

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange 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

1A-4. HMIS Lead: County of Erie

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	No	No
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	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Not Applicable	No
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Not Applicable	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	No	No
LGBT Service Organizations	Not Applicable	No
Agencies that serve survivors of human trafficking	Not Applicable	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Local VA	Yes	Yes
Community Action Committee	Yes	Yes

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The CoC actively recruits new members on an ongoing basis. We seek input from the geographic area by attending meetings that our collaborative with other systems. We work closely with our local VA hospital. We have integrated entitlement ESG into our system. Information from those who experience homelessness is gathered during the Single Point in Time contacts. We have formerly homeless individuals on our Home Team and seek their guidance. Home Team members participate as team members on community planning groups and bring new information back to the team. We seek input from local government. We are invited to and attend the Mayor's roundtable on homelessness. The Home Team contracted with the Allegheny County Intermediate Unit to obtain data on homeless youth. Committees that received this information included schools, Mental Health Provider Organizations, the Office of Children and Youth, and various homeless services providers and other disciplines.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

We have an outreach committee that meets bimonthly to brainstorm on processes for recruiting new members on an ongoing basis. One of this committee's current goals is reviewing the Home Team to identify gaps in membership, and then developing a plan to gain members from those categories. Home Team members are strongly encouraged to invite new contacts to meetings on an ongoing basis. We have a Home Team website that lists information for potential new members including the yearly meeting schedule, contact information, and summary of membership to the Home Team.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)

Our CoC has an open application process. We place an ad in the local newspaper soliciting applications. The ad was placed in the paper on July 23,

2017. The request for proposals is announced at the Home Team Meetings. All applications are reviewed, scored, and ranked for inclusion in the application. Announcements are made at the Home Team Meetings for members that attend that applications are being accepted for the competition. Information from the Home Team Meetings is mailed even if they were unable to attend, which included information regarding the 2017 NOFA and application process. Multiple emails were distributed to the Home Team in regard to the 2017 NOFA and local application process including detailed instructions and links to the NOFA. Such emails were distributed to the Home Team on July 14, 2017, and July 21, 2017.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

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)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient’s in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

The City of Erie's ESG rapid rehousing and homeless prevention was developed in the CoC Executive Team Meeting. The County of Erie also receives ESG funds. Staff from both of the providers receiving ESG funds are

members of the Home Team, and attend regularly. We have two other agencies that provide these services with Homeless Assistance Program (HAP) funds. Our CoC collaborates on the homeless narrative for the City of Erie's Consolidated Plan. The CoC attends all Con Plan meetings that the City convenes. The County's Consolidated Plan is encompassed in DCED, and is a broader scope than the City's plan. Since the meetings are held out-of-county, written comments are submitted if travel is prohibited. It is imperative to our CoC to be able to reallocate funding to provide services needed in the community. As our CoC continues to develop our Coordinated Entry System, reallocation across funding sources will be explored as we determine where the gaps are with the help of CE.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

The CoC has 2 secure domestic violence service providers, one of which has a TH component that was previously CoC funded but is now being funded through private sources. Both domestic violence providers receive other State funding for the shelter components (HAP and HSDF). Individuals and families fleeing DV can choose to be referred to victim service providers upon disclosing DV or non-victim service providers. The CE system that is being developed will offer individuals fleeing DV an alternate intake process which will take place directly through the DV service provider, as to maintain safety and confidentiality. The CE staff as well as the DV service provider staff are trained to protect all client information and locations of the DV service provider facilities. DV clients are linked with homeless case management to assist with referrals for mental health treatment, rehabilitation, and other housing resources.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

The CoC is currently in the planning process of developing our CE system with a launch date of 10/01/2017. As the CE system is not yet in full operation, our CoC plans to provide training in best practices to serve survivors of domestic violence to all CE specialists upon hire and annually thereafter. Training areas will include: trauma-informed care, landlord engagement, Housing First, housing search services, connections to mainstream services and supports, victim data security concerns, and data security regulations outlined in the Violence Against Women Act. Both local DV providers participate in the Housing Inventory Count (HIC) and Point In Time (PIT), both of which are used in assessing community needs and planning. Our largest DV provider is actively involved in developing and implementing our CE system. Both providers are also members of the

Home Team.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Authority of The City of Erie	22.01%	No
Housing Authority of The County of Erie	17.20%	No

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

The CoC has had meetings with the local PHA's to discuss and emphasize the importance of creating a homeless admission preference. There has been recent staff changes at the PHA as well as with the CoC collaborative applicant lead since the last meeting between the CoC and the PHA's. The CoC plans to pursue additional contacts with the PHA regarding this issue and the importance that adopting a homeless admission preference will have on our CoC and in meeting our goal of ending homelessness in our community.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular 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, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)

The CoC was contacted via email on 02/23/2017 and sent a link to a HUD webinar series to educate participants about the requirements of the Equal Access Rule and Gender Identity Rule and how to ensure that projects operate in compliance with these rules. This webinar also provided "LGBT Language 101" training to aid participants in increasing their knowledge and skills in using

appropriate, inclusive language with all clients that they serve. The CoC plans to implement an annual training to educate the entire CoC on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity. The CoC plans to implement a CoC-wide anti-discrimination policy effective 12/01/2017.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

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	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
 (limit 1000 characters)**

Our ranking and review process considered several specific vulnerabilities for program participants. HUD's priority groups--those experiencing chronic homelessness, youth, veterans, and families--were all priority populations in our review process. All project applications were scored based on their dedication to serve the priority populations listed above. The more priority populations that a project indicated that they would serve, the more points they received for that section of the scoring process. Also, several of the questions on the rating tool were related to applicants' utilization of the Housing First approach, which emphasizes housing individuals regardless of the severity of their needs or their vulnerabilities.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking 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. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 2

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/07/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/07/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the 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? Yes

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. 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. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. 6

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Mediware Information Systems

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Single CoC

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	229	55	174	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	172	28	144	100.00%
Rapid Re-Housing (RRH) beds	29	0	29	100.00%
Permanent Supportive Housing (PSH) beds	411	0	285	69.34%
Other Permanent Housing (OPH) beds	98	0	98	100.00%

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.

(limit 1000 characters)

Permanent Supportive Housing: The 126 beds that are not in HMIS are all HUD-VASH. Although this joint HUD-VA project is not required to participate in HMIS, we are working closely to collaborate with our HUD VA homeless representatives.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 11

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 04/28/2017
(mm/dd/yyyy)

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/27/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 04/28/2017

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

The 2017 PIT count in Erie County recognized several changes from the previous year. The CoC had experienced significant personnel changes, which led to a learning curve for the staff. In addition, a new consultant was brought in to oversee and facilitate the process during the fall of 2016. There were also several programs that participated in the process that had experience turnover, leading to familiarity issues with the process. Significant time had to be spent among agencies, the CoC, and the consultant to learn the process and prepare for project implementation. The primary methodology, however, stayed the same. The only changes were amendments to the data collection templates that were used during the process.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	0
Beds Removed:	12
Total:	-12

2C-3. 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 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? No

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

The CoC did not change anything with the methodology from 2016-2017.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

The CoC included standard HUD data tools to gather information regarding this subpopulation. While recognizing this as a priority area, there has been long-time engagement of the personnel from the primary school district in the county that is impacted by youth homelessness (City of Erie). This past year, however, there was turnover that impacted the involvement of the school district. This is an area of continued focus and improvement locally. Erie County has a strong Home Team subcommittee that has begun to focus efforts on homeless youth. In terms of identification of locations of homeless youth, the volunteers who oversee the unsheltered count are aware of key areas where homeless individuals find shelter at night throughout the county (including youth), and made sure volunteers frequented those spots during the count. Homeless youth were not engaged in the planning process.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness.

(limit 1000 characters)

The CoC utilizes the standard HUD data collection tools to identify these populations. All responding agencies (both direct service and supportive service) are asked to respond with numbers regarding all of these groups. Prior to the PIT count, two training sessions are held in which the local providers are asked to attend. At these sessions, the attendees are walked through how to complete the forms, as well as the importance of including and distinguishing all subpopulations. The local HMIS System Administrator also works with all agencies that supply data to verify information. Many providers do not provide services for families with children, which allows the CoC to 'target' those that do for data quality checks. The CoC also has a close relationship with the VA. During the unsheltered count, there was a procedure in place where if any volunteer located a homeless Veteran, the VA outreach was available to interview the individual to determine eligibility for VA services.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

191 more persons were identified as experiencing homelessness for the first time. The number of persons who qualify for this measure also increased by 222. In 2017, in response to provider anecdotes that clients are traveling to Erie for services, the CoC began requiring all agencies to collect client's last permanent address zip code to help in understanding where clients are coming from. The Erie County Home Team, which is the CoC Governance Charter, is responsible for overseeing the strategy to reduce or end the number of individuals and families experiencing homelessness for the first time. The Home Team voted to gather this piece of data, and all providers are in agreement to collect and report.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

