Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for reviewing the following:

 1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
 2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.
 6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: PA-501 - Harrisburg/Dauphin County CoC

1A-2. Collaborative Applicant Name: Capital Area Coalition on Homelessness

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Capital Area Coalition on Homelessness

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Local Foundations	Yes	Yes
Legal Servies	Yes	No

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)

CACH holds bimonthly general and public meetings for the CoC's extensive network of over seventy agencies as well as the public. At the general meetings ongoing blueprint efforts and continuum activities are reported for information and input, and on topics of interest from the membership.

CACH organized a five year homeless Blueprint update where every agency represented in the above table 1-b-1 were engaged and mobilized into respective subject matter groups. Substantial involvement from CACH's extensive network included but was not limited to: municipal and service agency representatives of Children and Youth, Criminal Justice Advisory Board, Mental Health, Drug and Alcohol services; PHAs; Legal Services; VA and Veterans service agencies; Health agencies, managed care and hospitals; LGBTQ advocacy; all homeless housing providers of ES, TH, PSH; street outreach; case management services; Supported Employment; Local Lead Agency for housing and 811 PBRA initiative; faith based services; United Way and other Foundations; Center for Independent Living; formerly homeless individuals; and the public at large was also invited.

This significant input produced a comprehensive and actionable blueprint which is the agenda and structured focus for new and renewed working committees (Lead Agency Structure; Housing; Prevention; Public Education; Service Delivery) that formed as a result of that feedback this year and onward. CACH actively plans with faith-based and non-CoC funded agencies like Bethesda Mission that provide unique insight into needs of homeless populations. An example was the formation of a winter overnight and street homeless task force the resulted in a new faith-based winter overnight initiative that helped decrease the unsheltered population this year.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

1. CACH's bylaws for official membership includes signing a MOU. However, most membership is informal and involves participation in general and working

committees on the blueprint to end homelessness.
2. CACH has its own website, Facebook and Twitter accounts in which it communicates its open membership to any and all interested parties; publishes Coalition and member agency events, information, and reports on homelessness to the public and all stakeholders.
CACH regularly promotes membership through awareness presentations at public fairs and community events including in rural areas. CACH also does the same at direct invitations from churches, colleges, and other agencies. In 2018 CACH conducted 7 presentations to the public.
3. CACH frequently contacts new agencies as they emerge, particularly ones that have impact on target population as priorities are identified. For example this past year, Valley Youth House started a new youth outreach program and CACH reached out to help them establish. Relatedly, CACH reached out to the LGBTQ Center to join and coordinate services in the CoC. CACH reached out to a community based program new to the CoC (Scholars Inc.- THRIVE) and encouraged them to apply for CoC funding.
Furthermore, CACH designed a Coordinated Entry Referral Tool (CERT) so that any person or agency community wide is able to refer a person experiencing homelessness to single housing waitlist. As a no wrong door approach, CACH's promotion of it to the general public throughout the CoC catchment recruits new members to the CoC.
4. CACH asks its membership for recommendations of homeless or formerly homeless persons to populate the coordinating and working committees.

**1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)**

1. CACH announces the NOFA through email distributions to local homeless assistance service providers (CoC members and nonmembers); CACH general membership meeting announcements; listserv announcements; individual personal contacts by CACH leadership; and social media - Facebook, Twitter.

Additionally the notice and invitation was announced through the United Way and another major regional foundation websites to reach over 1,200 non-profit organizations providing services in our catchment.

The notice invited BOTH renewals AND new applications and specified the due date for submission to CACH, which is one month before final submission date to HUD. The invitation request specifically highlighted new members and invited them to contact CACH for assistance if needed. This was how it was worded: "CACH welcomes all new project and renewals to submit for this competition including from entities that have not submitted before. If you are interested in applying for a NEW project and/or an Agency NEW to this application i.e. has not submitted before under CoC PA501 application, please submit a short email detailing your agency name and the type of project you wish to submit BASED only on the type of NEW projects allowed by HUD for this NOFA (See CoC Competition NOFA, V and V.c.3). Send the email to (CACH address) no later than July 20, 2018."

2. CACH accepts ANY and ALL applications, renewals and new, and ranks them based on standards criteria that puts permanent housing first, local need, and outcomes. CACH reached out and provided guidance and assistance to an organization that had not previously received CoC funding in submitting an application for this application round.

3. CACH released public notice of the NOFA funding opportunity on CACH's website, through CACH's comprehensive listserv, and Facebook and Twitter on June 29, 2018.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

CoC PA501 has two ESG recipients that are also Consolidated Plan jurisdictions, the City of Harrisburg and the County of Dauphin, PA. Both municipalities have charged CACH to determine homeless priorities and strategies and have adopted CoC (CACH's) policies, determinations, and

prioritization in their Consolidated Plans submitted to HUD.
Annually, the City and County contacts CACH to request PIT and other
pertinent data to update its Con Plan. CACH submits to both jurisdictions the
PIT, HIC, and AHAR information which are pertinent to their consolidated plan.
CACH developed Written Standards for ESG performance based on
longitudinal PIT and HMIS data analysis to outline benchmarks for housing
destination and self-sufficiency and guide ESG funding decisions. The
performance standards were developed with feedback from ESG recipients as
well as sub-recipients. Ongoing feedback is readily achieved from ESG
recipients since County and City representatives are on CACH's steering
committee, and ESG sub-recipients are on the Service Delivery Committee
tasked with annual updates of the Written Standards.
The CoC also evaluates ESG outcomes of sub-recipients as the City requires
ESG sub-recipients to submit through CACH as a single consolidated
application. Each year, the City of Harrisburg's entitlement ESG funding's
priority and allocation is recommended by CACH, adopted, and presented to
City Council and ratified. Non-entitlement County ESG funding is determined
by the State and CACH informs and assists the County in funding
recommendation which is then submitted to PA DCED for final determination.

1C-2a. Providing PIT and HIC Data to   Yes to both
Consolidated Plan Jurisdictions. Did the CoC
provide Point-in-Time (PIT) and Housing
Inventory Count (HIC) data to the
Consolidated Plan jurisdictions within its
geographic area?

1C-2b. Providing Other Data to Consolidated   Yes
Plan Jurisdictions. Did the CoC provide local
homelessness information other than PIT and
HIC data to the jurisdiction(s) Consolidated
Plan(s)?

1C-3. Addressing the Safety Needs of Domestic Violence, Dating
Violence, Sexual Assault, and Stalking Survivors. Applicants must
describe:
(1) the CoC's protocols, including the existence of the CoC's emergency
transfer plan, that prioritizes safety and trauma-informed, victim-centered
services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while
ensuring safety and confidentiality.
(limit 2,000 characters)

1. Our Coordinated Entry protocol begins with discerning if the homeless
applicant is a VAWA victim, and gives instruction on how to sensitively and
privately (including privately from family members and children) ask or discern
the situation. The first CE question assesses victim status to ensure best and
fast referral including confidential protocols and what to do if there is no victim
housing vacancy. If a client is in immediate danger and even the YWCA's
shelter is not appropriate, the YWCA arranges for transfer to safe houses and
shelters in other counties and jurisdiction if the victim is willing.

2. If a victim discloses their status, our CE protocol asks if they would first be referred to the YWCA which has a comprehensive continuum of victim services, staff and optimum resources: secure and safe VAWA Shelter; Human Trafficking CoC Rapid Rehousing, and human trafficking services funded by HHS; transitional housing for victims funded by DOJ as well as VAWA DOJ sponsored legal services. The YWCA is also the largest and comprehensive provider of non-victim homeless and housing in the continuum, of which victims can have seamless access but within a coordinated entry approach.

Victims, however, can enter ANY homeless program as our CE is no wrong door and voluntary i.e. based on client choice.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

1. The YWCA, the CoC's VAWA agency, annually and directly trains CoC housing and CE providers on confidentiality, victim and trauma sensitive response, care and referral. The YWCA also provided 109 trainings community-wide which is important since our Coordinated Entry (CE) is no wrong door and community wide. The training is also provided directly to housing and service providers of homeless specific programs and supportive services.

2. The YWCA victim services provider annually trains our Continuum through scheduled seminar which is promoted to all housing and homeless service providers by the the CoC Service Delivery committee. This is a standing annual directive. The training covers in depth trauma informed care, victim oriented service, safety protocols, triggers and signs, and homelessness as trauma in and of itself. The training is geared to housing and intake staff of all programs continuum wide, so that every agency and frontline intake staff of our no wrong door coordinated entry of providers can recognize and sensitively address signs of abuse and trauma.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

All statewide Domestic Violence providers are mandated by Pennsylvania Coalition on Domestic Violence (PCADV) and Pennsylvania Coalition on Rape (PCAR) to use one database only, known as PA SocialServ. The Continuum collects aggregate information and data of de-identified homeless victims of domestic violence, dating violence, sexual assault, and stalking for two purposes: to assist in developing and creating new resources for homeless VAWA victims; and also to ascertain homeless trends and evaluate effectiveness of services and programs for homeless victims. Socialserv has the ability to provide comparable database aggregate information to complement the CoC HMIS.

The YWCA is the state designated provider of DV, SA, and Human Trafficking services in this jurisdiction and is also the CoC's primary provider of housing and services dedicated to VAWA victims. The YWCA provides the CoC with PIT data that is de-identified through the use of unique but anonymous identifier to help the CoC with 1, 5 and 10 year analysis of domestic violence homeless trends and services. The YWCA provides aggregate de-identified data for APR and other requested reports for evaluation and eventually for project ranking in the CoC competition. Finally, the YWCA provided tailored client and service aggregate data that helped the CoC start new projects for runaway homeless youth and human trafficking.

1C-4. DV Bonus Projects. Is your CoC   No
applying for DV Bonus Projects?

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of the County of Dauphin	76.00%	Yes-Both	No
Harrisburg Housing Authority	47.37%	Yes-Both	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

N/A

1C-5b. Move On Strategy with Affordable   No

Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)

Equal Access to Housing requirements were implemented into a policy and memorialized in the CoC's Written Standards adopted and added on 9/14/2017.

To implement this policy, the CoC Service Delivery Committee annually provides training to housing and service providers on the Final Rule on Equal Access to review and how to implement it. Additionally, the Service Delivery Committee arranges annually for the YWCA to provide gender identity and LGBTQ+ sensitivity training as part and parcel of its training on homeless and victims of violence to the CoC .

Most of our CoC has transitioned to scattered site leasing or rental assistance based programs. Emergency Shelters and also the YWCA large multifamily facility are the predominant congregate living facilities. So as an example the YWCA with its joint TH-RRH, Emergency Shelters, and SRO follow the equal access rule and do not discriminate against a persons' gender or family composition, only asking questions for HMIS demographic purposes and voluntarily. Any accommodations are made based solely on LGBTQ+ household's needs or request and without segregation.

The CoC addressed outreach and housing needs for LGBTQ+ homeless population, particularly youth, by coordinating with the local LGBTQ+ chapter and homeless service providers, which resulted in a successfully funded RHY outreach application. Similar coordination resulted in a successful 2016 new CoC RHH for human trafficking homeless victims which also have high % of LGBTQ+ youth.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	No
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	X
No strategies have been implemented:	
Other:(limit 50 characters)	

1C-8. Centralized or Coordinated Assessment System. Applicants must:
 (1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
 (3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

1. The CoC Coordinated Entry (CE) has a "No Wrong Door" approach that utilizes not just CoC homeless providers but any agency CoC wide. The CoC had a customized CE Referral Tool (CERT) that lists the appropriate local housing programs based on discerning questions. The tool is widely promoted to the public throughout the CoC through CACH's website and distributed to hospitals, schools, mainstream benefits agencies, and the public in general. This allows a household that is experiencing homelessness anywhere in the CoC to obtain CE housing appropriate interventions.

2. The CE prioritizes vulnerable populations: Chronic Homeless (CH), Unsheltered but not CH, Transitional Age Youth (TAY), VAWA/victims of human trafficking and Veterans. They are engaged through an outreach process known as CEAR (Coordinated Entry Assessment and Referral). The CERT flags any target population and requests for voluntarily participation in a by-name list for housing priority. A CEAR team of housing and outreach case workers

personally reach out and conduct an initial CEAR assessment and assign a personal contact.

3. CEAR participants are prioritized onto a singular housing waitlist of all CoC housing programs. The prioritization follows written standards for priority and optimum type of housing intervention. Vulnerable populations are further prioritized based on length of homelessness and risk in the waitlist using the vulnerability tool VI-SPDAT. CH also follows a further CH prioritization based on those categories per HUD. CH are referred to PSH; TAY to Joint TH-RRH, RRH; VAWA victims are first referred to victims' services and housing, etc. Whenever a housing program has an opening the program takes first from the prioritized waitlist.

The CEAR team hosts weekly case conferences to solve difficult placements and ensure any vacancies are quickly and appropriately filled.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
 (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

1.　　In the CoC's ranking tool, under Section 11: Vulnerability and Needs: projects are scored based on the following: serving low or no Income; not screening out current or past substance use; serving or not screening out criminal record; willing to serve those having been or currently a victim of DV/VAWA; serving those with significant Health/ Behavioral challenges; serving those with a high utilization of crisis or ES (i.e. CH); serving youth under 25/ aging out of foster care/ LGBTQ+; and serving those coming from streets or unsheltered situations; chronically homeless; families; and veterans.
2.　　The criteria was selected and prioritized based on demographics and VI-SPDAT needs of Coordinated Entry target referrals. More weight was assigned to most frequent CE referrals, which were those coming from unsheltered situations and Transition Age Youth. Applicant responses to questions 3b (barriers), 4b (CH dedicated beds), 5b (sub-populations served), and 5c (origin of clients served at outreach) were used in evaluation.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	**CoC or other Website**	☐
Email	☐	**Email**	☐
Mail	☐	**Mail**	☐
Advertising in Local Newspaper(s)	☐	**Advertising in Local Newspaper(s)**	☐
Advertising on Radio or Television	☐	**Advertising on Radio or Television**	☐
Social Media (Twitter, Facebook, etc.)	☐	**Social Media (Twitter, Facebook, etc.)**	☐

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: No

1E-4a. If the answer is "No" to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects.
(limit 2,000 characters)

1. 19% of 2014 ARD were reallocated. The CoC actively evaluates projects for performance and relevance as reflected in the ranking scoring matrix. Projects are evaluated for the following: providing housing rather than services only and type of housing e.g. PSH highest and TH lowest; HUD and local priorities e.g. target vulnerable populations and housing first; APR and performance; grant compliance and cost effectiveness per bed. The CoC actively communicates with lower preferred and programs at risk about reallocation or their risk at being ranked low in tier. All but one TH program reallocated to RRH which accounts for 19% of 2014 ARD.

2. Most programs including Services Only (SO) were not at all low performing, however there were programs "lower preferred," i.e. TH was preferred lower to

PSH, etc. All projects are allowed per HUD, to submit for renewal and ranked, especially if agencies could not operate a totally different type of project. However, lower preferred renewals were relegated to tier 2 and ranked under new or bonus PSH projects that were more relevant.

Therefore, an additional 12% of projects were passively reallocated i.e. they were ranked lower in favor of new and bonus projects and were not funded. These programs were S.O. projects PA0475L3T011405 ($98,032 of 2014 ARD) and PA0093L3T011406 ($48,040 of 2014 ARD) eliminated in 2015; and TH project PA0506L3T011503 ($50,000 of 2014 ARD) eliminated in 2016. Therefore, IT SHOULD BE 28% of 2014 ARD, NOT 19% that in actuality was reallocated to new programs through project reallocation and renewals that were relegated into tier 2 with higher rank being allocated to new proposals (passive reallocation).

ALTOGETHER, INCLUDING BONUS PROJECTS, 34% of 2014 ARD ARE NEW PROJECTS THAT REPLACED RENEWALS NO LONGER FUNDED SINCE 2014 ARD (YWCA - Housing for Victims of Human Trafficking; HELP Ministries RRH; DELTA Communities RRH; DELTA Communities RRH Apartments; and YWCA Joint TH-RRH) .

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

Yes

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

CACH PA501 Governance Charter, Section 1.b (page 2)) with its Attachment 3: Client Management Information Policies and Procedures (page 20).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.

Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor?

WellSky formerly Mediware Information Systems, Inc. – Bowman Systems LLC - ServicePoint

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type: (1) total number of beds in 2018 HIC; (2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	205	16	85	44.97%
Safe Haven (SH) beds	25	0	25	100.00%
Transitional Housing (TH) beds	180	3	153	86.44%
Rapid Re-Housing (RRH) beds	121	16	105	100.00%
Permanent Supportive Housing (PSH) beds	218	0	123	56.42%
Other Permanent Housing (OPH) beds	28	0	28	100.00%

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)

1. ES and PH are below 85% HMIS coverage. The steps needed to raise HMIS coverage to 85% or better rests in ES for Head of Households without children and for PSH coverage, based on the participation of two large agencies. The sizeable and only shelter serving all homeless men with ES beds, is a faith-based rescue mission that will not use HMIS. The Mission represent 43% of our total ES inventory. The next agency is the regional VA which administers HUD VASH and is not allowed to enter clients into HMIS but restricted to their own database. HUD VASH constitutes 48% of our PSH beds. We are required to enter HUD VASH into our PSH HIC, but federal VA policy prohibits sharing VASH information into other (local HMIS) databases. This is a federal issue for which we have no control and we should receive full points as our HMIS coverage for HH with children would have gone from 83% to 92% HMIS coverage.

2. The CoC homeless Veterans sub-committee has been in constant dialogue with the regional VAMC to address this. The head of the VISN is considering solutions to data sharing and hiring their own staff input into CoC HMIS within the next 12 months.

The faith based Men's Rescue Mission Shelter is a cooperative member of the CoC but does not want to be encumbered with the 72 fields of questions required for minimum HMIS data standards, when they only utilize 30. The CoC and the mission shelter has been in focused conversations about solutions including having volunteers ask the HMIS questions and enter them, as well as encouraging the Mission to dialogue with other faith based rescue missions in surrounding CoCs that participate in HMIS. The Mission and the CoC are taking direct steps to attempt a working solution by early 2019 i.e. within the next 12 months.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept?   8

**2A-7. CoC Data Submission in HDX.
Applicants must enter the date the CoC
submitted the 2018 Housing Inventory Count
(HIC) data into the Homelessness Data
Exchange (HDX).
(mm/dd/yyyy)**

12/01/2017

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/24/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/26/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

No Change.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	68
Beds Removed:	16
Total:	52

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count?   No

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

Not Applicable

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?

Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

A new RHY outreach program was added to the CoC in 2017. CACH helped the RHY establish and educated the RHY program on local PIT. CACH was instrumental in helping RHY identify specific areas throughout the CoC geographic catchment where homeless youth may be found.

The CoC also informed and provided training instructions to the McKinney-Vento designated agency, Education for Children and Youth Experiencing Homelessness (ECYEH) that coordinates the county's homeless school liaisons for the purpose of counting homeless students in Point in Time.

The CoC also has Human Trafficking housing and outreach programs that target Transitional Age Youth (TAY) as an at risk population, and they were involved in the PIT count. Special directives were given to account for TAY in the training instructions to all housing providers and unsheltered homeless surveyors.

Through specialized programs like RHY homeless youth outreach, Human Trafficking, and LEA homeless liaisons from all school districts, informed with special directives for TAY count, homeless youth were effectively targeted for PIT census throughout the entire CoC catchment including rural areas.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

In August 2017, 6 months prior to the PIT, the CoC convened an unsheltered and CH taskforce that met monthly to discuss gathering counts and interview data through the PIT and supplemental surveys in order to tailor housing interventions and winter solutions. Some preliminary focus surveys were conducted at outreach points identified by the Continuum. As a result of the 6 monthly meetings prior to the PIT, PIT questions were revised. For example, PIT questions now included specific details of prior homeless stay for CH such as "prison/jail" instead of "institution," and there was a dedicated section in the PIT local public report that detailed the survey findings of CH and otherwise unsheltered singles and families that took advantage of seasonal overnight drop in centers.

A month prior to the PIT count the CoC coordinated with the Homeless Veterans Taskforce and the HVRP and SSVF providers to ensure their annual Homeless Veterans Stand Down outreach to all unsheltered and sheltered Veterans occurred during the PIT in order to improve the comprehensive count of unsheltered Veterans.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	711

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1. The CoC's PIT collects extra data: "Reasons for Homelessness" and information on "Category 2" or "At risk of Homelessness." These two elements are precursors for first time homelessness and informs homeless prevention. The CoC parses out from PIT data the Reasons for Homelessness for those who are homeless the first time and track trends over 10 years. The CoC also does the same for the reasons for At Risk homelessness as a warning gauge and tool to prevent first time homelessness. The highest primary and secondary stand-alone reasons for first time homelessness is mental health (53%); followed by substance use (31%) and then temporary living situation ending (26%). Eviction due to non-payment of rent and job loss as stand-alone reasons are lower respectively, but combined are 30% of the population. The same for family breakup and domestic violence (29%)

2. CACH is also the Local Lead Agency (LLA) that assists with locating housing opportunities for target populations. To address the highest reason for first time homelessness, which is mental health disability, CACH has partnered with Dauphin County MH/ID, Dauphin County Housing Authority, PA Housing Finance and PA Human Services to administer a pilot 811 project based rental assistance for persons with MH and other disabilities to prevent homelessness and has placed 40 persons in vouchered units. This year the CoC has, through its PHA, successfully applied and were awarded 41 new 811 Mainstream Vouchers specifically to serve consumers at risk of homelessness which is a criteria for eligibility.

3. CACH Data Collection Committee surveys the causes, and the Homeless Prevention Committee addresses systemic solutions. CACH Housing

Committee, which includes the PHA, is responsible for Section 811 activities.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. The average LOT that persons in ES, SH, TH, and PH remained homeless is 163 days. The median LOT for ES, SH, and TH is 49 remain unchanged from the previous year.

2. The CoC adopted the following benchmark goals: reduce number of days of stay for those in ES, SH, TH by 10% each year, and decrease the LOT for enrolled unsheltered participants to obtain housing to no more than 30 days.

To achieve this the CoC implements a system-wide HMIS singular housing waitlist for all its CoC housing programs through Coordinated Entry (CE). All housing programs have to go to the housing waitlist first whenever there is an opening and place eligible persons from that waitlist. A Coordinated Entry Assessment Referral (CEAR) team rapidly reviews, case conference and ensure placement of all persons in the housing waitlist ("By Name" list).

2. Those who are on the singular housing waitlist are prioritized through the VI-SPDAT Vulnerability Index Assessment. They are prioritized first by their homeless section score which ranks higher for those who have been homeless the longest and multiple times and puts them at the top of the housing waitlist. The next ranking factor is by chronology so that those who are in the system the earliest (i.e. have the longest LOT) are always ranked above those who have been homeless more recently. Only after that do other vulnerability scores factor in.

3. CACH Service Delivery Committee and CEAR task force are responsible for this goal.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage

Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	51%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	88%

3A-3a. Applicants must:
 (1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
 (2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1. A CoC Blueprint strategy to increase the rate of PH placement is to "3.A) Increase Permanent Affordable Housing Supply:
3.A.1) Dedicated homeless project, public, and private subsidized/unsubsidized low income permanent housing inventory increases by 50 beds/vouchers by 2020.
3.A.2.) Increase subsidized housing for extremely low income (ELI) persons by 20 beds by 2020."
This year the CoC increased the supply of PH. 811 project based rental assistance of which persons who are homeless are eligible increased by 63 beds, applied for 75 811 Mainstream Vouchers to benefit homeless persons, and leveraged low income tax credit projects with 75 beds with ELI set aside.
This past year new PH Joint TH-RRH and RRH programs replaced temporary TH.
The rate of PH placement is increased through optimum Coordinated Entry (CE) when PH housing is strategically matched. For example, our S+C only serves persons with MH as does Safe Haven. The CE process directs homeless MH consumers first to those housing opportunities and not to PSH for any disability which can then place persons who otherwise cannot access S+C or Safe Haven. 98 more persons than the previous year were placed in PH.
2. The strategy for PH retention or placement into other PH is effective supports or PSH. All PSH uses the housing first approach which makes supportive services volitional, except S+C which requires supportive services as match. The CoC provides training on Motivational Interviewing and relational case management which maximizes volitional empowerment so that "low demand high expectation" housing first models can maximize retention. The CoC is also working with PHAs to develop and "move on" administrative plan.
3. & 4. CACH Service Delivery and Housing Committee composed of all housing and service providers are responsible for both PH placement and retention: chaired by Brethren Housing Association and County PHA respectively.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	3%

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

1. CACH's Coordinated Entry Assessment and Referral (CEAR) Team, which is composed of housing and outreach providers that case conferences for CE "By Name" housing waitlist, and CACH's Case Manager Committee, consistently discuss those who return to homelessness. The common factors for recidivism is untreated/unrecognized mental health, addiction, and lack of support services such as after short/medium term RRH.

In addition, the PIT data can sort responses over the years by those who returned to homelessness. The data shows the recidivism to be greater for unaccompanied males: 67% of unsheltered and 62% of ES, and those in SH dedicated for CH males ("Chronic" means a history recidivism) as compared to only 8% of unaccompanied females and 10% of families.

