequency of data entry and data quality for each program. This "test" determines which HMIS-participating agencies are exempted from collecting client-level PIT data.

Housing Inventory Methodology:

- **Online survey (Alchemer, formerly Survey Gizmo):** Emergency Shelter, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing and Other Permanent Housing providers throughout the Continuum of Care (CoC) will complete an on-line survey that collects each project's bed inventory and occupancy on the PIT night. Providers will be sent the survey link prior to the PIT date. Responses will be requested within two weeks following the PIT count.

- HMIS: HMIS will be the data source for all project types with a Housing Inventory properly set-up and timely data entry. For Rapid Re-Housing specifically, HMIS will be the data source for housing inventory data, with the exception of DV RRH projects and any SSVF projects not entering data into PA-HMIS, due to the methodology for counting Rapid Re-Housing beds (occupancy = inventory).
- Inventory Update Forms (paper): A small number of providers consistently request paper forms in lieu of completing the online survey. These providers will be sent Inventory Update Forms, to be returned within two weeks of the PIT date. In addition, most veterans programs will be emailed Inventory Update Forms. This includes the following VA-funded programs: Health Care for Homeless Veterans, Community Contract Emergency Housing (HCHV/EH), Grant and Per Diem, Supportive Services for Veteran Families (SSVF-RRH) if not on HMIS, and HUD-Veterans Affairs Supportive Housing Programs (VASH).

Reporting/Submission of Data

The following data will be submitted to HUD by/before the established deadline. All data will be submitted via the Homelessness Data Exchange (HDX).

- Point-in-Time data, which includes those counted during the unsheltered and sheltered counts.
- Housing Inventory Chart, which includes a list of homeless assistance programs throughout the CoC, as well as the number of beds, units, target population, HMIS participation rate, funding source and other required data.

Upon submission of the CoC-level data, an analysis of the county-level data will be completed and distributed. This data will be posted on the CoC's website and will also be provided to Con Plan jurisdictions.

**WESTERN PA CONTINUUM OF CARE (PA-601 COC)
2021 UNSHELTERED POINT IN TIME COUNT AGREEMENT FOR SHARING DATA**

Proposed Analysis: Review of 2021 unsheltered Point in Time Count data collected via observation counts or brief survey counts, and assist with extrapolating for missing county-level data (following guidance from HUD on sampling for 2021 PIT Count). To assist with extrapolation, this may include review of previous year PIT Count Data by count, as well as HMIS Coordinated Entry By Name List data (to be shared with statistician by either DMA, CoC Consultant, and/or HMIS team).

I, _____, as statistician on a proposed analysis of Western PA Continuum of Care (PA-601 CoC, "Western PA CoC") 2021 unsheltered Point in Time Count, agree to the following requirements for the use of CoC data and assure compliance with the requirements by all staff, collaborators and students approved as part of this agreement.

1. I will not use these data except for statistical analysis and reporting.
2. I will not use nor permit approved students, collaborators and staff to use these data to conduct analyses other than those analyses requested by the Western PA CoC.
3. I will not release the data set or any part of it to any person except the Western PA CoC staff (DCED, DMA, Western PA CoC Governing Board). I will assure that all approved staff, collaborators and students participating in the project understand that they may not share the data set or any part of it.
4. I will not attempt or permit others to use the data set or link it with other data sets to attempt to learn the identity of any participant. If the identity of a respondent should be inadvertently discovered, I will make no use of this knowledge, nor will I permit others to use the knowledge. I will inform the Western PA CoC staff person of the discovery, so they can prevent future discoveries. I pledge that neither I nor other members of my team will inform anyone else of this knowledge.
5. When the proposed analyses are completed, a copy of these data will be turned over to the designated Western PA CoC staff (DCED, DMA, or Western PA CoC Governing Board).

My signature indicates agreement of those participating in this project to comply with these requirements.

Name of principal investigator:

Title and Organization:

Signature:

Date:

We, the undersigned, agree to the terms stated in this document on behalf of the Western PA Continuum of Care in regards to the methodology, handling and use of data related to the the Western PA CoC's 2020 Youth Count project.

Western PA Continuum of Care Governing Board Chairs:

Name:

Title:

Signature:

Date:

Name:

Title:

Signature:

Date:

Western CoC Budget

FY2019 (September 1, 2020 - August 31, 2021)

REVENUES						
Description	Budgeted Amount	Budget Actual	Expended to Date	Pending Expenses	Balance Actual	Balance less Pending Expenses
Planning Grant Award	\$ 288,764.00	\$ 288,764.00	\$ 3,849.12	\$ -	\$ 284,914.88	\$ 284,914.88
Match (CDBG Admin)	\$ 24,000.00	\$ 24,000.00	\$ 4,581.02	\$ -	\$ 19,418.98	\$ 19,418.98
In-Kind Match (Provider Agencies)	\$ 48,226.00	\$ 48,226.00	\$ 595.68	\$ -	\$ 47,630.32	\$ 47,630.32
Total Revenues	\$ 312,764.00	\$ 312,764.00	\$ 8,430.14	\$ -	\$ 304,333.86	\$ 304,333.86