The average Length-of-Time (LoT) homeless for persons in Emergency Shelter (ES) and Safe Haven (SH) dropped by 3 bed nights. The average LoT homeless for persons in ES, SH, and Transitional Housing (TH) dropped by 10 bed nights. The Median LoT homeless for persons in ES and SH dropped by 2 bed nights. The Median LoT homeless for persons in ES, SH, and TH dropped by 5 bed nights. To reduce Lengths-of-Time, the CoC has emphasized Housing First principles to providers, including reducing Lengths-of-Time and exiting to Permanent Housing. Our CoC is focusing on identifying and prioritizing those

with the greatest need as we implement our Coordinated Entry process. We will continue to monitor this to determine if our assessment tools and policies are effective in reducing this measure. The Erie County Home Team, and by extension its newly-formed Coordinated Entry Subcommittee, are responsible for overseeing this strategy.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing. (limit 1000 characters)

Our CoC experienced a 15% increase in exits to Permanent Housing (PH) from Street Outreach (SO), a 9% increase in exits to PH from ES, SH, TH, and Permanent Housing-Rapid Rehousing (PH-RRH), and a 3% decrease in exits to or retention of PH from PH projects except PH-RRH. A data entry error was discovered, which resulted in over 200 clients being exited from a PH project that ended in 2012. We are unsure how this error affected our decrease in exits and retention of PH clients. We will be relying on our Coordinated Entry process and the VI-SPDAT assessment tool to assess whether people are qualified for placement in PH. Also, we will be creating a data quality plan, as well as monitoring the Coordinated Entry process for needed improvements. The Erie County Home Team is the organization responsible for overseeing this strategy.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness. (limit 1000 characters)

Our CoC experienced a 3% decrease in Returns to Homelessness from SO, a 2% decrease in Returns to Homelessness from ES, a 56% decrease in Returns to Homelessness from TH, and a 6% increase in Returns to Homelessness from PH. This resulted in a 2% decrease in Returns to Homelessness overall from all project types in FY 16 from FY 15. Strategies include wrapping Supportive Services around individuals who are homeless, ensuring they are connected to services such as Mental Health, Drug & Alcohol services, and medical services. A privately-funded project provides outreach to individuals to offer medical screenings, referrals, and other Supportive Services. Certified Peer Specialists and mentors assist clients in problem solving. We work with landlords to notify the provider if there are signs that a participant is decompensating so the provider can intervene in order to keep the client housed. The Erie County Home Team is the organization responsible for overseeing this strategy.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)

The CoC is working with a local employment agency, which has received funding for education, job training, and job placement. The providers have a good relationship with this agency. Also the Office of Vocational Rehabilitation (OVR) is another resource used to provide services for those with disabilities that need more intensive assistance with locating and maintaining employment/supports. The First Episode Psychosis (FEP) program has an education and job training component, for individuals with mental illness. Case managers are key in assisting persons with employment needs and referring them to proper resources, job training, or education. If participants are eligible for benefits such as SSI, SSDI, or VA, case managers will assist with applying for these benefits, or re-engaging with lost benefits. Staff from the Local Lead Agency/Erie County Care Management have completed SOAR training. The Erie County Home Team is the organization responsible for overseeing this strategy.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. (mm/dd/yyyy) 05/25/2017

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for yes by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	71	21	-50

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	248
Total	248

3B-1.2. Did the CoC adopt the Orders of Priority into their 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. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

Our CoC uses ESG funds for rapid rehousing of families in 30 days or less. These funds are used for first month's rent and security and short term rental assistance. Case management links families and children to appropriate services. Efforts are made to assist them with increasing their resource and income so they can manage the full rent, as soon as possible. We look to serve people in the community as are public housing waiting lists are closed. we have been successful finding landlords who rent for below fair market rent that the other resources can be used for persons with disabilities. We attempt to transfer those who are eligible to subsidized programs as they open to free up spots in the family programs.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	2	6	4

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination 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. (limit 1000 characters)

All provider agencies have anti-discrimination policies that they adhere to. The anti-discrimination policies indicate that providers do not deny admission to, nor separate any family members, based on age, sex, gender, LGBT status, marital status, or disability, when entering a shelter or other housing service. The CoC conducts monitoring to ensure that all provider agencies are adhering to their policy.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	No
LGBT youth homelessness?	No
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-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC’s efforts. (limit 1500 characters)

We have a very strong Children and Youth Subcommittee, which has identified gaps. Erie County received additional funding due to the Home Team contracting with the Intermediate Unit #3 in Pittsburgh to improve our count of homeless youth. The HMIS extract was de-duplicated with a Department of Education list to comprise a total count of homeless youth. Due to this effort, Erie received additional funding from the Department of Education to provide assistance to homeless youth. The Children and Youth Subcommittee is also working with a potential provider to educate the CoC on their program. The Home Team evaluates the efforts of this subcommittee, and provides direction on further action steps. Also, we are relying on our Coordinated Entry process to help identify homeless youth and their specific needs. We will continue to monitor the effectiveness of screening and placing homeless youth.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and

school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

Local and State education leaders are members of The Home Team and attend local meetings regularly. The Home Team contracted with the Allegheny IU3 to obtain information on homeless youth in our community. Two meetings have occurred with the Home Team members, local school liaisons and other community providers for youth from multiple disciplines. Work will follow based on the final data to plan for how youth homelessness will be addressed. Many systems currently address youth homelessness; OCY, education, MH. The policy of the CoC is that any child of school age is required to attend school. Arrangement are in place for transportation to pick up children at the ES and other providers. We have a working relationship with Early Intervention for children birth to 3 years old. The policy of the CoC is that all children birth to 3 years old be referred to Early Intervention Services. Adult education opportunities are also reviewed and referrals can be made.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No".

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

3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 1000 characters)

We have developed a good working relationship with the local VA to make eligibility determination for services. We have a local Veteran's outreach center that assists with the Veteran's less than honorably discharged. They provide case management for these individuals when in shelters and TH. Outreach has been done with the local VFW's for employment opportunities for Veterans.

Veterans have been prioritized for rental assistance and we work with our VA with HUD VASH. All CoC agencies refer to the VA.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? No

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 is assisted to quickly move into permanent housing using a Housing First approach? Yes

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

Case managers assist program participants in completing applications for benefits including, Medicaid, Medicare, Food Stamps, and TANF. We currently have case managers in our CoC SOAR trained. We have options for persons to receive medical care/dental care for all homeless, prior to receiving benefits. Community Health Net automatically enrolls persons into Medicaid programs. St. Paul's Free Clinic offers free medical care. Saint Vincent Hospital offers free screening/assessment. Lake Erie College of Osteopathic Medicine offers screening, assessment, and treatment for young teenage mothers & children. Erie United Methodist Alliance offers services through Faith Community Nurses, who provide services to homeless persons in the community. The Home Team is responsible for overseeing the strategy for mainstream benefits and is responsible for updating with new resources. Programs are monitored to ensure

that access to mainstream benefits is being offered to program participants.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	13.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	13.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	13.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	13.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

The CoC recently lost CoC funding for the main outreach service for our community (June 30, 2017) so we are in transition. Currently, our Local Lead Agency (LLA) offers outreach services in the community if a need is present. Our LLA is the PATH provider for the area. If the LLA is contacted by another service provider such as a mental health, substance abuse, law enforcement, or other source, the LLA will make efforts to outreach to the individual or family and offer referral services to housing or other appropriate programs. The LLA will outreach to anywhere in the CoC geographic area if there is a need. Our local VA offers outreach services for Veterans in need of services. The VA contacts shelters on a daily basis and will offer services in the field. Every service provider also markets their individual programs and will offer referrals to appropriate programs as appropriate.

**4A-5. Affirmative Outreach
 Specific strategies the CoC has 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; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The CoC regularly contacts the local Multicultural Community Resource Center to inform of the housing services that are offered in our community. The Multicultural Resource Center is an agency that offers initial contact and link to services for refugees relocating to the area. Many of these individuals are limited with English proficiency and may not otherwise know the route to seeking housing services if not for outreach. Community Resources for Independence (CRI) is an agency that provides services to individuals with disabilities and is a member of our Home Team. CRI is involved with our CoC and aware the housing programs that are available for those clients with a disability. All local housing providers utilized language interpreter services if a language barrier is present. The Coordinated Entry System will have access to live language interpreter services.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	2	29	27

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). 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
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Letters to 2017 C...	09/18/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting Ev...	09/21/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	2017 HUD Ranking ...	09/19/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Rating and Rankin...	09/18/2017
05. CoCs Process for Reallocating	Yes	2017 HUD Realloca...	09/18/2017
06. CoC's Governance Charter	Yes	2017 Governance C...	09/18/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/22/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/18/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	System Performanc...	09/22/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Letters to 2017 CoC Applicants- Results

Attachment Details

Document Description: Public Posting Evidence 2017

Attachment Details

Document Description: 2017 HUD Ranking and Review Procedure

Attachment Details

Document Description: Rating and Ranking Public Posting

Attachment Details

Document Description: 2017 HUD Reallocation Process

Attachment Details

Document Description: 2017 Governance Charter

Attachment Details

Document Description: HMIS Policies and Procedures- 2017

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: System Performance Measures

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	09/06/2017
1B. Engagement	09/21/2017
1C. Coordination	09/21/2017
1D. Discharge Planning	09/21/2017
1E. Project Review	09/21/2017
2A. HMIS Implementation	09/22/2017
2B. PIT Count	09/21/2017
2C. Sheltered Data - Methods	09/19/2017
3A. System Performance	09/21/2017
3B. Performance and Strategic Planning	09/21/2017
4A. Mainstream Benefits and Additional Policies	09/21/2017
4B. Attachments	09/22/2017