2. Other than S+C and SH, there is only one place for homeless men without mental health diagnosis, which is a 20 day rescue mission that also provides a longer program with mandatory support conditions, but only for those in recovery. Many unaccompanied men return to homelessness because there is nowhere else to go after 20 days or do not want the conditions. Therefore, the current CoC strategy to reduce return to homelessness is to create more PH, RRH, and crisis housing opportunities for unaccompanied homeless men. The CoC has increased seasonal overnight crisis housing for men with housing outreach and a day time drop in center with voluntary support services. The CoC increased more RRH opportunities especially effective against recidivism for those who only need short term help without ongoing supports, and more 811 opportunities. The CoC is applying to other sources for street outreach for those returning to unsheltered.

3. CACH Service Delivery Committee of all housing and homeless service providers, chaired by Brethren Housing Association is responsible for outreach and solutions. Prevention Committee, chaired by Pinnacle Health, is responsible for systemic solutions.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

1.The CoC strategy to increase access to employment and non-employment cash sources involves automation and increased exposure or contact to those agencies and opportunities. Participants were very successful in obtaining earned income, up 14% from the previous year, which meant that they no longer qualified for non-employment cash sources which conversely reflects a 10% decrease. Overall, however, combined employment and non-employment income rose.

All CoC homeless programs have access to a single point of contact portal (COMPASS) for direct access to mainstream benefits and also to jobs through the Workforce Investment Board's portal. An annual Project Homeless Connect is hosted to connect literally homeless persons to agencies that provide mainstream cash and non-cash benefits, employment and other supports. This year, in order increase opportunity for contact, the annual Project Homeless Connect was strategically replaced by a 7-day a week Drop-In Day Center, to provide yearlong access to various employment services and benefits along with voluntary and relational case management.

2. The CoC has
  a) SOAR program and training for Social Security Administration benefits;
  b) a certified benefits counselor for persons with disabilities on fixed income to maximize their earnings;
  c) DOL Homeless Veterans Reintegration Program to help Veterans find employment;
  d) Supported Employment for persons with mental health or dual diagnosis; and
  e) an established connection with the County Assistance Office for TANF and its work requirement.

3. The CoC Service Delivery Committee chaired by Brethren Housing Association which is attended by the agencies providing those services is responsible for this objective.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)   05/16/2018

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	37
Total number of beds dedicated to individuals and families experiencing chronic homelessness	25
Total	62

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	
Bad credit or rental history	
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

1. The CoC's blueprint strategy includes:
"2.C.1) reduce number of days homeless sheltered individuals or families sleeping at emergency shelters, transitional housing, or safe haven and not in permanent housing by 10% each year, and
2.C.2) decrease the LOT unsheltered participants enrolled in housing outreach/programs obtain permanent housing to no more than 30 days."

To achieve this the CoC will
"2.5) assess current emergency shelter, transitional housing, and rapid rehousing placement procedures and develop an updated plan to assure rapid placement in housing for those in a vulnerable population group."

Families with children are a priority in vulnerable population groups.

2. The CoC CE housing waitlist gives families a higher score through the VI-Family SPDAT vulnerability assessment which therefore results in faster placement of families with children. This year the CoC is expanding its target vulnerable population beyond CH, TAY, and unsheltered, to include all literally homeless households and therefor every family with children.

3. The Service Delivery Committee, chaired by Brethren Housing Association, is responsible for this objective.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	☐

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's

strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	
Bad Credit or Rental History	

3B-2.6. Applicants must describe the CoC's strategy to increase:
 (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
 (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

1. The strategies the CoC uses to increase the availability of housing and services for youth experiencing homelessness are:

   i. Make TAY a prioritized population in our Coordinated Entry and single housing waitlist: This process prioritizes and triage TAY for housing and follows up for their rapid placement through effective inter-agency case review. As a result, the Coordinated Entry CEAR case conferencing team predominantly receives TAY referrals (1/4 of all referrals) and focuses on their housing placement.

   ii. Dedicate and expand housing for TAY: The CoC successfully reallocated a TH to a joint TH-PH-RRH program that targets TAY in the previous competition. In this competition, the CoC reached out to a community based organization that provides TH to homeless TAY and is assisting their submission of a joint TH-PH-RRH to provide housing and services to more TAY.

Furthermore, a Human Trafficking RRH program is specifically suited to receive TAY who are all at risk, and leverages DHS and DOJ funds.

2. The CoC increased its street outreach to unsheltered youth in order to refer to the above mentioned expanded housing opportunities. This year a new program and funding source was made operational: an RHY Street Outreach program with the mission to find and reach youth experiencing unsheltered homelessness. As mentioned current reallocated and a new proposed TH-PH-RRH programs will primarily serve TAY and therefore will house unsheltered TAY who are identified through outreach.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

1. The CoC generates HMIS reports to measure the efficacy of its strategies to reach ALL youth experiencing homelessness. HMIS measures if the strategy of prioritizing and triaging TAY in Coordinated Assessment resulted in increase in service and placement. HMIS measures if new housing programs and outreach programs dedicated to TAY were successful and if there were any increases in reaching and housing unsheltered youth.

2.. The method to measure reaching and housing ALL youth experiencing homelessness is through histographic HMIS reports comparing total TAY served and housed from year to year and analyzing the origins of their service and placement. Similarly, the CoC uses HMIS to count the number of unsheltered youth served over the past five years and see if there has been a successful increase in outreach and placement.

3. The measure used is statistically significant and appropriate, as demonstrated in a five year historical comparison report:

The number of TAY household served in 2014 was 21 and increased every year exponentially to 170 household in 2018. However the number served from one year to the next increased dramatically by 200% from 2015 to 2016 after CE prioritized and triaged TAY, showing the efficacy of that strategy. The success of CE housing triage and new housing programs for TAY over the past two years is measured by a 250% increase in housing placement compared to five years ago.

The efficacy of the second strategy to of outreach to unsheltered youth is demonstrated in that 289 homeless youth and their children experiencing homelessness were reached since the youth outreach began. Five years ago only one was unsheltered and this year 7 unsheltered youth were identified.

3B-2.7. Collaboration–Education Services. Applicants must describe how

the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

1.   The Region 2 office of the Education for Children and Youth Experiencing Homelessness (ECYEH) program (a program of the PA Department of Education) serves as the liaison between CACH partner agencies and school districts within the county. ECYEH attend CoC general meetings and subcommittee and CoC staff also attend EYCEH's regional meetings.

CACH housing providers receive training and support on McKinney-Vento from ECYEH along with McKinney-Vento brochures and posters for their residents. When a homeless student is identified CACH providers work directly with LEAs or ECYEH to ensure that the family is aware of their eligibility for educational services.

2.   The CoC's Homeless Youth Sub-committee includes children and youth stakeholders including ECYEH, LEA. Keystone Human Services Capital Area HeadStart provides dedicated homeless slots and is the CoC's MIECVP, Early HeadStart, Public Pre-k, and birth to 3 services. The CoC has MOUs with both ECYEH and CA HeadStart as formal partners.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC relies on and adopts the policies and procedures or Region 2 Office of the Education for Children and Youth Experiencing Homelessness (ECYEH) program (a program of the PA Department of Education) which serves as the liaison between CACH homeless programs and all school districts in CoC. ECYEH is an active partner in CACH, attendoing CoC general meetings and subcommittees. CoC staff also attend EYCEH's regional meetings. The CoC's Homeless Youth Sub-committee includes children and youth stakeholders including ECYEH, LEA.

As its mission ECYEH performs the procedures for informing homeless families with students about their educational rights under the HEARTH ACT. CACH housing providers receive training and support on HEARTH (former McKinney Vento No Child Left Behind) Act from ECYEH along with brochures and posters for their residents informing of their educational rights, such as the right to attend and be transported to the same school and district where they first became homeless. When a homeless student is identified CACH providers work directly with LEAs or ECYEH to ensure that the family is aware of their eligibility for educational services.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or

partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	Yes	No
Healthy Start	Yes	No
Public Pre-K	No	No
Birth to 3 years	Yes	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 2,000 characters)

1. CACH has a Homeless Veterans task force composed of the agencies members that provides those services: VA Medical Center for VA benefits, HUD-VASH, Dom Care, etc.; YWCA for SSVF and DOL Homeless Veteran Reintegration Program, Bridge and Service Intensive GPD and Transitions in Place, CoC PSH for CH Veterans; Volunteers of America for SSVF; as well as County Veterans Representative; VFW; and American Legion.

The taskforce, in particular the VA Homeless Liaison, YWCA and VOA homeless Veterans Program Staff conduct both street outreach to known and suspected encampments, as well as places that Homeless Veterans congregate; Bethesda Mens' Mission and all shelters, and the Downtown Daily Bread Drop in Center.

Furthermore, the CoC Coordinated Entry uses a no wrong door or public wide tool of referral which flags for anyone who identifies as homeless and as having served in any of the armed forces. Homeless Veterans who are identified then are referred to the Homeless Veterans Task force to be place on a "By Name List" for assessment and inter agency case conferencing.

2. From the outreach mentioned above, the homeless Veterans task force operates a "By Name List" process whereby housing providers of SSVF, GPD, VA HUD-VASH, VA domiciliary i.e. all the agencies mentioned above, convene together with CACH every two weeks to ensure that every homeless Veteran who is not housed is case conferenced until permanently housed. Other

agencies that may encounter homeless veterans, such as Dauphin County Office of Veterans affairs and veteran agencies such as American Legion and VFW join in whenever they have a referral.

3. The process immediately refers them to VA for HUD-VASH and VA permanent housing (SSVF) for housing. The VA's Bridge GPD program provides time for homeless Veterans to transition quickly into PSH. Veterans who are not interested in permanent housing are offered "Service Intensive" GPD TH.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? Yes

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary. Yes

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	X
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	X
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	☐
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	☐
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	☐
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	☐
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	☐
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	☐
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	☐
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☐
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	☐
Other:	☐

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

. The CoC has a working relationship with the Dauphin County Assistance Office, whose Executive Director and her staff has consistently worked with CACH to coordinate a triaged enrollment of literally homeless applicants at every annual Project Homeless Connect. This year the CoC discontinued Project Connect in favor of year round access through a Drop In Center and the CoC is currently determining protocols for the provision of those mainstream services at the Center.

All CoC projects utilize Compass web portal to ensure their homeless clients receive quick access to mainstream benefits from public assistance to SSI, SSDI, accessible through this single source. The CoC also has a SOAR program and a social security benefits counselor.

2. The CoC Service Delivery Committee has a Case Managers' Sub-Committee which invites mainstream representatives from Mental Health, Drug and Alcohol, Public Assistance to brief on their programs and updates. The Sub-Committee is also attended by mainstream access program i.e. the SOAR Coordinator.

3. The Service Delivery Committee comprised of all homeless and housing agencies, and which is chaired by Brethren Housing Association, a provider of TH and PSH programs, is responsible for this objective.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	15
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	11
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	73%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1. The CoC homeless street outreach conducted by non-CoC funded Mental Health Agencies for consumers who have a mental health or dual diagnosis, which is conducted by Dauphin County Case Management Unit and Dauphin County Crisis. The County also funds a PATH Homeless Outreach worker who operates out of the local Drop in Center. Street Outreach is also conducted by faith based organizations through mobile outreach and feeding ministries. Veterans' agencies also conduct street outreach. Finally Valley Youth House's RHY program is a Street Outreach program to homeless youth. The strategy is relational and motivational interviewing.

2. These programs go to encampments, abandoned buildings, soup kitchens, Drop-In Center, winter seasonal night by night shelters, and at rural areas to reach homeless persons. The outreach therefore covers 100 percent of the

CoC geographic area.

3. The outreach staff outreach is full time and conducted all year long.

4. The CoC's Coordinated Entry Assessment, Referral (CEAR) By Name list prioritizes unsheltered households encountered by these outreach efforts. They are ranked high on the housing waitlist by their homeless duration and vulnerability status based on the VI-SPDAT. The outreach is tailored to reach those who are recalcitrant, by being voluntary and based on long term relational trust. Where possible those engaged are usually encouraged to and do take advantage of the Daily Drop In Center and during the Winter, the night by night seasonal centers, where they have a roof over the head over a long duration to slowly stabilize (housing first principles) and become more open to engaging in supports.

4A-4. Affirmative Outreach. Applicants must describe:
 (1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

1. The strategy the CoC uses to further fair housing in marking housing and support services is to have at its disposal and array of translation and accommodation options. If any individual contacts CACH office and staff directly, CACH utilizes all means and formats to ensure communication and access barriers are removed. This includes translation services, language line, and CACH puts out outreach and promotional materials in English and Spanish. During outeach activities CACH has banners that are large and easy to read.

All CoC housing and services are available to all eligible persons regardless of race, color, origin, religion, sex, gender indentify, sexual orientation, age, familial status or disability. All county and city recipients of HUD housing funded services including ESG, have written protocols in their materials for this fair housing requirement and for appeals or issues to be referred to the consolidated plan municipality(ies) that fund their services, and to the municipal human relations commission. Program participants receive these written protocols in their application package and sign or initial their receipt of their housing rights, remedies, and appeal processes.

2. CoC housing providers, for example the YWCA which has the majority of CoC housing programs, have application materials in both Spanish and English and utilize translation services for other languages as required. The common scenario is that applicants with a communication barrier is served directly and personally onsite with multiple options used by providers i.e. language line, in house dual language staff, and interpreter services.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as

reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	95	121	26

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?   No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?   No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Administratio...	08/30/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	CE Tool and Instr...	08/30/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Rank List and Obj...	09/07/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Public Notice of ...	09/14/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Notice of ...	09/07/2018
1E-4. CoC's Reallocation Process	Yes	Reallocation Process	08/30/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Notice of Project...	09/07/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Notice of No Reje...	09/07/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Public Notice of ...	08/30/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC and HMIS Lead...	09/14/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS-Policies and...	08/30/2018
3A-6. HDX–2018 Competition Report	Yes	HDX 2018 Competit...	08/30/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority...	08/30/2018

3B-5. Racial Disparities Summary	No	Disparity Report ...	08/27/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No	GIW	09/12/2018
Other	No		
Other	No		

Attachment Details

Document Description: PHA Administration Plan-Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: CE Tool and Instructions

Attachment Details

Document Description: Rank List and Objective Ranking Tool

Attachment Details

Document Description: Public Notice of CoC -Approved Cons Application

Attachment Details

Document Description: Public Notice of local Ranking, Rating, Selection

Attachment Details

Document Description: Reallocation Process

Attachment Details

Document Description: Notice of Projects Accepted

Attachment Details

Document Description: Notice of No Rejections or Reductions

Attachment Details

Document Description: Public Notice of Local Competition Deadline

Attachment Details

Document Description: CoC and HMIS Lead Governance

Attachment Details

Document Description: HMIS-Policies and Procedures Manual

Attachment Details

Document Description: HDX 2018 Competition Report

Attachment Details

Document Description: Order of Priority-Written Standards

Attachment Details

Document Description: Disparity Report Summary

Attachment Details

Document Description:

Attachment Details

Document Description: GIW

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	09/13/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/14/2018
2B. PIT Count	09/14/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/14/2018
3B. Performance and Strategic Planning	09/12/2018
4A. Mainstream Benefits and Additional Policies	09/14/2018
4B. Attachments	09/14/2018

Submission Summary	No Input Required

If an applicant misses a scheduled appointment and does not call prior to or on the day of the appointment to explain the reason for the absence, that applicant will be withdrawn from the waiting list. If the applicant calls prior to or on the day of the appointment and has a valid excuse for missing the appointment, such as serious illness or automobile accident, the Tenant Selection staff may schedule a second appointment for the applicant. If the applicant misses the second appointment, the applicant is withdrawn from the waiting list. In all cases, applicants will be offered the right to an informal review before being removed from the waiting list.

9.7   *NOTIFICATION OF NEGATIVE ACTIONS*

The Housing Authority, in writing, will notify any applicant whose name is being removed from the waiting list that they have ten (10) business days from the date of the written correspondence to present mitigating circumstances or request in writing an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the time frame specified. The Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0   TENANT SELECTION AND ASSIGNMENT PLAN

10.1   *PREFERENCES*

The Housing Authority shall grant preferences for admission to an applicant whose circumstances, at the time of being considered for a unit, correspond to the criteria listed below. NOTE: A preference is not a guarantee of admission. The applicant must meet the Housing Authority's tenant selection criteria prior to being admitted as a tenant. The Housing Authority preferences are as follows:

A.   **Displaced person(s):** Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.

B.   **Individuals or families relocated under the Federal, State or local government Witness Protection Program.**

C.   **Victims of Domestic Violence:** Individuals or families who have been subjected to or victimized by violence by a member of the family or household. The Housing Authority will require evidence that the family has been displaced as result of fleeing violence in the home. Individuals and families are also eligible for this preference if there is proof that the individual or family is currently living in a situation where they are being subjected to or victimized by violence in the home. Evidence or proof may include a Protection from Abuse Order, police report, or written verification that the individual or family is living in an emergency shelter because the individual or family has been subjected to or victimized by violence by a member of the family or household. The following criteria are used to establish an individual's or a family's eligibility for this preference:

>   Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

>   The actual or threatened violence must have occurred within the past 60 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

The applicant must certify that the abuser will not reside with the applicant unless the Housing Authority gives prior written approval.

The Housing Authority will approve the return of the abuser to the household under the following conditions:

> The Housing Authority verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

> A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the Housing Authority, the Housing Authority will deny or terminate assistance for breach of the certification.

At the family's request, the Housing Authority will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

D. **Homeless Families or Individuals** who lack a fixed regular and adequate night-time residence AND whose night-time residence is a supervised publicly or privately operated shelter designed to provide temporary living accommodations; an institution that provides temporary residence for persons intended to be institutionalized; or a public or private place not designed for human beings.

Within the above preference categories A through D, individuals/families who live in, work in, or have been hired to work in, Dauphin County, exclusive of the City of Harrisburg, will be given priority points.

E. **Individuals or families that reside in Dauphin County but outside the City of Harrisburg at the time of their final application and whose head, spouse, co-head or unrelated partner of head of household is currently employed in a position which generates employment income countable under HUD's definition of annual income.**

Employment is defined as:

(1) Employment must be current and have lasted a minimum of 90 calendar days prior to the time the preference is claimed. The employment must provide a minimum of 20 hours of work per week for the family member claiming the preference
OR

(2) Employment must have been held continuously for a minimum of seven (7) months within the twelve (12) month period prior to the time the preference is claimed and the employment was terminated solely due to an involuntary layoff of the employee by the employer.

(3) The amount earned shall not be a factor in granting this preference.

The employment part of this preference is also extended equally to, (1) a family if the head, spouse, or sole member is 62 years of age or older or who is receiving social security or Supplemental Security Income disability benefits or any other payments based on the individual's inability to work and, (2) any family whose head, spouse, co-head or unrelated partner of head of household is currently a full time student or enrolled in an employment training program. Full time student is defined as a person who is carrying a subject load that is considered full time for day students under

the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program as well as an institution offering a college degree. The Authority will investigate termination of enrollment of a family member whose enrollment resulted in receiving benefit of this preference. Voluntary termination of enrollment, prior to award of the degree or certificate will be considered to be a misrepresentation of facts to the Authority at the time of admission and will result in termination of housing assistance. Involuntary termination such as the elimination of the program; lack of available funds; or other circumstances beyond the family members control shall not result in termination of housing assistance.

F.   **Individuals or families, who at the time of their final application, do not reside in Dauphin County (exclusive of the City of Harrisburg) and are employed as described in preference E.**

G.   **Individuals or families that reside in Dauphin County, but outside the City of Harrisburg, at the time of their final application.**

H.   **All other applicants.**

Based on the above preferences, all families in preference A, B, C, and D will be offered housing before any families in preference E; preference E families will be offered housing before any families in preference F; preference F families will be offered housing before any families in preference G; preference G families will be offered housing before any families in preference H.

The residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly or disabled, will be offered housing before other single persons.

Buildings Designated for Occupancy by the Elderly: In filling vacancies in developments designated for occupancy by elderly only, priority will be given to families age 62 and older. If there are no elderly families on the list, next priority will be given to individuals and households 55 years of age or older. All such families will be selected from the waiting list using the preferences as outlined above.

Buildings Designed for the Elderly and Disabled (Mixed Population Developments):
Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments that may benefit from the accessible unit. If there are no families residing in the other developments needing the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features.

Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, may be requested to sign a lease rider stating they will accept a transfer (at the Housing Authority's expense) if, at a future time,

a family requiring an accessible feature applies or requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30 calendar day notice.

10.2   ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under a 50% or more joint custody decree, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

A.   Children of the same sex may share a bedroom. Subject to availability, children of the same sex, with 7 or more years age difference, may be assigned separate bedrooms. This is at the discretion of the Housing Authority

B.   Children of the opposite sex, both under the age of six (6), will share a bedroom.

C.   Adults and children will not be required to share a bedroom.

D.   Foster adults and/or foster children will not be required to share a bedroom with family members.

E.   Live-in aides will get a separate bedroom.

F.   The living room will not be regularly used as a bedroom.

G.   A separate bedroom may be provided for an individual family member with health problems. The resident must provide documentation from a physician or other health professional which supports the resident's request.

Exceptions to normal bedroom size standards include the following:

Racial or ethnic designation of the head of household

*Annual (gross) family income

*Number of persons in family

*Targeted program qualifications

B.   SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards a PHA program funding that is targeted for specifically named families, the PHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The PHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project;

A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

For housing covered by the Low Income Housing Preservation and Resident Home-ownership Act of 1990;

A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; or an expired Mod Rehab contract.

A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

C.   WAITING LIST PREFERENCES [24 CFR 982.207]

The Housing Authority has established a number of preferences which determine applicants' positions on the waiting list. Applicants may be eligible for more than one preference. Each preference is worth ten points; however, **preference points are cumulative**. For example, a family which is eligible for one preference would be assigned 10 points whereas a family eligible for three preferences would receive 30 points. The more points a family has, the higher that family's position on the waiting list; however.

Within each preference group, applications will be ordered by the date and time of receipt of a completed application.

D.   LOCAL PREFERENCES [24 CFR 982.207]

1. RESIDENCY PREFERENCE (10 POINTS)

Families who live, work or have been hired to work in the County of Dauphin outside the City of Harrisburg, which is the area of operation of the Housing Authority of the County of Dauphin, are eligible for a residency preference.

2. VICTIMS OF DOMESTIC VIOLENCE (10 POINTS)

The Authority will offer a local preference to families that that been subjected to or victimized by a member of the family or household with the past sixty (60) days. The Authority will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that family members are currently living in a situation where therry are being subjected to or victimized by violence in the home. The following criteria are used to establish a family's eligibility for this preference:

*   Actual or threatened violence must have occurred with the past sixty (60) days or be a of a continuing nature.

*   To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the Authority gives prior written approval.

*   The Authority will approve the return of the abuser to the household under the following conditions:

    1.   The Authority verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

    2.   A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

*   If the abuser returns to the family without approval of the Authority, the Authority will deny or terminate assistance for breach of certification.

*   At the family's request, the Authority will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

3.   HOMELESSNESS, INVOLUNTARY DISPLACEMENT, OR WITNESS PROTECTION PROGRAM (10 POINTS)

A. HOMELESSNESS A preference for homelessness will be given to a family or individual who meets the following definition:

(1) A family or individual who lacks a fixed, regular and adequate night-time residence; and

(2) A family or individual who has a primary night-time resident that is:

(a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations;

(b) an institution that provides a temporary residence for persons intended to be institutionalized; or

(c) a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

The eligibility for the Homelessness preference will be extended for up to six months for those who met the definition of homelessness and for whom Section 8 rental assistance was not available during their period of actual homelessness. This extension applies to those who met the definition of homelessness and who at the time of the verification of eligibility for this preference do not own a home or are not on a residential lease and who are staying temporarily at a residence of a friend, relative or other person. For example, this would apply to those who were at a shelter and who reached the time limit for their stay at the shelter and who, of necessity, sought refuge temporarily with a friend, relative or other person. The six month period would begin at the time of their leaving the shelter or leaving the street.

B. INVOLUNTARY DISPLACEMENT

(1) **Government Action**: A family or individual will be considered to be involuntary displaced and thereby eligible for this preference if such family or individual has been displaced by government action such as condemnation, e.g., having to more from a dwelling declared unfit for human habitation.

(2) Disaster: The family's previous home has been extensively damaged and made unliveable by a disaster such as a fire, flood, earthquake or tornado.

C. WITNESS PROTECTION PROGRAM

Families and individuals who have been displaced because of participation in a government sponsored witness protection program are eligible for this preference.

4. PHYSICAL OR MENTAL DISABILITY (10 POINTS)

A family whose head-of-household, spouse or co-head-of-household is permanently disabled, as defined below, is eligible for this preference.

 (A) A person shall be considered to have a disability is such a person has a physical, mental or emotional impairment which is expected to be a long-continued duration, substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions.