EXPENSES						
Description	Budgeted Amount	Budget Actual	Expended to Date	Pending Expenses	Balance Actual	Balance less Pending Expenses
DCED (Planning Grant/CDBG Match)	\$ 66,253.44	\$ 66,253.44	\$ 8,430.14	\$ -	\$ 57,823.30	\$ 57,823.30
Time and Travel (Planning Grant)	\$ 42,253.44	\$ 42,253.44	\$ 3,849.12	\$ -	\$ 38,404.32	\$ 38,404.32
Time and Travel (CDBG Match)	\$ 24,000.00	\$ 24,000.00	\$ 4,581.02	\$ -	\$ 19,418.98	\$ 19,418.98
Consultants (Planning Grant)	\$ 241,510.56	\$ 241,510.56	\$ -	\$ -	\$ 241,510.56	\$ 241,510.56
Diana T. Myers FY18 Contract (7-1-20 to 6-30-2021)	\$ 241,510.56	\$ 241,510.56			\$ 241,510.56	\$ 241,510.56
Board (Planning Grant)	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
Board travel, etc	\$ 5,000.00	\$ 5,000.00			\$ 5,000.00	\$ 5,000.00
Other Projects			\$ -		\$ -	\$ -
Total Expenses	\$ 312,764.00	\$ 312,764.00	\$ 8,430.14	\$ -	\$ 304,333.86	\$ 304,333.86
<i>Balance Uncommitted</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

In-Kind Match	\$ 48,236.61	\$ 48,236.61	\$ 595.68	\$ -	\$ 44,940.93	\$ 44,940.93
Butler County Human Services Department	\$ 9,250.00	\$ 9,250.00	\$ 595.68		\$ 8,654.32	\$ 8,654.32
Crawford County MH Awareness	\$ 2,500.00	\$ 2,500.00			\$ 2,500.00	\$ 2,500.00
Fayette County Community Action Agency, Inc.	\$ 14,820.00	\$ 14,820.00			\$ 14,820.00	\$ 14,820.00
Indiana County Community Action Agency	\$ 2,885.61	\$ 2,885.61			\$ 2,885.61	\$ 2,885.61
IU4	\$ 3,600.00	\$ 3,600.00			\$ 3,600.00	\$ 3,600.00
Lawrence County Social Services, Inc.	\$ 2,887.00	\$ 2,887.00			\$ 2,887.00	\$ 2,887.00
McKean County Housing Authority	\$ 9,594.00	\$ 9,594.00			\$ 9,594.00	\$ 9,594.00
Westmoreland County Community Action	\$ 2,700.00	\$ 2,700.00			\$ 2,700.00	\$ 2,700.00

Updated as of 12/8/2020

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Monthly HMIS Update for Western Continuum – December - 2020

1. Organizations 107
2. Users 233
3. Programs 337

HMIS Tickets for Month of November

1. Submitted 77
2. Open on last day of Nov - 30
3. Closed 47

HMIS Ticket Trends

1. PATH annual reporting
2. Household Management
3. Clients not showing on By Name List

HMIS Tickets for Month of Oct.

1. Submitted 140
2. Open on last day of Oct. - 58
3. Closed 82

HMIS Ticket Trends

1. Merge Clients
2. Referrals
3. Household Management

HMIS Activities for Oct / Nov. 2020

1. We had 2 syncs in November. These syncs brought over things we had been working on in Training and put them into the Production platform of Client Track. Reports were CE Enrollments by County, CE Summary Report, Data Quality Assurance Scorecard Report, PATH TAY Report, Client Insurance/Financial Sources by Household, Client Program Data Quality, Client Program Data Quality by Household, Data Quality and Participation Scoring Summary, PHARE Household Summary, RHY Program Data Quality. The User Deactivate Tool was put into production for license management. Referral emails were updated with new fields.
2. First round of customizations releases on incremental basis. We have been in User Acceptance Testing during the month of November for 3 iterations of our customization package. The iterations in testing are Workgroup Creations, Coordinated Entry Status, and Triage Assessments. We are scheduled to leave testing during December.
3. Training – During the month of November we started a new outreach program called Weekly Agency. Each week agencies are chosen to participate in an hour long meet and greet with personalized training. This outreach was initiated on November 10th and the first was held on Nov. 17. Since then we have held 3 more for a total of 4 in November. In addition, New User trainings were held on November 4th and Oct. 26th.
4. In October we successfully completed our first ESG-CV reporting to SAGE.
5. In October we released a report in our HMIS specifically meant to spot data clean up needs around the LSA reporting criteria. Our draft deadline for the LSA report has been met in HDX 2.0. And we have prioritization of LSA clean up when the heading of “IMPORTANT LSA PREP” is included on the ticket submission.
6. Upcoming events in December, HMIS office hours start every other Thursday from 9-10am.

PA Department of Community and Economic Development ESG Updates

- ❖ HUD recently released guidance providing further clarity on ESG Homelessness Prevention (HP) eligibility during the Eviction Moratorium. The guidance can be found on the next page. According to the release HP can be provided beginning 12/10/20 if the household meets the At-Risk definition of Homelessness and for the Homeless Definition a household could be eligible on 12/17/20.
- ❖ ESG CV Code Blue awards were announced on November 30, 2020. Of the 20 applications received, 15 were awarded funding totaling \$2.9 million. Nearly \$102,000 has been awarded for street outreach, more than \$2 million for emergency shelter, more than \$775,000 for temporary emergency shelter, and the remainder of the funds will be used for administration and the Homeless Management Information System. This funding was a carve out of the ESG CV 2 funds.
- ❖ The ESG CV 2 request for proposals to award the remaining \$16.9 million of ESG-CV 2 funds available, which will include all eligible ESG-CV activities, will be released in the beginning of 2021.
- ❖ Leigh and Angela participated in a five-week Intensive HUD TA workshop - Coordinated Investment Planning throughout October. The goals and outcomes of the session were:

Each community will define and quantify their need for housing supports and services for various “cohorts” of households currently experiencing homelessness in various settings or at risk of homelessness, identify appropriate interventions and project types to effectively meet the crisis and housing needs of each cohort, and create a Rehousing and Coordinated Investment Plan to strategically align resources to limit the spread of COVID-19 by providing and maintaining permanent housing solutions. Racial and other equity considerations will be incorporated throughout the workshop. The Rehousing and Coordinated Investment Plan will also function as a resource to address known system gaps and unmet need, and as an aid in pursuing additional funding opportunities.

