



2024 Point-in-Time (PIT) Count of Persons Experiencing Homelessness:

Training for UNSHELTERED PIT Count (County Coordinators)



Eastern and Western PA Continuums of Care

by Diana T. Myers & Associates, Inc. (DMA)
on behalf of the PA Department of Community
and Economic Development (DCED)

Today's Agenda

- Review of Unsheltered PIT count methodology
- Updates for 2024
- Roles and Responsibilities
- Overview of PIT Mobile App
- Request for time documentation for the CoC Planning Grant in-kind commitment
- Information on stipends available to support the participation of People with Lived Experiences of homelessness in the planning and implementation of the unsheltered PIT
- Review of additional youth-related questions
- Introduction of PIT Liability Form (for optional use)

Today's Presenters

- Ivy McClintock, Member of Western PA CoC Homeless Action Board
- Emma Grimm, Housing Coach, Westmoreland Community Action and Member of Advocates4Change (Western PA CoC Youth Action Board)
- Natalie Pacy, Young Adults Services Director
- Brendan Auman, Homeless Program Manager, PA DCED
- Leigh Howard, DMA

What is the PIT count?

A census or count of all people experiencing homelessness on a single night (i.e., at a given point in time), including some required demographic information and characteristics about those people, as defined in the annual HIC/PIT Data Collection Notice.

The PIT Count includes 3 parts:

- Housing Inventory Count
- Sheltered PIT
- **Unsheltered PIT**

HUD requires CoCs to conduct PIT counts of people experiencing homelessness.

Who is counted in the unsheltered PIT count?



Unsheltered PIT includes persons residing in:

- Cars
- Parks
- Abandoned buildings
- Bus or train stations
- Airports
- Camping grounds
- Parking Lots

*persons residing in emergency shelters (including hotel/motel vouchers) and transitional housing are counted in the sheltered PIT count. Any person residing in one of these settings the night of the PIT count should NOT be counted in the unsheltered PIT count.

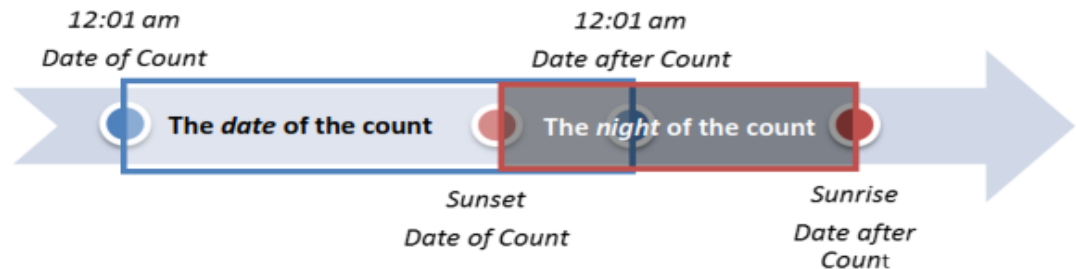
When is the PIT count conducted?



CoC program regulations require sheltered and unsheltered counts to be “conducted on one night in the last 10 calendar days of January.”

**2024 PIT Count Date:
Wednesday,
January 24, 2024**

This means the period of time from **Wednesday night Jan. 24th through Thursday morning Jan. 25th.**





Overall PIT Timeline

Fall 2023: County-level planning meetings

December 11, 2023: Unsheltered PIT webinar **YOU ARE HERE!**

Late December 2023/Early January 2024: Unsheltered PIT interview form and volunteer training materials distributed

JANUARY 24, 2024: PIT COUNT DATE

February 14, 2024: All data due to DMA

February – March 2024: Data entry, checks for duplication, follow-up with questions

By end of April: Submit all data to HUD

May 2024: County-level PIT reports distributed

What's new
for the 2024
Unsheltered
PIT?