FY2017 CoC Application	Page 36	09/22/2017
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Submission Summary

No Input Required



DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

154 West Ninth Street
Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Ms. Maureen Dunn
Erie Dawn, Inc.
2549 West 8th Street
Erie, PA 16505

Re: 2017 HUD Continuum of Care Competition

Dear Ms. Dunn:

Thank you for the submission of your new project application. We received many more requests this year for the 2017 Housing and Urban Development (HUD) Continuum of Care Competition. The requests for funding for the Erie City & County Continuum of Care totaled over 2.8 million dollars, with just over 2.3 million dollars in potential available funding. The requests were reviewed and ranked by the Scoring Committee on August 31, 2017. After completion of the ranking and placing the projects by their score into the funding available, I am sorry to inform you that your new project, Crisis Housing Solutions, was not ranked high enough to be funded in the 2017 program competition. I encourage you to consider other funding sources that may be available to sustain your work on behalf of Erie County's homeless individuals and families.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



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Erie County Office of Mental Health & Intellectual Disabilities

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Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Ms. Linda Lyons-King
Safenet
1702 French Street
Erie, PA 16501

Re: 2017 HUD Continuum of Care Competition

Dear Ms. Lyons-King:

Thank you for the submission of your new project application. We received many more requests this year for the 2017 Housing and Urban Development (HUD) Continuum of Care Competition. The requests for funding for the Erie City & County Continuum of Care totaled over 2.8 million dollars, with just over 2.3 million dollars in potential funding. The requests were reviewed and ranked by the Scoring Committee on August 31, 2017. After the completion of the ranking and placing the projects by their score into the funding available, I am sorry to inform you that your new project, Crisis Housing Solutions, was not ranked high enough to be funded in the 2017 program competition. I encourage you to consider other funding sources that may be available to sustain your work on behalf of Erie County's homeless individuals and families.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





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County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Barry Kohler
Erie County Care Management
1640 Sassafras Street
Erie, PA 16502

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Kohler:

Thank you for the submission of your new project application. We received many more requests this year for the 2017 Housing and Urban Development (HUD) Continuum of Care Competition. The requests for funding for the Erie City & County Continuum of Care totaled over 2.8 million dollars, with just over 2.3 million dollars in potential available funding. The requests were reviewed and ranked by the Scoring Committee on August 31, 2017. After completion of the ranking and placing the projects by their score into the funding available, I am sorry to inform you that your new project, Rapid Rehousing (name TBD), was not ranked high enough to be funded in the 2017 program competition. I encourage you to consider other funding sources that may be available to sustain your work on behalf of Erie County's homeless individuals and families.

Sincerely,

A handwritten signature in cursive script, appearing to read "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



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County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Barry Kohler
Erie County Care Management
1640 Sassafras Street
Erie, PA 16502

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Kohler:

Thank you for the submission of your renewal project application. After review of the 2017 Housing and Urban Development (HUD) Continuum of Care Competition projects, ranking placed Stairways ACT into Tier 2 due to outcomes, data quality, and low fund utilization factors. As in previous years, Tier 2 is at risk of being cut if HUD has insufficient funds.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

A handwritten signature in cursive script that reads "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



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County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Darrell Smith
Erie City Mission
1017 French St.
Erie, PA 16501

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Smith:

Thank you for the submission of your renewal project application. After review of the 2017 Housing and Urban Development (HUD) Continuum of Care Competition projects, ranking placed a portion of funding for Independence into Tier 2. The scoring process was very competitive this year. Some of the factors that impacted this decision were less than average cost effectiveness (i.e.) higher than average cost per program participant) and a recent audit finding that identified your agency as moderate risk. Project Independence could receive a maximum award of \$204,632. Of this maximum award amount, \$37,988 is straddled into Tier 2. As in previous years, Tier 2 funding is at risk of being cut if HUD has insufficient funds.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

A handwritten signature in cursive script, appearing to read "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





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Erie County Office of Mental Health & Intellectual Disabilities

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Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Bill Grove
Mental Health Association
1101 Peach St.
Erie, PA 16503

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Grove:

I am pleased to inform you that your 2017 renewal project application for Make it a Home Always I has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$106,539. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



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Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Bill Grove
Mental Health Association
1101 Peach St.
Erie, PA 16503

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Grove:

I am pleased to inform you that your 2017 renewal project application for Make it a Home Always II has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$114,322. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

154 West Ninth Street
Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Kurt Crays
Erie United Methodist Alliance
1033 E. 26th St.
Erie, PA 16504

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Crays:

I am pleased to inform you that your 2017 renewal project application for My Way Home has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$356,194. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





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County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Barry Kohler
Erie County Care Management
1640 Sassafras St.
Erie, PA 16501

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Kohler:

I am pleased to inform you that your 2017 renewal project application for Self Start I has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$421,211. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

A handwritten signature in cursive script that reads "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





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DHS Director
MH/ID Administrator

9/7/17

Mr. Barry Kohler
Erie County Care Management
1640 Sassafras St.
Erie, PA 16501

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Kohler:

I am pleased to inform you that your 2017 renewal project application for Self Start II has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$141,862. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

A handwritten signature in cursive script, appearing to read "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





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Erie County Office of Mental Health & Intellectual Disabilities

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John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Barry Kohler
Erie County Care Management
1640 Sassafras St.
Erie, PA 16501

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Kohler:

I am pleased to inform you that your 2017 renewal project application for Self Start III has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$142,356. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

A handwritten signature in cursive script, appearing to read "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

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Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Dr. Grace Kennedy
Community of Caring
245 E. 8th St.
Erie, PA 16503

Re: 2017 HUD Continuum of Care Competition

Dear Dr. Kennedy:

Thank you for the submission of your renewal project application. I am pleased to inform you that your application for Finally Home has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$73,032. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

154 West Ninth Street
Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. David Brooks
Gaudenzia Erie
2005 W. 8th St,
Erie, PA16505

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Brooks:

I am pleased to inform you that your 2017 new project application for Fresh Start Phase 2 has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$148,637. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

154 West Ninth Street
Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. David Brooks
Gaudenzia Erie
2005 W. 8th St,
Erie, PA16505

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Brooks:

I am pleased to inform you that your 2017 renewal project application for Fresh Start has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$141,855. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services





DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

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Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Mark Alexa
Community Shelter Services
655 W. 16th St.
Erie, PA 16502

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Alexa:

I am pleased to inform you that your 2017 renewal project application for Lighting the Candle I has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$131,948. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

A handwritten signature in cursive script that reads "Autumn Wilcox".

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services



DEPARTMENT OF HUMAN SERVICES
Erie County Office of Mental Health & Intellectual Disabilities

154 West Ninth Street
Erie, Pennsylvania 16501-1303
Telephone: 814-451-6860 • TTY: 814-451-6858 • Fax: 814-451-6868

Kathy Dahlkemper
County Executive

John A. DiMattio
DHS Director
MH/ID Administrator

9/7/17

Mr. Mark Alexa
Community Shelter Services
655 W. 16th St.
Erie, PA 16502

Re: 2017 HUD Continuum of Care Competition

Dear Mr. Alexa:

I am pleased to inform you that your 2017 renewal project application for Lighting the Candle II has been accepted for ranking on the Continuum of Care Priority Listing. The total request for this project will be \$110,075. Results of the CoC Priority Listing will be sent via email and made available on the Home Team website.

If you have any questions, please contact me at (814)451-6813.

Sincerely,

Autumn Wilcox
Housing Program Specialist
Erie County Department of Human Services

PROOF OF PUBLICATION
In
THE ERIE TIMES-NEWS
COMBINATION EDITION

ERIE COUNTY MHMR
154 W 9TH ST
ERIE PA 16501-1303

REFERENCE: 111888 273351
LEGAL NOTICE The Erie County Departm

STATE OF PENNSYLVANIA)
COUNTY OF ERIE) SS:

Brenda L. Learn, being duly sworn, deposes and says that: (1) he/she is a designated agent of the Times Publishing Company (TPC) to execute Proofs of Publication on behalf of the TPC; (2) the TPC, whose principal place of business is at 205 W. 12th Street, Erie, Pennsylvania, owns and publishes the Erie Times-News, established October 2, 2000, a daily newspaper of general circulation, and published at Erie, Erie County Pennsylvania; (3) the subject notice or advertisement, was published in the regular edition(s) of said newspaper on the date(s) referred to below. Affiant further deposes that he/she is duly authorized by the TPC, owner and publisher of the Erie Times-News, to verify the foregoing statement under oath, and affiant is not interested in the subject matter of the aforesaid notice or advertisement, and that all allegations in the foregoing statement as to time, place and character of publication are true.