We held our first Coordinated Investment Planning Group meeting in November that included stakeholders from DHS, PEMA, CDBG, CSBG, PHFA, DOC, HOME. This group will continue to meet twice a month to develop a rehousing strategy.

Eviction Moratorium and Homelessness Prevention

Individuals who are covered by the Centers for Disease Control and Prevention (CDC) Moratorium are not currently eligible for ESG-funded homelessness prevention assistance when qualifying under Category 2 of the Homeless definition or Category 1C of the At Risk of Homelessness definition for an eviction action initiated by a landlord or property owner for nonpayment of rent. (For a definition of a "covered person" see the [CDC's federal register notice 85 FR 55292](#).) However, as explained below, within 14/21 days of the end of the eviction moratorium, individuals or families may meet the eligibility criteria under Category 2 of the Homeless definition or Category 1C of the At Risk of Homelessness definition. Additionally, an individual or family could still qualify for Homelessness Prevention when meeting other eligibility criteria that are not impacted by the moratorium.

According to the [CDC FAQs](#), the CDC Moratorium is not intended to terminate or suspend the operations of any state or local court. Nor is it intended to prevent landlords from starting eviction proceedings, provided that the actual eviction of a covered person for non-payment of rent does NOT take place during the period of the moratorium.

The following two sections explain the specific eligibility criteria for ESG Homelessness Prevention assistance that are impacted by the CDC Eviction Moratorium. The full eligibility requirements are explained in more detail further below:

Category 2 - Homeless Definition

Due to the CDC Eviction Moratorium, the earliest time that a "covered person" could qualify for Homelessness Prevention under Category 2 of the Homeless Definition due to an eviction action initiated by a landlord or property owner for nonpayment of rent is 14 days prior to 12/31/2020 if the landlord started the eviction action and the tenant will lose their housing on 1/1/2021. Otherwise, the covered person's primary nighttime residence will not be lost within 14 days of the date of application for homeless assistance during the period the CDC Eviction Moratorium is in effect.

Category 1C - At Risk of Homelessness

Due to the CDC Eviction Moratorium, the earliest time that a "covered person" could qualify for Homelessness Prevention under Category 1:Risk Factor (C) of the At-Risk of Homelessness definition due to an eviction action initiated by a landlord or property owner for nonpayment of rent is 21 days prior to 12/31/2020 if the landlord prepared an eviction notice, the documentation does not provide a way for the tenant to remedy the situation and avoid eviction, and the tenant's right to occupy their housing will be terminated on 1/1/2021. Otherwise, the covered person's right to occupy their primary nighttime residence will not be lost within 21 days of the date of application for homeless assistance during the period the CDC Eviction Moratorium is in effect.

Finally, given the limited resources available and the overwhelming need, HUD strongly encourages each jurisdiction to focus as much of its ESG funding as possible on prioritizing those with the greatest need of assistance, which could mean targeting Homelessness Prevention assistance on those households that are more likely to be evicted without ESG assistance.

Other Steps for ESG Providers to Take

In cases where a household is ineligible for ESG homelessness prevention assistance during an eviction moratorium, there are steps that providers may take to help an individual or family regain housing stability:

- During the intake assessment, use problem-solving techniques and start collecting documentation to prepare for the end of the moratorium in case the household later becomes eligible.
- Identify other funding that can provide assistance. Review **Five Things to Consider When Investing ESG in Homelessness Prevention** for tips to help communities develop and implement a prevention strategy that effectively and efficiently uses resources for prevention.

Additionally, in preparation for meeting your clients' needs once the moratorium ends, consider having a member of your staff dedicated to building relationships with landlords, developing a housing database, and establishing a point of contact with landlords in case there were problems. Establishing a specialized staff position for this function could be a best practice for improving the speed of helping homeless persons maintain and obtain housing, meeting landlord needs and mitigating concerns, and possibly further contributing to housing stability.

The remainder of our response provides guidance on ESG homelessness prevention eligibility requirements. As a reminder, in order to provide **any** type of ESG assistance, the household must meet the ESG eligibility criteria and this must be documented in accordance with the standards set forth in section 576.500 of the ESG Interim Rule. For ESG-CV and annual ESG funds used to prevent, prepare for, respond to, and mitigate the impacts of coronavirus, the [ESG Program Interim Rule](#) at 24 CFR Part 576 applies except for the waivers and additional eligible activities established in the CARES Act and [Notice CPD-20-08](#).

Eligibility for Homelessness Prevention Assistance

Homelessness Prevention assistance may be provided to households who meet the criteria under the At Risk of Homelessness definition, or who meet the criteria in paragraph (2), (3), or (4) of the homeless definition, lack the resources to obtain other permanent housing, and have an annual income that does not exceed **50% of AMI** when using ESG-CV and annual ESG funds to prevent, prepare for, respond to, and mitigate the impacts of coronavirus. When using annual ESG funds for homelessness prevention purposes NOT related to preventing, preparing for,

responding to, and mitigating the impacts of coronavirus, individual and family income must be below **30% of AMI** at intake and at or below 30% of AMI at re-evaluation.

If a client needs assistance with rental arrears, please note that using ESG funds to pay this household's arrears is only an allowable cost and such a household would only be determined eligible if the household would **actually be evicted** for non-payment of their portion of the rent. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing.