Race/ethnicity combined

Changes to Gender Options

**Youth engagement and PIT
questions**

PIT Liability Form

Request for in-kind match

Ivy McClintock

Member of the Western
PA CoC Homeless Action
Board (HAB) and the
Western PA CoC
Governing Board

Unsheltered
Count:
Guiding
Principles

- Safety
- Anonymity
- Each person counted
- Each person counted once

Unsheltered Count – Methodologies



STREET-BASED COUNT



SERVICE-BASED COUNT

Unsheltered **Street-Based** Count

- Seeking out people who are sleeping outside & other unsheltered locations
- May be conducted the night of Wednesday, January 24 and/or any time on Thursday, January 25
 - January 24: You will ask, “Where will you sleep tonight?”
 - January 25: You will ask, “Where did you sleep last tonight?”

Unsheltered **Street-Based** Count

Count includes individuals sleeping
in these types of locations:

- Streets/sidewalks
- Vehicles
- Parks
- Hunting cabins
- Tents
- Campgrounds
- Barns
- Truck Stops
- Abandoned buildings
- Bus station/ transportation depots
- Chicken coops
- Railroad cars
- Storage units
- Lumberyards
- Sheds/Shanties

Unsheltered **Service-Based** Count

- Conducted at places providing services to persons experiencing homelessness
- **Must occur on Thursday, January 25, 2024**
 - You will ask, “Where did you sleep last night?”

Unsheltered **Service-Based** Count

Examples of service-based locations include:

- soup kitchens
- food pantries
- health care clinics
- service agencies
- public libraries
- other

Unsheltered Count: Locations

Unsheltered Count DOES NOT include individuals living in these locations:

- Hotels/motels not funded through public/ charitable resources
- Shelters, transitional, or permanent homeless programs
- Jails/prison
- Emergency rooms/ hospitals
- Halfway houses
- Recovery houses
- Residential/medical facilities
- Youth in custody of state in foster care or other out-of-home placement
- Doubled up in the homes of family/friends

Unsheltered Count: Locations

HUD guidance on ambiguous sleeping locations:

- 1) People living in tents, sprung shelters, cars, trucks and vans are never to be considered housed.
- 2) People living in RVs are considered housed if they are regularly connected to water, sewer and utilities or a septic system, well and generator, meet local codes, and the household owns or rents the RV and the land upon which it is located.
- 3) Residents of tiny homes and sheds are considered housed if the home meets local codes and contains a toilet, shower, kitchen, sleeping and living space, and is connected to water, sewer and utilities. The household must either own or rent the land and unit. The unit must also have climate control if located in very cold and very hot climates (regular seasonal patterns fall below 32 degrees or above 100 degrees Fahrenheit).

What methodology will work best in your county (street-based, service-based, or a combo)?

- This is a local decision (up to each county). *Your role as the coordinator is to determine the methodology with your community and communicate this to volunteers.*
- If your county has a known unsheltered population, a street-based count is likely the best option (possibly combined with service-based)
- If your county does not have a known unsheltered population, a street-based count in hot spots only plus a service-based count may be best.

Unsheltered Count – Who?

All household types are included:

- Households with children
- Households without children
 - Couples- married and unmarried
 - Single individuals
 - Other makeups where the persons define themselves as a household (intergenerational households of adults, siblings, etc.) and there are no children
- Youth
 - unaccompanied children < age 18
 - unaccompanied youth, 18-24
 - parenting youth

Surveying Quick Tips

- Remember that you are speaking to highly vulnerable people and asking some very sensitive questions. Always lead with respect for the person you're speaking with and respect for their dignity.
- Everyone has the right to refuse to answer any or all of your questions.
- Ask all questions, unless the person has already given the answer to the question over the course of your conversation.
- Always ask questions as they are written; do not ask questions in a way that shows you think you already know the answer.
 - Example: Ask: "How do you identify your gender?" Do not ask: "You're male, right?"

Step-by-Step Guide to Conducting Interviews

Step 1: Approach & Introduction

- Approach the person and introduce yourself
- Ask if the person has a few minutes to answer some questions
- Keep in mind:
 - Individuals sleeping outside may be dealing with active addiction, mental health concerns, and significant trauma histories. Do not sneak up on or startle people. Never shine flashlights in people's faces.
 - Maintain eye contact (if possible) and an open stance with your hands visible. Use a tone of voice that's approachable. Speak slowly, be polite, and don't shout.