PUBLISHED ON: 07/23/17

TOTAL COST: \$101.30 AD SPACE: 23 Lines

FILED ON: 07/23/17

LEGAL NOTICE
The Erie County Department of Human Services, Office of Mental Health and Intellectual Disabilities (MH/ID) is soliciting project applications for the U.S. Department of Housing and Urban Development, Community Planning and Development, for the 2017 Continuum of Care Program Competition. A copy of the Notice of Funding Availability (NOFA) can be obtained online by visiting: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>. Project Applications must be submitted to Autumn Wilcox at: Erie County MH/ID 154 West 9th St. Fourth Floor Erie, PA 16501 by noon on Monday, August 14, 2017.
(7-273351-NT-23)

Sworn to and subscribed before me this 24th day of July 2017

Affiant: Brenda L. Learn

NOTARY: Barbara J. Moore

2017
COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Barbara J. Moore, Notary Public
City of Erie, Erie County
My Commission Expires March 23, 2020
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

**HUD 2017 NOFA (NOTICE OF FUNDING AVAILABILITY)
ERIE COUNTY CoC RATING CRITERIA FOR RENEWAL PROJECTS**

Under the 2017 HUD NOFA process, the Erie County Continuum of Care is required to rate and rank all renewal projects. In order to rate all renewals in a fair and impartial manner, the rating tool consists of an evaluation system based on performance measures, timely billing and documentation submission, fund utilization, serving priority groups, Housing First/low barrier implementation, match requirements, and data quality. The criteria for scoring each question are as follows:

Performance Measures Exits to Permanent Housing Permanent Supportive Housing	
___% remain in or move to Permanent Housing (PH)	
100%	25 points
98.0% - 99.9%	20 points
94.0% - 97.9%	15 points
90.0% - 93.9%	10 points
80.0% - 89.9%	5 points
0% - 79.9%	0 points

Performance Measures Returns to Homelessness Within 12 months of exit to PH...	
___% of participants return to homelessness	
0% - 39%	15 points
40% - 59%	10 points
60% - 79%	5 points
80%+	0 points

Performance Measures New or Increased Income and Earned Income Earned income for project stayers	
___% increase	
8%+	2.5 points
0% - 7%	0 points

Performance Measures New or Increased Income and Earned Income Non-employment income for project stayers	
___% increase	
10%+	2.5 points
0% - 9%	0 points

Performance Measures | New or Increased Income and Earned Income | Earned income for project leavers

___% increase

8%+	2.5 points
0% - 7%	0 points

Performance Measures | New or Increased Income and Earned Income | Non-employment income for project leavers

___% increase

10%+	2.5 points
0% - 9%	0 points

Other and Local Criteria | Billing

Billings were received on time with appropriate and correct supporting documentation

Yes	10 points
No	0 points

Other and Local Criteria | Fund Utilization

All available funds were expended during program year as reported on final APR

Yes	10 points
No	0 points

Other and Local Criteria | Priority Groups

Applicant will serve HUD priority groups (Chronically Homeless, Families, Youth Ages 18-24, and Homeless Veterans)

All 4 groups	10 points
3 groups	8 points
2 groups	6 points
1 group	4 points
No groups	0 points

Other and Local Criteria | Housing First/Low Barrier Implementation

Applicant quickly moves participants to permanent housing without requirements or preconditions such as sobriety or minimum income

Yes	25 points
No	0 points

Other and Local Criteria | Data Quality – Personally Identifiable Information

Applicant has an error rate below 10% for Personally Identifiable Information

Yes	5 points
No	0 points

Other and Local Criteria | Data Quality – Chronic Homelessness

Applicant has an error rate below 10% for Chronic Homelessness

Yes	5 points
No	0 points

Other and Local Criteria | Match Requirement

Applicant meets minimum match requirement of 25%

Yes	5 points
No	0 points

Other and Local Criteria | Match Accuracy

Match documentation is correct and accurate

Yes	5 points
No	0 points

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL		MAX POINT VALUE
PERFORMANCE MEASURES			
Exits to Permanent Housing			
Permanent Supportive Housing	≥ 90% remain in or move to PH	<input style="width: 50px;" type="text"/>	out of 25
Returns to Homelessness			
Within 12 months of exit to permanent housing	≤ 15% of participants return to homelessness	<input style="width: 50px;" type="text"/>	out of 15
New or Increased Income and Earned Income			
Earned income for project stayers	8%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Non-employment income for project stayers	10%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Earned income for project leavers	8%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Non-employment income for project leavers	10%+ increase	<input style="width: 50px;" type="text"/>	out of 2.5
Performance Measures Subtotal		0	out of 50
OTHER AND LOCAL CRITERIA			
Billing	Billings were received on time with appropriate and correct supporting documentation	<input style="width: 50px;" type="text"/>	out of 10
Fund Utilization	All available funds were expended during program year as reported on final APR	<input style="width: 50px;" type="text"/>	out of 10
Priority Groups	Applicant will serve HUD priority groups (Chronically Homeless, Families, Youth Ages 18-24, and Homeless Veterans)	<input style="width: 50px;" type="text"/>	out of 10
Housing First/Low Barrier Implementation	Applicant quickly moves participants to permanent housing without requirements or preconditions such as sobriety or minimum income	<input style="width: 50px;" type="text"/>	out of 25
Data Quality - Personally Identifiable Info.	Applicant has an error rate below 10% for Personally Identifiable Information	<input style="width: 50px;" type="text"/>	out of 5
Data Quality - Chronic Homelessness	Applicant has an error rate less than 10% for Chronic Homelessness	<input style="width: 50px;" type="text"/>	out of 5
Match Requirement	Applicant meets minimum match requirement of 25%	<input style="width: 50px;" type="text"/>	out of 5
Match Accuracy	Match documentation is correct and accurate	<input style="width: 50px;" type="text"/>	out of 5
Other and Local Criteria Subtotal		0	out of 75
TOTAL SCORE			
TOTAL SCORE		0	out of 125
Weighted Rating Score		0	out of 100

PROJECT FINANCIAL INFORMATION

CoC funding requested	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$ -
Amount of other public funding (federal, state, county, city)		
Amount of private funding		

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	MAX POINT VALUE
TOTAL PROJECT COST		\$ -
CoC Amount Awarded Last Operating Year	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$ -
CoC Amount Expended Last Operating Year	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$ -
Percent of CoC funding expended last operating year		0%

**HUD 2017 NOFA (NOTICE OF FUNDING AVAILABILITY)
 ERIE COUNTY CoC RATING CRITERIA- New Project Applications**

Under the 2017 HUD NOFA process, the Erie County Continuum of Care is required to rate and rank all new project applications. In order to rate all new project applications in a fair and impartial manner, the rating tool consists of a 115-point evaluation system based on experience, design of housing and supportive services, timeliness of implementation of project, financial including any recent audit findings, match amount and accuracy, and whether the project intends on serving HUD priority groups. The criteria for scoring each question are as follows:

Experience: Working with Proposed Population and Providing Housing Similar to that Proposed in the Application:	
Extensive Previous Experience	10 points
Some Previous Experience	5 points
No Prior Experience	0 points

Experience: Utilizing a Housing First Approach	
Yes	10
No	0

Experience: Experience in Effectively Utilizing Federal Funds	
Yes	5
No	0

Design of Housing & Supportive Services: A. 1. Demonstrate Understanding of the Needs of the Clients to be Served 2. Demonstrate Type, Scale, and Location of the Housing Fit the Needs of the Clients to be Served, 3. Demonstrate the Type and Scale of all Supportive Services, 4. Demonstrate how Clients will be Assisted in Obtaining and Coordinating the Provision of Mainstream Benefits, 5. Establish Performance Measures for Housing and Income that are Objective, Measurable, Trackable, and meet or exceed any Established HUD, Hearth, or CoC benchmarks

Evidence of Extensive Understanding	15 points
Evidence of Some Understanding	10 points
No Evidence of Understanding	0 points

Design of Housing & Supportive Services: B. Description of Plan to Assist Clients to Rapidly Secure and Maintain PH

Yes	5 points
No	0 points

Design of Housing & Supportive Services: C. Description of how Clients will be Assisted to Increase Employment and/or Income and to Maximize their Ability to Live Independently

Yes	5 points
No	0 points

Timeliness: Plan for Rapid Implementation of Program

30 Days or Less	10 points
30 Days to 60 Days	5 points
Beyond 60 Days	0 points

Financial: A. Project is Cost-Effective- Comparing Projected Cost per Person Served to CoC Average Within Project Type:

Cost is > 20% Below Average	10 points
Cost is 20% Below to 20% Above Average	5 points
Cost is > 20% Above Average	0 points

Financial: B. Audit: 1. Most Recent Audit Found No Exceptions to Standard Practices	
No Exceptions Found	5 points
Exceptions Found	0 points

Financial: B. 2. Most Recent Audit Identified Agency as “Low Risk”	
Yes	5 points
No	0 points

Financial: B. 3. Most Recent Audit Indicates No Findings	
No Findings Found	5 points
One or More Findings Found	0 points

Financial: C. Documented Match Amount Meets HUD Mandatory 25%	
Yes	5 points
No	0 points

Financial: D. Budgeted Costs are Reasonable, Allocable, and Allowable	
Yes	10 points
No	0 points

Financial: E. Match documentation is correct and accurate	
Yes	5 points
No	0 points

Other Local Criteria: Provider is Serving a HUD Priority Group(Chronic Homeless, Homeless Families, Homeless Youth ages 18-24, or Homeless Veterans)	
All 4 groups	10 points
3 groups	8 points
2 groups	6 points
1 groups	4 points
No groups	0 points

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete
 0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
---------------	----------------	-----------------

EXPERIENCE

A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	<input type="text"/>	out of	10
B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	<input type="text"/>	out of	10
C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	<input type="text"/>	out of	5
Experience Subtotal	0	out of	25

DESIGN OF HOUSING & SUPPORTIVE SERVICES

A. Extent to which the applicant	<input type="text"/>	out of	15
1. Demonstrate understanding of the needs of the clients to be served.			
2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served			
3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served.			
4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits			
5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.			
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	<input type="text"/>	out of	5
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	<input type="text"/>	out of	5
Design of Housing & Supportive Services Subtotal	0	out of	25