Please also note that an eviction action initiated by the owner is not the only way for a household to qualify for homelessness prevention assistance. When determining eligibility for homelessness prevention assistance, be sure to assess the household's situation and consider whether they meet any of the conditions under the at risk of homelessness definition, which include situations such as: frequent moves, living in the home of another due to economic hardship, living in overcrowded situations, and exiting a publicly funded institution.

HUD strongly encourages each jurisdiction to focus as much of its ESG funding as possible on prioritizing those with the greatest need of assistance, which could mean targeting Homelessness Prevention assistance on those households that are more likely to be evicted without ESG assistance. When assessing a program participant's needs during the initial evaluation, it is important to determine which households will be able to avoid homelessness with limited assistance and which will need deeper levels of support. Keep in mind that the goal of housing stability case management is to help stabilize people once housed, by connecting them to services and supports if needed. It should focus on helping people navigate barriers that may stand in the way of securing and maintaining housing and should also strive to build a support system by connecting them with people and programs in the community.

In addition to complying with the requirements of the ESG interim rule, ESG subrecipients must also comply with its recipient's written standards. The ESG written standards include, among other things, policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance. (24 CFR 576.400(e)(3)(vi).

Documentation Requirements

Documentation for Category 2 of the Homeless definition

Evidence that a household will imminently lose their housing must include a court order resulting from an eviction action that requires the individual or family to leave their residence within 14 days after the date of their application for homeless assistance; or the equivalent notice under applicable state law, a Notice to Quit, or a Notice to

Terminate under state law. Acceptable documentation must substantiate that the criteria of Category 2 of the Homeless definition has been met; that is, the household will lose their residence within 14 days. A Notice to Quit or a Notice to Terminate issued under state law does not need to be equivalent to a court-ordered eviction action. However, if there is no reasonable expectation that a household will lose their residence within 14 days as a result of the issuance of a Notice to Quit, Notice to Terminate, or demand notice, then the criteria of Category 2 have not been met.

Documentation for Category 1: Risk Factor (C) of the At-Risk of Homelessness definition

Eligibility documentation for Category 1: Risk Factor (C) of the At-Risk of Homelessness definition does not need to be equivalent to a court-ordered eviction action. **Acceptable documentation must substantiate that a household's right to occupy housing will be terminated within 21 days, not necessarily that the household will be required to leave the unit within 21 days.** In order to sufficiently document that the criteria for Category 1C have been met, other documentation, such as an eviction notice prepared by the landlord or a demand notice, must effectively terminate a household's right to occupy the unit within 21 days. If the documentation provides a way for the tenant to remedy the situation and avoid eviction, e.g., paying the balance, the applicant must lack the ability to meet the terms of avoiding eviction in order to be eligible for assistance.

Western PA CoC: Funding Committee Update to the Governing Board

Date:	12/10/2020
Committee Chair(s):	Kim Stucke
Last Committee meeting date:	11/24/2020
Next Committee meeting date:	To be determined
Update on Committee activities:	<p>Committee reviewed all appeals and made decisions regarding action steps. Jessica Sones facilitated this discussion and provided history and background information. Letters to all involved providers were sent out. Subsequently, the overall rating and ranking calculator was sent out to all providers and posted on the COC website.</p> <p>Leigh Howard and myself also had a productive discussion with Kathy Presnar from LCCAP regarding coordinated entry funds. This committee wanted to find out if there were funds available for a housing locator position. After consulting the leadership team at LCCAP it was determined that there was \$87,000 that could be used for this purpose or for some other identified CE need as determined by COC Board.</p> <p>The following information was submitted by LCCAP:</p> <ul style="list-style-type: none"> • We believe with some reductions in marketing/outreach, supplies, space costs, some staffing, and the lower expenses for 2-1-1 this year (no startup fee for them) we could free up approximately \$87,000... When the MOU is finalized and our role is "official" we would know better what staffing costs would look like for our agency.
Action/approval requested from the Board:	<ol style="list-style-type: none"> 1) Inform CoC Board of the availability of CE funds. 2) Recommend the creation of an ad hoc group to determine how to use these funds, with an interest in adding new capacity to the system for housing location services and/or staff to support document readiness of households at the top of the By Name List and help match these households to open units. 3) Board input/ approval to provide technical assistance to organizations with underspending and/or underperformance.

CONTINUUMS OF CARE (COCS) AS 501(C)(3) ORGANIZATIONS

BACKGROUND AND STRUCTURE OF 501(C)(3) COCS

Continuums of Care (CoCs) are able to pursue 501(c)(3) status as an organization. A 501(c)(3) organization is corporation, trust, unincorporated association, or other type of organization exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code.¹

The U.S. Department of Housing and Urban Development (HUD) does not provide any specific guidance or requirements for CoCs that choose to pursue 501(c)(3) status. However, the CoC Program Interim Rule outlines specific requirements for the Continuum of Care Board which must be followed by all CoCs *regardless of whether or not the CoC is a 501(c)(3)*. These requirements as defined at 578.5 (b) of the Interim Rule are that the Board:

1. Be representative of the relevant organizations and of projects serving homeless subpopulations; and
2. Include at least one homeless or formerly homeless individual²

The CoC must also formally adopt and follow a written process to select the Board that will be incorporated into the CoC's governance charter and be reviewed, updated, and approved by the CoC at least once every 5 years.

Although HUD does not provide specific guidance on pursuing 501(c)(3) status for a CoC, there are a number of advantages and challenges to pursuing 501(c)(3) status that have been learned from other communities that have undergone the process.

ADVANTAGES AND CHALLENGES TO PURSUING 501(C)(3) STATUS³

The University of Chicago School of Social Services Administration (SSA) carried out an in-depth study from 2017-2018 of 18 CoCs to learn more about their size, region, and structure. During their interviews, they heard from CoCs that had recently attained 501(c)(3) status about their experience and learned about the advantages and challenges they faced in the process. The main difference found between CoCs with 501(c)(3) status and those without was *that CoCs with 501(c)(3) status have paid CoC staff*, which creates its own sets of advantages and challenges as presented below.