Hi, my name is [name]. I am with [org.] we're out here trying to talk to folks who might not have a safe place to sleep tonight. Do you have a safe place to sleep tonight? Do you know where I might find some people around here who don't?

Step-by-Step Guide to Conducting Interviews

Step 2: Explain what you're doing & get consent

→ Explain why you're there

→ If you are providing supplies/ survival packs/ etc, explain to volunteers how you want them to make these available (please do not make it contingent on participation)

→ If they consent to answering your questions, continue with the interview. If they don't, thank them for their time, and use the observation form.



We're conducting a survey, and your participation will help the community provide better services and resources for people who might not have a safe home to sleep at night. It'll take about 4-5 minutes, you don't have to answer any questions you don't want to answer, and it's all anonymous – meaning your name won't be used. Are you willing to answer these questions?

Step-by-Step Guide to Conducting Interviews

Step 3: Conduct the interview using the survey form

- Go through each question in the survey form.
 - Remember: people have the right to not answer some or all questions!
- Add any notes that may be helpful
 - Example: If a person says that they have their own apartment, but they're sitting on a bench outside of a 24-hour grocery store at 2:00 am with what appear to be all of their belongings, write down that you think there may be a discrepancy in what they are saying vs. where they will sleep that night.

Step-by-Step Guide to Conducting Interviews

Step 4: Closing the interview

- Thank the person for their time
- Refer them to any services or resources they may have asked about or may need.
 - If you have the ability to provide transportation to shelter, please offer that to anyone you encounter. (Make a note indicating that shelter was provided, if applicable.)

Step 5: Recording what you heard and observed

- Walk away from the person interviewed to a safe place
- Take a few minutes after your conversation to double check that you've completed the whole survey form
- Include any additional notes or details
- Make sure everything you have written is readable

Unsheltered Count – How?

Unsheltered PIT surveys are conducted either via:

- Brief Interviews
- Observation Only (*use only when necessary*)

Unsheltered Count – How?

1. **Brief interviews** – preferred

- Complete one Interview Form for each household
- If a household has more than five members please record additional data on a second form, clearly indicating that they are part of same household
- If a household includes more than one person, please ensure that data is recorded on the form consistently recording the data based on the assigned “person #”.
 - e.g. If LH is person # 1 and BH is person # 2 on page 2, please ensure that BH is also person # 2 on the subsequent pages.

Unsheltered Count – How?

- 2. Observation** - If someone will not or cannot provide the information requested on the Interview Form, complete the box at end of survey based on your observation.

County Coordinators: The observation only section is where we tend to see incomplete information and errors. **Please make sure your volunteers fill out the ENTIRE section (double check forms the night/day of the count).** Without all the information, we may have to exclude a survey (or reach out to you for more info).

Brief surveys

Brief Surveys: What information are we collecting?

- Number of persons in household
- For each person in household:
 - Age
 - Race (new categories, including Ethnicity)
 - Gender (new categories)
- Additional data collected for adults or youth under 18 who are head of household:
 - Number of homeless episodes and length of time homeless
 - Domestic violence status (not asked in front of two adults who have identified that they are part of the same household)
 - Veteran status
 - Disability information

Brief Survey Instructions

- Initials only, no name
- Age – Estimate if person does not reveal
- Gender and race – Read the lists out loud and have the person self-identify their response. Please do not assume a response

2024 Change: Race/ Ethnicity

2023

ETHNICITY

- Hispanic/ Latin(a)(o)(x)
- Non-Hispanic/Non- Latin(a)(o)(x)

RACE

- White
- Black, African-American, or African
- Asian or Asian American
- American Indian, Alaska Native, or Indigenous
- Native Hawaiian or Pacific Islander

2024

- American Indian, Alaska Native or Indigenous
- Asian or Asian American
- Black, African American or African
- **Hispanic/ Latina/e/o**
- **Middle Eastern or North African**
- Native Hawaiian or Pacific Islander
- White

2024 Change: Gender

2023

- Female
- Male
- Transgender
- A gender other than singularly female or male
- Questioning

2024

- Woman (girl if child)
- Man (boy if child)
- Culturally Specific Identity (e.g. two-spirit)
- Transgender
- Non-Binary
- Questioning
- Different Identity

Unsheltered Interviews – Brief Survey Count

- Ask all questions as written on the Interview Form or within the Mobile App.
- Inform participants participation is voluntary. Individuals may refuse to answer some or all questions.
- Refusal to participate will not result in a denial of shelter, service, or other assistance.
- If a household/individual does not want to provide the requested information, please complete an observation only count.
- If person refuses to give initials, assign initials and complete rest of interview.

