

## Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections **REQUIRES SUBMISSION:**

- CoC Application
- Project Listing

Please Note:

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the application.

For Detailed Instructions [click here](#).

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## Before Starting the CoC Application

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these two sections REQUIRES SUBMISSION:

- Project Listing

Please Note:

requirements.

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program

- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed e-snaps.

instructions are designed to assist applicants as they complete the application forms in

- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes - All questions to the CoC marked Application with an asterisk questions. (\*) are All parts mandatory of the and application must be must completed be fully in completed.

application. order to submit the

For Detailed Instructions click here.

## 1A. Continuum of Care (CoC) Identification

**Instructions:**

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1A-1 CoC Name and Number:** PA-605 - Erie City & County CoC

**1A-2 Collaborative Applicant Name:** County of Erie

**1A-3 CoC Designation:** CA

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COC\_REG\_2013\_085035

## **1A. Continuum of Care (CoC) Identification**

### **Instructions:**

For Instructions guidance and on completing the FY 2013 this CoC form, Program please NOFA. reference  
Please the FY submit 2013 technical CoC Application question Detailed

to the OneCPD

Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1A-1 CoC Name and Number: PA-605 - Erie City & County CoC 1A-2 Collaborative**

**Applicant Name: County of Erie**

**1A-3 CoC Designation: CA**

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## 1B. Continuum of Care (CoC) Operations

### Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1B-1 How often does the CoC conduct meetings of the full CoC membership?** Bi-Monthly

**1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation?** Semi-Annually

**1B-3 Does the CoC include membership of a homeless or formerly homeless person?** Yes

**1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Select all that apply.** Outreach, Advisor, Volunteer, Organizational employee, Community Advocate

### 1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	Yes
1B-5.2 Centralized or Coordinated Assessment System?	Yes
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	Yes
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	No

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## **1B. Continuum of Care (CoC) Operations**

### **Instructions:**

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Ask A Question at <https://www.onecpd.info/ask-a-question/>.

### **1B-1 How often does the CoC conduct**

**Bi-Monthly meetings of the full CoC**

**membership?**

### **1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation?**

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Semi-Annually

### **1B-3 Does the CoC include membership of a**

**Yes homeless or formerly homeless person? 1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Select all that apply.**

Outreach, Advisor, Volunteer, Organizational employee, Community Advocate

### **1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:**

**1B-5.1 Written agendas of CoC meetings? Yes**

**1B-5.2 Centralized or Coordinated Assessment System? Yes**

**1B-5.3 Process for Monitoring Outcomes of ESG Recipients? Yes**

**1B-5.4 CoC policies and procedures? Yes**

**1B-5.5 Written process for board selection? Yes**

**1B-5.6 Code of conduct for board members that includes a recusal process? Yes**

**1B-5.7 Written standards for administering assistance? No**

## 1C. Continuum of Care (CoC) Committees

### Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.**

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	Children & Youth	Obtain and maintain services for children and continues to work on a shelter for youth. The committee advocates, identifies homeless and at risk youth, informs the community of available services and works with the schools when youth are identified.	Monthly	Rose Barr/SafeNet, Danny Jones/Erie School District, Edna Lingenfelter/Formerly Homeless and Safe Harbor BH, Lori Palisin/Safe Journeys, Mike Jureszewicz/Erie County United Way Leslie Walter/Salvation Army, and Lori Lutterbaugh/Erie County MHMR,
1C-1.2	Gaps & Information	Conducts the SPIT and unsheltered homeless count. Ensures that HMIS is compliant with HUD rules and regulations. Makes recommendations about new projects to fill gaps in services identified in the SPIT. Ensures that agencies are aware of how to access mainstream resources in the community.	Monthly	Kathy Hubbard/SafeNet, Cheryl Davis/Erie United Methodist Alliance, Mike Tomlinson/Erie United Methodist Alliance, Dr. Carl Kallgren/Penn State, and Mark Alexa/Erie County MHMR
1C-1.3	Housing	Exploring collaborative housing projects, works with Housing Authorities to set homeless as a priority, conducts landlord and tenant trainings, endorses community housing projects, campaigns for more affordable housing.	Monthly	Stephanie Long/GECAC, Cyndi Zahner/City Of Erie, Dr. Grace Kennedy/Community of Caring, Linda King/SafeNet, Connie Miller/The Refuge, Amy Clabbatz/Erie County HA, Debra Smith/City of Erie, Sr. Phyllis Hilbert/SJNN, Maureen Dunn/Erie DAWN
1C-1.4	Education & Outreach	Maintains website, conducts public relations outreach on homeless issues in the community, educates the community about homeless issues, links people who are homeless with education and vocational services, conducts trainings for Home Team and others around best practices.	Monthly	Mike Jureszewicz/Erie County United Way, Chris Tombaugh/Mercy Center for Women, Dr. Grace Kennedy/Community of Caring, Diana Ames/Formerly Homeless and MHA, Mike Wehrer/VA, Tom Schlaudecker/The Upper Room, and Meslis Thompson/EUMA
1C-1.5	Membership	Recruits new members, conducts orientation for new members, and makes recommendations on new committees.	Monthly	Rev. Bob Schell/Chaplin's Ministries, Dave Woolledge/Formerly Homeless and MHA, Shirley Schell, Mercy Center for Women, Rose Barr/SafeNet, Linda King/SafeNet, Stephanie Long/GECAC and Lori Palisin/Safe Journeys.