ADVANTAGES

CoCs involved in the University of Chicago SSA study reported experiencing the following advantages after becoming a 501(c)(3) organization:

- Enables providers to focus on their own work of serving consumers while a paid CoC staff focuses on securing HUD funding (as well as other grant funding) and coordinating the work of the CoC
- Increases capacity for capacity leadership, fundraising, and planning

¹ Internal Revenue Service, "Exemption Requirements – 501(c)(3) Organizations," <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations> and Foundation Group, "What is a 501(c)(3)?", <https://www.501c3.org/what-is-a-501c3/>

² 24 CFR 578.5(b) – Establishing the Continuum of Care, The Board, <https://www.law.cornell.edu/cfr/text/24/578.5>

³ Bridgette Davis and Jennifer E. Mosley, University of Chicago School of Social Services Administration, "Inclusivity & Innovation in Homeless Services: Findings for a National Study of Continuums of Care," November 2018, pages 29-31, <https://ssa.uchicago.edu/sites/default/files/uploads/InclusivityAndInnovationInHomelessServices.pdf>

- Paid staff leads to increased ability to maintain public websites, more effectively engage cross-sector stakeholders, and to provide additional support to housing and homeless service providers in managing HUD regulations and grants
- Improves ability to proactively prepare for strategic planning efforts and changes in HUD regulations

CHALLENGES

The main challenge experienced by CoCs involved in the University of Chicago SSA after becoming a 501(c)(3) organization was that the increase in paid staff often times led to a reduction in provider engagement in strategic planning, problem-solving, and decision-making processes. Providers may become disengaged from decision-making processes once they are no longer heavily involved in meaningful work coordinating and planning for the CoC. As a result, providers who perceive or experience having little or no decision-making power in the CoC may not want to engage fully or send managerial-level staff to CoC meetings due to a perceived lack of return on investment. CoCs that attain 501(c)(3) status may also struggle to find or create new opportunities for provider engagement, leadership, and voice in CoC decision-making processes under their new organizational structure.

TIPS FOR PRACTICE

The Chicago SSA provides the following tips for CoCs that are considering pursuing 501(c)(3) status to make the transition as effective as possible:

- 501c3s can build capacity, but they also often drain collaborative effort from providers. If your CoC is considering transitioning to a 501c3, openly discuss these trade-offs with your CoC members and board.
- Consider building investment and collective decision-making during this process because doing so may be difficult once the 501c3 status and staff are in place.
- CoCs operating as a 501c3 must put effort into building both the culture and systems that reinforce engagement in decision-making as a worthwhile process and outcome.

EXAMPLE COC: WISCONSIN BALANCE OF STATE

The Wisconsin Balance of State Continuum of Care (WIBOSCOC) is a 501(c)(3) non-profit organization serving all the counties in Wisconsin, except Dane, Milwaukee, and Racine.⁴ Organizational by-laws define the Balance of State 501(c)(3) membership as 21 distinct non-overlapping local coalitions that cover the entire CoC geography. Each coalition must select a local lead to represent them at CoC meetings, as well as a Point-in-Time (PIT) Count & local Coordinated Entry lead.⁵

COB BOARD STRUCTURE AND LEADERSHIP⁶

The BOSCOC is operated directly through the volunteer Board of Directors, which consists of a minimum of eleven and a maximum of fifteen directors. The Board of Directors convenes monthly at a date and time convenient to the majority of the members. Each director's term is two years.

⁴ Wisconsin Balance of State Continuum of Care (WIBOSCOC) website, "Home," <https://www.wiboscoc.org/>

⁵ WIBOSCOC, "WI-500 CoC Registration FY2018," September 17, 2018, https://www.wiboscoc.org/uploads/3/7/2/4/37244219/wiboscoc_coc_application_wout_attachments_final_9.17.18.pdf

⁶ WIBOSCOC website, "About Us," <https://www.wiboscoc.org/about-us.html> and WIBOSCOC, "Wisconsin Balance of State Bylaws," August 2013, page 5, https://www.wiboscoc.org/uploads/3/7/2/4/37244219/the_bos_bylaw_-_august_2013.pdf

The duties and responsibilities of the Board of Directors include, but are not limited to the following:

- a. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws;
- b. Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation of all employees of the Corporation;
- c. Oversee all officers, agents, and employees of the Corporation to assure that their duties are performed properly;
- d. Register their addresses with the Secretary of the Corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof.
- e. Convene the membership on a regular basis, at least quarterly.
- f. Recommend an annual dues structure.
- g. Operate the Continuum of Care including but not limited to monitoring program performance, evaluating outcomes, and operating a coordinated assessment system. The coordinated assessment system must incorporate written standards regarding policies and procedures for determining and evaluating eligibility for homeless programs funded by HUD.
- h. Prepare and oversee the development and submission of an annual application for CoC program funds including the collaborative application process and setting funding priorities within the Corporation's geographic area.
- i. Ensure compliance with HUD regulations.
- j. Responsible for the structure and governance of the Corporation and is accountable for developing standard operating procedures, establishing protocols, and informing the Membership of legislative and administrative changes that affect the provision of services to persons experiencing homelessness.
- k. Each director is responsible for acting as a chair or co-chair on a committee. If there are more directors than committees, the remaining directors shall join a committee as a participating member. After the election of directors, the directors will agree as to who will chair which committee for the next term.