Observation only

Unsheltered Count – Observation Only

Observation Only Section

OBSERVATION ONLY. Interviewer: If you are unable to survey an individual/household that you believe to be experiencing homelessness, because individual/household is asleep or is unable or unwilling to be interviewed or to complete the full interview, please provide the following information to the best of your ability based on what you can observe for each person within the household. (Each household should be submitted as a separate survey.)

- **# adults in Household:** _____
 - **Estimated age of adults:** # age 18-24 = _____ # age 25-59 = _____ # age 60+ = _____
- **# children (under age 18) in Household:** _____
- **Details as to how you know/why you believe this household is unsheltered (REQUIRED):** _____

- **Description of location, clothing and any other details that would help to ensure this household is only counted once (please be as specific as possible) (REQUIRED):** _____

MUST fill out details and description sections. Without enough information sometimes we have to exclude the survey and not count the individual.

Unsheltered Count: Observation Only

When to conduct count by observation only

- Observation only count must be conducted the **night** of January 24 or early morning of January 25.
- Individual/household is asleep/bedded down (*need to write this on the form*)
- Individual/household is unwilling to be interviewed/complete the full interview, but you believe them to be experiencing homelessness (*need to write the details on the form*).
 - E.g., on a park bench outside in winter with all of their belongings
 - E.g., the individual is known to you and your team

Unsheltered Count: Observation Only

Write down as much detail as possible that helps to make the person identifiable and to provide clues on their housing status.

- What is the person **wearing**? (e.g., “black beanie, navy sweatshirt, jeans, and tan utility boots.” or “bundled in a grey, puffy sleeping bag that covered their face.”)
- What does the person **look like**? (e.g., “shoulder-length grey hair, white, female, 50-60 years old”)
- **Why** were you unable to complete a survey with them? (e.g., “They said they did not want to complete a survey, but they were awake.”)
- **Where** did you see them? (e.g., “In front of the TD bank at the corner of 6th and Cedar St.”)
- What makes you think that they are or may be **experiencing homelessness**? (e.g., “They were sleeping on a park bench with a large bag of their belongings next to them.”)

Unsheltered Count: Observation Only

When is an observational survey NOT appropriate?

- “I saw a man in a red sweatshirt riding by on a bike by that looked homeless.”
- Dunkin Donuts said there is a man who hangs out sometimes who is homeless.

Why not appropriate?

- Not enough detail (age, appearance, location, details of why you believe they are experiencing homelessness)
 - If we have more information, the unsheltered coordinator can work to make sure they were not counted by another team or an emergency shelter
- Third party reports are not appropriate to include in the PIT count. The person must be counted/observed by your team.

Unsheltered
Count:
Observation
Only

We need help from county coordinators to ensure the observation only section is filled out properly. If we do not have details about the sleeping location and details to help ensure the household is only counted once, we often must exclude the survey.

PIT Count Dos



DO get consent before asking PIT count survey questions



DO remember that you may be entering into someone's personal or private space



DO have a conversation with the people you interview



DO respect people's time

PIT Count Don'ts



DON'T take personal photos of or with the people you survey



DON'T ask questions in a way that assumes you know the answer



DON'T insert yourself into the person's story



DON'T force people to answer questions they don't want to answer



DON'T make promises you can't deliver

COVID-19 Considerations

HUD's COVID-19 Safety Guidance

- **CoCs should practice precautions related to COVID-19. This may include:**
 - Testing – recommending volunteers be tested prior to count
 - Symptoms – encourage volunteers to stay home if they have symptoms
 - PPE
 - Social Distancing
 - Vaccination
 - Remote Training
 - Mobile App

Roles and responsibilities

Who will conduct the Unsheltered PIT Count in your county?