 (B) A person will also be considered to have a disability if sh or she has a developmental disability, which is a severe, chronic disability that,

 (1) I attributable to a mental or physical impairment or combination of mental and physical impairments;

 (2) is manifested before the person attains age 22;

 (3) is likely to continue indefinitely;

 (4) results in substantive functional limitations in three or more areas of life activity.

5. BRIDGE SUBSIDY PROGRAM PREFERENCE (10 POINTS)

At the recommendation of the Dauphin County MH/ID Office, Section 8 Housing Choice Voucher Program individual and family applicants that participate in the Dauphin County MH/ID Bridge Subsidy Program will be eligible for an additional preference of 10 points upon successfully achieving the following requirements:

 1.) Complete a minimum of one full year of successful participation in the Bridge Subsidy Program.
 2.) Successfully complete the first annual inspection process.
 3.) Successfully complete the first annual recertification process.

The Dauphin County MH/ID Office reserves the right to terminate an individual or family's participation in the Bridge Subsidy Program at any time for just cause. Such a termination action would cause the participant in the Bridge Subsidy Program to forfeit the additional ten point preference that may have been awarded by the Housing Authority but would not jeopardize the participant's original application status under the Section 8 Housing Choice Voucher Program.

6. PHFA FY13 SECTION 811 PROGRAM (60 POINTS)

The Housing Authority of the County of Dauphin is allocating fifteen (15) Housing Choice Vouchers for utilization under the FY13 Section 811 Program administered by the Pennsylvania Housing Finance Agency. This FY13 SECTION 811 PROGRAM preference will end upon the issuance and lease-up of all fifteen (15) Housing Choice Vouchers which have been allocated.

At any given time, the sum total number of individuals and families who are receiving housing assistance payments as a result of the FY13 Section 811 Program and individuals and families on the HACD HCV waiting list with the FY13 Section 811 Program preference shall not exceed fifteen (15).

The Housing Authority is allocating the Vouchers consistent with DHS' Office of Mental Health and Substance Abuse Services Olmstead Plan which includes a preference for adults with serious mental disabilities as a targeted population.

The Housing Authority shall give priority when issuing Vouchers in accordance with PHFA's FY13 Section 811 Program priority populations as set forth below:

a.   Priority 1 – Persons with disabilities ages 18-61, who are institutionalized, but able to live in the community with permanent supportive housing. Institutions include, but are not limited to, private and public mental health hospitals, nursing facilities and Intermediate Care Facilities for the Intellectually Disabled.

b.   Priority 2 – Persons with disabilities ages 18-61, who are at risk of institutionalization without permanent supportive housing, including, but not limited to, persons who are living with elderly caregivers or in unstable situations, homeless, aging out of the Early and Periodic Screening, Diagnosis and Treatment Program with no family support system and individuals aging out of foster care.

c.   Priority 3 – Persons with disabilities ages 18-61, who are living in congregate settings, who desire to move to an integrated community, including, but not limited to, persons in Community Residential Rehabilitation facilities, Long Term Structured Residences, personal care homes and domiciliary care.

All applicant families or individuals who appear to be otherwise eligible, but who are not eligible for one of the above preferences, will be placed on the Housing Choice Voucher (Section 8) waiting list with zero (0) points.

Treatment of Single Applicants
* Single applicants will be treated as any other eligible family on the waiting list.

E.   INCOME TARGETING
In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the Authority reserve a minimum of seventy-five percent of its Section 8 new admissions for those families whose incomes do not exceed the higher of 30% of the median income for the area (as determined by HUD with adjustments for smaller and larger families) or the Federal poverty level, except that HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes. The PHA will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

The Authority's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

The Authority is also exempted from this requirement where the PHA is providing assistance to low income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

F.   INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION
[24 CFR 982.207]

At the time of application, an applicant's entitlement to a local preference may be made on the following basis.

> *** An applicant's certification that they qualify for a preference will be accepted without verification at the initial application. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.**

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and given an opportunity for a meeting.

G.   EXCEPTIONS FOR SPECIAL ADMISSIONS [24 CFR 982.203, 982.54(d)(3)]

If HUD awards the Authority program funding that is targeted for specifically named families, the Authority will admit these families under a Special Admission procedure.

HHA has established and adopted tenant selection policies to ensure admission of only qualified applicants into dwelling units. The policies are in accordance with HUD regulations (24 CFR, Part 960.204) and sound management practices.

I. TENANT SELECTION

In selecting applicants for dwelling units, personnel will be guided by the following procedures and requirements established for local preferences. It is also HHA's policy that if an applicant qualifies for a preference, they are still required to meet HHA's overall selection criteria.

A. Be based on local housing needs and priorities as determined by HHA using generally accepted data sources, including its waiting list, public comments on HHA's Annual Plan, and requirements of the Consolidated Plan of the City of Harrisburg, PA;

B. Provide a preference for victims of domestic violence;

C. Match characteristics of an applicant family with the type and size of unit available, i.e. number of bedrooms;

D. Select a family with household members who are disabled and give preference by assigning a unit with the special accessibility features needed by those family members;

E. Provide preference to elderly families for units in a public housing designated elderly developments;

F. Attain, to the maximum extent feasible, a tenant body in each community that is composed of families with a broad range of incomes and to avoid concentrations of the most economically deprived families;

G. Preclude admission of applicants whose habits and practices may be expected to have a detrimental effect on residents of the community environment;

H. Give a preference in selection of tenants to applicants who qualify for a local preference, in accordance with 24 CFR Part 5;

I. Not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g., unwed mothers or families with children born out of wedlock), nor apply any criteria or consider any information pertaining to attributes or behavior that may be imputed by some to a particular group or category. All criteria applied or information considered in administering this policy shall related solely to the attributes/behavior of the individual members of the family being considered for assistance;

J. Assure that selection by HHA among otherwise eligible applicants is objective and reasonable;

K. Provide that a family that is on the Section 8 waiting list will not lose its place on that waiting list by applying for admission to the public housing developments;

L. Be consistent with HHA's responsibilities as a public body; and

M. Be in compliance with State, local and Federal laws and regulations, including the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, the provisions of the Annual Contributions Contract between HUD and HHA, and 24 CFR Part 5.210-5.238, "Disclosure and Verification of Social Security Numbers and Employer Identification Numbers by Applicants and Participants in Certain Housing Assistance Programs."

Applicants must meet the Tenant Selection Criteria and Eligibility Requirements (defined in Section 7 of these Policies) in order to be qualified for admission.

II. PREFERENCE SYSTEM

A. HHA has adopted a system of local preferences for selection of families admitted to the public housing program. The system of selection preferences must be based on local housing needs and priorities as determined by HHA. In determining such needs and priorities, HHA used generally accepted data sources. Such sources included public comment on the Agency Plan and the Consolidated Plan for the City of Harrisburg.

Such preference policies and procedures will:

1. Be duly adopted;
2. Be made known to the applicant when they initially apply for public housing through written documentation. Applicants will be given an opportunity to provide written documentation that they qualify for such preference(s);
3. Be publicized by posting copies in each office where applications are received, and by furnishing copies to applicants or residents upon request;
4. Be specific and describe in detail the criteria, standards and preferences to be applied; and,
5. Provide for verification and documentation of information relevant to the acceptance or rejection of an applicant.

B. HHA will select and house residents in accordance with the following preferences and priorities, in the order listed.

1. Limitations on Admission
   a. HHA may limit the number of applicants that qualify for:
      i. local preferences; and
      ii. types of communities and units available.
2. Occupancy Standards (limitation on the minimum and maximum number of household members permitted to live in dwelling units of specified sizes), in accordance with Section 11 of this policy.

C. The implementation of local preferences is subject to HUD requirements concerning income targeting, de-concentration, and income mixing and selection preferences for developments designated exclusively for elderly population developments.

D. How Preferences Are Calculated

The preferences listed below will have the stated weight and are all equally important. A total of 45 cumulative points are available for applicants families for the areas in which they qualify.

E. Local Preferences – 10 Point Value Each

The local preferences listed below will have the same relative weight and importance, and can equal 40 cumulative points total. Applicants qualifying for the below preferences will have 10 points added as ranking preferences for each of the items listed below in which applicants provide written verification they qualify for. In order to qualify for the preference, the applicant family must include the person(s) with the circumstance. For example: the veteran must be part of the applicant family, etc.

1. Involuntary displacement;
2. Families that include victims of domestic violence.
3. Homeless;
4. Veterans or immediate families of veterans;

F. Ranking Preferences – 5 Point Value Each

The ranking preference listed below will entitle the applicant family to 5 points total.

1. Residents of Harrisburg, Pennsylvania.

G. Elderly/Disabled Preferences

1. Single persons who are age 62 or older, displaced, homeless or disabled shall automatically receive local preferences as stated previously.
2. In selection of families to occupy units with special accessibility features for persons with disabilities, HHA must first offer such units to families, which include persons with disabilities who require such accessibility features.

H. Preference Requirements

Requirements or preferences for those living in the jurisdiction of HHA at the time of application are permissible, subject to the following:

1. No requirement or preference may be based upon the identity or location of the housing which is occupied or proposed to be occupied by the applicant, nor upon the length of time the applicant has resided in the jurisdiction; and
2. A residency preference may not have the "purpose or effect" of delaying or otherwise denying admission to a development or unit based on the race, color, ethnic origin, gender, religion, disability or age of any applicant family member; and
3. "Residency preference" refers to admission of persons who reside in a specific geographic area, which may not be an area smaller than a county or municipality.

III. DATE AND TIME OF APPLICATION, IN EACH OF THE ABOVE CIRCUMSTANCES

A. Applicants who meet all the eligibility requirements and who qualify for a preference will be assisted first, according to the date and time of application, which shall act as a tiebreaker.

B. After all applicants with verified preferences are assisted; HHA will then contact the applicant families who are next on the waiting list according to date and time of application.

C. If HHA has too many applicants who do not claim any preferences, it may close a waiting list by type of development, or size and type of dwelling unit, as appropriate.

D. HHA will not close a waiting list:

1. If closing the list would have a discriminatory effect that would be inconsistent with applicant's
    civil rights/laws; and
2. Unless it publicly announces any decision to suspend or to restrict the taking of applications.

E. HHA will not reopen the waiting list until it publicly announces through local news/informational outlets and social media when it will resume the taking of applications.

F. Prior to closing a waiting list, HHA will assure that it has sufficient applications to fill expected vacancies for a minimum of one (1) year.

IV. OPENING THE WAITLIST LIST

A. The opening of the waiting list shall be announced through public notices as follows:

1. The notice shall be placed in a newspaper of general circulation, in a minority publication and in plain view in the leasing office;
2. Postings may be made at locations throughout the community and may be sent to social service agencies;
3. The notices shall contain where and when interested parties can apply;
4. The notice shall state limitations on who may apply (i.e. residents of jurisdiction, working families, extremely low-income, etc.);
5. The notice shall contain the Equal Opportunity Housing logo and non-discrimination statement in the advertising message.

V. APPLICANT FILES

A. HHA will establish and maintain an applicant file containing information on each applicant household. Such files will be retained for at least three (3) years after the audited submission of the Public Housing Assessment System (PHAS) application for that year.

B. Material secured under a criminal background check or drug treatment center check will be retained in the applicant file in a secure location under lock and key. Following a decision on applicability of an applicant, the criminal background check, and drug treatment program information will be removed from the applicant file and maintained securely by the leasing supervisor for any future reference or filing of a civil lawsuit or litigation. This procedure is subject to delay only if the applicant requests an informal hearing with respect to denial of their application based on information received from either source.

C. Applications and material submitted by the family will be retained for a minimum of five (5) years if there is a U.S. Citizenship & Immigration Services (CIS) [formerly the Immigration and Naturalization Service INS] appeal and/or an informal hearing with HHA concerning the citizen/non-citizen documentation. The files will contain the following:

1. The original application for financial housing assistance;
2. Photocopies of any original documents (front and back), including original CIS documents. (Under no circumstances will photocopies of Federal checks be made or retained in applicant/tenant files);
3. The signed verification consent form;
4. The CIS verification results (both primary and, if applicable, secondary);
5. The request for a CIS appeal;
6. The final CIS determination;
7. The request for a HHA informal review; and
8. The final HHA informal review decision.

D. Applications and material submitted by the family or obtained by HHA will be retained for a minimum of one (1) year if the application was withdrawn or the family was found ineligible.

WHERE TO FIRST REFER SOMEONE WHO IS HOMELESS IN DAUPHIN COUNTY AND HARRISBURG, PA

YES /NO QUESTIONS, IF "NO" JUST LEAVE/CHOOSE BLANK

	IS THE HOMELESS APPLICANT CURRENTLY...	ANSWER BOX (DROPDOWN PICKLIST)	MESSAGE
1	Homeless because of fleeing violence (domestic violence, sexual assualt, dating violence, stalking) or human trafficking?	**Yes**	**In a discrete way and privately (even away from children) ask if you can refer to YWCA of Greater Harrisburg** (Violence Intervention and Prevention). Hotline 1-800-654-1211 www.ywcahbg.org. If you are a housing provider and immediate housing is not available, please provide until YWCA can assist. Continue with questionnaire if applicant is not interested in YWCA.
2	A Minor (Not with adult. Not a vctim of trafficking?)		
3	In REMOTE RURAL part of Dauphin County? i.e. NOT in the City of Harrisburg, or with a Harrisburg address, Steelton, Middletown.		
4	Has the client ever served in the military/national gaurd? Ask if the applicant is willing to be on a Homeless Veterans Priority Group for a CACH Homeless Veterans' Comittee to contact. If so, print and fill out the Homeless Veteran - Release form (found in the YELLOW TAB "RELEASES" below) and send/scan/fax it to CACH.		
5	Sleeping outside or in a place not meant for habitation e.g.. car, camp, bridge, abandoned building, etc.? OR At a hotel/motel paid for by an agency or organization?	**Outside/place not meant for habitation**	THIS IS A PRIORITY HOMELESS POPULATION GROUP! Ask if participant is willing to be in a "PRIORITY GROUP" for a CACH agency to contact to help them. If yes, then fill out the "Priority Population Release" (found in the YELLOW TAB "RELEASES" below). Send both that form AND this one with its answers to CACH. CONTINUE WITH QUESTIONS.
6	Sleeping outside or at a place not meant for habitation, or at an emergency shelter, or safe haven, FOR the past 12 months, or 12 months total over 4 or more times in past 3 years? AND has a disability?		
7	Only answer if the previous question was "Yes": Is the disability Mental Health or Developmental?		
8	Couch surfing, doubled up not on a lease, and has to leave?		
9	About to be evicted from housing that they rent?		
10	Needs only a one time or (up to) 3 months rent/ utility assistance to not be homeless?		
11	Is with or is without accompanying dependents (minors)? Do not leave this question blank. Must pick an answer.	**Adult(s) without Minors**	
12	Is An Adult (not a family dependent) Age 18 - 24?		
13	Gender and Household Status. Do not leave this question blank. Must pick an answer.	**Unaccompanied Female**	

HOMELESS HOUSING PROGRAM(S) OF FIRST REFERRAL FOR THE APPLICANT

	NAME OF HOUSING PROGRAM	TYPE OF HOUSING	CONTACT INFORMATION
1	If they have a source of income - ESG -Rapid Rehousing Rental Assistance	ESG- RR or other rental assistance programs	HELP Ministries - (717) 238-2851 http://www.ccuhbg.org
2	If they have a verified long term disabilty - Brethren Housing Association - Side By Side	Permanent Supportive Housing	BHA (717) 233-6016 www.BHA-PA.org
3	If they have a verified long term disabilty -YWCA Permanent Housing - Disabilitiies (PHD)	Permanent Supportive Housing	YWCA 717-234-7931 www.ywcahbg.org
4	YWCA Bridge Housing (HAP eligiblity)	Transitional Housing	YWCA 717-234-7931 www.ywcahbg.org
5	YWCA Joint Transitional Housing -RRH Program	Crisis Housing (TH) with Rapid Rehousing	YWCA 717-234-7931 www.ywcahbg.org
6	YWCA SRO Program	Permanent Housing	YWCA 717-234-7931 www.ywcahbg.org
7	HELP Office for ES -YWCA, Shalom House	Emergency Shelter	HELP Office: M,T,TH,F 8:30 -11:00 am/1:00 - 3:00 pm; W: 8:30 - 11am (717) 238-2851. CRISIS when HELP is closed 1-888-596-4447
8			
9			

If after first applying at the above options there is still no space, then apply to other programs beginning with shelter through HELP Office or Bethesda Mission for Men.

If a participant feels that he or she is being discriminated in this process of referral because of: race or national origin; disability; gender; sexual orientation; family status; domestic violence, sexual assualt, dating violence or stalking vicitm status; a compliant stating the nature of e.vents, date and location can be issued to Philadelphia HUD field office - Office of Community Development, 100 E Penn Square, Philadelphia, PA 19107

For more information contact CACH at 717-255-6587 www.cachpa.org

Capital Area Coalition on Homelessness

Capital Area Coalition on Homelessness (CACH)

Homeless Priority Population - **Permission & Release of Information**

_____
First Name   Middle Initial   Last Name

_____
Contact Information (Phone or Email)

If you do not have a phone or email address is there some way to contact you? For example, through an agency that provides you services, etc.

I agree to be on a (CACH) **Homeless Priority Roster** so that a member agency from CACH's Homeless Priority Populations Committee (Priority Committee) may reach out to me for housing and/or other services that I may be eligible for and interested in.

I agree for information by me to be shared within this committee

I allow (this agency) _____ to share my information with

CACH's Priority Committee for the purposes of referral.

This consent will end one year from the date it is signed:

_____   _____
Client Signature   Date
(IF DONE THROUGH PHONE, JUST WRITE VERBAL CONSENT)

Administering Agency:_____ Contact:_____

Administering Agency Phone /Email:_____

Please submit this Permission/Release **AND** the Coordinated Entry Referral Tool (CERT) to the **_Capital Area Coalition on Homelessness_**. Fax 717-238-5342, dritchey@hra-harrisburgpa.org If you have access to HMIS you may keep this on file after entering client into CACH-CEAR program and email to notify us along with client #.

CACH 10 North Second Street, Suite 405, Harrisburg, PA 17101 (717) 255-6587
www.cachpa.org

CEAR OUTREACH QUESTIONNAIRE

Contact Agency Assigned (CAA) Name   _____

Contact Agency Assigned (CAA) Staff Name   _____

Date of Contact: _____

Client Name	
Client Phone and/or Email (or other e.g. friend/ caseworker – if "other" than also include name)	
# of Household members with (including) Client	
Type of Target Population	1. Unsheltered Chronic Homeless (MH/ID Disability) 2. Unsheltered Chronic Homeless (Disability is NOT MH/ID) 3. Chronic Homeless in ES (MH/ID Disability) 4. Chronic Homeless in ES (Disability NOT MH/ID) 5. Unsheltered but not Chronically Homeless 6. Unaccompanied (not with parent/guardian) Minor < 18 yrs 7. Unaccompanied (not with parent/guardian) Youth 18-24 yrs
Type of Current Living Situation	1. Unsheltered/Streets/Vehicle, etc. 2. Hotel/Motel 3. Emergency Shelter 4. Safe Haven 5. Transitional Housing 6. Other
If "Other" (#6) Type of Residence:	
Name of Client's Current Shelter/ Agency (If Any)	
Do you have any STEADY income sources?	1. Steady Job 2. SSI 3. SSDI 4. SS 5. TANF 6. General Assistance other than TANF 7. Pension 8.Other
How much do you make a month?	
Have you received rental assistance from an agency e.g. HELP Office, County Assistance Office?	
If so how many times in the past 3 years?	
Additional Notes/Comments	

CEAR OUTREACH QUESTIONNAIRE

VI-SPDAT –SINGLE (Circle answers, or fill in text box)

A. HISTORY OF HOUSING AND HOMELESSNESS (VI-SPDAT –SINGLE)	
1. Where do you sleep most frequently? (choose one)	Shelters, TH, Safe Haven, Outdoors, Others (specify below), Refused
If Other, please specify	
2. How long has it been since you lived in permanent stable housing?	Currently in Stable Housing, > 1 year, 1 year or more, Refused
3. In the last three years, how many times have you been homeless?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
B. RISKS (VI-FSPDAT – SINGLE)	
4. In the past six months, how many times have you...	
4. a) Received health care at an emergency department/room?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. b) Taken an ambulance to the hospital?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. c) Been hospitalized as an inpatient?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or because the police told you that you must move along?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. f) Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
5. Have you been attacked or beaten up since you became homeless?	Yes No Refused
6. Have you threatened to or tried to harm yourself or anyone else in the last year?	Yes No Refused
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	Yes No Refused
8. Does anybody force or trick you to do things you do not want to do?	Yes No Refused
9. Do you do things that may be considered to be risky, like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	Yes No Refused
C. SOCIALIZATION & DAILY FUNCTIONING (VI-SPDAT –SINGLE)	
10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money?	Yes No Refused
11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	Yes No Refused

12. Does you have planned activities, other than just surviving, that makes you feel happy and fulfilled?	Yes	No	Refused
13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	Yes	No	Refused
14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused you to become evicted?	Yes	No	Refused
D. WELLNESS (VI-SPDAT –SINGLE)			
15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	Yes	No	Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?	Yes	No	Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	Yes	No	Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	Yes	No	Refused
19. When you sick or not feeling well, do you avoid getting medical help?	Yes	No	Refused
20. Has drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	Yes	No	Refused
21. Will drinking or drug use make it difficult for you to stay housed or afford your housing?	Yes	No	Refused
22. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:			
22. a) A mental health issue or concern?	Yes	No	Refused
22. b) A past head injury?	Yes	No	Refused
22. c) A learning disability, developmental disability, or other impairment?	Yes	No	Refused
23. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	Yes	No	Refused
24. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	Yes	No	Refused
25. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	Yes	No	Refused
26. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	Yes	No	Refused

CEAR OUTREACH QUESTIONNAIRE

VI-FSPDAT – Families (Circle answers, or fill in text box)

BASIC INFORMATION (VI-FSPDAT – Families)	
1. Is either head of household 60 years of age or older?	Yes No Refused
2. How many parents are included in this family?	0, 1, 2, 3 or more, refused
CHILDREN (VI-FSPDAT – Families)	
1. How many children under the age of 18 are currently with you?	0, 1, 2, 3 or more, refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?	0, 1, 2, 3 or more, refused
3. IF HOUSEHOLD INCLUDES A FEMALE: Is any member of the family currently pregnant?	Yes No Refused
4. If your family includes children, are any of them...	
4. a) ages 6 or younger?	Yes No Refused
4. b) ages 11 or younger?	Yes No Refused
4. c) You may use this area to provide a list of children's names and ages:	
A. HISTORY OF HOUSING AND HOMELESSNESS (VI-FSPDAT – Families)	
5. Where do you and your family sleep most frequently? (choose one)	Shelters, TH, Safe Haven, Outdoors, Others (specify below), Refused
If Other, please specify	
6. How long has it been since you and your family lived in permanent stable housing?	Currently in Stable Housing, > 1 year, 1 year or more, Refused
7. In the last three years, how many times have you and your family been homeless?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
B. RISKS (VI-FSPDAT – Families)	
8. In the past six months, how many times have you or anyone in your family...	
8. a) Received health care at an emergency department/room?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
8. b) Taken an ambulance to the hospital?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
8. c) Been hospitalized as an inpatient?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
8. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
8. e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or because the police told them that they must move along?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
8. f) Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused

tank, a longer stay for a more serious offense, or anything in between?			
9. Have you or anyone in your family been attacked or beaten up since they've become homeless?	Yes	No	Refused
10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year?	Yes	No	Refused
11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?	Yes	No	Refused
12. Does anybody force or trick you or anyone in your family to do things you do not want to do?	Yes	No	Refused
13. Do you or anyone in your family ever do things that may be considered to be risky, like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?	Yes	No	Refused
C. SOCIALIZATION & DAILY FUNCTIONING (VI-FSPDAT – Families)			
14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you or anyone in your family owe them money?	Yes	No	Refused
15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	Yes	No	Refused
16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?	Yes	No	Refused
17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	Yes	No	Refused
18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?	Yes	No	Refused
D. WELLNESS (VI-FSPDAT – Families)			
19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?	Yes	No	Refused
20. Do you or anyone in your family have any chronic health issues with their liver, kidneys, stomach, lungs, or heart?	Yes	No	Refused
21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?	Yes	No	Refused
22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	Yes	No	Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?	Yes No Refused
24. Has drinking or drug use by anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?	Yes No Refused
25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?	Yes No Refused
26. *Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:*	
26. a) A mental health issue or concern?	Yes No Refused
26. b) A past head injury?	Yes No Refused
26. c) A learning disability, developmental disability, or other impairment?	Yes No Refused
27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?	Yes No Refused
28. If the family answered Yes to ANY Physical Health questions 19 through 23, AND Yes to ANY Substance Use questions 24 through 25, AND Yes to ANY Mental Health questions 26 through 27:	
28. a) Does any single member of your household have a medical condition, mental health concern, and experience with problematic substance use?	Yes No N/A Refused
29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?	Yes No Refused
30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?	Yes No Refused
31. YES OR NO: Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?	Yes No Refused
E. FAMILY UNIT (VI-FSPDAT – Families)	
32. Are there any children that have been removed from the family by a child protection service within the last 180 days?	Yes No Refused
33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?	Yes No Refused
34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation?	Yes No Refused
35. Has any child in the family experienced abuse or trauma in the last 180 days?	Yes No Refused
36. IF THERE ARE SCHOOL-AGED CHILDREN: Do your children attend school more often than not each week?	Yes No N/A Refused