TIMELINESS

A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.	<input type="text"/>	out of	10
Timeliness Subtotal	0	out of	10

FINANCIAL

A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.	<input type="text"/>	out of	10
B. Audit			
1. Most recent audit found no exceptions to standard practices	<input type="text"/>	out of	5
2. Most recent audit identified agency as 'low risk'	<input type="text"/>	out of	5

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
3. Most recent audit indicates no findings	<input type="text"/>	out of 5
C. Documented match amount.	<input type="text"/>	out of 5
D. Budgeted costs are reasonable, allocable, and allowable.	<input type="text"/>	out of 10
Financial Subtotal	0	out of 40
OTHER AND LOCAL CRITERIA		
Match Accuracy	<input type="text"/>	out of 5
Priority Groups Served- Provider is Serving a HUD Priority Group (Chronic Homeless, Homeless Families, Homeless Youth ages 18-24, or Homeless Veteran's)	<input type="text"/>	out of 10
Section VI Subtotal	0	out of 15
TOTAL SCORE	0	out of 115
Weighted Rating Score	0	out of 100

PROJECT FINANCIAL INFORMATION

CoC funding requested	<i>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</i>	\$ -
Amount of other public funding (federal, state, county, city)		\$ -
Amount of private funding		\$ -
TOTAL PROJECT COST		\$ -



Homeless resources for Erie County, PA

HOME ABOUT US MEMBERSHIP GET HELP CALENDAR RESOURCES CONTACT

Resources

RESOURCES

2017 Single Point in Time Survey of the Homeless Population in Erie County

[2017 SPIT Report - .PDF](#)

2017 HUD Continuum of Care Priority Listing

[2017 CoC Listing - .PDF](#)

Growing Up Homeless: Part Two

As a follow up to the December 2013 Panel discussion on the state of youth homelessness in our community, Home Team of Erie County hosted a follow up presentation on the national effort to reduce youth homelessness, Erie County's statistics, the local support system, and what we as a community can do to support this at-risk population. To view the PowerPoint, click here: [FINAL long version Growing Up Homeless Part Two](#)

2017 HUD Continuum of Care Ranking Tools

[HUD 2017- New Project Rating Scale - .PDF](#)
[HUD 2017- New Project Rating Tool - .PDF](#)
[HUD 2017- Renewal Project Rating Tool - .PDF](#)
[HUD 2017- Renewal Rating Scale - .PDF](#)

2016 HUD Continuum of Care Application

[coc-2016-priority-listing](#)

[coc-2016-hud-application](#)

2016 HUD Continuum of Care Priority Listing

[Priority Listing COC 2016 9-1-16 rev 2 post \(2\)](#)

2016 HUD Continuum of Care Ranking Tools

[Instructions for Scoring Process for Renewals rev 2016 \(1\)](#)

[Renewal Project Application Scoring tool 2016 \(1\)](#)

[Blank Renewal Performance Sheet 2016 \(4\)](#)

[Erie County New Project Review Tool 2016 rev 3 \(1\) \(1\)](#)

2016 Process for Reallocation Continuum of Care Competition

[Erie County PA Reallocation plan Aug 16-2](#)

2016 Single Point in Time Survey of the Homeless Population in Erie County

[2016_SPIT_Final_Report](#)

2015 Erie County Continuum of Care Application and Priority Listing

Wilcox, Autumn

From: Wilcox, Autumn
Sent: Thursday, August 10, 2017 4:33 PM
To: 'Abigail Skinner'; 'Agnes Piscaro'; 'Amy Clabatz'; 'Andrea Sliva'; Ashley Franklin; Wilcox, Autumn; 'Brad Whitman'; 'Brian McLaughlin'; 'Carl Hull'; 'Charles Scalise'; Chris Tombaugh; 'Clara Holden'; 'Clifton McNair III'; 'Colleen Hammon'; 'Craig Ulmer'; Cris Taylor; Pushic, Dan; 'Danielle Szklenski'; 'Darrell Smith'; 'David Gonzalez'; 'David Wooledge'; 'Debbie Dillon'; 'Debbie Smith'; 'Deirdre Tate'; 'Diana Ames'; 'Diane Brant'; Dimitrovski, Kristine; 'Donnelly, Nancy'; 'Eddie Martin'; Emily Goodwin; 'Emily Stoner'; Connelly, Erin; George Fickenworth; 'Gina Allison'; 'Grace Kennedy'; 'Jacqueline Williams'; 'Jason Sargent'; 'Jeff McDonald'; 'Jennie Hagerty'; 'Jesse Hayward'; Berdis, Joe; 'Joe Cancilla'; Joshua Miller; Karns, Shelby; Karns, Shelby; 'Kate (Elspeth) Koehle'; 'Kathy Hubbard'; 'Katie Schaaf'; 'Kim Stucke'; 'Kurt Crays'; 'Laryssa Stolar'; 'Lee Prindle'; 'Linda (Lyons) King'; 'Lisa Karle'; 'Liz McCormick'; 'Lori Palisin'; 'Margie Olszewski'; 'Mark Alexa'; 'Mark Jasinski'; 'Mary Gollmer'; 'Maureen Dunn'; 'Michael Fraley'; 'Michael Wehrer'; 'Michelle Swarm'; 'Migdalia Lavenbein'; 'Mike Jaruszewicz'; 'Nate McGee'; Neal Brokman; 'Nicole Johnson'; 'Pat Herr'; 'Patricia Lindeman'; 'Patti Palotas'; 'Perry Wood'; 'Richard Novotny'; Rita Scrimenti; 'Rose Barr'; 'Saunders McLaurin'; 'Scot Valimont'; 'Sean O'Neill'; 'Sheila Sterrett'; 'Shirley Schell'; 'Shona Eakin'; 'Sister Phyllis Hilbert'; 'Steve Westbrook'; 'Steven Thomas'; 'Tadda, Angela'; 'Tim Hilton'; 'Tim Lavenbein'; 'Tom Schlaudecker'; Weidner, Tracey; 'Veronica Hopkins'; Viveralli, Cynthia; Jacobs, Wendy; 'Yolanda Arrington'; 'Jesse Hayward'; Emily Francis

Subject: 2017 HUD CoC Competition- Rating and Scoring Documents
Attachments: HUD 2017- Renewal Project Rating Tool.pdf; HUD 2017- Renewal Rating Scale.docx; HUD 2017- New Project Rating Tool.pdf; HUD 2017- New Project Rating Scale.docx

Importance: High

Good afternoon,

Attached are the new and renewal project application rating tools and rating scales that will be used for the 2017 program competition ranking and scoring process. These tools will be used by the ranking and scoring committee for Erie County to rate and rank all project applications that are submitted to Erie County DHS. These documents will also be posted on the Home Team website for reference.

This is a reminder that all 2017 HUD CoC project applications are due by **12:00 PM, Monday, August 14th, 2017**.

Thank you,

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MH/ID Office
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Erie City & County PA-605

Reallocation Process for HUD Continuum of Care Competition 2017

Erie City & County, PA-605, is not reallocating any funds in the 2017 HUD CoC program competition. All project submissions included in the 2017 competition are Permanent Housing Projects. In the 2016 program competition, \$677,268 of our ARD was reallocated to create new Permanent Housing projects, HMIS, and a Coordinated Entry System. As over 20% of our ARD was reallocated in the last program competition, our CoC plans to give time for the new projects to perform prior to the next evaluation for possible reallocation.

Section 2. Powers

- (a) General Rule: Unless otherwise provided by statute, all powers vested by law in the corporation shall be exercised by or under the authority of, and the business and affairs of the Home Team shall be managed under the direction of, the Board of Directors.
- (b) Standard of Care; Justifiable Reliance: A director shall stand in a fiduciary relation to the corporation and shall perform his or her duties as a director, including duties as a member of any Committee of the Board upon which the director may serve, in good faith, in a manner the director reasonably believes to be in the best interests of the corporation and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, a director shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:
- (1) One or more representative of local, state, or federal government whom the director reasonably believes to be reliable and competent in the matters presented.
 - (2) Counsel, public accountants or other persons as to matters which the director reasonably believes to be within the professional or expert competence of such person.
 - (3) A Committee of the Board upon which the director does not serve, duly designated in accordance with law, as to matters within its designated authority, which committee the director reasonably believes to merit confidence.
- A director shall not be considered to be acting in good faith if the director has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.
- (c) Consideration of Factors: In discharging the duties of their respective positions, the Board of Directors, Committees of the Board and individual directors may, in considering the best interests of the Home Team, consider the effects of any

action upon employees, upon suppliers and customers of the Home Team and upon communities in which offices or other establishments of the Home Team are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of subsection (b).

(d) Presumption: Absent breach of fiduciary duty, lack of good faith or self-dealing, actions taken as a director or any failure to take any action shall be presumed to be in the best interests of the corporation.

(e) Personal Liability of Directors

(1) A director shall not be personally liable, as such, for monetary damages for any action taken, or any failure to take any action, unless:

(i) the director has breached or failed to perform the duties of his or her office under this section; and

(ii) the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

(2) The provisions of paragraph (1) shall not apply to the responsibility or liability of a director pursuant to any criminal statute, or the liability of a director for the payment of taxes pursuant to local, State or Federal law.