# 1C. Continuum of Care (CoC) Committees

## Instructions:

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**1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.**

Name of Group Role of Group

Names of Individuals and/or (limit 750 characters)

### Organizations Represented

1C-1.1 Children & Youth Obtain and maintain services for

children and continues to work on a shelter for youth. The committee advocates, identifies homeless and at risk youth, informs the community of available services and works with the schools when youth are identified.

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### Meeting Frequency

Monthly Rose Barr/SafeNet, Danny Jones/Erie

School District, Edna Lingenfelter/Formerly Homeless and Safe Harbor BH, Lori Palisin/Safe Journeys, Mike Jureszewicz/Erie County United Way Leslie Walter/Salvation Army, and Lori Lutterbaugh/Erie County MH/MR,

1C-1.2 Gaps & Information Conducts the SPIT and

unsheltered homeless count. Ensures that HMIS is compliant with HUD rules and regulations. Makes recommendations about new projects to fill gaps in services identified in the SPIT. Ensures that agencies are aware of how to access mainstream resources in the community.

Monthly Katthy Hubbard/SafeNet, Cheryl Davis/Erie

United Methodist Alliance, Mike Tomlinson/Erie United Methodist Alliance, Dr. Carl Kallgren/Penn State, and Mark Alexa/Erie County MH/MR

1C-1.3 Housing Exploring collaborative housing

projects, works with Housing Authorities to set homeless as a priority, conducts landlord and tenant trainings, endorses community housing projects, campaigns for more affordable housing.

Monthly Stephanie Long/GECAC, Cyndi Zahner/City

Of Erie, Dr. Grace Kennedy/Community of Caring, Linda King/SafeNet, Connie Miller/The Refuge, Amy Clabbatz/Erie County HA, Debra Smith/City of Erie, Sr. Phyliss Hilbert/SJNN, Maureen Dunn/Erie DAWN

1C-1.4 Education &

Outreach



Maintains website, conducts

Monthly Mike Jureszewicz/Erie County United Way, public relations outreach on

Chris Tombaugh/Mercy Center for Women, homeless issues in

the

Dr. Grace Kennedy/Community of Caring, community, educates

the

Diana Ames/Formerly Homeless and MHA, community about

homeless

Mike Wehrer/VA, Tom Schlaudecker/The issues, links people

who are

Upper Room, and Mesliis Thompson/EUMA homeless with

education and vocational services, conducts trainings for Home Team and others around best practices.

1C-1.5 Membership Recruits new members, conducts orientation for new members, and makes recommendations on new committees.

Monthly Rev. Bob Schell/Chaplin's Ministries, Dave

Woolledge/Formerly Homeless and MHA, Shirley Schell, Mercy Center for Women, Rose Barr/SafeNet, Linda King/SafeNet, Stephanie Long/GECAC and Lori Palisin/Safe Journeys.

**1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommittees, and workgroups.  
(limit 750 characters)**

Our CoC is constantly recruiting new members and opinions from the geographic area. We have been working closely with the local VA Hospital and are going to start a veterans committee. We've worked closely to integrate the entitlement ESG parameters into our mission. We gather information from people who are homeless during our SPIT and we have people who were formerly homeless on our Home Team and routinely seek their guidance. Home Team members participate in several community planning groups and bring new information back to us. We also seek the input from local governmental units and departments. Our committee structure has changed base on the community input with new committees planned (such as a vets committee) for 2014.

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**1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommittees, and workgroups.**

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

### Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.  
(limit 750 characters)**

Our CoC utilizes a selection committee to score and prioritize CoC projects. We have an open application process and applicants are informed of the criteria for project selection at time of application. The application criteria are either emailed or the sponsor picks up the criteria when they receive the application material. New and renewal applications are scored using the same measure that is attached. The selection committee also reviews the APRs and HUS's Opening Doors criteria of the renewal applicants to ascertain if they projects are meeting the needs of the people who are homeless and are in line with national priorities.