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?	Yes　　No　　Refused
38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed?	Yes　　No　　Refused
39. Do you have two or more planned activities each week as a family, such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?	Yes　　No　　Refused
40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...	
40. a) 3 or more hours per day for children aged 13 or older?	Yes　　No　　Refused
40. b) 2 or more hours per day for children aged 12 or younger?	Yes　　No　　Refused
41. IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:	
41. a) Do your older kids spend 2 or more hours on a typical day helping their younger siblings(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?	Yes　　No　　N/A　　Refused

CEAR OUTREACH QUESTIONNAIRE

TAY –VI-SPDAT (UNACCOMPANIED CHILDREN AND YOUTH)

A. HISTORY OF HOUSING AND HOMELESSNESS (TAY –VI-SPDAT)	
1. Where do you sleep most frequently? (choose one)	Shelters, TH, Safe Haven, Outdoors, Others (specify below), Refused
If Other, please specify	
2. How long has it been since you lived in permanent stable housing?	Currently in Stable Housing, > 1 year, 1 year or more, Refused
3. In the last three years, how many times have you been homeless?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
B. RISKS (TAY - VI-FSPDAT)	
4. In the past six months, how many times have you...	
4. a) Received health care at an emergency department/room?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. b) Taken an ambulance to the hospital?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. c) Been hospitalized as an inpatient?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime, or because the police told you that you must move along?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
4. f) Stayed one or more nights in a holding cell, jail, or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?	0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 10+, Refused
5. Have you been attacked or beaten up since you became homeless?	Yes No Refused
6. Have you threatened to or tried to harm yourself or anyone else in the last year?	Yes No Refused
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?	Yes No Refused
8. Were you ever incarcerated when you were younger than age 18?	Yes No Refused
8. Does anybody force or trick you to do things you do not want to do?	Yes No Refused
10. Do you do things that may be considered to be risky, like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	Yes No Refused
C. SOCIALIZATION & DAILY FUNCTIONING (TAY –VI-SPDAT)	
11. . Is there any person, past landlord, business, bookie, dealer, or government group like the IRS, that thinks you owe them money?	Yes No Refused

Question			
12. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	Yes	No	Refused
13. Does you have planned activities, other than just surviving, that makes you feel happy and fulfilled?	Yes	No	Refused
14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	Yes	No	Refused
15. Is your current lack of stable housing...			
15. a) Because you ran away from your family home, a group home or a foster home?	Yes	No	Refused
15. b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers?	Yes	No	Refused
15. c) Because your family or friends caused you to become homeless?	Yes	No	Refused)
15. d) Because of conflicts around gender identity or sexual orientation?	Yes	No	Refused
15. e) Because of violence at home between family members?	Yes	No	Refused
15. f) Because of an unhealthy or abusive relationship, either at home or elsewhere?	Yes	No	Refused
D. WELLNESS (TAY –VI-SPDAT)			
16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?	Yes	No	Refused
17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs, or heart?	Yes	No	Refused
18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?	Yes	No	Refused
19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	Yes	No	Refused
20. When you sick or not feeling well, do you avoid getting medical help?	Yes	No	Refused
21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant?	Yes	No	Refused
22. Has drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	Yes	No	Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing?	Yes	No	Refused
24. If you've ever tried marijuana, did you ever try it at age 12 or younger?			
25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:			
25. a) A mental health issue or concern?	Yes	No	Refused

25. b) A past head injury?	Yes	No	Refused
25. c) A learning disability, developmental disability, or other impairment?	Yes	No	Refused
26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	Yes	No	Refused
27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	Yes	No	Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	Yes	No	Refused

COORDINATED ENTRY REFERRAL TOOL (CERT)

Capital Area Coalition on Homelessness (CACH)
COORDINATED ENTRY ASSESSMENT REFERRAL (CEAR) Instructions

Coordinated Entry Assessment and Referral's (CEAR) purpose is to triage and prioritize the following Target Populations: <u>unsheltered, chronically homeless, unaccompanied children/ youth up to age 24.</u>

Target population referrals are offered to be on a prioritized list for possible housing and for a CEAR agency to contact them.

A. REFERRAL of target population upon initial contact:

1. Use CACH's **Coordinated Entry Referral Tool (CERT)** CACHpa.org to determine first placement of homeless persons, and if the referral is in a target population.

CAPITAL AREA COALITION ON HOMELESSNESS (CACH) FOR DAUPHIN COUNTY AND THE CITY OF HARRISBURG, PENNSYLVANIA

WHERE TO FIRST REFER SOMEONE WHO IS HOMELESS IN DAUPHIN COUNTY AND HARRISBURG, PA

CACH COORDINATED ENTRY REFERRAL TOOL (CERT)   YES /NO QUESTIONS, IF "NO" JUST LEAVE/CHOOSE BLANK.

	IS THE HOMELESS APPLICANT CURRENTLY...	ANSWER BOX	MESSAGES
1	Homeless because of fleeing violence (domestic violence, sexual assault, dating violence, stalking) or human trafficking?		
2	A Minor (Not with adult. Not a victim of trafficking?) THIS IS A PRIORITY HOMELESS POPULATION GROUP! Ask if the participant is willing to be in a "PRIORITY GROUP" for a CACH agency to contact them. If yes, then print and fill out the "Priority Population Release" (found in the YELLOW TAB "RELEASES" below) Send both that form AND this one with its answers to CACH.		
3	In REMOTE RURAL part of Dauphin County? i.e. NOT in the City of Harrisburg, or with a Harrisburg address, Steelton, Middletown.		
4	Has the client ever served in the military/national gaurd? Ask if the applicant is willing to be on a Homeless Veterans Priority Group for a CACH Homeless Veterans' Comittee to contact. If so, print and fill out the Homeless Veteran - Release form (found in the YELLOW TAB "RELEASES" below) and send/scan/fax it to CACH.		
5	Sleeping outside or in a place not meant for habitation e.g.. car, camp, bridge, abandoned building, etc.?		
6	Sleeping outside or at a place not meant for habitation, or at an emergency shelter, or safe haven, FOR the past 12 months, or 12 months total over 4 or more times in past 3 years? AND has a disability?		
7	Only answer if the previous question was "Yes": Is the disability Mental Health or Developmental?		
8	Not unsheltered but unstably housed e.g. couch surfing, doubled up not on a lease, and has to leave?		
9	About to be evicted from housing that they rent?		
10	Needs only a one time or (up to) 3 months rent/ utility assistance to not be homeless?		
11	Is with or is without accompanying dependents (minors)? Must pick an answer		
12	Is An Adult (not a family dependent) Age 18 - 24?		
13	Gender and Household Status. Must pick an anwer	**Unaccompanied Female**	

HOMELESS HOUSING PROGRAM(S) OF FIRST REFERRAL FOR THE APPLICANT

	NAME OF HOUSING PROGRAM	TYPE OF HOUSING	CONTACT INFORMATION
1			
2			
3			
4			
5			
6			
7			

For more information contact CACH at 717-255-6587 www.cachpa.org

2. "**Release for Referral**" for target priority participants.
    CERT has a "release for referral," or use your own with the following components
    a. Name, phone number and/or email, and signature for release of person(s) referred
    b. What their target homeless population is and
    c. List any housing and outreach organization serving that population:
    d. Your (referring) entity's name and phone/email.

    Then Fax or email the release of referral to CACH at fax number 717-238-5342 or dritchey@hra-harrisburpa.org respectively.

Capital Area Coalition on Homelessness

Capital Area Coalition on Homelessness (CACH)

Homeless Priority Population - **Permission & Release of Information**

_____
First Name   Middle Initial   Last Name

_____
Contact Information (Phone or Email)
If you do not have a phone or email address is there some way to contact you? For
example, through an agency that provides you services, etc.

I agree to be on a (CACH) **Homeless Priority Roster** so that a member agency from
CACH's Homeless Priority Populations Committee (Priority Committee) may reach out
to me for housing and/or other services that I may be eligible for and interested in.

I agree for information by me to be shared within this committee

I allow (this agency) _____ to share my information with
CACH's Priority Committee for the purposes of referral.

This consent will end one year from the date it is signed:

_____   _____
Client Signature   Date
(IF DONE THROUGH PHONE, JUST WRITE VERBAL CONSENT)

Administering Agency:_____ Contact:_____

Administering Agency Phone /Email:_____

Please submit this Permission/Release **AND** the Coordinated Entry Referral Tool
(CERT) to the *Capital Area Coalition on Homelessness*. Fax 717-238-5342,
dritchey@hra-harrisburgpa.org If you have access to HMIS you may keep this on file
after entering client into CACH-CEAR program and email to notify us along with client #.

CACH 10 North Second Street, Suite 405, Harrisburg, PA 17101 (717) 255-6587
www.cachpa.org

Agencies using CACH's Homeless Management Information System (HMIS) can
maintain their release on file and indicate so in the relevant HMIS CEAR assessment.

3. Enter Client into **CACH - CEAR PROGRAM in HMIS**
The participant is entered by referral agencies with HMIS access into "CACH-CEAR."
(See B.3 for instructions on enrolling into CACH CEAR and a CEAR Assessment).

Non-HMIS entities should scan/fax referral **BOTH t**he CERT form and Release which
will then be entered into HMIS by CACH using initial information from those two forms.

Each time anyone enters a CEAR referral into HMIS, be sure to email CACH
dritchey@hra-harrisburgpa.org so that the process of contact the client begins.

Participants can still simultaneously be enrolled in other programs e.g. shelter, until they
place into next step housing and are entered there in HMIS and closed out of CEAR.

B. CONTACT REFERRAL FOR CEAR ASSESSMENT

1. **Contact Agency Assignment (CAA)** is the housing program assigned through rotation
to contact the next referral that is appropriate for their housing per Coordinated Entry.
   a. If referral is in shelter, that shelter is the CAA and administers the CEAR assessment.
   b. CACH (until further notice) will notify the CAA that is next on the rotation.

2. Contact Procedures:
   a. Initiate contact within 48 hours of receiving your referral.
   b. Arrange for contact <u>most accessible for the client</u>; whether over the phone, meeting at
   a safe public place, or your office.

COORDINATED ENTRY ASSEMENT AND REFERRAL (CEAR)

3. **CEAR Assessment**: The CEAR Assessment is in HMIS and filled out when enrolling the person into the CACH-CEAR program.

   a. Find or create this client in HMIS.

   b. When you create or pull up a client, the program asks if you want to backdate. Select "Use current system date" *(Doing so sets to the current date and 12:00 am. This is important because you update, you must backdate and backtime to the date AND time of the original entry. This way, since the default time (12:00 am) is set, you will only need to backdate without worrying about entering the time.)*

   c. Go to the Entry/Exit tab in Bowman HMIS and
   a. Select "Add Entry/Exit" to enroll the applicant into the CACH-CEAR program
   b. Choose CEAR from the "Program" picklist in opening window.
   c. Choose HUD as the assessment "type" (even if you are a Path provider).

   e. Under the CEAR program only the *CEAR Case Review* Assessment is available.
   f. Fill out the CEAR Case Review information needed including the embedded pertinent types of VI-SPDAT sub-assessment.

Paper-based CEAR Assessment and VI-SPDATs are available, yet need to be entered in HMIS.

C. PRIORITIZED HOUSING WAITLIST:

1. Fill out Appropriate VI-SPDAT (family or single, or Transition Age Youth if 18-24 and single) sub-assessments that are part of the CEAR Assessment in HMIS.

The CEAR assessment and VI-SPDAT sub-assessment information will cascade <u>in order of priority</u> into Housing Waitlists reports relevant to their Coordinated Entry.

2. The Housing Waitlists can be created on your dashboard for quick access. Instructions on how to put it on your HMIS Home page are located in "System News" on the home page.

Capital Area Coalition on Homelessness (CACH)
COORDINATED ENTRY ASSESSMENT REFERRAL (CEAR) Instructions

Additionally you can access the CEAR Housing Waitlist report in the following ways…
   a. The Housing Waitlist Report with the separate housing waitlist of referrals is found on HMIS > Reports > Advanced Reporting Tool (ART) > Scheduled Reports > "CEAR Housing Waitlist List" OR
      b. If not found in your "Scheduled Reports," you can "schedule" the report on HMIS > Reports > Advanced Reporting Tool (ART) > Art Browser > Public Folder > CEAR (Subfolder) > "CEAR Housing Waitlist.
   3. The CEAR Housing Waitlist Report Tabs are
      a. All CEAR Clients
      b. PSH – MH-ID (Permanent Supportive Housing for MH/ID eligible);
      c. PSH – Non MH-ID (Permanent Housing for disability other than MH/ID)
      d. PH – Permanent Housing (without supportive services e.g. YWCA SRO)
      e. SH (Save Haven)
      f. TH (Transitional Housing) for unsheltered and transition age youth.
      g. ESG-RRH (ESG rapid rehousing)
      h. CoC – RRH (Continuum of care rapid rehousing)
Whenever your housing program has an opening, find your appropriate housing tab check first for any CEAR client referrals because they are the community coordinated entry priority.

CLIENT REVIEW:

1. The CEAR Committee will regularly convene to review the **CEAR Case Review List (Report)** of all referrals' CEAR Assessments and updates

2. The CEAR Case Review List can be created on your dashboard for quick access. Instructions on how to put the review list on your HMIS Home page are located in the "System News" box on the home page (See Image in C.2. above)
   Additionally you can access the report in the following ways…
   a. on your HMIS homepage, OR if not there then go to
   b. HMIS > Reports > Advanced Reporting Tool (ART) > Scheduled Reports > "CEAR Case Review List," OR if not in "Scheduled Reports," then schedule it by going to
   c. HMIS > Reports > Advanced Reporting Tool (ART) > Art Browser > Public Folder > CEAR (Subfolder) > "CEAR Case Review List."

D. TEMPORARY AGENCY ASSIGNMENT (TAA):

1. CEAR Committee will assign each participant a TAA CEAR housing agency as the intermediate contact.

2. TAA informs the client that they are the intermediate contact to inform of next openings, which may or may not be the TAA's program, and provides minimal case coordination.

E. UPDATING/ ADDING

1. When updating or adding information, to show up on reports, they have to be changes or alterations of the original CEAR entry assessment and to do this you have to replicate the exact date and time. In otherwords, go to the "Entry/Exit" tab, *BACKDATE* to the date AND time of the original CEAR entry assessment, edit to open, and change/update/add to the relevant fields.

2. For notes, just continue to add ongoing entries into the "Additional Notes" section.

F. HOUSING PLACEMENT

IMPORTANT <u>ALL HOUSING PROGRAMS (except shelters):</u>

WHENEVER THERE IS AN OPENING IN YOUR HOUSING PROGRAM, LOOK UP THE WAITING LIST (FOR YOUR HOUSING TYPE) AND INTERVIEW THE TOP PERSON ON THAT LIST.

1. WHENEVER there is an opening in your housing program, always first check the CEAR Housing Waitlist Report for your type of program. They are the community's Coordinated Entry priority.
2. Always start with the top person on your housing type waitlist report (as it is prioritized.)
3. Check the "additional notes" column to see if there are any issues with your program.
4. **Email/contact the TAA** to inform them you are interviewing and arrange the interview.
5. If the person is not accepted make note of that in the Additional notes/columns. Then move to the next person on the list if any.
6. **Contact the TAA always** to update whether that person was accepted or rejected and give pertinent information i.e. if accepted when the move in date is, etc.

If the person accepts and enrolls in the housing program, then he or she is closed out of CACH-CEAR in HMIS.

G. CLOSE OUT
  1. A client is closed out if
   a. They have successfully entered a housing program or self-resolved their housing need, or
   b. They were unable to be contacted after three separate attempts, and there has been no active contact or follow up achievable in 30 days since the last contact.
   c. Quarterly, clients are looked at to purge the lists. If a client has not been willing to accept multiple solutions in line with their coordinated entry path, then they are closed out as not wanting services.
STEP 1:
  2. Change a client's CEAR Assessment from "Active" in the Active Status picklist to "No – (various reasons given in picklist)." Answer the next question "If No, what reason?"
  3. If client found housing, answer the housing placement questions of the CEAR assessment.
STEP 2:

  4. Exit client from CACH-CEAR program on HMIS Entry/Exit tab same way as any program.

RANK SCORING CRITERIA, SCORING MATRIX AND TABLE OF RANKED PROJECTS

Attached is the table of ranked projects followed by the matrix with its scoring criteria which is also listed below.

Victim Services

1.E.*1 "indicate whether the CoC included a specific method for evaluating projects submitted by victim service provider that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served;"*

The only "Victims Services" project in the CoC application is "2018 Housing for Victims of Human Trafficking Renewal" by the YWCA of Greater Harrisuburg, which is the state's VAWA Victims Services provide for this CoC.

As with all CoC funded projects, the Victims' Services Project submits its APR to HUD through SAGE from their acceptable comparable database. This APR is utilized, as with the APRs of all other projects, in this ranking tool for performance and benchmarks including housing utilization, mainstream and income, and permanent housing placement. The Victim Services Project is then evaluated using the same criteria as all other projects as listed below.

As for the degree that the YWCA's RRH for Human Trafficking "improves safety for the population served," that is not a factor that can be ranked in comparison as all other projects do not have that criteria. It is, however, a criteria that is subsumed in the nature of the project which is a match and provides housing as a match to a DOJ and HHS Human Trafficking grant that has high safety and protective requirements.

RANKING CRITERIA:

PROJECT TYPE PRIORITIES
HMIS/Coordinated Entry (50 pts)
PH (includes RRH and Joint TH-TRRH) (50 pts)
SH (40 pts)
HUD AND LOCAL COORDINATED ENTRY POPULATION PRIORITIES **(Range of 4- 10 points of 30 pts) (HMIS/CE gets average of points)** **Source: HIC and Project Submission Q. 5.**
Dedicated Beds to CH (5 pts x % of beds)
Dedicated Beds to Families with Children (5 pts x % of beds)
Dedicated Beds to Veterans (5 pts x % of beds)
Dedicated Beds to Unaccompanied. Youth under 25 (5 pts x % of beds)
Dedicated to MH/ID population or D&A (5 pts x % beds)
Dedicated Beds to VAWA victims (5 pts x % of beds)
AGENCY EXPERIENCE AND CAPACITY (Total possible points 9)
Board Members' Experience (0.5 pts)
Executive Leadership Experience (2 pts)
Program Manager Experience (0.5 pts)
Agency Resume (2 pts)

Agency Financial Statement (2 pts)
Program Operating successfully/sufficient staff (**average for new projects**) (2pts)
CURRENT GRANT STATUS (Total possible points 6) *N/A for 2017 new project renewal, new projects, reallocation -given full points*
Existing grants executed (2 pts)
Existing grants implemented and drawing funds on time (1 pts)
Participant eligibility adhered (1 pt)
Funds Recaptured by HUD (-2 pts)
No HUD findings in last 3 years (2 pts)
PROJECT COST EFFECTIVENESS (Total possible points 8) Highest pts to project with lowest cost per bed (base). Other project pts based on % variance from that base.
NUMBER OF BEDS (1 point for every 5 beds) (HMIS gets average of scores) **Source: Project Submission Q.4**
NEW PROJECT APPLICATION (Not re-allocation): Readiness and Non-duplication **(Total possible points: 5)**
HOUSING FIRST (Total Possible Points 5) (HMIS/CE gets full score) **Source: Project Submission Q.3b**
RENEWAL PROJECTS: APR/Performance (Total possible points 25) **HMIS and 1st yr/Reallocation Projects -** *given average of total.* **Source: APR**
% PH destination at exit or no-one left PH (% x 10 pts less % info not updated)
% Increase ("or maintain" for PH projects) income (% x 10 pts less % info not updated)
Utilization rate above 80% (5 pt)
VULNERABILITY AND POSSIBLE NEEDS (Total possible points: 21) **HMIS has average of scores.** **Source: Project Submission Q3b, 5b. Coordinated Entry Target Population Needs.**
Serving Low or no Income (2 pts)
Not screening out current or past substance use (2 pts)
Serving or not screening out Criminal Record (2 pts)
Willing to serve those having been or currently a victim of DV/VAWA (2pts)
Serving those with significant Health/Behavioral challenges (2 pts)
Serving those with a high utilization of crisis or ES (ie CH) (3 pts)
Serving youth under 25 / aging out of foster care/ LGBTQ+ (3 pts)
Serving those coming from streets or unsheltered situations (5 pts)

Note: Coordinated Entry and HMIS are unable to be scored for housing related criteria, and so they are given either full points or the average of the scores for those housing related criteria only.

PA 501 CONTINUUM OF CARE
2017 RANKING TOOL AND TABLE

PROJECT	Side By Side	Susquehanna Harbor Safe Haven	HMIS	Dauphin Co 2008 S+C Expansion Renewal 2018	Dauphin Co Housing Authority Renewal 2018	S+C 2011 Expansion 2018	2018 PHD Renewal	2018 Safe Haven Permanent Supportive Housing Renewal	2018 YW Veterans Housing	SHARP	DELTA RRH 3 Units FY2018	2018 Housing for Victims of Human Trafficking Renewal	Help Ministries Rapid Rehousing	DELTA RRH 7 Units FY2018	2018 YWCA Joint TH-RRH Renewal	Thrive Housing	HELP Ministries Coordinated Entry
THRESHOLDS																	
Attend 75% of general membership meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Consistent with BluePrint	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Consistent with Consolidated Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Consistent with Comp Plan and Zoning	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Consistent with Human Services Plans	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Paricipate in Coordinated Entry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PROJECT TYPE PRIORITIES																	
HMIS/Coordinated Entry (50 pts)	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	50
PH (includs RRH and Joint TH-TRRH) (50 pts)	50	0	0	50	50	50	50	50	50	50	50	50	50	50	50	50	0
SH (40 pts)	0	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HUD AND LOCAL COORDINATED ENTRY POPULATION PRIORITIES (Range of 4- 10 points of 30 pts) **(HMIS/CE gets average of points)** Source: HIC and Project Submission Q. 5.																	
Dedicated Beds to CH (5 pts x % of beds)	0	5	1.7	5	0	0	0	5	5	5	0	0	0	0	0	0	1.7
Dedicated Beds to Familes with Children (5 pts x % of beds)	3.6	0	1.8	0	0.9	0	1.8	0	0	0	5	2.7	5	5	2.7	0	1.8
Dedicated Beds to Veterans (5 pts x % of beds)	0	0	0.3	0	0	0	0	0	5	0	0	0	0	0	0	0	0.3
Dedicated Beds to Unacc Youth under 25 (5 pts x % of beds)	0	0	0.7	0	0	0	0	0	0	0	0	1.8	0	0	3.1	5	0.7
Dedicated to MH/ID population or D&A (5 pts x % beds)	0	5	1.7	5	5	5	0	5	0	0	0	0	0	0	0	0	1.7
Dedicated Beds to VAWA victims (5 pts x % of beds)	0	0	0.3	0	0	0	0	0	0	0	0	5	0	0	0	0	0.3
AGENCY EXPERIENCE AND CAPACITY (Total possible points 9)																	
Board Members' Experience (0.5 pts)	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Executive Leadership Experience (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2
Program Manager Experience (0.5 pts)	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Agency Resume (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2
Agency Financial Statement (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2
Program Operating successfully/sufficient staff (**ave. for new projects**) (2pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
CURRENT GRANT STATUS (Total possible points 6) *N/A for 2017 new project renewal, new projects, reallocation -given full points*																	
Existing grants executed (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Existing grants implemented and drawing funds on time (1 pts)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Participant eligibility adhered (1 pt)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Funds Recaptured by HUD (-2 pts)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No HUD findings in last 3 years (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
PROJECT COST EFFECTIVENESS (Total possible points 8) Highest pts to project with lowest cost per bed (base). Other project pts based on % variance from that base.	2	8	8	2	6	4	2	0	2	8	8	0	0	2	8	0	8
NUMBER OF BEDS (1 point for every 5 beds) (HMIS gets average of scores) Source: Project Submission Q.4	2	5	2.7	1	6	1	2	1	1	4	1	2	2	8	4	1	0
NEW PROJECT APPLICATION (Not re-allocation): Readiness and Non-duplication (Total possible points: 5)																4	5
HOUSING FIRST (Total Possible Points 5) (HMIS/CE gets fullscore) Source: Project Submission Q.3b	5	5	5	0	0	0	5	5	5	5	5	0	5	5	5	5	5
RENEWAL PROJECTS: APR/Performance (Total possible points 25) HMIS and 1st yr/Reallocation Projects - *given average of total.* Source: APR																	