(f) Notation of dissent: A director who is present at a meeting of the Board of Directors, or of a Committee of the Board, at which action on any Home Team matter is taken shall be presumed to have assented to the action taken unless his or her dissent is entered in the minutes of the meeting or unless the director files a written dissent to the action with the Secretary of the meeting before the adjournment thereof or transmits the dissent in writing to the Secretary of the corporation immediately after the adjournment of the meeting. The right to dissent shall not apply to a director who voted in favor of the action. Nothing in this section shall bar a director from asserting that minutes of the meeting incorrectly omitted his or her dissent if, promptly upon receipt of a copy of such minutes, the director notifies the Secretary, in writing, of the asserted omission or inaccuracy.

Section 3. Number and Election: The Board of Directors shall consist of a minimum of twenty-two (22) and a maximum of thirty-five (35) persons. The Board should be representative

of a cross section of the community. The Board shall include representation from all agency HUD grantees, member(s) to be selected for nomination by those grantees with the names being forwarded to the Membership Committee. Board members shall be elected at a meeting at which quorum is present and hold office for three (3) years or until their successors shall be elected. A Board member may serve a section three (3) year term if requested by the Board. After a second term, the Board member will rotate off the Board for a minimum of one (1) year.

Section 4. Vacancies: Vacancies to the Board shall be filled by a majority vote of the membership present and voting at any Board meeting based on the recommendations of the Resource and Planning Committee.

Section 5. Removal: Any member of the Board absent from 50% of the regular meetings of the Board during the span of a fiscal year shall be deemed to have resigned from the Board and shall be so notified in writing, unless a special recommendation is made to the Board of Directors by the Committee he/she is on.

Section 6. Meetings: Meetings of the Board of Directors shall be held at the time and place designated by the Chairperson of the Board. Regular meetings of the Board shall be held bi-monthly.

Section 7. Annual Meeting: Meetings of the Board of Directors shall be held in January of each year, or on another date as determined by the Board, and at such times and place as determined by the Board.

Section 8. Meeting Notice: Notice of all regular meetings shall be made at least five (5) days prior to the meeting. Special meetings may be called by the Chairperson or Vice-Chairperson on two (2) days notice to each Director. The Chairperson shall call special meetings as deemed necessary, or by written request of at least three (3) members providing such request shall state the purpose of such special meeting.

Section 9. Quorum: At all meetings of the Board a majority of the total number of Directors then in office shall constitute a quorum for the transaction of business. A simple majority of those present and voting shall be required to pass any motion or resolution. If a quorum shall not be present the Directors present may recess the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 10. Roberts Rules of Order Revised shall govern the proceedings of all meetings of the agency, except as provided in these by-laws.

ARTICLE IV

OFFICERS

Section 1. Election: The officers of the Home Team shall be elected at the end of the calendar year (December) and shall serve for a term of one (1) year and until their successors are elected. The officers shall be the Chairperson, Vice-Chairperson, Immediate Past Chairperson, Secretary, Treasurer and Chairpersons of the Committees. Vacancies will be filled by a majority vote of the Board. The Immediate Past Chairperson has the option to remain, at the discretion of the Board, as an officer for a maximum of one (1) year. In addition to the above, the City of Erie and the County of Erie will be considered as standing members of the officers. The above shall be considered the Executive Committee.

Section 2. Duties:

- (a) The Chairperson shall preside at all meetings of the Board; appoint all committees with the approval of the Board; serve as an ex-officio member of all committees; submit a report of the operations of the Home Team to the Board at the annual meetings; and, from time to time, shall report to the Board on all matters that may affect the Home Team.
- (b) The Vice-Chairperson shall be vested with all powers and shall perform all of the duties of the Chairperson during the absence of the latter, and shall have such other duties as the Board may from time to time determine.
- (c) The Secretary shall keep the minutes of the Board of Directors and shall give, or cause to be given, nature of all meetings of the Board and shall perform all other usual duties of that office and such additional duties as prescribed by the Board.
- (d) The Treasurer shall report on such fiscal matters as the Board may request from time to time, and shall perform all other acts incident to the position of the Treasurer, subject to control of the Board

ARTICLE V

COMMITTEES

Section 1. The Membership Committee shall recommend annually, chairpersons who are also Directors, to the following standing committees, of each of which he/she shall be an ex-officio member. The Chairperson may also recommend such ad hoc committees as shall from time to

time be desirable and necessary. The Board shall confirm these appointments. Committee quorum shall be those members in attendance.

Section 2. Assessment Committee: The Committee is responsible for the review of the audit; review of agency policies; review of agency programs and the review of Board efficiency and effectiveness.

Section 3. Resource and Planning Committee: The Committee is responsible for the review of the agency's strategy in relation to the environment and the funding for this strategy, the development of the agency's yearly and three year goals, the review of the agency annual budget and investments, and the promotion of the fund raising activities of the agency, and promotion and selection of new members.

ARTICLE VI AMENDMENTS

Section 1. The Board of Directors may make, alter, amend and repeal the by-laws of the agency at any meeting of the Board, provided that they be advised of such proposal in the written notice of the meeting, which shall be sent to each member not less than two (2) weeks before the meeting.



Homeless Management Information System (HMIS-Erie)

Policies and Procedures Manual

September, 2017

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***For HMIS-ERIE technical support, please email (preferred)
or call Lisa, Ted or Dan of the HMIS-Erie Management Team.***

HOMELESSNESS MANAGEMENT INFORMATION SYSTEM

POLICIES AND PROCEDURES MANUAL

This manual is developed by HMIS-Erie Management and authorized by the Erie County Department of Human Services Housing Team

HMIS-ERIE GOVERNANCE CHARTER

INTRODUCTION

Erie County Department of Human Services (ECDHS) is the lead agency and Collaborative Applicant for the Erie County Continuum of Care (PA-605) as well as the designated lead agency for the PA-605 Homeless Management Information System (HMIS-Erie). The coverage area includes all of Erie County, PA. ECDHS has primary responsibility for all HMIS-ERIE activities.

HMIS-Erie Governance Charter serves to delineate the roles and responsibilities related to key aspects of the governance and operations of HMIS-Erie and includes the most recent **HMIS-ERIE Policies and Procedures Manual (Policy)** approved and adopted by the ECDHS, which is incorporated into this charter by reference. The Policy includes privacy, security, client consent and data entry requirements and may be modified from time to time at the ECDHS' discretion.

Beginning with the 2003 Continuum of Care (CoC) grants and continuing with the Emergency Solutions Grants (ESG), the United States Department of Housing and Urban Development (HUD) requires all grantees and sub-grantees to participate in their local Homeless Management Information System. This policy is consistent with the Congressional Direction for communities to provide data to HUD on the extent and nature of homelessness and the effectiveness of its service delivery system in preventing and ending homelessness.

HMIS-Erie and its operating policies and procedures are structured to comply with the most recently released **HUD Data and Technical Standards for HMIS**. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the Continuum may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies so they follow applicable laws.

The ECDHS uses all submitted data for analytic and administrative purposes, including the preparation of ECDHS reports to funders and the Continuum's participation in the Federal Annual Homeless Assessment Report (AHAR). Aggregate data taken from HMIS-Erie is used to inform Strategic Planning activities and the Consolidated Plans of Erie City and County and other entitlement communities.

KEY SUPPORT ROLES & RESPONSIBILITIES

Erie County Department of Human Services Housing Team

As lead agency for the Erie City and County Continuum of Care (CoC):

- Manages HMIS-Erie System Administrators, oversees HMIS-Erie project and has primary responsibility for all HMIS-ERIE activities
- Approves and facilitates enforcement of HMIS-ERIE policies as set forth in HMIS-Erie Policies and Procedures Manual
- Designates software to be used for HMIS-Erie in the geographic region
- Selects, approves and executes annual contract(s) with HMIS-ERIE vendor(s)

HMIS-ERIE Management Team

- Guides the implementation/maintenance of the Homeless Management Information System
- Ensures HMIS-ERIE compliance with all HUD rules and regulations
- Encourages and facilitates participation
- Develops, informs, and reviews HMIS-ERIE policies and procedures
- Advises and recommends to the ECDHS Housing Team changes to HMIS-ERIE policies and procedures
- Cultivates ways in which future data measurement can contribute to fulfillment of strategic goals
- Provides training and support to partner agency users
- Facilitates continuing quality improvement via data analyses and knowledge of best practices
- Ensures compliance with HMIS-ERIE policies and HUD requirements
- Monitors data quality in accordance with Data Quality Plan benchmarks as set forth in HMIS-Erie Policies and Procedures Manual
- Acts as liaison between the ECDHS and regional or national HMIS-ERIE related organizations and participates in related activities
- Supervises contract(s) with vendor(s)

HMIS-ERIE Partner Agencies

- Execute an HMIS-ERIE Agency Partner Agreement and, if applicable, a Network Data Sharing Agreement
- Agree to abide by the most current HMIS-ERIE Policy and Procedures Manual (Policy) approved and adopted by the ECDHS

- Ensure that all employees and agents comply with the Policy
- Ensure staffing and equipment necessary to implement and ensure HMIS-ERIE participation

HMIS-ERIE Agency Administrators

- Are the main communicators and the liaison between HMIS-Erie Management Team and their respective agency's users
- Ensure compliance with HMIS-ERIE policies within their agency
- Provide support for HMIS-ERIE use within their agencies
-

HMIS-ERIE AGENCY IMPLEMENTATION POLICIES AND PROCEDURES

HMIS-ERIE PARTICIPATION POLICY

Mandated Participation

All projects that are authorized under HUD's McKinney-Vento Act as amended by the HEARTH Act to provide homeless services and projects receiving HUD funding must meet the minimum HMIS-ERIE participation standards as defined by this Policies and Procedures manual. These participating agencies will be required to comply with all applicable operating procedures and must agree to execute and comply with an HMIS-ERIE Agency Partner Agreement.