- This is a local decision (up to each county). This will largely depend on size of your county, number of persons exp. homelessness typically identified via the PIT, etc.
- You may choose to engage community volunteers.
- You may choose to conduct the count with only homeless service provider staff.

Role: County Unsheltered PIT Coordinator

KEY ROLES:

- **Select method and timing of conducting the count**
 - Street based count
 - Service based count
 - Combination
- **Identify who in your community will participate in the count (homeless service provider staff, community volunteers)**
- **Provide volunteer training**
 - Required by HUD
 - Must be done immediately prior to count (no more than a week prior)
 - Power Point training slides/recording provided by DMA
- **Decide if you will use PIT mobile app or paper forms**
- **Night/day of PIT logistics**
- **Ensure surveys are completely accurately and submitted to DMA**

Role: County Unsheltered PIT Coordinator

Tasks of the coordinator, in partnership with volunteer committee*, may include:

- Outreach to youth serving orgs, school district homeless liaisons, veteran serving orgs, etc.*
- Notification of police, first responders, etc.*
- Media publicity*
- Volunteer recruiting; Determining volunteer or staff assignments
- Communicating with volunteers/staff prior to the PIT so they know what to expect, bring, etc.
- Map out which teams will count specific areas, to prevent overlap/duplication
- Provide app instructions, if relevant
- Coordinate with CES Regional Manager/local CE centers
- Soliciting donations for incentive/care packages; Assembling care packages*
- Developing a transportation plan (Are persons offered hotel/motel voucher and/or transportation to emergency shelter?)
- Collecting supplies – clipboards, pens, flashlights, etc.
- Ensuring sufficient copies of Interview Forms
- Designating drop-off location or person for all Interview Forms

**coordinators should determine if these tasks make sense based on how you are structuring your count*

Role/After the Count: County Unsheltered PIT Coordinator

Role of the Unsheltered County Coordinator

By February 14, 2024:

- Submit all Interview Forms (one per counted household), if completing surveys on paper. **Many Coordinators choose to do a review of all survey forms before completion to make sure they are accurate and complete.**
- If completing surveys via mobile app, surveys will be submitted in real time.
- Complete and submit the County Summary Form (required whether you used paper surveys or app)
 - The number of homeless households reported on the Summary Form must equal the number of Interview Forms (DMA will follow up if there are discrepancies)

Engaging Youth Experiencing Homelessness

Emma Grimm,

WCA Housing Coach, Member of Advocates for Change (CoC's Youth Advisory Board), and Member of Western PA CoC Governing Board

Natalie Pacy,

WCA Young Adult Services Director



Preparing to engage youth:

What can we do to prepare?

- ★ put out flyers to announce the count
- ★ contact homeless liaison at schools
- ★ contact cys agencies and il workers
- ★ talk to people with lived experience!

Where can we look for homeless youth?

- ★ in cars on school campuses
- ★ abandoned buildings, sheds
- ★ public bathroom, port a jon
- ★ park / pavilion / gazebo
- ★ near libraries
- ★ 24 hr restaurants, stores, gas stations

Guidelines & Recommendations

General guidelines:

- ★ include a mix of age and gender
- ★ involve people with lived experience
- ★ dress casually in light colors so you can easily be seen
- ★ wear a nametag to identify yourself
- ★ announce yourself, knock & ask if they are comfortable / have time to talk

Youth need to know they are seen as a people and not just a demographic.

These are some ideas that can be used to communicate this message:

- ★ plan a youth specific event and deliver the invitation during the conversation
- ★ give out resource bags... (tampons/pads, wipes, condoms, dental hygiene items, hairbrush, battery pack, hand warmers, snacks, something fun!)
- ★ connect them to resources

Standards for Counting Youth

EXPECTATIONS FOR ALL COUNTIES:

- Coordinate with other systems that serve youth
- Engage youth
- Identify hot spots
- Plan with safety in mind
- Provide local training

SUPPLEMENTAL QUESTIONS FOR YOUTH (AGE 24 AND UNDER)

1. Are you pregnant, a parent, or a stepparent?
2. Which of the following best fits how you think about your sexual orientation?
3. Were you ever involved in the foster care system, such as a foster home, group home, or child welfare placement?
4. What help or resources would improve your current situation?