PA 501 CONTINUUM OF CARE
2017 RANKING TOOL AND TABLE

PROJECT	Side By Side	Susquehanna Harbor Safe Haven	HMIS	Dauphin Co 2008 S+C Expansion Renewal 2018	Dauphin Co Housing Authority Renewal 2018	S+C 2011 Expansion 2018	2018 PHD Renewal	2018 Safe Haven Permanent Supportive Housing Renewal	2018 YW Veterans Housing	SHARP	DELTA RRH 3 Units FY2018	2018 Housing for Victims of Human Trafficking Renewal	Help Ministries Rapid Rehousing	DELTA RRH 7 Units FY2018	2018 YWCA Joint TH-RRH Renewal	Thrive Housing	HELP Ministries Coordinated Entry
% PH destination at exit or no-one left PH (% x 10 pts less % info not updated)	9	5.11	8.42	10.00	9.38	10.00	10.00	10.00	8.30	4.63	10.00	7.78	8.42	8.42	8.42		
% Increase ("or maintain" for PH projects) income (% x 10 pts less % info not updated)	10	7.57	8.12	6.67	9.38	10.00	6.36	2.00	10.00	5.56	10.00	10.00	8.12	8.12	8.12		
Utilization rate above 80% (5 pt)	5	5.00	3.50	0.00	5.00	5.00	5.00	0.00	5.00	0.00	5.00	5.00	3.50	3.50	3.50		
% of persons whose data was not updated	0.75	0.76		0.33	0.20	0.00	0.64	0.2	0	0.56	0	0					
VULNERABILITY AND POSSIBLE NEEDS (Total possible points: 20) HMIS has average **Source: Project Submission Q3b, 5b. Coordinated Entry Target Population Needs.**																	
Serving Low or no Income (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Not screening out current or past substance use (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Serving or not screening out Criminal Record (2 pts)	2	2	2	0	0	0	2	2	2	2	2	2	2	2	2	2	2
Willing to serve those having been or currently a victim of DV/VAWA (2pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Serving those with significant Health/Behavioral challenges (2 pts)	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Serving those with a high utilization of crisis or ES (ie CH) (3 pts)	0	3	1	3	0	0	0	3	3	3	0	0	0	0	0	0	1
Serving youth under 25 / aging out of foster care/ LGBTQ+ (3 pts)	0	0.4	1	0	0.14	0	0	0.38	0	0.75	0.67	1.09	2	0.65	1.88	3	1
Serving those comng from streets or unsheltered situations (5 pts)	2	2.5	1	1.7	1.25	1.7	0.75	3	2	1.35	0	0.5	0.6	0	0.25	3	1
SCORE	113.64	116.58	119.92	107.32	116.04	109.65	107.93	109.38	119.30	112.29	119.67	110.91	109.64	115.69	120.01	93.00	102.15

PROJECT COST EFFECTIVENESS -   Based on cost per bed

Agency	Program	Project #	Project Type	Total Amount	Number of Beds (4b)	Per bed cost	Score
Capital Area Coalition on Homelessness	HMIS Renewal Applicatoin FY2018	PA0090L3T011607	HMIS	$ 48,705.00	N/A		8
Shalom House	SHARP	PA0091L3T011607	PSH	$ 94,469.00	20	$4,723.45	8
Housing Authority of the County of Dauphin	Dauphin Co. Housing Authority Renewal 2018	PA0092L3T011609	PSH	$ 231,621.00	35	$6,617.74	6
Brethren Housing Association	Side By Side	PA0507L3T011604	PSH	$ 70,179.00	9	$7,797.67	4
Housing Authority of the County of Dauphin	S+C 2011 Expansion	PA0571L3T011601	PSH	$ 23,899.00	3	$7,966.33	4
Housing Authority of the County of Dauphin	8Dauphin Co 2008 S+C Expansion Renewal 2017	PA0088L3T011604	PSH	$ 34,872.00	4	$8,718.00	2
YWCA OF GREATER HARRISBURG	2018 PHD Renewal	PA0342L3T011605	PSH	$ 115,274.00	11	$10,479.45	2
YWCA OF GREATER HARRISBURG	2018 YW Veterans Housing	PA0474L3T011607	PSH	$ 69,821.00	5	$13,964.20	0
Christian Churches United of the TriCounty Area	Susquehanna Harbor Safe Haven FY2018	PA0476L3T011607	SH	$ 317,210.00	25	$12,688.40	8
YWCA OF GREATER HARRISBURG	2018 Safe Haven Permanent Supportive Housing	PA0505L3T011604	PSH	$ 131,768.00	8	$16,471.00	0
Gaudenzia Foundation Inc.	DELTA Communities RRH Apartments	Reallocation	RRH	$ 88,416.00	40	$2,210.40	8
YWCA OF GREATER HARRISBURG	Housing for Victims of Human Trafficking Renewal 2018	PA0760L3T011601	RRH	$ 146,473.00	11	$13,315.73	0
Gaudenzia Foundation Inc.	DELTA Communities RRH	PA0793L3T011600	RRH	$ 38,584.00	9	$4,287.11	2
Christian Churches United of the TriCounty Area	HELP Ministries Rapid Rehousing	PA0791L3T011600	RRH	$ 86,467.00	13	$6,651.31	0
YWCA OF GREATER HARRISBURG	2018 Joint TH-RRH YWCA		TH-RRH	$ 173,460.00	44	$3,942.27	8
Christian Churches United of the TriCounty Area	HELP Ministries Rapid Rehousing Expansion	New Project	CE				8
THRIVE		New Project	RRH	$ 129,550.00	7	$18,507.14	0
						$9,222.68	

Base is lowest cost for each type of housing or program

PSH	Base		
% above Base	Score	Cost at % of above base	
0%	8	$4,723.45	Base
0 -50 %	6	$7,085.18	50%
50 -75%	4	$8,266.04	75%
76 -124%	2	$10,627.76	125%
> 125%	0	>10627.7625	>125%
RRH			
% above Base	Score	Cost at % of above base	
0%	8	$2,210.40	Base
0 -50 %	6	$3,315.60	50%
50 -75%	4	$3,868.20	75%
76 -124%	2	$4,973.40	125%
> 125%	0	>4973.4	>125%
TH-RRH			
% above Base	Score	Cost at % of above base	
0%	8	$3,942.27	Base
0 -50 %	6	$5,913.41	50%
50 -75%	4	$6,898.97	75%
76 -124%	2	$8,870.11	125%
> 125%	0	>8870.1075	>125%

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type	Amount Requested
1	119.67	Gaudenzia Foundation Inc.	DELTA RRH 3 Units FY2018	PA0793L3T011701	$ 38,584.00
2	119.51	YWCA OF GREATER HARRISBURG	2018 YWCA Joint TH-RRH Renewal	PA0870L3T011700	$ 173,460.00
3	119.42	Capital Area Coalition on Homelessness	HMIS	PA0090L3T011708	$ 48,705.00
4	119.30	YWCA OF GREATER HARRISBURG	2018 YW Veterans Housing	PA0474L3T011708	$ 69,821.00
5	116.58	Christian Churches United of the TriCounty Area	Susquehanna Harbor Safe Haven	PA0476L3T011708	$ 317,210.00
6	116.04	Housing Authority of the County of Dauphin	Dauphin Co Housing Authority Renewal 2018	PA0092L3T011710	$ 231,621.00
7	115.19	Gaudenzia Foundation Inc.	DELTA RRH 7 Units FY2018	PA0871L3T011700	$ 88,416.00
8	113.64	Brethren Housing Association	Side By Side	PA0507L3T011705	$ 70,179.00
9	112.29	Shalom House	SHARP	PA0091L3T011708	$ 94,469.00
10	110.91	YWCA OF GREATER HARRISBURG	2018 Housing for Victims of Human Trafficking Renewal	PA0760L3T011702	$ 146,473.00
11	109.65	Housing Authority of the County of Dauphin	S+C 2011 Expansion 2018	PA0571L3T011702	$ 23,899.00
12	109.38	YWCA OF GREATER HARRISBURG	2018 Safe Haven Permanent Supportive Housing Renewal	PA0505L3T011705	$ 131,768.00
13	109.14	Christian Churches United of the TriCounty Area	Help Ministries Rapid Rehousing	PA0791L3T011701	$ 86,467.00
14	107.93	YWCA OF GREATER HARRISBURG	2018 PHD Renewal	PA0342L3T011706	$ 115,274.00
15	107.32	Housing Authority of the County of Dauphin	Dauphin Co 2008 S+C Expansion Renewal 2018	PA0088L3T011705	$ 34,872.00
16	102.15	Christian Churches United of the TriCounty Area	HELP Ministries Coordinated Entry	New Project	$ 71,500.00
17	93.00	Scholars Inc.	Thrive Housing	New Project	$ 131,554.00
				TOTAL	$ 1,874,272.00

News & Public Postings

PA-501 FINAL 2018 HUD Continuum of Care Documents (posted 9/14/18):

Core 2018 CoC Application | Project Listing

Individual FINAL 2018 CoC Applications (posted 9/14/18): YWCA PDH | YWCA Safe Haven | YWCA Housing for Victims of Human Trafficking | YWCA Joint TH-RRH | YWCA Veterans Housing | Shalom House SHARP | CACH HMIS | CACH Planning | DELTA RRH 7 Units | DELTA RRH 3 Units | DCHA 2008 S+C Expansion | DCHA Shelter+Care | DCHA 2011 S+C Expansion | HELP Ministries RRH | CCU Susquehanna Harbor Safe Haven | CCU Coordinated Assessment | BHS Side-By-Side | Thrive Housing

The Capital Area Coalition on Homelessness has Received and Ranked the Following Applications and Renewals for the 2018 CoC Competition to HUD. The ranking is as follows and is based on the ranking tool found on this link: Ranking Tool & Chart. (9/4/18)

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
1	119.67	Gaudenzia Foundation Inc.	DELTA RRH 3 Units FY2018	PA0793L3T011701
2	119.51	YWCA OF GREATER HARRISBURG	2018 YWCA Joint TH-RRH Renewal	PA0870L3T011700
3	119.42	Capital Area Coalition on Homelessness	HMIS	PA0090L3T011708
4	119.30	YWCA OF GREATER HARRISBURG	2018 YW Veterans Housing	PA0474L3T011708
5	116.58	Christian Churches United of the TriCounty Area	Susquehanna Harbor Safe Haven	PA0476L3T011708
6	116.04	Housing Authority of the County of Dauphin	Dauphin Co Housing Authority Renewal 2018	PA0092L3T011710
7	115.19	Gaudenzia Foundation Inc.	DELTA RRH 7 Units FY2018	PA0871L3T011700
8	113.64	Brethren Housing Association	Side By Side	PA0507L3T011705
9	112.29	Shalom House	SHARP	PA0091L3T011708
15	110.91	YWCA OF GREATER HARRISBURG	2018 Housing for Victims of Human Trafficking Renewal	PA0760L3T011702
10	109.65	Housing Authority of the County of Dauphin	S+C 2011 Expansion 2018	PA0571L3T011702
11	109.38	YWCA OF GREATER HARRISBURG	2018 Safe Haven Permanent Supportive Housing Renewal	PA0505L3T011705
12	109.14	Christian Churches United of the TriCounty Area	Help Ministries Rapid Rehousing	PA0791L3T011701
13	107.93	YWCA OF GREATER HARRISBURG	2018 PHD Renewal	PA0342L3T011706
14	107.92	Housing Authority of the County of Dauphin	Dauphin Co 2008 S+C Expansion Renewal 2018	PA0088L3T011705
16	102.15	Christian Churches United of the TriCounty Area	HELP Ministries Coordinated Entry	New Project
17	93.00	Scholars Inc.	Thrive Housing	New Project

Posting of Consolidated Application; Project Listing Submission; and individual Projects on 9/14/2018, four days prior to deadline.

Posting of Ranking Tool with rationale, and Rank Table of Proejcts on 9/04/2018, fifteen days prior to CoC submission deadline.

WHERE TO GO WHEN YOU NEED HELP 2018 EDITION

COORDINATED ENTRY TOOLKIT
CLICK HERE

Donate

Screenshot of post of ranking with link to ranking tool and scoring chart posted on CoC website www.CACHPA.org on 9/4/2018 or 15 days prior to the submission deadline.

News & Public Postings

The Capital Area Coalition on Homelessness has Received and Ranked the Following Applications and Renewals for the 2018 CoC Competition to HUD. The ranking is as follows and is based on the ranking tool found on this link: Ranking Tool & Chart. (9/4/18)

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17	93.00	Scholars Inc.	Thrive Housing	New Project

PROCESS FOR REALLOCATION AND REDUCTION

The CoC follows its prioritization standards listed in its CoC and ESG written standards, whereby chronic homeless, unsheltered (not CH), youth, and special populations like Veterans, Victims of VAWA are given priority.

Based on those standards permanent housing is of highest priority and regular transitional housing is the housing of lowest priority. TH projects are encouraged by the CoC to reallocate into Permanent Rapid Rehousing if scattered sites as recommended by HUD in last year's NOFA, or reallocate to new Joint TH-RRH if TH is still a component, and since crisis housing is still needed.

In addition to priority written standards, ranking tool projects that score because of function and not performance (e.g. projects that struggle with housing first due to their type of housing – congregate living rather than scattered sites, high cost per bed, etc) are encouraged to reduce or reallocate to more efficient models.

From: George Payne [mailto:gpayne@hra-harrisburgpa.org]
Sent: Tuesday, September 04, 2018 4:28 PM
To: Darrel Reinford <dreinford@ccuhbg.org>; 'Denise Britton' <dbritton@shalomhouse.net>; Mary Quinn <mquinn@ywcahbg.org>; Rhonda Hendrickson <rhendrickson@ywcahbg.org>; Bill Reed <wreed@ywcahbg.org>; 'Crystal Brown' <cbrown@bha-pa.org>; Marilyn Bellesfield <mbellesfield@bha-pa.org>; 'JoAnn Wallace' <jwallace@Gaudenzia.org>; Yolanda Finger <yfinger@gaudenzia.org>; 'Scholars Inc' <scholarsthrive@gmail.com>; 'Leo' <lagresti@dauphinhousing.org>; Kristen Runion <krunion@dauphinhousing.org>; 'Joann Romain' <jromain@ywcahbg.org>; 'Janet Jones' <jjones@Gaudenzia.org>
Cc: Bryan K. Davis <bdavis@hra-harrisburgpa.org>; 'Deborah Ritchey' <dritchey@hra-harrisburgpa.org>
Subject: 2018 CoC Ranking Dear Applicants,

CACH has received and accepted your renewals and applications for the 2018 CoC Competition. We have ranked the projects based using the criteria and ranking tool attached. This notice to you is given 15 days before the deadline to submit to HUD as required. We will be submitting the application to HUD no later than the deadline given of September 18th 2018. If you have any questions or appeal to the ranking please do so in writing (email is acceptable format).

Thank you for your submission. George Payne

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
1	119.67	Gaudenzia Foundation Inc.	DELTA RRH 3 Units FY2018	PA0793L3T011701
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13	109.14	Christian Churches United of the TriCounty Area	Help Ministries Rapid Rehousing	PA0791L3T011701
13	107.93	YWCA OF GREATER HARRISBURG	2018 PHD Renewal	PA0342L3T011706
14	107.32	Housing Authority of the County of Dauphin	Dauphin Co 2008 S+C Expansion Renewal 2018	PA0088L3T011705
15	102.15	Christian Churches United of the TriCounty Area	HELP Ministries Coordinated Entry	New Project
17	93.00	Scholars Inc.	Thrive Housing	New Project

Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent and reduce homelessness in the Capital Region.

September 4, 2018

Bryan Davis, Vice Chair
CACH
10 S 2nd Street, Suite 405
Harrisburg, PA 17101

RE: Submission and Ranking

Dear Bryan,

We have received and ranked your submission:

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
3	119.42	Capital Area Coalition on Homelessness	HMIS	PA0090L3T011708

If you have any questions or wish to discuss or dispute the ranking please contact us in writing (email will suffice) before the deadline for submission which is no later than September 18th 2018.

The ranking tool is attached in this email with this letter and can also be found at our website www.cachpa.org

Sincerely,

Bryan K Davis, Vice Chair
Capital Area Coalition on Homelessness

10 N. Second St, Suite 405, Harrisburg, PA 17101 (717) 255-6587/fax (717) 238-5342
www.cachpa.org ▪ www.twitter.com/cach_pa ▪ www.cachpa.wordpress.com
www.facebook.com/CapitalAreaCoalitiononHomelessness

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
1	119.67	Gaudenzia Foundation Inc.	DELTA RRH 3 Units FY2018	PA0793L3T011701
2	119.51	YWCA OF GREATER HARRISBURG	2018 YWCA Joint TH-RRH Renewal	PA0870L3T011700
3	119.42	Capital Area Coalition on Homelessness	HMIS	PA0090L3T011708
4	119.30	YWCA OF GREATER HARRISBURG	2018 YW Veterans Housing	PA0474L3T011708
5	116.58	Christian Churches United of the TriCounty Area	Susquehanna Harbor Safe Haven	PA0476L3T011708
6	116.04	Housing Authority of the County of Dauphin	Dauphin Co Housing Authority Renewal 2018	PA0092L3T011710
7	115.19	Gaudenzia Foundation Inc.	DELTA RRH 7 Units FY2018	PA0871L3T011700
8	113.64	Brethren Housing Association	Side By Side	PA0507L3T011705
9	112.29	Shalom House	SHARP	PA0091L3T011708
10	110.91	YWCA OF GREATER HARRISBURG	2018 Housing for Victims of Human Trafficking Renewal	PA0760L3T011702
11	109.65	Housing Authority of the County of Dauphin	S+C 2011 Expansion 2018	PA0571L3T011702
12	109.38	YWCA OF GREATER HARRISBURG	2018 Safe Haven Permanent Supportive Housing Renewal	PA0505L3T011705
13	109.14	Christian Churches United of the TriCounty Area	Help Ministries Rapid Rehousing	PA0791L3T011701
14	107.93	YWCA OF GREATER HARRISBURG	2018 PHD Renewal	PA0342L3T011706
15	107.32	Housing Authority of the County of Dauphin	Dauphin Co 2008 S+C Expansion Renewal 2018	PA0088L3T011705
16	102.15	Christian Churches United of the TriCounty Area	HELP Ministries Coordinated Entry	New Project
17	93.00	Scholars Inc.	Thrive Housing	New Project

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Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent and reduce homelessness in the Capital Region.

September 4, 2018

Leo Argest, Executive Director
Housing Authority of the County of Dauphin
501 Mohn Street | Steelton, PA 17113

RE: Submission and Ranking

Dear Darrel,

We have received and ranked your submission:

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
6	116.04	Housing Authority of the County of Dauphin	Dauphin Co Housing Authority Renewal 2018	PA0092L3T011710
11	109.65	Housing Authority of the County of Dauphin	S+C 2011 Expansion 2018	PA0571L3T011702
15	107.32	Housing Authority of the County of Dauphin	Dauphin Co 2008 S+C Expansion Renewal 2018	PA0088L3T011705

If you have any questions or wish to discuss or dispute the ranking please contact us in writing (email will suffice) before the deadline for submission which is no later than September 18th 2018.

The ranking tool is attached in this email with this letter and can also be found at our website www.cachpa.org

Sincerely,

Bryan K Davis, Vice Chair
Capital Area Coalition on Homelessness

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Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent and reduce homelessness in the Capital Region.

Cornerstone Sponsors
City of Harrisburg
Dauphin County
Harrisburg Redevelopment Authority
The Foundation for Enhancing Communities
United Way of Capital Region

Gold Sponsors
The Foundation for Enhancing Communities

Holy Trinity Greek Orthodox Cathedral's Greek Festival

Silver Sponsors
Mt. Calvary Episcopal Church (Camp Hill)

September 4, 2018

Ms. DaNatia Allen,
Scholars Inc.
11 South 20th Street, Harrisburg, PA 17104
RE: Submission and Ranking

Dear DaNatia,

We have received and ranked your submission:

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
17	93.00	Scholars Inc.	Thrive Housing	New Project

If you have any questions or wish to discuss or dispute the ranking please contact us in writing (email will suffice) before the deadline for submission which is no later than September 18th 2018.

The ranking tool is attached in this email with this letter and can also be found at our website www.cachpa.org

Sincerely,

Bryan K Davis, Vice Chair
Capital Area Coalition on Homelessness

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Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent and reduce homelessness in the Capital Region.

September 4, 2018

Mary Quinn, President
YWCA of Greater Harrisburg
1101 Market Street
Harrisburg, PA 17103

RE: Submission and Ranking

Dear Mary,

We have received and ranked your submission:

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
2	119.51	YWCA OF GREATER HARRISBURG	2018 YWCA Joint TH-RRH Renewal	PA0870L3T011700
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10	110.91	YWCA OF GREATER HARRISBURG	2018 Housing for Victims of Human Trafficking Renewal	PA0760L3T011702
12	109.38	YWCA OF GREATER HARRISBURG	2018 Safe Haven Permanent Supportive Housing Renewal	PA0505L3T011705
14	107.93	YWCA OF GREATER HARRISBURG	2018 PHD Renewal	PA0342L3T011706

If you have any questions or wish to discuss or dispute the ranking please contact us in writing (email will suffice) before the deadline for submission which is no later than September 18th 2018.

The ranking tool is attached in this email with this letter and can also be found at our website www.cachpa.org

Sincerely,

Bryan K Davis, Vice Chair
Capital Area Coalition on Homelessness

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Capital Area Coalition on Homelessness

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September 4, 2018

Darrel Reinford, Executive Director
Christian Churches United
413 South 19th Street
Harrisburg, PA 17104

RE: Submission and Ranking

Dear Darrel,

We have received and ranked your submission:

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
5	116.58	Christian Churches United of the TriCounty Area	Susquehanna Harbor Safe Haven	PA0476L3T011708
12	109.14	Christian Churches United of the TriCounty Area	Help Ministries Rapid Rehousing	PA0791L3T011701
16	102.15	Christian Churches United of the TriCounty Area	HELP Ministries Coordinated Entry	New Project

If you have any questions or wish to discuss or dispute the ranking please contact us in writing (email will suffice) before the deadline for submission which is no later than September 18th 2018.

The ranking tool is attached in this email with this letter and can also be found at our website www.cachpa.org

Sincerely,

Bryan K Davis, Vice Chair
Capital Area Coalition on Homelessness

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Capital Area Coalition on Homelessness

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September 4, 2018

Crystal Brown, Executive Director
Brethren Housing Association
219 Hummel Street
Harrisburg, PA 17104

RE: Submission and Ranking

Dear Crystal,

We have received and ranked your submission:

Rank	Score	Agency/Applicant	Project	Renewal Number or Project Type
8	113.64	Brethren Housing Association	Side By Side	PA0507L3T011705

If you have any questions or wish to discuss or dispute the ranking please contact us in writing (email will suffice) before the deadline for submission which is no later than September 18th 2018.

The ranking tool is attached in this email with this letter and can also be found at our website www.cachpa.org

Sincerely,

Bryan K Davis, Vice Chair
Capital Area Coalition on Homelessness

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N/A. There were no projects rejected or reduced in the 2018 CoC competition for CoC PA501.

Single Application for Ass × | Central PA Local News, B × | Grantium™ - Attachment × | Capital Area Coalition on × | Coordinated Entry & Refe ×

← → C | ① Not secure | cachpa.org

Capital Area Coalition on Homelessness

Home | About Us ˅ | Get Help ˅ | Resources ˅ | Events ˅ | Stay Connected ˅ | Take Action ˅ | CACH Members

Home

2018 Point-In-Time Survey Results

In Daupin County - On Any Given Day, there are:

35 Unsheltered Men & Women

410 Sheltered People - 120 of which are Children

240 Men, Women, & Children Who Are Formerly Homeless - *and now Permanently Housed*

Click here for the full report.

∘ ○ • • • • • • • •

News & Public Postings

Donate

Downtown Daily Bread & CACH Announce Funding Needed To Open DDB's Winter Overnight Night Shelter for Men for Next 2 Winters! Please Spread The Word & Help Save Lives!

WHERE TO GO WHEN YOU NEED HELP 2018 EDITION

COORDINATED ENTRY TOOLKIT — CLICK HERE

FHLB of Pittsburgh & PHFA Announce "Home4Good" Funding! $50k-$250k maximum aggregate per CoC. (7/3/18)

All proposals have to be submitted to the Continuum of Care (CoC) collaborative agency, which for Dauphin County and the City of Harrisburg is the Capital Area Coalition on Homelessness (CACH), for review and ranking based on CoC blueprint to end homelessness, priorities and thresholds. Please note the following timeline especially August 24th 2018, when all proposals are due to CACH for ranking and processing.

2018 Home4Good Timeline:

- Home4Good Request for Proposals Released **June 18**
- Home4Good Webinar #1 **June 21 @ 10am**
- **Home4Good Webinar #2 July 9 @ 2pm**
- Proposals Due to Participating CoCs **August 24**
- ALL Home4Good Proposals Due to PHFA **September 14**
- Home4Good Awards Announcement **December 17**

2018 Continuum of Care (CoC) Competition Notice of Funding Availability (NOFA) Renewal and Competition for Homeless Assistance Projects Funded by US-HUD is Now Open!