**1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.  
(limit 1000 characters)**

Our CoC uses the HUD APR data elements to rank the renewal projects. The average length of time spent in transitional housing, the percent of people moving into permanent housing, the maintaining and increasing income, accessing mainstream resources, and increasing income from employment elements are used to judge whether the transitional housing renewal is meeting expectations of the community. The selection committee assesses the population served by the project and uses this information when ranking the renewal project. Our CoC is small compared to other geographic areas and we use no metrics or weighted scoring to assess the viability of a renewal project. New projects are assessed based on whether they are permanent housing for chronic homeless. Our CoC is not a high performing CoC and we have no rapid re-housing or prevention projects although these activities are undertaken by Erie County and the City of Erie using other funds (Erie City uses ESG for rapid re-housing).

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## **1D. Continuum of Care (CoC) Project Review, Ranking, and Selection**

### **Instructions:**

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and the City of Erie using other funds (Erie City uses ESG for rapid re-housing).

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**1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions. (limit 750 characters)**

Our CoC has an open application process. We place an ad in the local newspaper soliciting applications and the announcement appears on our website. All applications are reviewed, scored, and ranked for inclusion in the application. We make announcements at all meetings that Home Team members attend that we are seeking applications for the CoC application and publicize our local priorities on our website. The CoC provides technical assistance to new applicants in the form of one on one direction and supplying applicants examples of successful projects that have been funded in the past. Sometimes it takes two years of up front work before the applicant is ready to take their idea off the drawing board and into an application.

**1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application.** 01/15/2014

**1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?**

**1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes?** Yes

**1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number. (limit 1000 characters)**

n/a

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**1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions. (limit 750 characters)**

Our CoC has an open application process. We place an ad in the local newspaper soliciting applications and the announcement appears on our website. All applications are reviewed, scored, and ranked for inclusion in the application. We make announcements at all meetings that Home Team members attend that we are seeking applications for the CoC application and publicize our local priorities on our website. The CoC provides technical assistance to new applicants in the form of one on one direction and supplying applicants examples of successful projects that have been funded in the past. Sometimes it takes two years of up front work before the applicant is ready to take their idea off the drawing board and into an application.

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01/15/2014

**1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?**

**1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes?**

Yes

**1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number. (limit 1000 characters)**

n/a



**1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months?** No

**1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. (limit 750 characters)**

n/a

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**1D-7 Were there any written complaints**

**No received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months?**

**1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. (limit 750 characters)**

n/a

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## 1E. Continuum of Care (CoC) Housing Inventory

**Instructions:**

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

**1E-1 Did the CoC submit the 2013 HIC data in the HDX by April 30, 2013?** Yes

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## **1E. Continuum of Care (CoC) Housing Inventory**

### **Instructions:**

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Ask A Question at <https://www.onecpd.info/ask-a-question/>. 1E-1 Did the CoC submit the 2013 HIC data in

**Yes the HDX by April 30, 2013?**

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## 2A. Homeless Management Information System (HMIS) Implementation

### Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/>.

### 2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices. (limit 1000 characters)

HMIS Administration reviews changes that the software vendor creates within the software for compliance, reviews data quality and timeliness for all data entry, updates assessments and providers when changes from HUD are announced, provides training to all users every other month for HUD changes or where training is identified as needed for compliance.

### 2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? If yes, a copy must be attached. Yes

### 2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan. (limit 1000 characters)

The plans were developed by the HMIS Lead when we started the HMIS project 14 years ago. The plans have been changed throughout the years by relying on the data standards that HUD publishes. The HMIS Lead then send the documents to Erie County DHS, MH/MR for review. The review is conducted and the plans are sent out to the gaps and information committee. The gaps and information committee conducts another review and presents the plans at the full Home Team meeting. The Home team approves or send the plans back for revisions. If the plans are approved by the Home Team they are sent out to participating agencies and posted on the HMIS website. The Privacy Plan was recently updated with the Data Sharing Project and the Data Quality Plan was updated with the monthly data quality reporting.

### 2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? Applicant will enter the HMIS software name (e.g., ABC Software). ServicePoint

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## **2A. Homeless Management Information System (HMIS) Implementation**

### **Intructions:**

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Ask A Question at <https://www.onecpd.info/ask-a-question/>.

### **2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices.**

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### **2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? If yes, a copy must be attached.**

FY2013 CoC Application Page 10 01/31/2014 Yes

### **2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan. (limit 1000 characters)**

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ServicePoint