COC DIRECTOR⁷

In April of 2015, the Board of Directors decided to hire a CoC Director. This position provides guidance to the local CoCs in the construction of the HUD CoC Competition grants and works closely with the committees who perform the monitoring of local agency programs. The CoC Director is also an integral part of the development of the BOSCOG as an organization, conducting the day-to-day operations that support the organization's success.

ORGANIZATIONAL BYLAWS RELATING TO 501(C)(3) STATUS⁸

Article II: Nonprofit Purposes

Section 1. IRC Section 501(c)(3) Purposes

This Corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

⁷ WIBOSCOC website, "About Us," <https://www.wiboscoc.org/about-us.html>

⁸ WIBOSCOC, "Wisconsin Balance of State Bylaws," August 2013, pages 1 and 10, https://www.wiboscoc.org/uploads/3/7/2/4/37244219/the_bos_bylaw_-_august_2013.pdf

Article VIII: IRC 501(c)(3) Tax Exemption Provisions

Section 1. Limitations on Activities

No substantial part of the activities of this Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Corporation shall not carry on any activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a Corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement

No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, directors, or trustees, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Corporation.

Section 3. Distribution of Assets

Upon the dissolution of this Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, state or local government, or nonprofit with similar purpose and mission for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

APPENDIX: COMPARISON OF NONPROFIT BOARD AND COC BOARD REQUIREMENTS

Nonprofit Board Requirements and CoC Board Requirements	
NONPROFIT BOARD REQUIREMENTS⁹	COC BOARD REQUIREMENTS¹⁰
Identify the mission and purpose of the 501(c)3	Lead decision making entity for the Continuum of Care
Hire/Fire the Executive Director; Review the performance of the Executive Director	Identified and approved by the Continuum of Care stakeholders
Lead organizational planning ie Organizational Strategic Planning, Human Resource planning	Established and formalized through the Governance Charter
Budget oversight, review and approval of all financial statements, audit and Federal Form 990 (if applicable)	The Board must be representative of the subpopulations of homeless persons that exist within the geographic area, and include a homeless or formerly homeless person
Fundraising	HUD is considering four additional characteristics for all board compositions for incorporation in the final rule: -All CoC Boards must have a Chair or Co-Chair -ESG Grantee must serve on the CoC Board -Directors serve in staggered terms -Have an uneven number
Fiduciary accountability for all operations- Ensure transparency and accountability in financial management and programmatic work	
Oversight of programs and services	
Conflict of Interest: Directors must act in the best interest of the nonprofit rather than in the personal interest of the director or some other organization	Conflict of interest- No board member may participate or influence discussions or decisions concerning the award of a grant or other financial benefits for an organization that the member represents
	Additional requirements such as formation of committees that report to the Board

⁹ Nonprofit Board responsibilities derived from Board Source www.boardsource.org a national organization focused exclusively on good governance practices for nonprofit boards; Guide Star www.guidestar.org an information service organization focusing in the fiduciary management of nonprofits and the IRS http://www.irs.gov/pub/irs-tege/governance_practices.pdf "Governance of 501 (c)3s"

¹⁰ HEARTH Act, CoC Interim Rule, Introductory Guide to the CoC Program



Western PA Governing Board Meeting Schedule 2021

DATE	TIME	LOCATION
February 17, 2021	9am – 1pm	Virtual
April 21, 2021 (Board and Full Membership)	9am – 3pm	Virtual
June 16, 2021	9am – 1pm	Virtual
August 18, 2021	9am – 1pm	Virtual
October 20, 2021 (Board and Full Membership)	9am – 3pm	Virtual
December 15, 2021	9am – 1pm	Virtual

Fayette County Community Action Agency, Inc.
PHFA / HOME 4 GOOD / COC ADMIN #30352 FY 21
 Revenue and Expenditure at 11/30/20 1/1/20 to 12/31/20

	<u>Budget</u>	<u>Prior Yr</u>	<u>Current</u>	<u>Current Yr</u>	<u>Project YTD</u>	<u>Over/Under</u>	<u>% Budge</u>
Revenues							
01-4000 REVENUE/GRANT	\$39,574.00	\$5,696.02	\$0.00	\$33,877.98	\$39,574.00	\$0.00	100.00 %
Total Revenues	\$39,574.00	\$5,696.02	\$0.00	\$33,877.98	\$39,574.00	\$0.00	100.00 %
Expenses							
01-5000 SALARIES/WAGES	\$677.14	\$677.14	\$0.00	\$0.00	\$677.14	\$0.00	100.00 %
01-5050 FRINGE BENEFITS	\$202.60	\$202.60	\$0.00	\$0.00	\$202.60	\$0.00	100.00 %
01-5150 WORKER'S COMP	\$8.79	\$8.79	\$0.00	\$0.00	\$8.79	\$0.00	100.00 %
01-5220 TRAVEL LOCAL	\$500.00	\$277.90	\$0.00	\$0.00	\$277.90	\$222.10	55.58 %
01-5340 OTHER EXPENSES	\$28,913.00	\$893.00	\$0.00	\$2,687.50	\$3,580.50	\$25,332.50	12.38 %
01-5700 STIPENDS\COST OF LIVING	\$5,000.00	\$2,925.38	\$0.00	\$425.00	\$3,350.38	\$1,649.62	67.01 %
01-5970 INDIRECT COSTS	\$4,272.47	\$711.21	\$0.00	\$348.98	\$1,060.19	\$3,212.28	24.81 %
Total Expenses	\$39,574.00	\$5,696.02	\$0.00	\$3,461.48	\$9,157.50	\$30,416.50	23.14 %
NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$0.00	\$30,416.50	\$30,416.50	(\$30,416.50)	0.00 %