If your agency is interested in applying for funding for homeless projects within the scope of this competition please read the entirety of the NOFA by HUD including the summary of what is new and changed. (6/29/18)

Downtown Daily Bread "Drop-In" Day Shelter Now Open Seven Days A Week! (April 2018)

Notice on website with link to following information detailed below.

Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent and reduce homelessness in the Capital Region.

The 2018 Continuum of Care (CoC) Competition Notice of Funding Availability (NOFA) renewal and competition for homeless assistance projects funded by US-HUD is now open.

If your agency is interested in applying for funding for homeless projects within the scope of this competition please read the entirety of the NOFA by HUD including the summary of what is new and changed.

> [CoC Competition NOFA](#) (Document)
>
> [NOFA Homepage](#)
>
> [Additional Links](#)

Process to Apply:

The Capital Area Coalition on Homelessness (CACH) is the Collaborative Agency assigned to submit the single CoC application for the Continuum of Care PA501 whose jurisdiction is the City of Harrisburg and the County of Dauphin, Pennsylvania.

Agencies applying for project funding or renewals submit their project proposal through HUD's E-SNAP system which by regulation requires approval and initial processing by the CoC Collaborative Agency, CACH. Agencies therefore have to create an agency membership on ESNAPS AND have a valid DUNS number and affiliation requisite for agency applying for most federal funding (See CoC Competition NOFA, III.)

All projects are ranked by several categories required by HUD including but not limited to Continuum of Care priorities, agency performance or capacity, compliance to pertinent regulations, HUD specific outcomes, sustainability, and participation in the Continuum of Care.

CACH welcomes all new project and renewals to submit for this competition including from entities that have not submitted before.

If you are interested in applying for a <u>NEW project</u> and/or an <u>Agency NEW</u> to this application i.e. has not submitted before under CoC PA501 application, please submit a short email detailing your agency name and the type of project you wish to submit BASED only on the type of NEW projects allowed by HUD for this NOFA (See CoC Competition NOFA, V and V.c.3). Send the email to gpayne@hra-harrisburgpa.org no later than July 20, 2018

What's New (Changes) for the FY 2018 CoC Program Competition

This list is not exhaustive and additional details are in the FY 2018 CoC Program Competition NOFA.

- *Transition Grants.* Project applicants can transition their project(s) from one CoC Program Component to another during the CoC Program Competition using the funds to wind down the previous project while ramping up the new project. (Section II.B.2).

- *Domestic Violence Bonus*. CoCs can apply for up to 10 percent of their PPRN or a minimum of $50,000, whichever is greater, or a maximum of $5 million, whichever is less, to create up to three DV Bonus Projects to serve survivors of domestic violence, dating violence, and stalking. (Section II.B.3). CoCs may create up to one of each of the following project types:

    o Permanent Housing-Rapid Rehousing (PH-RRH);

    o Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component project; and

    o Supportive Services Only-Coordinated Entry (SSO-CE).

Consolidated Project. Eligible renewal project applicants will have the ability to consolidate two or more (limit of four) eligible renewal projects into one project application during the application process. (Section II.B.4).

Timeline:

- June 6, 2018 - NOFA announcement released by HUD

- June 28, 2018 - HUD release CoC Annual Renewal Demand and Pro Rata amount information and more details on NOFA website.

  On or before:

- **July 20, 2018** – New Project (non-renewal, bonus) intent email to gpayne@hra-harrisburgpa.org

- **August 20, 2018 – Project Application.** All project applications are required to be submitted to CACH in e-snaps.

- **September 6, 2018 - CACH Notification to Project Applicants.** CACH will notify whether project application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC. Where a project application is being rejected or reduced, CACH will indicate the reason(s) for the rejection or reduction in writing outside of *e-snaps*.

- **September 18, 2018, 8:00 EST - CoC Submission to HUD**

If you have any questions please contact George Payne at 717-712-8367 or gpayne@hra-harrisburgpa.org

CAPITAL AREA COALITION ON HOMELESSNESS
CoC PA501 – GOVERNANCE CHARTER

Introduction and Purpose – Continuum of Care (CoC) PA501 "Governance Charter"

The Capital Area Coalition on Homelessness (CACH) functions as the Collaborative Applicant and the Homeless Management Information System (HMIS) applicant to the US Department of Housing and Urban Development (HUD) for CoC PA501 that serves the County of Dauphin and the City of Harrisburg.

As the CoC Collaborative Applicant, CACH develops the following **Governance Charter** in accordance with, and in the structure format of 24 CFR §578.7(a)(5) Interim Rule of the HEARTH Act. The primary aim of this Governance Charter is to define how CACH fulfils 24 CFR 578 Subpart B: Establishing and Operating a CoC, as well as HUD HMIS requirements.

1. **CACH Responsibilities of the Continuum of Care** as outlined by 24 CFR §578.7.

 (a) Operation of the Continuum of Care

(1) To fulfil its mission, CACH is comprised of a coalition of CACH members or "CACH Group." The full CACH Group meets bi-monthly on the 2nd Thursday from 10:00 a.m. to 11:30 a.m. at Christ Lutheran Church, 124 S 13th St., Harrisburg, PA 17104.

(2) CACH membership is open, informal and consists of those who attend the regularly scheduled meetings. CACH Group composition and structure can be found in the CACH By-Laws 2.3.1.

(3) The "Coordinating Committee" serves as the Board for CACH. The composition, size, process, terms, election and removal of members or officers of the Coordination Committee is expressed in Articles III and IV of the CACH By-Laws. Article IX includes conflict of interest and recusal processes for its board, chair(s), and persons acting on behalf of the Board of CACH.

(4) CACH has Standing Committees which are the Education and Public Information Committee; Planning and Resource Development Committee; Finance and Budget Committee; Service Delivery Committee which is combined with the Data Collection and Needs Assessment Committee; Housing Committee; Homeless Prevention Committee; BluePrint Implementation Commttee. Additional working committees include Homeless Youth sub-committee, and Emergency Response. HMIS is a function of Data Collection and Service Delivery Committee.

(5) CACH creates a Governance Charter of policies and procedures necessary to comply with 24 CFR Part 578 Subpart B. As required the Charter also references a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board; and HMIS requirements as prescribed by HUD. A sub-committee appointed by the Coordinating Committee will annually review the Governing Charter of CACH including attachments, and propose any recommendations, amendments, editions or deletions as necessary to reflect the on-going purpose and progress of CACH.

(6) CACH uses HUD prescribed benchmarks and input from grantees to develop performance standards for CoC types of homeless housing programs and services. These performance standards are found in the *CACH Written Standards* document (see 1.a.(9)). Outcomes and performance achievement does influence program ranking by CACH for the CoC application.

(7) CACH will evaluate outcomes of both the Emergency Solutions Grant (ESG) and Continuum of Care funded projects with the authority to report to HUD. CACH requires a copy of Annual Performance Reports (APR) and reports from CoC and ESG grantees to evaluate these outcomes.

(8) CACH charges its Service Delivery Committee to create, review and update its Centralized and Coordinated Assessment system for recipients of ESG funded Programs. The centralized system for all ESG funded programs begins at the HELP Ministries Office of Christian Churches United (CCU), 413 S 19th St, Harrisburg, PA 17104. HELP Ministries assesses and matches all applicants seeking shelter with available and appropriate beds from ESG programs. HELP Ministries also administers the ESG Rapid Rehousing (RRH) and Homeless Prevention (HP) programs.

For victims who are homeless because of fleeing domestic violence, dating violence, stalking or sexual assault and find themselves seeking services from non-victim service providers, CACH's centralized ESG network quickly and confidentially coordinates space to ensure that these participants can access the safe victim service shelter operated by YWCA of Greater Harrisburg's with its comprehensive victim housing and services.

The ESG centralized system serves as an initial portal to a comprehensive Coordinated System and Assessment process of other transitional housing, permanent housing, or supportive services. This comprehensive system is detailed in the *CACH Coordinated System and Assessment Plan.*

(9) Written Standards:

In consultation with ESG and CoC Programs, CACH has established "Written Standards" for providing Continuum of Care assistance. These Standards encompass the following:

(i) Policies and procedures for evaluating individuals' and families' eligibility for assistance:

(ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

(iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;

(iv) Determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

(v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.

These CoC Written Standards and the Written Standards for ESG assistance as required by 24 CFR §576.400(e) are found in the *CACH Coordinated System and Assessment Plan.*

(b) Operation of an HMIS

CACH is the designated "HMIS Lead" agency for CoC PA501:

(1) Bowman ServicePoint^{TM} is the designated HMIS vendor and software for this Continuum

(2) As the HMIS Lead, CACH operates and manages the function, policies, and procedures of HMIS for the CoC.

(3) CACH has an established privacy plan, security plan, and data quality plan for the HMIS.

(4) CACH ensures the consistent participation of both required (HUD funded) and voluntary (non-HUD funded) program participants in HMIS.

(5) CACH has policies and procedures for the program's data entry quality and compliance with requirements prescribed by HUD.

These policies and procedures are delineated in *CACH's Client Management Information System (CCMIS) Policy and Procedures.*

(c) Continuum of Care Planning.

CACH serves as the Continuum of Care Planning agency:

(1) CACH represents a coordinated continuum of care encompassing outreach, engagement and assessment of persons and families experiencing homelessness, emergency shelter, rapid rehousing, transitional housing or permanent supportive housing and stand-alone supportive services. Special consideration for homeless veterans, families, chronically homeless, and unaccompanied youth are incorporated in this system. Homeless Prevention is also included. This coordination is delineated in the *CACH Coordinated System and Assessment Plan.*

(2) CACH conducts an annual Point in Time (PIT) census and survey of sheltered, unsheltered, and permanently housed formerly homeless individuals and families. The survey also captures homeless housing inventory chart (HIC) information and occupancy for that period. The Data Collection and Service Delivery Committees oversee and carry out the PIT which is held in conjunction with national PIT efforts on the last week of January for 24 hours that spans a dusk to dawn overnight period. PIT and HIC data is then submitted to HUD as prescribed and released to the community in the form of an annual CACH PIT report. CACH complies with PIT Data Standards and Collections Requirements (2014 PIT Methodology) and has adopted the methodology for sheltered and unsheltered PIT count as described in *CACH Resolution 03-2015.*

(3) Utilizing PIT, HIC and survey results on housing needs, CACH determines an emergency shelter, transitional housing, permanent housing, and rapid rehousing gaps analysis that is then submitted with the annual PIT and HIC information to HUD.

(4) CACH provides the annual PIT, HIC, gaps analysis and other pertinent information to the City of Harrisburg and the County of Dauphin for its Consolidated Plan and reports, as well as to State planning entities.

(5) CACH is the lead administrative applicant for program recipients of ESG funds from the City of Harrisburg. The County of Dauphin is the administrative applicant for ESG funds for the county from the State of Pennsylvania. As the CoC collaborative agency CACH is required by HUD to sign approval on funding priorities for the ESG and does so in consultation with the City and County that has membership in the CACH Coordinating Committee.

Updated: 11-17-2015

2. The Role of CACH in Preparing an application for Funds as outlined in 24 CFR §578.9

(a) CACH functions as the Collaborative Applicant for HUD NOFA published funds

(1) CACH facilitates the collaborative response to the HUD NOFA competition of CoC funding for renewals, new applications, and bonus applications. In the application process, CACH is the liaison with HUD for NOFA related matters and announcements; verifies and submits grant inventory worksheets (GIW); composes the Exhibit 1 CoC funding application response; assists and/or contracts with consultants to assist grantees with Exhibit 2 project applications; reviews and ranks project submissions, and executes the full and final submission.

(2) CACH establishes the following priority order for funding projects in the CoC application
1. Permanent Supportive Housing renewals in rank of Annual Program Report (APR) housing performance
2. Safe Haven renewals in rank of APR housing performance
3. Transitional Housing renewals in rank of APR housing performance
4. Supportive Services in rank of community need and APR performance

New permanent supportive housing projects that are bonus or over the Annual Renewal Demand (ARD) but which fit within the pro-rata allowed amount for CoC PA501, are prioritized after renewals, UNLESS otherwise specified by the NOFA instructions.

LIST OF ATTACHMENTS:

1. CACH CODE OF CONDUCT

2. CACH COORDINATED SYSTEM AND ASSESSMENT PLAN which includes

   CACH WRITTEN STANDARDS for CoC and ESG Access and Performance

3. CACH CCIMS POLICIES AND PROCEDURES

4. CACH RESOLUTION 03-2015 (PIT Methodology)

5. CACH BY-LAWS

CACH Client Information Management System

Program Policy and Procedure Manual

Capital Area Coalition on Homelessness

www.facebook.com/CapitalAreaCoalitiononHomelessness

INTRODUCTION

In 2001 Congress directed the U.S. Department of Housing and Urban Development (HUD) to collect unduplicated data on the extent of homelessness at the local level [H.R. Report 106-988; Senate Report 104-410], the House Report states:

Local jurisdictions are required to collect unduplicated data of homeless persons, and analyze patterns of the use of assistance, including how they enter and exit the homeless assistance programs and the effectiveness of the systems. HUD is directed to assist the local jurisdictions and to assist with the implementation and operation of a Homeless Management Information System, or HMIS, which allows homeless service providers to enter the required data elements for tracking homeless populations and the effectiveness of the homeless programs. [Note: CACH purposefully named its HMIS program as the CACH Client Information Management System "CCIMS" with the specific vision to include software participation from non-HUD-funded programs within the service area. The terms HMIS and CCIMS may be used interchangeably in this manual.]

The Capital Area Coalition on Homelessness (CACH) receives funding from the County of Dauphin, under the County's yearly grant from HUD McKinney Vento Act to operate CCIMS. CACH has formed a CCIMS Oversight Committee that actively participates in the oversight of CCIMS compliance, data quality, and program development. The CCIMS Oversight Committee is a function of CACH's Service Delivery and Data Collection Committee. The Policy and Procedure Manual serves as a guide for the operation of the CCIMS program.

DEFINITIONS

Agency Participation Agreement: Agency Participation Agreement confirms the agreement between the CCIMS Participating Agencies and CACH. ServicePoint™ is a web-based client information system used for the CCIMS to record and track homeless client information. ServicePoint™ is used   for
1. Collecting data on homeless population and effectiveness of homeless programs and services.
2. Reporting requirements for HUD.
3. Case management and referral for homeless program/services.

This Agreement spells out specific responsibly of the CACH and the Participating Agency *(see Agency Participation Agreement pages 12-14)*.

Agency Profile for ServicePoint: This form is to be filled out by the Participating Agency for information to be added into the ServicePoint™ System that includes service data, hours of operation, contact information, website address, street address, and any other description of services that are provided to the homeless population *(see CCIMS Agency Profile for* **ServicePoint™** *pages 15-19)*.

Anonymous Client: A client entered into the database with a unique computer generated identifying code acting as a reference for that client.

CCIMS database: The CCIMS database stores data entered by participating homeless service providers.

Client Identifying Information or Personal Identifying Information (PII): Any information or a combination of data that would allow an individual client to be identified including but not limited to name, nick name, social security number, military identification number, health insurance carrier number.

ClientPoint: A module in ServicePoint that allows users to enter, edit, view, or print client information. ClientPoint offers sophisticated features such as tracking family relationships, restricting client records, and conducting case management.

Close to Real-Time: Data entry within one business day.

Confidential Data: Information that identifies clients in the database. Examples include social security number, name, address, or any other information that can be leveraged to identify a client, or any data that a client asks to keep confidential and does not provide a release of information for the purposes of sharing.

Consumer Notice: Consumer Notice must be posted at each intake desk/cubicle and the case manager provides information therein to each homeless client before they sign the Release of Information *(see Consumer Notice page 20)*.

Custom Report: A report which can be created by CCIMS participating agency which uses ServicePoint™ Report Writer.

Data Quality and Agency Participation: This refers to a form that requires the Participating Agency to enter data which is timely, complete, and accurate *(see Data Quality Standards pages 21-24)*.

End-user: Any person given access to the database for entering or updating data.

Participating Agency: An agency authorized by CCIMS to participate in the CCIMS.

Privacy: Privacy refers to protecting the rights of clients' data and includes protection of the personal client information stored in the CCIMS from open view, sharing or inappropriate use *(see Notice of Privacy Policy pages 25-26)*.

Probation: A trial period of time, not greater than thirty days (30), in which an End-user or Participating Agency addresses and corrects inappropriate actions(s).

Quality of Data Issue: Any concern regarding the accuracy and completeness of the data as defined by the Minimum Data Requirements.

Real-time: Immediate data entry upon seeing a client.

Record: A record contains sufficient accurate individual data elements of a homeless individual that a basic analysis of the extent and characteristic can be conducted.

Reinstatement Corrective Action Plan: A CCIMS participating agency may be reinstated after a corrective action plan is completed for CCIMS compliance.

ResourcePoint: A module of ServicePoint™ that allows for adding, editing, classifying, locating agency, program, and service data by city, state, county, zip code or keyword search options. Also allows printing of agency location maps and publication of the resource database to a publicly accessible web site or printed directory

Restricted Client: A client whose name is known only by the entering Provider Agency, CCIMS System Administrator II, and other agencies that the client grants access to his/her name file record.

Restricted Data: Restricted information can not be used for publication or analyses.

Sanctions: Penalties for noncompliance specified by the CACH CCIMS.

Security: Protection of the client and program information stored in the CCIMS from unauthorized access, use, or modification.

ServicePoint™: A web-based information management system used to enter data by homeless service providers.

ShelterPoint: A module of ServicePoint that allows viewing of shelter availability, checking clients in and out, and referring or making reservations for clients to shelters.

Suspension: An act of postponing database access, after an End-user or Provider Agency receives written notice via certified mail explaining a breach of contract, quality of data or improper security and/or breach of confidentiality, where the guilty party received a previous warning and has not corrected the inappropriate action.

Technical Support Staff: Include, in ascending order, CCIMS System Administrator and Help Desk personnel.

Termination: The act of ending database access, after an End-user or Participating Agency receives written notice via certified mail explaining the reasons for cessation of database use.

User Policy, Responsibility Statement and Code of Ethics: This document is to be signed by each end user along with Agency/System Administrator and kept in the CCIMS participating agency's file. The document provides relevant points regarding client confidentiality, user policy and responsibility and user code of ethics *(see User Policy, Responsibility Statement and Code of Ethics pages 18-30)*.

Written Consent/Release of Information (ROI): The Regulations requires written client consent when data is shared between agencies. The ROI signature shows that the individual permits the agency to enter their personal information into CCIMS; however, they do not have to sign the ROI form to receive services from the service provider agency. Consent form should include the following: the information to be shared; with whom the information will be shared; and for what length of time *(page 24)*.

I. PARTICIPATING AGENCY ADMINISTRATOR, CCIMS LEVEL OF ACCESS

A. Each Participating Agency will designate a CCIMS Agency Administrator and send that person's name and contact information to the CCIMS Administrator. This person will be responsible for all activity associated with the agency including oversight of all agency staff that generate, or have access to client-level data stored in the system software to ensure adherence to the operating procedures outlined in this document:

1. Providing a single point of communication between the end users and CCIMS Administrator regarding program issues;
2. Ensuring that access to the system be granted to authorized staff members only after they have received training and satisfactorily demonstrated proficiency in use of the software and understanding of the Policies and Procedures and agency policies referred to above;
3. Enforcing business controls and practices to ensure organizational adherence to the CCIMS Policies and Procedures. This includes detecting and responding to violations of the Policies and Procedures or agency procedures.

B. Agency Staff and Volunteer Agency Users, CCIMS Level of Access: Access may vary by user responsibility. Participating Agencies are responsible for communicating needs and questions regarding the CCIMS directly to their CCIMS Agency Administrator.

Responsibilities of the agency staff:

1. To be aware of the data's sensitivity and take appropriate measures to prevent unauthorized disclosure;

2. Comply with all CCIMS Policies and Procedures;

II. PERSONAL USER IDENTIFICATION AND PASSWORDS

A. Access Privileges and Levels to System Software: Access is controlled through user identification and authentication. Users are responsible and accountable for work done under their personal identifiers. Access control violations must be monitored, reported and resolved.

B. Access to Client Paper Reports Generated From System:
  1. Printed versions of confidential data should not be copied or left unattended and open to unauthorized access.
  2. Media containing client-identified data will not be shared with any agency other than the   owner
  3. All client records containing identifying information that are stored within the   participating agency's local computers are the responsibility of the participating agency.

C. Unique User ID's and Passwords:
  1. **Access Levels:** Participating Agencies will mange the proper designation of user accounts to enforce aforementioned information security protocols. The CCIMS Administrator will generate a username and password for the Agency administrator who will then generate usernames and passwords for agency users.

  2. **Passwords:** User accounts will be created and deleted by the Participating CCIMS Administrator. The user will be required to change the password the first time they log onto the system. The password must be between 8 and 16 characters and contain 2 numbers. Passwords are the individual's responsibility and users cannot share passwords. Passwords expire every 45 days.

  3. **Sharing Data between Agencies:** Users will only be able to view the data entered by users of their own agency. Participating Agencies are restricted from viewing each other's information unless specific sharing agreements have been negotiated in advance and the client has given written consent.

  4. **Termination:** The Participating Agency Administrator shall immediately notify the CCIMS Administrator of a user who is terminated from their current position. The CCIMS Administrator shall then immediately remove that user from the system.

D. Auditing – Monitoring, Violations and Exceptions, Data logs

  1. The Participating Agency Administrator will be responsible for monitoring all user access within their agency. Any violations or exceptions should be documented and forwarded to the CCIMS Administrator immediately. All data or system security and/or confidentiality violations will incur immediate individual user access suspension until the situation is effectively resolved.

2. Serious or repeated violation by users of the system may result in the suspension or revocation of an agency's access.

3. Any user found to be in violation of security protocols will be sanctioned accordingly. Any agency that is found to have flagrantly violated security protocols may have their access privileges suspended or revoked.

4. If an Agency is found to be in violation, the sanction will be imposed by the CCIMS Committee.

III. AGENCY TRAINING

Participating Agencies must complete training before they will receive a Password and Logon to the live CCIMS

A. **Agency CCIMS Administrator:** The Agency Executive Director\President of the participating Agency should select an individual as the designated Agency CCIMS Administrator. The Agency will sign the Agency Participation Agreement. The Agency Administrator will sign the User Policy, Responsibility Statement and Code of Ethics form *(pages 18-30)* and provide these documents to the CCIMS Administrator.

B. **The Agency Executive Director\President and Agency CCIMS Administrator** will identify all agency staff that will have access to the CCIMS and the level of access needed for each user. Each user will sign the User Policy, Responsibility Statement and Code of Ethics form *(pages 28-30)* and forward it to the CCIMS Administrator. All participating agency staff must complete all user participation forms.

C. **Logon and Data Entry Training**: The CCIMS Administrator will set up training dates with the Agency CCIMS Administrator for all staff training. All staff training will take place in a Training version of the CCIMS. No live data will be entered in the Training database. A temporary training logon and password will be assigned to each user. This training will take place at a training lab or on site as requested by the user Agency.

D. **Standard Report Training:** The CCIMS Administrator will set up Agency Report training for all staff that will have access to this feature. The main focus will be on how to create standard HUD required reports.

E. **Reassessment and Monitoring**: Designated CCIMS will run ongoing training to address agency staff turnover issues, or additional training and support that may be needed.

1. It is the responsibility of the Agency Administrator to communicate to the CCIMS Administrator when additional agency training is needed.

2. Performance will be tracked by the Participating Agency Administrator and evaluated with the CCIMS Administrator for areas to improve the process if needed.

3. Once live data entry at the agency has been fully (90%) integrated into the agency's daily operation for at least 2 months, participating organizations can begin using the information for internal evaluation and reporting requirements.

IV. TECHNICIAL AND OTHER SUPPORT

A. System Availability: The database server will have nightly backups of CCIMS data. In the event of planned server downtime, the CCIMS Administrator will inform agencies as much in advance as possible in order to allow Participating Agencies to plan their access patterns accordingly.

V. COST, EQUIPMENT, PARTICIPATION REQUIREMENTS

A. Internet Connectivity: Connection to the internet is the sole responsibility of the participating Agency and is a requirement to participate in the CCIMS.

B. Information Security Protocols: The following security licenses/protocols are integrated into the project and are paid for by the current HUD grant for each planned participating agency as a year-to-year project. Client confidentiality related to any information that has been downloaded from the CCIMS prior to the Agency Termination of Participation will remain in effect indefinitely. The maintenance, upgrades and licenses purchases are limited by the sanctions of the HUD grant. Any additional maintenance, upgrades and license purchases incurred after the grant fund limit, which is designated for CCIMS services, becomes the sole responsibility of the Agency that has accepted possession and use of the software and services rendered for CCIMS purposes and functionality.

Required ServicePoint™ Licenses*
One-year commitment
 Bowman ServicePoint License
 Bowman Support
*Once all HUD funded licenses have been used, additional license requests will be at the cost of the agency (see new guidelines on pages 34-42). Costs may increase or decrease over time due to vendor product price changes. If an agency is planning on submitting a grant to cover additional license requests please contact CCIMS Administrator for current pricing information.