Voluntary Participation

Although funded agencies are required to meet only minimum participation standards, the ECDHS strongly encourages funded agencies to fully participate with all their homeless programs. While the ECDHS cannot require non-funded providers to participate in HMIS-Erie, the ECDHS works closely with non-funded agencies to articulate the benefits of HMIS-Erie and to strongly encourage their participation in to achieve a comprehensive and accurate understanding of homelessness in Erie City and County.

Minimum Participation Standards

- Each participating agency shall execute an HMIS-ERIE Agency Partner Agreement.
- Agency staff shall collect the Universal and Program-Specific data elements as defined by HUD and other Federal Partners. Other data elements as determined by the Erie Home Team for all clients served by programs participating in HMIS-ERIE; data may be shared with other agencies subject to appropriate client consent and data sharing agreements.
- Agency staff shall enter client-level data into HMIS-Erie within two business days for emergency housing and five working days of client interaction.
- Participating agencies shall comply with all HUD regulations for HMIS-ERIE participation.

- Each agency shall designate at least one HMIS-ERIE Primary Point Person. This person may or may not also be the Agency Administrator (see below). HMIS-Erie Primary Point Person functions as the main liaison with HMIS-Erie Management Team and is responsible for organizing its agency's users, making sure proper training has taken place for the users and that all paperwork and confidentiality requirements are being followed by all users from that agency.
- Each agency having five or more users must designate at least one user to function as an Agency Administrator. Agencies with fewer than five users have the option of designating an Agency Administrator. The Agency Administrator is expected to provide on-site support to the agency's end-users, run agency reports, monitor the agency's data quality, and work with HMIS-Erie Management Team to troubleshoot HMIS-ERIE issues.

HMIS-ERIE PARTNERSHIP TERMINATION - DATA TRANSFER POLICIES

In the event that the relationship between the ECDHS HMIS-ERIE and a Partner Agency is terminated, the Partner Agency will no longer have access to HMIS-Erie. HMIS-Erie Management Team shall make reasonable accommodations to assist a Partner Agency to export its data in a format that is usable in its alternative database. Any costs associated with exporting the data will be the sole responsibility of the Partner Agency.

HMIS-ERIE SECURITY PLAN

The Continuum has defined a security plan that:

- Ensures the confidentiality, integrity, and availability of all HMIS-ERIE information
- Protects against any reasonably anticipated threats or hazards to security
- Ensures compliance by end-users

HARDWARE, CONNECTIVITY AND COMPUTER SECURITY REQUIREMENTS

Workstation Specification

Computers should meet the **minimum** desktop specification:

- Operating System: Any system capable of running a current Internet browser as specified below
- Processor: 2 GHz Pentium processor or higher; dual core recommended
- Memory: 4gb recommended (2gb minimum)
- Hard Drive: 40 MB available space
- Web Browsers: The most current version of MS Internet Explorer, Chrome or Mozilla Firefox

Internet Connectivity

Partner Agencies must have Internet connectivity for each workstation accessing HMIS-Erie. To optimize performance, all agencies are encouraged to secure a high-speed Internet connection with a cable modem, DSL or T1 line. Agencies expecting a very low volume of data may be able to connect using a dial-up connection; however, HMIS-ERIE management cannot guarantee satisfactory performance with this option.

Any network that has a Wi-Fi component must employ at least WPA2 level security.

Security Hardware/Software

All workstations accessing HMIS-Erie need to be protected by a securely configured firewall. If the workstations are part of an agency computer network, the firewall may be installed at a point between the network and the Internet or other systems rather than at each workstation. Each workstation also needs to have anti-virus and anti-spyware programs in use and properly maintained with automatic installation of all critical software updates. Good examples of anti-virus software include McAfee and Symantec (Norton) Security systems, among others.

HMIS-ERIE USER IMPLEMENTATION

Eligible Users

Each Partner Agency shall authorize use of HMIS-Erie only to users who need access to the system for data entry, editing of client records, viewing of client records, report writing, administration or other essential activity associated with carrying out participating agency responsibilities.

HMIS-Erie Management Team shall authorize use of HMIS-Erie only to users who need access to the system for technical administration of the system, report writing, data analysis and report generation, back-up administration or other essential activity associated with carrying out central server responsibilities.

User Requirements

Prior to being granted a username and password, users must sign an HMIS-ERIE confidentiality agreement that acknowledges receipt of a copy of the agency's privacy notice and that pledges to comply with the privacy notice.

Users must be aware of the sensitivity of client-level data and must take appropriate measures to prevent its unauthorized disclosure. Users are responsible for protecting institutional information to which they have access and for reporting security violations. Users must comply with all policies and standards described within this Policies and Procedures manual. They are accountable for their actions and for any actions undertaken with their username and password and should therefore, *never* share their unique user name and password with anyone.

Agency Administrators must ensure that users have received adequate training prior to being given access to the database.

Setting Up a New User

If the Partner Agency wants to authorize system use for a new user, the agency's Executive Director or authorized designee must:

- Determine the access level of the proposed HMIS-ERIE user
- Execute an HMIS-ERIE user confidentiality agreement
- Review HMIS-ERIE records about previous users to ensure that the individual does not have previous violations with HMIS-Erie Policies and Procedures that prohibit their access to HMIS-Erie
- Verify that an HMIS-ERIE user confidentiality agreement has been correctly executed

- Verify that appropriate and sufficient training has been successfully completed
- Create the new user ID and password in ServicePoint™, or submit request for creation to HMIS-Erie Management Team

If any user leaves the agency or no longer needs access to HMIS-Erie, the Partner Agency is responsible for immediately terminating user access by deleting or inactivating the user account, or by notifying HMIS-Erie Management Team.

Volunteers have the same user requirements that paid staff have. They must have an individual user account, go through the same training, and have the same confidentiality and privacy documents signed and on file with the agency they are serving.

The Executive Director or authorized designee is responsible for ensuring that the user understands and complies with all applicable HMIS-ERIE Policies and Procedures.

Enforcement Mechanisms

HMIS-Erie Management Team will investigate all potential violations of any security protocols. Any user found to be in violation of security protocols will be sanctioned.

Sanctions include, but are not limited to:

- A formal letter of reprimand
- Suspension of system privileges
- Revocation of system privileges

A Partner Agency's access may also be suspended or revoked if serious or repeated violation(s) of HMIS-ERIE Policies and Procedures occur by agency users.

HMIS-ERIE AGENCY IMPLEMENTATION

Adding Partner Agencies

Prior to setting up a new Partner Agency within HMIS-Erie database, HMIS-Erie Management Team shall:

- Review HMIS-ERIE records to ensure that the agency does not have previous violations
- Verify that the required documentation has been correctly executed and submitted or viewed on site, including:
 - Partner Agreement
 - Additional Documentation on Agency and Project(s)
 - Designation of HMIS-ERIE Agency Administrator
 - Fee Payment, if applicable
- Request and receive approval from HMIS-Erie Management Team to set up a new agency in HMIS-Erie

- Work with the Partner Agency to input applicable agency and program information
- Work with HMIS-Erie Management Team to migrate legacy data, if applicable

Agency Information Security Protocol Requirements

At a minimum, Partner Agencies must develop security rules, protocols or procedures based on the final *HUD Data and Technical Standards* including but not limited to the following:

- Internal agency procedures for complying with HMIS-Erie Notice of Privacy Practices and provisions of other HMIS-ERIE client and agency agreements
- Maintaining and posting an updated copy of the agency's Notice of Privacy Practices on the agency's website
- Posting a sign in the areas of client intake that explains generally the reasons for collecting personal information
- Appropriate assignment of user accounts
- Preventing user account sharing
- Protection of unattended workstations
- Protection of physical access to workstations where employees are accessing HMIS-ERIE
- Safe storage and protected access to hardcopy and digitally generated client records and reports with identifiable client information
- Proper cleansing of equipment prior to transfer or disposal
- Procedures for regularly auditing compliance with the agency's information security protocol
- HMIS-Erie Management Team conducts annual site visits to monitor compliance with HMIS-ERIE policies, at which time agencies may need to demonstrate their procedures for securing client data.

User Access Levels

All HMIS-ERIE users must be assigned a designated user access level that controls the level and type of access the user will have within the system. Users will have access to client-level data that is collected only by their own agency unless a client specifically consents in writing to share their information.

DATA ACCESS CONTROL POLICIES

User Accounts

Partner Agencies may be permitted to manage user accounts following the procedures documented in HMIS-Erie *User Implementation* section of this manual for user account set-up including verification of eligibility, the appropriate training, and the establishment

of appropriate user type. The assigned user type will determine each user's individual access level to data, and Partner Agencies must regularly review user access privileges.