Fayette County Community Action Agency, Inc.
HOME 4 GOOD / ADMIN Revenue #803862 FY 21
 Revenue and Expenditure at 11/30/20

		<u>Prior Yr</u>	<u>Current</u>	<u>Current Yr</u>	<u>Project YTD</u>
Revenues					
01-4010	REVENUE/SALES	\$750.00	\$0.00	\$0.00	\$750.00
01-4100	REVENUE/OTHER - MISC.	\$17.55	\$0.00	\$11,144.45	\$11,162.00
Total Revenues		\$767.55	\$0.00	\$11,144.45	\$11,912.00
Expenses					
01-5700	STIPENDS\COST OF LIVING	\$767.55	\$0.00	\$0.00	\$767.55
Total Expenses		\$767.55	\$0.00	\$0.00	\$767.55
NET SURPLUS/(DEFICIT)		\$0.00	\$0.00	\$11,144.45	\$11,144.45

Western CoC Coordinated Entry

Lawrence County Social Services, Inc.

REVENUES					
Program	Grant Period	Budgeted Amount	Expended as of 11/30/20	Pending Expenses	Balance less Pending Expenses
Coordinated Entry	12/1/19-11/30/20	71,865.00	71,865.00	-	-
Coordinated Entry Exp	10/1/19-9/30/20	78,135.00	\$78,135.00	-	(0.00)
Coordinated Entry DV	10/1/20-9/30/21	95,884.00	-	-	95,884.00
Coordinated Entry	9/1/20 - 9/30/21	230,000.00	\$16,955.55	-	213,044.45
Total Revenues		475,884.00	166,955.56	-	308,928.45

EXPENSES				
Description	Budgeted Amount	Expended as of 11/30/20	Pending Expenses	Balance less Pending Expenses
Salary/Benefits	174,750.00	120,959.17	-	53,790.83
Office Space (rent, utilities, ect.)	13,550.00	6,743.68	-	6,806.32
Communications	6,550.00	1,450.65	-	5,099.35
Insurance	3,605.00	475.99	-	3,129.01
Travel/Meeting Space	5,750.00	84.00	-	5,666.00
Marketing/Outreach	45,000.00	2,229.70	-	42,770.30
Supplies	21,250.00	5,198.50	-	16,051.50
24 Hour Referral Service	75,000.00	15,000.00	-	60,000.00
DV Specialist	87,167.00	-	-	87,167.00
Indirect Cost Allocation	43,262.00	\$14,813.87	-	28,448.14
Total Expenses	475,884.00	166,955.56	-	308,928.45

<i>Balance Uncommitted</i>	-	-	-	-
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Western PA CoC: Coordinated Entry Domestic Violence Committee Update to the Governing Board

Date:	12/10/2020
Committee Chair(s):	Maria Williams, Natalie Pacy
Last Committee meeting date:	11/18/2020
Next Committee meeting date:	Jan 2021 tbd
Update on Committee activities:	Discussed any issues or concerns DV providers may be having with navigating the process of entering survivors into HMIS utilizing community partners.
Action/approval requested from the Board:	none
Other?	Merry Christmas and Happy New Year!

Update/ Request from the Western PA CoC Domestic Violence/ Coordinated Entry Workgroup

The Domestic Violence providers in the Western PA CoC are seeking the support of the Western PA CoC Governing Board in the exploration of the creation of a parallel coordinated entry system to serve survivors eligible for CoC programming under Category 4 homelessness.

Concern: Since the upgrade of Clientrack and use the VI-SPDAT for CE assessment, a number of obstacles have been identified by providers. First, due to both VAWA and PA state code, DV providers cannot access HMIS. There is no comparable database currently in the system to support CE and communicate with HMIS to enter VI-SPDAT scores and add households to the by-name list. As such, the CE Assessment Center in each county has agreed to manually enter VI-SPDAT scores from the DV Assessment Centers, creating both a burden on the CE Assessment Center and a delay in a survivor household being added to the by name list. Second, the VI-SPDAT as an assessment tool is not recommended by the National Resource Center for Domestic Violence, the National Network to End Domestic Violence, nor the Pennsylvania Coalition Against Domestic Violence (PCADV).

Nationally, the DV community is currently in the process of developing an assessment tool that will adequately measure a survivor HH needs from a trauma informed, racial equity informed, perspective. PCADV serves on this committee, so Pennsylvania providers will be able to easily inform this process. Third, due to the nature of homelessness experienced by survivors, it is often necessary to relocate to a different county within the CoC. Given the current data system, providers from one county cannot accept survivors from another. This can lead to significant safety concerns. Additionally, the Western PA CoC DV providers will be implementing Rapid Rehousing in Jan 2021. It is a regional, CoC wide project. Referrals from other counties will be necessary to honor the spirit of this project.

Potential Solution: Parallel DV CE System

According to HUD guidance, DV providers within a CoC may establish a parallel CE system to better meet the needs of survivor household. The same guidance establishes the necessary process for development. First, the CoC governing board and/or collaborative applicant must grant a waiver to DV organizations within the CoC, stating that the DV organizations within the CoC do not need to participate in CE and may plan and execute a parallel system. Second, the DV providers work collaboratively to develop a system that follows the Coordinated Core Elements established by HUD.

The Western PA CoC is uniquely positioned to develop and execute a parallel CE system. First, each DV organization functions as the DV Assessment Center, which allows survivors to be assessed by experts in trauma and housing solutions for survivors. Second, the Western PA CoC receives funding for DV Coordinated Entry through the DV Bonus. As the CE System in the Western PA CoC has evolved, the need for that funding has shifted from building out capacity for serving DV survivors within the mainstream system, to instead creating a customized system for survivors. It is the recommendation of the DV CE Committee and PCADV that this funding

be used to support the parallel system, specifically for system staffing and purchase of a comparable database that will communicate with HMIS, allow survivors to be entered on to the by name list.