***Special Note:** Any additional licenses or service contracts that have been purchased by the agency outside of the HUD provided services may incur an early withdrawal fee.

Minimum Computer requirements:
 1. Pentium PC
 2. Operating system: Windows 98, Windows 2000, Windows XP
 3. Internet Connectivity

VI. INTER-AGENCY DATA SHARING, CLIENT CONSENT, AND ACCESS TO CORE DATABASE
 A. Inter-Agency Data Sharing
1. Client Universal Data including entry and exit dates and data entered into CCIMS by Participating Agencies will be accessible to all Participating Agencies.
2. Client Program-Specific Data such as case manager case notes and detailed health data entered into CCIMS by Participating Agencies will only be accessible by the Agency entering that data.
3. Agency Administrators at Participating Agencies who wish to share Client Program-Specific information must complete a Data Sharing Release and have a completed client consent form to be eligible to share client information within CCIMS.
3. Participating Agencies will specify the data sections that will be shared with the other identified agencies who wish to share the same client data.

B. Client Consent
1. All Participating Agencies will post a Client Notice at the point of data collection with the agency to inform clients of their intent to collect and enter data into CCIMS. Participating Agency staff will thoroughly explain the client notice to each client. Client consent to collect information and maintain confidentiality within that agency in a closed status will be assumed.

2. All Participating Agency profiles will be initiated with a Closed Security status within the ServicePoint™ software.

3. Client information will only be shared between Participating Agencies if client consent form has been signed and Participating Agencies have completed all processes required in the CCIMS policies and procedures regarding inter-agency data sharing.

4. The client has the right to revoke consent in writing at any time. Written consent must be submitted to the Agency Administrator. The Agency Administrator will then work with the CCIMS Administrator to close the client profile. Any data that has already been shared will not be able to be closed.

VII. QUALITY AND CONFIDENTIALITY CONTROL OF DATA

A. Data Integrity: CCIMS users will be responsible for the accuracy of their data entry. In order to test the integrity of the data contained in the CCIMS, the System Administrator will perform regular data integrity checks on the CCIMS. Any patterns of error will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance.

B. Data Integrity Expectations: Participating Agencies will provide the following levels of accuracy and timeliness:

1. All names will be accurate;
2. All required data fields will not exceed 0% null response per month;
3. All services provided will be compatible with the providing program;
4. In all reports of shelter provided for a client, the client must be eligible to receive shelter services from the listed provider; and
5. Data entry for all services provided during one calendar month must be entered into the CCIMS not more than 30 days from the date of service.

C. CCIMS Administrator and Agency Administrator: The CCIMS System Administrator will perform regular data integrity checks on the CCIMS. Any patterns of error at a Participating Agency will be reported to the Participating Agency Administrator. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance.

D. Participating Agencies: Participating Agency approved staff will have access to retrieve any individual and aggregate data entered by their own programs. Participating Agencies will not have access to retrieve individual records entered by other programs except when data is explicitly shared through the CCIMS Agency Agreement, and with the explicit consent of the client.

E. Public:

1. The CCIMS Administrator, on behalf of the CCIMS Committee, will address all requests for data from entities other than Participating Agencies or clients. No individual client will be provided to any group or individual that is neither the Participating Agency, which entered the data, nor the client without proper authorization or consent.

2. All requests for data from anyone other than a Participating Agency or client will be direct to the CCIMS Administrator will be approved by the CCIMS Committee. As part of the CCIMS Administrator's regular employment functions, periodic public reports about homelessness, housing issues, and/or related statistics will be issued. No individually identifiable client data will be reported in any of these reports.

F: Data Retrieval Support:

1. Participating agencies will create and run agency-level reports.
2. The Agency Administrator will be trained in reporting by the CCIMS Administrator. The CCIMS Administrator will be a resource for report creation.

VIII. LIMITATION OF LIABILITY AND OWNERSHIP OF AGENCY DATA

It is the intent of CACH that each Participating Agency within the CCIMS be the owner of the all client data collected and stored by the CCIMS for each agency. All data is protected and secure by the policies, technology, and security protocols in place within the CCIMS database server [specifically the Bowman server]. All Participating Agencies take full responsibility of ownership and confidentiality protection of any and all data that is collected at their agency and/or downloaded from the CCIMS.

IX. DATA AND USER ACCESS

A. Data Assessment and Access: Access to all of central server computing, data communications and sensitive data resources will be controlled. Access is controlled through user identification and authentication. Users are responsible and accountable for work done under their personal identifiers. Access control violations must be monitored, reported and resolved. CCIMS staff will work to ensure that all sites receive the security benefits of the system while complying with all stated policies.

B Access to Core Database:

1. No one will have direct access to the Harrisburg/Dauphin County Continuum of Care CCIMS database through any means other than the ServicePoint™ software, unless explicitly given permission by the CCIMS Administrator during a process of software upgrade or conversion.

2. Access to client data will be tightly controlled using security technology and restrictive access policies. Only individuals authorized to view or edit individual client data will have access to that data.

C. User Authentication: ServicePoint™ can only be accessed with a valid username and password combination, which is encrypted via SSL for Internet transmission to prevent theft. If a user enters an invalid password three consecutive times, ServicePoint™ automatically shuts them out of that session.

D. Application Security: In addition to restricting access to only authorized users, ServicePoint™ utilizes a system of multiple access levels. These levels automatically detect the user access level and controls access to appropriate data.

E. Database Security: All database access is controlled at the operating system and database connection level. Users are required to access the ServicePoint™ application by first signing on to ServicePoint™ through https://sp5.servicept.com/CCIMS/com.bowmansystems.sp5.core.ServicePoint/index.html with an individual ID and password.

H. Media and Hardcopy Protection: Participating Agencies must establish procedures to handle client paper records. Issues to be addressed include the following: identifying which staff has access to the client paper records and for what purposes, allowing staff access only to those records of clients with whom they work with or for data entry purposes, how and where client paper records are stored, length of storage and disposal procedure, and the disclosure of information contained in client paper records.

I. System Administrator Access: Access to all of computing, data communications and sensitive data resources will be controlled. Access is controlled through user identification and authentication. System Administrators are responsible and accountable for work done under their personal identifiers. Access control violations must be monitored, reported and resolved.

J. System Access Monitoring: CCIMS automatically tracks and records access to every client record by use, date, and time of access. CCIMS Administrator staff will regularly review user access privileges and remove identification codes and passwords from their systems when users no longer require access. CCIMS Agency Administrators are required to provide immediate communication to the CCIMS Administrator when an employee no longer requires access.

K. Administration and System-wide Data: Agency Administrators will have full access to their own CCIMS agency profiles and user profiles. Agency Administrators can edit users, maintain updates to agency profiles, and reset user passwords.

L. Unnamed Clients: There are occasions when a client needs or wishes to be anonymous in the system. When entering unnamed clients, it is incumbent upon the agency to keep a record of the client's unique anonymous I.D. to avoid duplication of entry. When the Unnamed Client feature is used, CCIMS generates a code number for the client record that the agency maintains in a secure location along with the person's name. The only way to access the client record is to use the code number.

Persons who are homeless because they are victims as defined by the Violence Against Women Act (VAWA) i.e. persons fleeing domestic violence, sexual assault, dating violence, or stalking, who are being served at VAWA funded facilities or services will not be entered into HMIS per regulations, but will provide CCMIS with aggregate non PII data using a similar but separate database determined by those organizations.

X. AGENCY TERMINATION OF PARTICIPATION

A. Participation in the CCIMS is completely voluntary. To discontinue participation, the agency must submit written notice to the CCIMS Administrator.

B.   No more than 1 user can be assigned to a ServicePoint™ license at one time. The agency will incur any costs involved associated with transferring/exporting data out of the CCIMS at their request. All Participating Agency User Agreements regarding client confidentiality related to any information that has been downloaded from CCIMS prior to the Agency Termination of Participation will remain in effect indefinitely.

XI.   LICENSE COMMITMENT AND USEAGE POLICY WITHIN CCIMS. Once an Agency agrees to participate within the CCIMS and accepts use of a ServicePoint™ user license, the Agency is required to adhere to the following participation requirements:

A. All users must complete CCIMS training and a CCIMS User Agreement form to be granted live system access.

B.   Once a ServicePoint™ user license is activated on the live system, the Participating Agency is required to begin entering live data into the CCIMS as part of their normal intake process within five (5) days.

C.   If an Agency is inactive with client entry for more than 30 days, the ServicePoint™ user license will be deactivated and the Agency must provide intent of continued participation to the CCIMS Administrator. If changes have occurred within the CCIMS within those 30 days, the Agency may   be required to attend additional user training before their license will be re-activated.

D. Agencies inactive for more than 60 days will loose rights to their user license and access to CCIMS. Reactivation of an inactive license is subject to availability of licenses and HUD funds   available at that time and may require the agency to pay for new licenses.

AGENCY PARTICIPATION AGREEMENT
For Capital Area Coalition on Homelessness "CACH" Client Information Management System
Serving Harrisburg/Dauphin County Continuum of Care PA-501

AGENCY NAME: _____

For purpose of this agreement, the above Agency will be referred to as "Participating Agency"; the Consumer of Services and/or Housing as the "Client"; and the Capital Area Coalition on Homelessness and its Client information Management System as "CCIMS".   ServicePoint is a web-based client information system, used for CCIMS to record and track client information. It will be used for case management, determining utilization of services of Participating Agencies, and sharing of information on services provided to the Participating Agency's clients, including all clients who are homeless.

I. ServicePoint Use and Data Entry

A. The Participating Agency shall follow, comply with, and enforce the User Policy, Modifications to the User Policy, Policies and Procedures, and Client Consent forms shall be established in consultation with Participating Agencies and may be modified as needed for the purpose of the smooth and efficient operation of the ServicePoint system.

1. All Participating Agency users of ServicePoint are required to have had training by CCIMS in using the ServicePoint database before they will be allowed to use it.
2. The Participating Agency shall only enter individuals in the ServicePoint database that exist as Clients in the Participating Agency's jurisdiction. The Participating Agency shall not misrepresent its Client base in the ServicePoint by entering known, inaccurate information.
3. The Participating Agency shall use Client information in the ServicePoint database, as provided to the Participating Agency, to assist the Participating Agency in providing adequate and appropriate services to the Client.
4. The Participating Agency shall consistently enter information into the ServicePoint database and will strive for real-time, or close to real-time data entry.

B. The Participating Agency will not alter information in the ServicePoint database entered by another Participating Agency with known, inaccurate information.

C. The Participating Agency shall not give or share assigned User ID's or passwords for the ServicePoint database with any other agency, business, or individual.

D. If this agreement is terminated, CCIMS will provide the Participating Agency with a copy of their client data. Copies will be in both digital and hardcopy form.

II. Training and Technical Assistance

A. CCIMS shall assure the provision of training for the necessary Participating Agency staff in the use of ServicePoint™. In addition training updates will be provided as necessary and reasonable for new staff and for changes in the software.

B. CCIMS will be available for continuing technical support as related to the ServicePoint™ system within budgetary constraints.

C. Each Participating Agency shall provide and maintain its own connection to the internet.

III. **Confidentiality**

A. The Participating Agency shall uphold all applicable federal and state confidentiality regulations and laws that protect Client records and the Participating Agency shall only release client records with written Consent for Release of Information by the client or when required by law.

    1. The Participating Agency shall post a **Consumer Notice** at each intake desk/cubicle and shall provide a verbal explanation of the ServicePoint database and the terms of the **Client Consent for Release of Information** forms and shall arrange for a qualified interpreter in the event that an individual is not literate in English or has difficulty understanding the consent form.

    2. The Participating Agency shall not solicit or input information from Clients into the ServicePoint database unless it is essential to provide services or conduct evaluation or research.

    3. The Participating Agency shall ensure that all staff, volunteers, and other persons issued a User ID and password from ServicePoint™ receives client confidentially training.

B. The Participating Agency may receive access to Client Data entered by other Participating Agencies. All Participating Agencies are bound by restrictions placed upon the data by the client of any other Participating Agency. The Participating Agency shall record, in the ServicePoint™ database, all restrictions requested.

C. The Participating Agency shall maintain the appropriate **Client Consent for Release of Information** for the participant in the ServicePoint™ database. See attached uniform consent form.

    1. The Participating Agency shall keep signed copies of the **Client Consent for Release of Information** form for ServicePoint™ for a period of three years.

    2. If a Client withdraws Consent for Release of Information, the Participating Agency remains responsible to ensure that Client's information is unavailable to all other Partner Participating Agencies.

D. This agreement does not require or imply that services must be contingent upon a Client's participation in the ServicePoint™ Database. Services should be provided to Clients regardless of ServicePoint™ participation provided the Clients would otherwise be eligible for the services.

IV. **Use of Data**

A. The Participating Agency's access to data on Clients it does not serve, shall be limited to non-identifying and statistical data.

B. Participating Agency may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.

C. If this agreement is terminated, CCIMS and remaining Participating Agencies shall maintain their right to the use of all Client data previously entered by the terminating Participating Agency; this use is subject to any restrictions requested by the Client.

D. CCIMS will use only unidentified, aggregate ServicePoint™ data for policy and planning decisions, in preparing federal, state, or local applications for funding, to demonstrate the need for and effectiveness of programs, and to obtain a system-wide view of program utilization in the state.

V. Terms and Conditions

A. No party to this agreement shall assume any additional liability of any kind due to the execution of this agreement or participation in the ServicePoint™ system. Each party will remain liable, to the extent provided by law, regarding its own acts and omissions. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement does not create rights for any third party.

B. CCIMS shall not be liable to any member Participating Agency for any cessation, delay, or interruption of services, nor for any malfunction of hardware, software, or equipment to the extent that any such event is beyond the reasonable control of CCIMS.

C. This agreement shall be in-force until revoked in writing by either party provided funding is available.

AGENCY: CAPITAL AREA COALITION ON
HOMELESSNESS

BY: _____   BY: _____
    _____

Name/Title:_____
        Name/Title:_____

Address: Address:

CCIMS Participating Agency Profile for ServicePoint™

Agency Name _____

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Description _____

Alt. Phone _____ Description _____

Fax _____ Description _____

Alt Fax _____ Description _____

E-mail _____ Alt e-mail _____

Website Address _____

Agency Description: _____
_____

Landmarks: _____
Hours: _____
Zip Codes Served: _____
Program Fees: _____
Intake Procedure _____

Eligibility: _____

Languages _____

Shelter   Requirements _____
Shelter Tax   Code   (if   applicable): _____
Printed Directory   Yes   No
Handicap Access__Yes___No
Brochures   _____Yes _____No
Services Provided
_____Basic Needs   _____Consumer Services
_____Criminal Justice & Legal Services_____Education
_____Health Care   _____Individual & Family Life
_____Mental Health & Counseling_____Organizational/Community Services

Specific Services Provided _____
        (attached detailed list if necessary)
Areas Served _____
Communities Served _____

Please attach Agency/Program brochure.

To assist in filling out the CCIMS Agency Profile form refer to Program Descriptor Elements pages 17 through 19 of this document.*

SECTION 2 PROGRAM DESCRIPTOR DATA ELEMENTS

Data Elements	Response Category	Page
2.1 Organization Identifier	*assigned by CCIMS*	
2.2 Organization Name		
2.3 Program Identifier	*assigned by CCIMS*	
2.4 Program Name		
2.5 Direct Service Code	____No	pgs.21-22
	____Yes	
2.6 Site Information		
2.6A Program Site Configuration Type	____Single site, single building	pg. 23
	____Single site, multiple buildings	
	____Multiple sites	
2.6B Site Address		
2.6C Geocode	____422898 Harrisburg City	pg.23
2.6D Site Type	____Non-residential: services only	pgs.23-24
	____Residential: special needs and non-special needs	
	____Residential: special needs only	
2.6E Housing Type	____Mass Shelter/Barracks	pgs.26-27
	____Dormitory/hotel/motel	
	____Shared housing	
	____Single Room Occupancy	
	____Single apartment (non-SRO) units	
	____Single homes/townhouses/duplexes	
	____Not applicable: non-residential program	
2.7 Continuum of Care Number	PA-501	
2.8 Program Type Code	____Emergency Shelter	pgs 26-27
	____Transitional Housing	
	____Permanent Supportive Housing	
	____Homeless Outreach	
	____Homelessness Prevention and Rapid Re-Housing	
	____Services Only Program	
	____Permanent Housing (e.g. Mod Rehab SRO, subsidized housing without services	
	____Safe haven	
	____Other	
2.9 Bed and Unit Inventory		pgs 28-30
2.9 A Household Type	____Household without children	pg.30
	____Household with children	

2.9B Bed Type	____Facility-based	pg.30
	____Voucher	
	____Other	
2.9C Availability	____Year Round	pgs 30-31
	____Seasonal	
	____Overflow	
2.9D Bed Inventory		pg.31
2.9E Chronically Homeless Bed Inventory (PSH only)		pg.31
2.9F Unit Inventory		pg.31
2.9G Inventory Start Date		pg.32
2.9H Inventory End Date		pg.32
2.9I CCIMS Participating beds		pg.32
2.9J CCIMS Participation start date		pg.32
2.9K CCIMS Participation end date		pg.32
2.10 Target Population A	____SM, single makes (18 yrs and older)	pg.34
	____SF, single females (18 yrs and older)	
	____SMF, single males and females *18 yrs and older)	
	____CO, couple only, no children	
	____SM+HC, single males and household with children	
	____SF+HC, single females and household with children	
	____HC, households with children	
	____YM, unaccompanied young males (under 18)	
	____YF, unaccompanied young females (under 18)	
	____YMF, unaccompanied young males and females (under 18)	
	____SMF+HC, single male and female and households with children	
2.11 Target Population B	____DV: Domestic Violence Victims	pg.35
	____VET: Veterans	
	____HIV: Person with HIV/AIDS	
	____NA: Not applicable	
2.12 Method for Tracking Residential Program Occupancy	____Program Entry and Exit Date Comparison	pgs 36-38
	____Bed Management model	
	____Service Transaction model	
2.13Grantee Identifier (HPRP Programs only)		pgs 38-39

Consumer Notice

Capital Area Coalition on Homelessness
Harrisburg/Dauphin County Continuum of Care

This agency is a participant in the Capital Area Coalition on Homelessness Client Information Management System (CCIMS). The CCIMS collects basic information about clients receiving services from this agency. This basic information is used to get an accurate count of individuals, families and services needed for those who are homeless and/or receiving supportive services. Accurate counts will allow the Harrisburg/Dauphin County Continuum of Care to better service the needs of our local community.

We only collect information that we consider appropriate. The collection and use of personal information is guided by strict standards of confidentiality. A copy of our Privacy Policy describing our privacy practice is available to all clients on request.

You will also have the ability to share your personal information with other agencies in Harrisburg and Dauphin County that participate in CCIMS by completing a Release of Information form. This will allow those agencies to work in a cooperative manner to provide you with efficient and effective services.

Capital Area Coalition on Homelessness
Client Information Management System (a.k.a. HMIS)
Data Quality Standards

For Participating Agencies to be considered participating in the Capital Area Coalition on Homelessness Client Information Management System (CCIMS), the data they provide must fulfill three data requirements: data must be timely, complete, and accurate. Participating Agencies that supply data which fail to meet these requirements will not be considered CCIMS participants. CCIMS staff can produce reports upon request for agencies wishing to verify that their data meet these requirements.

DEFINITION OF A RECORD
A record contains sufficient accurate individual data elements of a homeless individual that a basic analysis of the extent and characteristic can be conducted.

TIMELINESS OF DATA
To be most useful for reporting, CCIMS Participating Agency programs should include the most current information on the clients served. The purpose of timeliness is to ensure access to data when it is needed for either reporting or monitoring purposes. **Programs shall utilize HUD HMIS Universal Data Elements, Program Specific Data Elements, and the entry/exit process for every client entered into CCIMS.** Timeliness of data collection and entry impacts the correctness of the data collected.

GENERAL STANDARD
To ensure the most up-to-date data, all Universal and Program Specific Data Elements, including entry/exit data, should be entered within five (5) business days from when it is collected. All service transactions (services provided) should be entered into CCIMS by the 5th business day of the month following the reporting period. For example, data for the month of April must be entered into the CCIMS by the fourth business day of May.

Exceptions:
Emergency Shelters: All CCIMS Emergency Shelter participating programs will ensure Universal Data element includingHUD Entry/Exit assessment data are entered within two (2) business days of intake.

Outreach Programs: Limited client profile data elements, including as much entry/exit assessment data as possible entered within two (2) days of the first outreach encounter. Upon engagement for services, all remaining Universal Data Elements and assessment data must be entered within two (2) business days.

DATA COMPLETENESS
The purpose of completeness is to ensure sufficient data on clients, their demographic characteristics, and services used to facilitate confident reporting and analysis on the extent and characteristics of the homelessness including:
- Unduplicated counts of clients served at the local level;
- Patterns of use of people entering and exiting the homeless assistance system; and
- Evaluation of the effectiveness of homeless systems.

PROGRAM DESCRIPTOR DATA ELEMENTS
The two purposes of the Program Descriptor Data Elements (2.1 to 2.13) are: One purpose is to ensure that the CCIMS is the central repository of information about homelessness in the CoC, including information about programs and clients, thereby making available within the system the data necessary to; 1). Complete required reports including the Annual Performance Report (APR), Quarterly Performance Reports (QPR) for HPRP funded programs, the Annual Homeless Assessment Report (AHAR), and the

Housing Inventory that is part of a c CoC's annual funding application; 2) track bed utilization; 3)calculate rates of CCIMS participation; and 4) monitor data quality. Complete program descriptor information also enhances the CCIMS as a tool for supporting information and referral services. No null/missing Program Descriptor Data Elements are allowed since this information is required as part of the basic administrative set up of programs within the CCIMS system.

UNIVERSAL DATA ELEMENTS
The Universal Data Elements including HUD Entry/Exit Assessment Data, establishes the baseline data collection requirements for all providers in the Harrisburg/Dauphin County. These elements are also necessary to provide accurate counts for various reporting requirements including HUD's Annual Performance Report, the HPRP Quarterly Report, and the Annual Homeless Assessment Report, and other reporting requirements, and to ensure that the CoC has sufficient client data to conduct basis analysis on the populations they serve.

GENERAL STANDARD
The acceptable range for all clients with Null/Missing data is 0% and Don't Know/Refused will be no higher than 5%.

PROGRAM SPECIFIC DATA ELEMENT:
The Program Specific Data Elements provide information about the characteristics of clients, the services that are provided, and client outcomes. These data elements must be collected from all clients served by programs that are required to report this information to HUD. These elements are also necessary to provide accurate counts for various reporting requirements including HUD's Annual Performance Report, the HPRP Quarterly Report and to ensure the CoC has sufficient client data to conduct basic analysis on the populations they serve.

SERVICES PROVIDED (SERVICE TRANSACTIONS)
Services provided are required to be entered for all providers in the Harrisburg/Dauphin County Continuum of Care. It is useful in identifying service gaps in a community and for meeting monitoring and reporting requirements.

GENERAL STANDARD
Services that are provided for the benefit of the program clients should be entered when services are rendered but no later than the 5th business day of the month following the reporting period.

DATA ACCURACY
Information entered into CCIMS needs to be valid, i.e. it needs to accurately represent information on the people that enter any of the homeless service programs contributing data to CCIMS. Inaccurate data may be intentional or unintentional. In general, false or inaccurate information is worse than incomplete information, since with the latter, it is at least possible to acknowledge the gap. Thus it should be emphasized to clients and staff that it is better to enter nothing (or preferably "don't know" or "refused") than to enter inaccurate information. To ensure the most up-to-date and complete data, data entry errors should be corrected on a monthly basis.

Exceptions:
VAWA Section 605. Amendment to the McKinney-Vento Homeless Assistance Act

VICTIM SERVICE PROVIDER - The term 'victim service provider' means a non-profit, non-governmental organization including rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault or stalking.

VICTIM SERVICE PROVIDERS - Any victim service provider that is a VAWA recipient or sub-grantee are NOT to disclose for purposes of CCIMS personally identifying information about any client.

INFORMATION SHARING – Participating Agencies may share non-personally identifying data in the aggregate regarding services to their clients and non-personally demographic information in order to comply with Federal, State, tribal or territorial reporting, evaluation or data collection requirements. Agencies required to participate in CCIMS and qualify as an exception will be required to submit their aggregate counts to CCIMS on a quarterly basis.

CONSISTENCY
The purpose of consistency is to ensure that data is understood, collected, and entered consistently across all programs in the CCIMS.

GENERAL STANDARD
All data in CCIMS shall be collected and entered in a common and consistent manner across all programs. A basic intake form that collects data in a consistent manner will be available to all programs. To that end, all intake and data entry workers will complete an initial training before accessing the live CCIMS system.

MONITORING
The purpose of monitoring is to ensure that the standards on the extent and quality of data entered into the CCIMS that have been agreed upon by the CoC and their homeless service providers are met to the greatest possible extent and that data quality issues are quickly identified and resolved.

The monitoring plan is a separate document and will be circulated to all CCIMS participants.

INCENTIVES
The purpose of incentives is to provide positive re-enforcement to service providers who achieve and maintain data of the extent and quality outlined in this standard.