PIT Mobile App

BRENDAN AUMAN, PA DCED

ArcGIS Survey123 Mobile App

- Counties have the option to complete their surveys using the PIT mobile app.
- You may use a mix of paper surveys and mobile app, which is **permitted**. (only one survey per household (either paper or mobile app))
- You can download the Survey123 field app on a device via Apple Store or Google Play store.
- If you download the Survey123 field app and are out of cellular service area when conducting count, you can still capture the survey information and submit later when you are in service area.
- You can also use the survey in a computer browser, but functions work better in the app.

Documentation request for in- kind match

BRENDAN AUMAN, PA DCED

MEMORANDUM OF UNDERSTANDING

PA EASTERN REGION CONTINUUM OF CARE

Continuum of Care Program Matching Requirements

This Memorandum of Understanding is entered into this 1st day of July 2024 by and between the [REDACTED] (“Third Party Match Provider”) and the Collaborative Applicant: PA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (“PADCED” or “Recipient”).

BACKGROUND:

The funding for the U.S. Housing and Urban Development (HUD) Continuum of Care Program for homeless assistance is limited and can only provide a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD requires recipients to use supplemental resources as match to address homeless needs.

The HEARTH Act allows for a new, simplified match requirement which includes both cash and in-kind contributions. All eligible funding costs must be matched with no less than a 25 percent cash or in-kind match. The applicable match requirements for nonprofits are found in 24 CFR 84.23. All of the MATCH must be used for eligible activities as required in the CoC Program Interim Rule, 24 CFR 578, Subpart D.

PADCED, as the Collaborative Applicant for the Pennsylvania Continuum of Care program, is responsible for keeping records of the source and use of cash and in-kind contributions used to satisfy the 25 percent match requirement as described in 24 CFR part 578.73.

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

HUD REQUIREMENT:

Cash Match

Cash match can be provided by the recipient, federal, state or local government agencies and/or private contributions. It is important to note that some federal sources of funding outside of HUD do not allow their funds to be used as match; applicants need to confirm with each source of funding whether the use of such funding for match purposes is permitted. CoC Program funds cannot be used to match other CoC funded projects.

In-Kind Match

The recipient may use the value of any real property, equipment, goods, or services contributed to the project as in-kind match, provided that if the recipient had to pay for them with grant funds, the costs would have been eligible under 24 CFR 578 Subpart D. The requirements of 24 CFR 84.23 apply. When calculating the in-kind match amount for time provided to the CoC, use the rate of \$50/hour; this rate was calculated based on the average hourly rate of executive directors of non-profits organizations in Eastern Pennsylvania.

Memorandum of Understanding Requirement 24 CFR part 578.73(3)

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient and the third party that will provide the services. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's organization. If the recipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

During the term of the grant, the recipient must keep and make available, for inspection, records documenting the service hours provided.

Submitting Written Commitments

Prior to the execution of HUD CoC Program awards, each Third Party Match Provider, per the regulations identified above, must sign this MOU and provide letters of commitment of CASH or IN-KIND MATCH to the project.

The commitments must be on the letterhead of the organization providing the commitment, and signed and dated by the representative authorized to provide the resources.

Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the Third Party Match Provider's organization. If the Third Party Match Provider does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

THIRD PARTY MATCH PROVIDER RESPONSIBILITIES:

The Third Party Match Provider understands that:

- The organization will be required by HUD to report on matching funds expended in their Annual Progress Report at the end of each operating year;
- Matching funds are subject to monitoring by HUD;
- Funding should be well documented throughout the operating year; and
- That records documenting match contribution must be kept and made available, for inspection. (Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. §§ 1001, 1010, 1012, 31 U.S.C. §§ 3729, 3802).

TERM OF THIS MOU

The term of this MOU is July 1, 2024 and ends June 30, 2025 or based on the execution date of the FY2023 Planning Grant.

EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the executed signatures of all authorized officers.

NO CONTRACTUAL RIGHTS OR OBLIGATIONS CREATED

This MOU is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other parties.

IN WITNESS WHEREOF, the parties to this Memorandum of Understanding have executed it through their respective duly authorized officers.

Authorized Signatory (Date)

Third Party Match Provider

Deputy Secretary (Date)

Community Affairs and Development
PA Department of Community & Economic Development

September 7, 2016

Mr. Rick Vilello
PA Department of Community and Economic Development
Center for Community Affairs and Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Dear Mr. Vilello,

ABC Agency strongly endorses your funding application to the U.S. Department of Housing and Urban Development for Eastern PA Continuum of Care Planning Grant.

To assist in the planning and operation of the Continuum of Care, **ABC Agency** is committing an in-kind service match in the amount of **\$XXXXXX** for the grant period beginning July 1, 2024 and ending on June 30, 2025 or for the operating year based on the execution date of the FY2023 Planning Grant Contract.

Members of our staff participate on the Eastern Continuum of Care Governing Board, the **Norther Tier / Pocono / Lehigh Valley / South Central / Central Valley** Regional Homeless Advisory Board, and several CoC subcommittees. The services to be provided through this commitment include our employee's time to assist with the following activities:

- CoC Coordination Activities
- Project Evaluation
- Project Monitoring Activities
- Participating in the Consolidated Plan
- CoC Application Activities
- Developing a CoC System
- HUD Compliance Activities

If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

Stipends are available

The CoC has funds available to pay stipends to people with lived experience to participate in/assist with their local PIT. This could include participating in planning meetings or participating in shifts during the count.

Eligibility

- Persons with lived experience of homelessness, including current homelessness or recent homelessness within past 7 years.
**Note: Volunteers with lived experience are also eligible for stipends. We will ask you to track/note those with lived experience within past 7 years so that we can report that information to HUD.
- Persons with lived experience may assist with planning for the PIT, or participation in shifts during the count. Specific volunteer opportunities/hours available should be determined by county coordinator.
- There is no official limit on how many persons with lived experience can be engaged by a county to assist with the PIT. ***However, if you anticipate having more than 5 persons volunteering more than 5 hours each (e.g. more than 25 total hours for your county), please let DMA know.***

Payment Information

- Payment rate for persons with lived experience assisting with local PIT count will be \$15/hr.
- There are 3 options from which individuals can opt to be paid: check, Venmo, Gift Card.
- In addition, if the county has the ability to pay with cash and submit an invoice to DMA, that is encouraged

PIT Liability Form

Pennsylvania Balance of State CoCs (Eastern and Western PA CoCs) Point in Time Count Privacy and Liability Agreement

Confidentiality Agreement

I understand that I will have access to information (verbal, written or observed) that will be sensitive in nature and requires professional discretion. I understand information regarding consumers is strictly confidential and shall not be communicated to others outside the group. I understand that to release or disclose information is unacceptable and my signature indicates that I understand and agree with the contents of this document. Violating this statement could result in being excluded from all future meetings and information regarding consumers and services.

Assumption of Risk and Liability Waiver

I understand that conducting a survey of homeless people located outdoors involves a certain degree of risk. I accept that risk and hereby hold harmless and waive any and all claims that I may have against the Western PA CoC, Eastern PA CoC, Department of Community and Economic Development, its agents, employees or assigns for any damage done to me or my property while taking part in the Balance of State CoC Point in Time Count.

I am over 18 years of age and have the right to make this agreement:

Signature: _____

Date: _____

Print Name: _____

Address: _____

Cell Number: _____

Email Address: _____

Company: _____

Emergency Contact

Name: _____

Telephone Number: _____



Contact Information

Questions - Leigh Howard, Jessica Sones or other DMA staff:

- pahomelesscount@dma-housing.com (fastest way to reach us)
- (215) 576-1558

CoC PIT Count website:

- <https://pennsylvaniacoc.org/2024-point-time-pit-count-and-housing-inventory-count-hic>
- All PIT materials will be posted here