Example workflow:

1. Survivor household referred to DVAC, either via DV hotline, GAC or community partner
2. HH is assessed using the DVAC tool
3. Assessment is recorded in comparable database by DVAC
4. Household is added to BNL and DV BNL
5. Household provided with resource either by DV or mainstream housing provider
6. Program workflow is followed

Western PA CoC: Reentry Committee Update to the Governing Board

Date:	12/10/20
Committee Chair(s):	Vince Karabin
Last Committee meeting date:	10/27/20
Next Committee meeting date:	12/22/20
Update on Committee activities:	<ul style="list-style-type: none">• Continuing to increase committee membership• Jason Nesbitt presented his re-entry program to the committee to share best practices, resources, and knowledge• Started a discussion on creating a Re-entry Committee Page on the website• Continued evaluating the H4G Justice Involved RRH program<ul style="list-style-type: none">○ Screened 11 potential participants○ 6 participants placed○ Working with two other possible participants to find them housing○ Vince and DoC created a referral sheet for the CCC's to use for eligible participants
Action/approval requested from the Board:	
Other?	

Western PA CoC: Written Standards Committee Update to the Governing Board

Date:	12/8/2020
Committee Chair(s):	Debby Hennon
Last Committee meeting date:	12/7/2020
Next Committee meeting date:	12/14/2020
Update on Committee activities:	<p>Our committee has been methodically working through each of the program designs using a tool designed to help us think of each of the topics to be included in the Written Standards. We have also conducted a CoC wide survey that provided us with additional information that we are utilizing in our standards development. Our meetings have been very well attended and I am excited to say that we are moving as planned at the beginning of our process. We will be working on both the 14th and the 21st, in order to gain momentum before the holiday break.</p> <p>Anyone is welcome to join our committee by contacting Jessica Stone at DMA.</p>
Action/approval requested from the Board:	N/A
Other?	

Western PA CoC: Youth Committee Update to the Governing Board

Date:	11/10/20
Committee Chair(s):	Wendy Kinnear; Carol Dunlap Attending: Jana, Ciarra, Wendy, Christy, Rikkilee, Jessica, Carol, Lauren
Last Committee meeting date:	11/10/2020
Next Committee meeting date:	12/2020 (TBD)
Update on Committee activities:	<ul style="list-style-type: none"> • Minutes approved (4 votes) • Last week, finished all pages of goal setting except for one • Jamboard link - review of goals by committee (page 5) • Comments: General lack of resources, regional-specific, more options for youth, need more specificity, Identifying - Housing - Supporting • YAB shared (per Ciarra) what they think is needed - Youth support services, models for economic support, college entry/supports • Long term strategies? From emergency services to permanency • Counties provided lists of resources, some may still be missing • Next steps: Take items on Jamboard and coming up with concrete goals - and then matrix to decide which are short term, long term, need financed, etc. • Still no word from HUD on YHDP/NOFA • Youth Count Update: SRU students were to connect to youth, flyer was distributed. Results were not as good as hoped. Not a lot of data gathered, only 14 contacts. Still a week left. • Will plan to debrief with Jana to see what went well and what did not. • Discussed other models/options to gather data.
Action/approval requested from the Board:	None at this time
Other?	N/A

Western PA CoC: Coordinated Entry Committee Update to the Governing Board

Date:	11/2/20
Committee Chair(s):	Kathy Presnar
Last Committee meeting date:	10/5/2020
Next Committee meeting date:	12/21/2020
Update on Committee activities:	<ul style="list-style-type: none">* Working with the Eastern CoC Vet Committee and the VA system to discuss ways to collaborate and/or “dump” HOMES data into HMIS/CE System* Opening discussion with Kim Stucke regarding the need for an additional Veteran Fairweather Lodge (and discussing location)* Coordinating service delivery among SSVF providers who each have double their contract in CARES funding* Coordinating work of new Health Care Navigators that are required by SSVF and streamlining processes/responsibilities with VAMC
Action/approval requested from the Board:	* NA
Other?	

Western PA CoC: Governance Committee Update to the Governing Board

Date:	12/11/20
Committee Chair(s):	Amanda Feltenberger
Last Committee meeting date:	9/30/20
Next Committee meeting date:	2021?
Update on Committee activities:	<ul style="list-style-type: none">• Finalized MOU with CA and sent to DCED for review• Finalized a Letter of Support Policy• Reviewed Applications for open board positions and made recommendations to the board to fill the NW Formally Homeless (Jason Nesbitt) and SW Business (Cindy LaComm) positions.<ul style="list-style-type: none">○ Need to send out another request for applications for SW Formally Homeless position <p>Top Priorities for 2021</p> <ul style="list-style-type: none">• Review HMIS Lead Agency MOU• Create CE Lead Agency MOU• Finalize Board Manual and Orientation Process• Conflict of interest disclosures
Action/approval requested from the Board:	
Other?	

Western PA CoC: System Performance Committee Update to the Governing Board

Date:	12/11/20
Committee Chair(s):	Stephen Ramey
Last Committee meeting date:	11/19/20
Next Committee meeting date:	12/17/20
Update on Committee activities:	<ul style="list-style-type: none">• Developing a SPC introduction letter to inform CoC membership of committee's purpose, intention to provide TA, and to ensure we have their HMIS person's contact information.• Reviewed NOFA scoring formulas to see if we can incorporate them into the committee's work• Reviewed data related customized reporting which recently came into production in HMIS.• Reviewed current data quality data using the DQ tool
Action/approval requested from the Board:	
Other?	