The incentive policy will be developed and circulated to all CCIMS participants.

Client Informed Consent & Release of Information Authorization
CACH Client Information Management System (CCIMS)

_____is a Participating Agency in the CACH Client Information Management System (CCIMS). CCIMS is a shared homeless and housing database system administered by the Capital Area Coalition on Homelessness. CCIMS can improve the services and programs for homeless and low income households by allowing authorized staff at Participating Agencies to share client information and to follow trends and service patterns over time. CCIMS operates over the internet and uses many security protections to ensure confidentiality.

Participation in the CCIMS program is important to our community's ability to provide you with the best services and housing possible. As you receive services, information will be collected about you, the services provided to you, and the outcomes these services help you to achieve.

We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law, or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate.

- Your name and other identifying information will not be shared with any agency not participating in the system (unless required to do so by law.)
- Your name, gender, race, social security number and date of birth may be shared with Partner Agencies for Identification purposes even if you elect not to share other relevant information.
- Sensitive information such as diagnosis or treatment or mental health disorders, drug or alcohol disorders, HIV/AIDS, or domestic violence concerns, **will not** be shared between Partner Agencies without specific written consent.
- A list of Partner Agencies is available upon request.
- Authorizing your information to be entered into the CCIMS is voluntary.
- Refusing to do so will not limit your access to shelter or services if you allow required basic information to be entered into CCIMS even as an anonymous participant. Shelters and Services are required by HUD and other funders to determine eligibility and to provide non personally identifying program counts and reports in order to be compliant.

 Please initial one of the following levels of consent:
_____(1) I give authorizations for my basic and relevant information to be entered into the CCIMS and shared between Partner Agencies. I understand that I have the right to receive a copy of all information shared between the Partner Agencies.

_____(2) I give authorization for my basic and relevant information to be entered into the CCIMS, but not shared between Partner Agencies.

I understand that I may cancel this authorization at any time by written request, but the cancellation will not be retroactive. I understand that I have the right to view my CCIMS record and will have a report prepared within 72 hours of my written request. I understand that this release is valid for 5 years from the date of my signature.

_____   _____
Print Name of Head of Household   Print Name of Spouse

_____   _____
Signature/Date   Signature/Date

Notice of Privacy Policy
CACH Client Information Management System
Harrisburg/Dauphin County Continuum of Care

ServicePoint™ is a web-based, case management system used for client information management, statistical reporting and sharing of information on services provided to clients. ServicePoint™ assists us in managing your information, however, individually identifiable information about you is considered "Protected Personal Information" (PPI). We are required by applicable Federal and State law to maintain the privacy of your PPI and to give you notice about how, when, and why we may use or disclose any of this information. The primary coordinating agency is the Capital Area Coalition on Homelessness (CACH) and is the system administrator. For the purposes of this Privacy Policy, "Participating Agency" is any Agency participating in ServicePoint™ and "Client" is a consumer of services at any Participating Agency.

How We Use or Disclose your Protected Personal Information

To Provide Services
We may use or disclose your PPI to provide services to you and your household members. We may share this information with members of our staff or with others involved in managing your case. We may also disclose your PPI with a member of your family or other person who is involved in your case upon your approval.

For Administrative Functions
We may use or disclose your PPI for operational purposes. For example, we may use your information to evaluate our services, including the performance of our staff while managing your case. We may also utilize the information to improve the quality and effectiveness of our services.

For Reporting Purposes
The CCIMS and Participating Agencies are required to disclose aggregate information for a variety of reports. The information that is used in these reports describes basic demographic and service information. There will not be any identifying information in these reports, nor will you're PPI be submitted to a National Database.

Uses or Disclosures that are Required or Permitted by Law

Disclosure for Law Enforcement Purposes
We may use or disclose your PPI to law enforcement officials for law enforcement purposes:
- As required by law
- In response to a court order, subpoena, or other legal proceeding
- To identify or locate a suspect, fugitive, material witness or missing person
- When information is requested about an actual or suspected victim of a crime
- To report a death as a result of possible criminal conduct
- To investigate allegations of misconduct that may have occurred on our premises
- To report a crime in emergency circumstances

Victims of Abuse, Neglect, or Domestic Violence
We may disclose your PPI if we believe that you are a victim of abuse, neglect, or domestic violence

Public Health Activities
We may disclose your PPI if the Partner Agency, in good faith, believes that the use or disclosure is necessary to prevent or lessen a serious or imminent threat to the health or safety of a person or the public and is made to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.

Uses or Disclosures that Require your Authorization
 Other uses and disclosures of your PPI will be made only with your written authorization. You may cancel your written authorization at any time by notifying the Participating Agency that is managing your case, in writing. If you cancel your authorization, it will not have any affect on the information that we have already disclosed.

Your Rights

- You have the right to choose to allow to share your identifying information in part or in whole to CCIMS participating agencies as relevant to your needs, through a release of information.
- You have the right not to participate in CCIMS at any time. However, programs and services may be required by law or from their funding sources to obtain certain eligibility and client level data from you as a condition of service to you, which as an alternative, can be recorded anonymously in CCMIS if you so choose.
- You have the right to view your PPI, correct any inaccurate information and request information about who has seen your PPI.

CCIMS Agency Receipt of Privacy Policy
CACH Client Information Management System
Harrisburg/Dauphin County Continuum of Care

According to HMIS Data and Technical Standards produced by HUD, each agency using the CCIMS is required to post a Privacy Notice regarding their Privacy Policy and to make the full Privacy Policy available to clients on request. CCIMS has created this Privacy Notice and CCIMS Privacy Policy.

Our Participating Agency will use the CCIMS created Privacy Notice: YES / NO

Our Participating Agency will use our own Privacy Notice to cover CCIMS usage   YES / NO

By signing below, the agency administrator has acknowledged receipt of CCIMS Privacy Notice and CCIMS Privacy Policy. It will be the responsibility of the Participating Agency to post the Privacy Notice near intake workstations and to-make the Privacy available to clients on request.

_____
Agency

_____
Agency Administrator

_____ _____
Signature   Date

USER POLICY, RESPONSIBILITY STATEMENT
& CODE OF ETHICS
CACH Client Information Management System (CCIMS)
Harrisburg/Dauphin County Continuum of Care

USER POLICY

Participating Agencies within the CCIMS shall share information for provision of services to persons, many who are homeless, through a networked infrastructure that establishes electronic communication among the Participating Agencies.

Participating Agencies, shall at all times, have rights to the data pertaining to their clients that was created or entered by them in the ServicePoint™ system. Participating Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data that they do not formally release.

It is a Client's decision to select which information, if any, entered into the ServicePoint™ system shall be shared and with which Participating Agencies. The ServicePoint™ Client Consent/Release of Information form shall be signed if the Client agrees to share information with Participating Agencies.

Data necessary for the development of aggregate reports of homeless services, including demographics, services needed, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible.

The ServicePoint™ system is a tool to assist Agencies in focusing services and locating alternative resources to help persons, many of whom are homeless. Therefore, Agency staff should use the Client information in the ServicePoint™ system to target services to the Client's needs.

RELEVANT POINTS REGARDING CLIENT CONFIDENTIALITY INCLUDE:

- A client consent form must be signed by each client whose data is to be shared in the CCIMS System.

- Client consent may be revoked by that client at any time by a written notice

- Clients have a right to inspect copy and request changes in their CCIMS records.

- CCIMS users may not share client data with any Partner Agency without obtaining written permission from the client.

- CCIMS users must notify their CCIMS Agency Administrator or CCIMS System Administrator upon termination of employment from the Agency.

- Any CCIMS user found to be in violation of the CCIMS Policies and Procedures, or the points of client confidentiality in the User Agreement, may be denied access to the CCIMS ServicePoint™ System.

USER RESPONSIBILITY

Your User ID and Password gives you access to the CCIMS ServicePoint system. Read and initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from the ServicePoint™ system

_____My User ID and Password are for my use only and must not be shared with anyone,

_____I must take all reasonable means to keep my password physically secure.

_____I understand that the only individuals who can view information in the ServicePoint™ system are authorized users and the Clients to whom the information pertains.

_____I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

_____If I am logged into ServicePoint™ and must leave the work area where the computer is located, I must logoff of ServicePoint™ before leaving the work area.

_____A computer that has the ServicePoint™ software open and running shall never be left unattended

_____Failure to log off ServicePoint™ appropriately may result in a breach in client confidentiality and system security

_____Hard copies of ServicePoint™ information must be kept in a secure file

_____When hard copies of ServicePoint™ information are no longer needed, they must be properly destroyed (shredded) to maintain confidentiality.

_____If I notice or suspect a security breach, I must immediately notify the Agency Administrator for ServicePoint™ or the System Administrator (CCIMS System Administrator).

_____I have received training on the usage of ServicePoint™,

_____I have been made aware of the CCIMS Privacy Policy.

_____My PC has a regularly updated Anti-Virus software and a Spy-ware program

USER CODE OF ETHICS

A. ServicePoint Users must treat Participating Agencies with respect, fairness and good faith

B. Each ServicePoint™ User should maintain high standards of professional conduct in the capacity as a ServicePoint™ User.

C. The ServicePoint™ User has primary responsibility for his/her Client(s)

D. ServicePoint™ users have the responsibility to relate to the Clients of other Partner Agencies with full professional consideration.

I understand and agree to comply with all the statements listed above

_____
Print Name

_____ _____
ServicePoint™ User Signature   Date

_____
Agency Name

_____ _____
Agency/System Administrator   Date

Date Established _____

COMMENTS:

CCIMS Administrator: _____
                              Print name

CCIMS Administrator Signature: _____

2018 HDX Competition Report

PIT Count Data for PA-501 - Harrisburg/Dauphin County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	**433**	**460**	**445**
Emergency Shelter Total	205	238	263
Safe Haven Total	15	22	22
Transitional Housing Total	170	130	125
Total Sheltered Count	**390**	**390**	**410**
Total Unsheltered Count	**43**	**70**	**35**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**42**	**45**	**47**
Sheltered Count of Chronically Homeless Persons	28	32	38
Unsheltered Count of Chronically Homeless Persons	14	13	9

2018 HDX Competition Report

PIT Count Data for PA-501 - Harrisburg/Dauphin County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	66	52	64
Sheltered Count of Homeless Households with Children	65	52	64
Unsheltered Count of Homeless Households with Children	1	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	44	50	39	39
Sheltered Count of Homeless Veterans	33	44	29	33
Unsheltered Count of Homeless Veterans	11	6	10	6

2018 HDX Competition Report

HIC Data for PA-501 - Harrisburg/Dauphin County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	205	16	85	44.97%
Safe Haven (SH) Beds	25	0	25	100.00%
Transitional Housing (TH) Beds	180	3	153	86.44%
Rapid Re-Housing (RRH) Beds	121	16	105	100.00%
Permanent Supportive Housing (PSH) Beds	218	0	123	56.42%
Other Permanent Housing (OPH) Beds	28	0	28	100.00%
Total Beds	777	35	519	69.95%

2018 HDX Competition Report

HIC Data for PA-501 - Harrisburg/Dauphin County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	37	34	37

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	15	15	20

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	46	95	121

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for PA-501 - Harrisburg/Dauphin County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	749	680	60	61	1	37	42	5
1.2 Persons in ES, SH, and TH	865	809	109	119	10	49	49	0

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

 The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	750	684	65	99	34	38	45	7
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	872	821	123	163	40	50	53	3

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range.Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

 After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	225	5	2%	8	4%	17	8%	30	13%
Exit was from TH	104	2	2%	3	3%	7	7%	12	12%
Exit was from SH	8	2	25%	0	0%	0	0%	2	25%
Exit was from PH	83	0	0%	1	1%	6	7%	7	8%
TOTAL Returns to Homelessness	420	9	2%	12	3%	30	7%	51	12%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	433	460	27
Emergency Shelter Total	205	238	33
Safe Haven Total	15	22	7
Transitional Housing Total	170	130	-40
Total Sheltered Count	390	390	0
Unsheltered Count	43	70	27

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	882	830	-52
Emergency Shelter Total	704	656	-48
Safe Haven Total	42	37	-5
Transitional Housing Total	197	187	-10

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	48	54	6
Number of adults with increased earned income	1	1	0
Percentage of adults who increased earned income	2%	2%	0%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	48	54	6
Number of adults with increased non-employment cash income	5	10	5
Percentage of adults who increased non-employment cash income	10%	19%	9%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	48	54	6
Number of adults with increased total income	6	11	5
Percentage of adults who increased total income	13%	20%	7%

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	59	49	-10
Number of adults who exited with increased earned income	6	12	6
Percentage of adults who increased earned income	10%	24%	14%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	59	49	-10
Number of adults who exited with increased non-employment cash income	12	5	-7
Percentage of adults who increased non-employment cash income	20%	10%	-10%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	59	49	-10
Number of adults who exited with increased total income	18	16	-2
Percentage of adults who increased total income	31%	33%	2%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	736	676	-60
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	98	53	-45
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	638	623	-15

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	901	796	-105
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	124	85	-39
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	777	711	-66

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

Metric 7b.1 – Change in exits to permanent housing destinations

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	686	828	142
Of the persons above, those who exited to permanent housing destinations	322	420	98
% Successful exits	47%	51%	4%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	146	133	-13
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	131	117	-14
% Successful exits/retention	90%	88%	-2%

2018 HDX Competition Report
FY2017 - SysPM Data Quality

PA-501 - Harrisburg/Dauphin County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	208	205	222	222	206	212	213	174	180	197	168	242	7	13	46	95				
2. Number of HMIS Beds	132	124	110	110	196	200	181	152	122	124	117	145	7	9	46	95				
3. HMIS Participation Rate from HIC (%)	63.46	60.49	49.55	49.55	95.15	94.34	84.98	87.36	67.78	62.94	69.64	59.92	100.00	69.23	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	754	689	752	681	157	199	158	184	115	131	144	147	173	144	302	326	0	0	0	0
5. Total Leavers (HMIS)	669	595	648	587	75	111	86	87	31	28	48	40	157	73	117	267	0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	142	80	137	141	0	0	0	1	5	2	4	4	2	8	1	0	0	0	0	0
7. Destination Error Rate (%)	21.23	13.45	21.14	24.02	0.00	0.00	0.00	1.15	16.13	7.14	8.33	10.00	1.27	10.96	0.85	0.00				

2018 HDX Competition Report

Submission and Count Dates for PA-501 - Harrisburg/Dauphin County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/24/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/26/2018	Yes
2018 HIC Count Submittal Date	4/25/2018	Yes
2017 System PM Submittal Date	5/16/2018	Yes

RESOLUTION NO. 2-2016

Capital Area Coalition on Homelessness

Whereas, the Capital Area Coalition on Homelessness (the Coalition) has approved Coordinated Assessment of families and individuals requesting Homeless Services and Housing; and
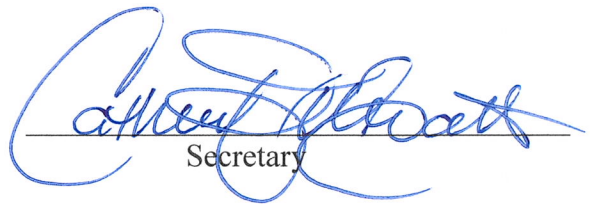
Whereas, Written Standards which prioritize the provision of Permanent Supportive Housing to chronically homeless people in Dauphin County is necessary for Coordinated Assessment; and

Whereas, using U.S. Department of Housing & Urban Development (HUD) Guidelines, the Coalition has developed "PA-501 Coordinated Assessment Standards: Order of PSH Priority".

Now, Therefore be it Resolved, that the Capital Area Coalition on Homelessness hereby adopts the attached "PA-501 Coordinated Assessment Standards: Order of PSH Priority" to be used in Coordinated Assessment of families and individuals requesting Permanent Supportive Housing in the PA-501 Continuum of Care service area.

8/1/16
_____
Date

_____
Secretary

Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent and reduce homelessness in the Capital Region.

August 1, 2016

PA-501 Coordinated Assessment Standards: Order of PSH Priority

Order of Priority in HUD Continuum of Care Program-funded Permanent Supportive Housing

A. Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

(a) First Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs.

(b) Second Priority–Chronically Homeless Individuals and Families with the Longest History of Homelessness.

(c) Third Priority–Chronically Homeless Individuals and Families with the Most Severe Service Needs.

(d) Fourth Priority–All Other Chronically Homeless Individuals and Families.

B. Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness

(a) First Priority–Homeless Individuals and Families with a Disability with the Most Severe Service Needs.

(b) Second Priority–Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness. An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.

(c) Third Priority–Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.

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

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www.cachpa.org • www.twitter.com/cach_pa • www.cachpa.wordpress.com
www.facebook.com/CapitalAreaCoalitiononHomelessness

Racial Disparity in Provision of Services

1/1/ to 12/31/2017	N	Caucasian	%	Minority	%	Comparison difference/ Gap
Count	5778	1940	33.6%	3838	66.4%	32.8%
Residence Prior to Project Entry		1839	100.0%	3662	100.0%	
ES		392	21.3%	807	22.0%	0.7%
Place not meant for habitation		345	18.8%	370	10.1%	-8.7%
Family		273	14.8%	854	23.3%	8.5%
Friend		254	13.8%	529	14.4%	0.6%
Hotel motel unsubsidized		72	3.9%	115	3.1%	-0.8%
TH		44	2.4%	48	1.3%	-1.1%
Hospital or non MH facility		10	0.5%	7	0.2%	-0.4%
SA Treatment		41	2.2%	19	0.5%	-1.7%
MH Institution/Treatment		26	1.4%	18	0.5%	-0.9%
Jail/Prison		16	0.9%	16	0.4%	-0.4%
Foster Care		8	0.4%	10	0.3%	-0.2%
Safe haven		4	0.2%	6	0.2%	-0.1%
Interim housing		3	0.2%	6	0.2%	0.0%
GPD/TIP		2	0.1%	1	0.0%	-0.1%
Rental No subsidy		168	9.1%	439	12.0%	2.9%
Owned subsidy		1	0.1%	0	0.0%	-0.1%
Owned No subsidy		11	0.6%	25	0.7%	0.1%
Rental Subsidy		8	0.4%	47	1.3%	0.8%
Residential/halfway house		6	0.3%	14	0.4%	0.1%
Subsidized Housing		0	0.0%	3	0.1%	0.1%
PH for formerly homeless persons		0	0.0%	2	0.1%	0.1%
Other		155	8.4%	326	8.9%	0.5%

Racial Disparity in Outcomes of Service

1/1/ to 12/31/2017	N	Caucasian	%	Minority	%	Comparison difference/Gap
Housing at Exit	1090	300	27.5%	790	72.5%	45.0%
Moved to new housing unit		87	29.0%	338	42.8%	13.8%
Able to maintain the housing they had at project entry		42	14.0%	127	16.1%	2.1%
TH or temporary housing		23	7.7%	67	8.5%	0.8%
Moved in with friends/family temporary		40	13.3%	43	5.4%	-7.9%
Move in with friends/family permanent		26	8.7%	42	5.3%	-3.4%
Became homeless		4	1.3%	4	0.5%	-0.8%
Jail/prison		6	2.0%	2	0.3%	-1.7%
Death		1	0.3%	1	0.1%	-0.2%
Other: No data - client left, etc.		71	23.7%	166	21.0%	-2.7%

Summary of Findings:

1. Provision of Services: Observation: There are more minorities than Caucasians receiving homeless services which is a reflection nationwide. More minorites were with family before being homeless, while more Caucasians were from places not meant for human habitation. 2. Outcome of Services: More minorities than Caucasians exited which is a reflection of more minorities being served in the first place. There were no statistically significant disparities in result that indicate minority discrimination, in fact, minorities fared better which may be a reflection that more were served. This in part is a reflection of the fact that more Caucasians came from the streets or places not meant for human habitation i.e. from hard to serve situations.

Racial Disparity - Minorities

Tables	Fields	Filters	**Counting**	Preview	Options

Total rows in this report: 4109

Ethnicity

Non-Hispanic/Non-Latino (HUD)	3273
Hispanic/Latino (HUD)	419
Client refused (HUD)	109
Client doesn't know (HUD)	58
Data not collected (HUD)	31
NOT NULL	3890
NULL	219
TOTAL	4109

Gender

Female	2303
Male	1580
Trans Female (MTF or Male to Female)	7
Client refused	5
Gender Non-Conforming (i.e. not exclusively male or female)	2
Unknown	1
Client doesn't know	1
NOT NULL	3899
NULL	210
TOTAL	4109

Primary Race

Black or African American (HUD)	3590
Client doesn't know (HUD)	86
Client refused (HUD)	56
American Indian or Alaska Native (HUD)	34
Asian (HUD)	27
Other	18
Native Hawaiian or Other Pacific Islander (HUD)	17
(PATH Program only) Two or more races	10
NOT NULL	3838
NULL	271
TOTAL	4109

Residence Prior to Project Entry

Staying or living in a family member's room, apartment or house (HUD)	854
Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)	807
Staying or living in a friend's room, apartment or house (HUD)	529
Rental by client, no ongoing housing subsidy (HUD)	439
Place not meant for habitation (HUD)	370
Client refused (HUD)	195
Hotel or motel paid for without emergency shelter voucher (HUD)	115
Data not collected (HUD)	74
Transitional housing for homeless persons (including homeless youth) (HUD)	48
Other (HUD)	40
Rental by client, with other ongoing housing subsidy (including RRH) (HUD)	40
Owned by client, no ongoing housing subsidy (HUD)	25
Substance abuse treatment facility or detox center (HUD)	19
Psychiatric hospital or other psychiatric facility (HUD)	18
Client doesn't know (HUD)	17
Jail, prison or juvenile detention facility (HUD)	16
Residential project or halfway house with no homeless criteria (HUD)	14
Foster care home or foster care group home (HUD)	10
Hospital or other residential non-psychiatric medical facility (HUD)	7
Rental by client, with VASH subsidy (HUD)	7
Interim Housing	6
Safe Haven (HUD)	6
Subsidized Housing	3
Permanent housing (other than RRH) for formerly homeless persons (HUD)	2
Rental by client, with GPD TIP subsidy (HUD)	1
NOT NULL	3662
NULL	447
TOTAL	4109

Housing Assessment at Exit

Moved to new housing unit	338
Data not collected	145
Able to maintain the housing they had at project entry	127
Moved to a transitional or temporary housing facility or program	67
Moved in with family/friends on a temporary basis	43
Moved in with family/friends on a permanent basis	42
Client refused	17
Client became homeless - moving to a shelter or other place unfit for human habitation	4
Client doesn't know	4
Client went to jail/prison	2
Client died	1
NOT NULL	790
NULL	3319
TOTAL	4109

Racial Disparity - Caucasian

Tables	Fields	Filters	**Counting**	Preview	Options

Total rows in this report: 1940

Ethnicity

Non-Hispanic/Non-Latino (HUD)	1319
Hispanic/Latino (HUD)	573
Client refused (HUD)	31
Data not collected (HUD)	9
Client doesn't know (HUD)	8
NOT NULL	1940
NULL	0
TOTAL	1940

Gender

Female	1104
Male	822
Trans Female (MTF or Male to Female)	6
Client refused	2
Trans Male (FTM or Female to Male)	1
Client doesn't know	1
NOT NULL	1936
NULL	4
TOTAL	1940

Primary Race

White (HUD)	1940
NOT NULL	1940
NULL	0
TOTAL	1940

Residence Prior to Project Entry

Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)	392
Place not meant for habitation (HUD)	345
Staying or living in a family member's room, apartment or house (HUD)	273
Staying or living in a friend's room, apartment or house (HUD)	254
Rental by client, no ongoing housing subsidy (HUD)	168
Client refused (HUD)	73
Hotel or motel paid for without emergency shelter voucher (HUD)	72
Data not collected (HUD)	52
Transitional housing for homeless persons (including homeless youth) (HUD)	44
Substance abuse treatment facility or detox center (HUD)	41
Psychiatric hospital or other psychiatric facility (HUD)	26
Other (HUD)	18
Jail, prison or juvenile detention facility (HUD)	16
Client doesn't know (HUD)	12
Owned by client, no ongoing housing subsidy (HUD)	11
Hospital or other residential non-psychiatric medical facility (HUD)	10
Rental by client, with other ongoing housing subsidy (including RRH) (HUD)	8
Foster care home or foster care group home (HUD)	8
Residential project or halfway house with no homeless criteria (HUD)	6
Safe Haven (HUD)	4
Interim Housing	3
Rental by client, with GPD TIP subsidy (HUD)	2
Owned by client, with ongoing housing subsidy (HUD)	1
NOT NULL	1839
NULL	101
TOTAL	1940

Housing Assessment at Exit

Moved to new housing unit	87
Data not collected	67
Able to maintain the housing they had at project entry	42
Moved in with family/friends on a temporary basis	40
Moved in with family/friends on a permanent basis	26
Moved to a transitional or temporary housing facility or program	23
Client went to jail/prison	6
Client became homeless - moving to a shelter or other place unfit for human habitation	4
Client refused	4
Client died	1
NOT NULL	300
NULL	1640
TOTAL	1940