Partner Agencies are responsible for inactivating and/or removing users from the system by contacting HMIS-Erie Management Team. They should discontinue the rights of a user immediately upon that user's termination from any position with access. When a user will be on leave for an extended period (longer than 30 days), his/her account should be temporarily suspended within 5 business days from the start of the leave.

User Passwords

Each user will be assigned a unique identification code (User ID), preferably the first initial and last name of the user.

A temporary password will be assigned when a new user is created. The user will be required to establish a new password upon initial log-in. This password will need to be changed every 45 days. A password cannot be used again until another password has expired. Passwords must be between 8 and 16 characters long, contain at least two numbers or symbols, and should not be easily guessed or found in a dictionary. The password format is alphanumeric and is case-sensitive.

Users are prohibited from sharing passwords—even with supervisors. Sanctions will be imposed on the user and/or agency if user account sharing occurs. Any passwords written down should be securely stored and inaccessible to others. They should not be saved on a personal computer.

Password Reset

Except when prompted by ServicePoint™ to change an expired password, users cannot reset their own password. HMIS-Erie Management Team and in some cases, the Agency Administrator, have the ability to temporarily reset a password. If an Agency Administrator needs to have his/her password set, a member of HMIS-Erie Management Team will need to reset that password.

Temporary Suspension of User Access to HMIS-ERIE

System Inactivity

Users must log off from HMIS-Erie application and either lock or log off their respective workstation if they leave the workstation. Also, password protected screen-savers or automatic network log-off should be implemented on each workstation. If the user is logged into HMIS-ERIE and the period of inactivity in HMIS-ERIE exceeds 30 minutes, the user will be logged off HMIS-Erie system automatically.

Unsuccessful Login

If a user attempts to log in 3 times unsuccessfully, the User ID will be "locked out" and their access permission will be revoked; the user will be unable to regain access until the User ID is reactivated by the Agency Administrator or a member of HMIS-Erie Management Team.

Electronic Data Control

Agency Policies Restricting Access to Data

Partner agencies must establish protocols limiting internal access to data based on the final *HUD Data and Technical Standards*.

Downloaded Data

Users have the ability to download and save client-level data. Once this information has been downloaded from HMIS-Erie server, the security of this data then becomes the responsibility of the user and the agency.

Ability to Export Agency-specific Data from HMIS-Erie

Partner Agencies will have the ability to export a copy of their own data for internal analysis and use. Agencies are responsible for the security of this information.

Hardcopy Data Control

Printed versions (hardcopy) of confidential data should not be copied or left unattended and open to compromise. Media containing HMIS-ERIE client-identified data will not be shared with any agency, other than the owner of the data, for any reason. Authorized employees using methods deemed appropriate may transport HMIS-ERIE data between the participating agencies that meet the above standard. Reasonable care should be taken, and media should be secured when left unattended. Magnetic media containing HMIS-ERIE data which is released and/or disposed of by the participating agency and the central server should first be processed to destroy any data residing on that media. Degaussing and overwriting are acceptable methods of destroying data. HMIS-ERIE information in hardcopy format should be disposed of properly. This could include shredding finely enough to ensure that the information is unrecoverable.

HMIS-ERIE PRIVACY PLAN

The Continuum has defined a privacy plan that includes:

- Data collection limitation
- Purpose and use limitations
- Allowable uses and disclosures
- Access and correction standards
- Protection for victims of domestic violence, dating violence, sexual assault, and stalking

DATA COLLECTION LIMITATION POLICY

Partner Agencies will solicit or enter information about clients into HMIS-Erie database only in order to provide services or conduct evaluation or research. Partner Agency management, in consultation with the ECDHS, will decide what qualifies as essential for services or research.

CLIENT NOTIFICATION POLICIES AND PROCEDURES

The ECDHS has prepared standard documents for HMIS-ERIE Notice of Privacy Practices and Client Consent to Release Information which are available on the ECDHS web site. Partner Agencies may either use these forms or incorporate the content of HMIS-Erie documents into the agency's own documentation. All written consent forms must be stored in a client's case management file for record keeping and auditing purposes.

Agencies must make reasonable accommodations for persons with disabilities throughout the data collection process. This may include, but is not limited to, providing qualified sign language interpreters, readers, or materials in accessible formats such as Braille, audio, or large type, as needed by the individual with a disability.

Agencies that are recipients of federal assistance shall provide required information in languages other than English that are common in the community if speakers of these languages are found in significant numbers and come into frequent contact with the program.

HMIS-Erie Management Team conducts annual site visits to monitor compliance with HMIS-ERIE policies, at which time agencies may need to provide examples of the above-mentioned privacy documents and their procedures for protecting the privacy of client data.

Definitions and Descriptions of Client Notification and Consent Procedures

Client Notice

A written notice of the assumed functions of HMIS-Erie must be posted and/or given to each client so that he/she is aware of the potential use of his/her information and where it is stored. No consent is required for the functions articulated in the notice. However, as part of the notification process, clients must be informed of their right to designate their client records as hidden/closed and to view a copy of his/her record upon request. To fulfill this requirement, the agency may either adopt HMIS-Erie Notice of Privacy Practices or may develop an equivalent Privacy Notice that incorporates all the content of the standard HMIS-ERIE Notice. If the agency has a website, the adopted Notice of Privacy Practices or equivalent privacy notice must also be posted on the website.

Hidden/Closed Client Record

After learning about HMIS-Erie, if a client does not wish to have his/her Primary Identifiers accessible to all HMIS-ERIE users, the originating HMIS-ERIE user or HMIS-Erie Management Team should close the client record by locking the security setting on the client screen. Closing a client record will allow the agency to access the client's information for agency purposes. This action will allow HMIS-Erie Management Team to view client-identifying information but will prevent any personal client-identifying information from being accessed by HMIS-ERIE users outside of the originating agency. Contact HMIS-Erie Management Team for assistance, if needed.

Written Client Consent for HMIS-ERIE Data Sharing

At the initial intake, the client should be provided an oral explanation and written documentation about the option of sharing his/her Information within the CoC's HMIS-ERIE.

If a client is willing to share his/her information within HMIS-Erie, he/she must provide written consent pertaining to what he/she is willing to share and with whom (see exception below for the CoC's Coordinated Entry Process).

The client maintains a right to revoke written authorization at any time (except if that policy is overridden by agency policy or if the information is required to be shared as a condition of a provider agreement). Note that any such revocation will not be retroactive to any information that has already been released.

Client Authorization

HMIS-ERIE users may share client information only if the client authorizes that sharing with a valid Client Release of Information form, or in the case of the CoC's Coordinated Entry Process, explicit oral consent.

Authorized users will be able to grant permission based on appropriate client consent to share individual client information with another agency's users. Random file checks for appropriate client authorization, audit trails, and other monitoring tools may be used to ensure that this data sharing procedure is followed. Specific monitoring procedures around program enrollment will be implemented to ensure appropriate client information access.

Applicability of Consents

The Partner Agency shall uphold federal and state confidentiality regulations to protect client records and privacy. If an agency is covered by the Health Insurance Portability and Accountability Act (HIPAA), the HIPAA regulations prevail.

HMIS-ERIE DATA USE AND DISCLOSURE POLICIES AND PROCEDURES

Each of HMIS-Erie Partner Agencies must comply with the following uses and disclosures, as outlined in the *HUD Data and Technical Standards: Notice for Uses and Disclosures for Protected Personal Information (PPI)*. A Partner Agency has the right to establish additional uses and disclosures if they do not conflict with the CoC-approved uses and disclosures.

Privacy Notice Requirement

Each Partner Agency must publish a privacy notice that incorporates the content of the *HUD Data and Technical Standards Notice* as described below. Agencies that develop their own privacy and security policies must allow for the de-duplication of homeless clients at the Continuum level.

Each agency must post the privacy notice and provide a copy of the privacy notice to any client upon request. If an agency maintains a public web page, the agency must post the current version of its privacy notice on its web page.

An agency's privacy notice must:

- Specify all potential uses and disclosures of a client's personal information
- Specify the purpose for collecting the information
- Specify the time period for which a client's personal information will be retained at the agency
- Offer reasonable accommodations for persons with disabilities and/or language barriers throughout the data collection process
- Allow the individual the right to inspect and to have a copy of his/her client record and offer to explain any information that the individual may not understand

- Specify a procedure for accepting and considering questions or complaints about the privacy and security policies and practices

CoC-approved Uses and Disclosures

Identifiable HMIS-ERIE client data may be used or disclosed for case management, billing, administrative and analytical purposes.

- Case management purposes include uses associated with providing or coordinating services for a client. As part of case management, the agency will share client information with other agencies based only on written client consent, or in the case of the CoC's Coordinated Entry Process, explicit oral consent (see p. 19)
- Billing example is invoicing funding sources for reimbursement of services
- Administrative purposes are uses required to carry out administrative functions, including but not limited to legal, audit, personnel, oversight and management functions. An example would be analyzing client outcomes to evaluate program effectiveness
- Analytical purposes are functions that are related to analyzing client data to understand homelessness, including but not limited to creating de-identified protected personal information, understanding trends in homelessness and the needs of persons who are homeless, and assessing the implementation of the CoC's Strategic Plan

Unless a client requests that his/her record remains hidden, his/her primary identifiers will be disclosed to other HMIS-ERIE agencies. This will allow agencies to locate the client within HMIS-Erie system when the client comes to them for services. This will allow the CoC to determine how many people are homeless in Erie County during any specified timeframe.

Identifiable client information may also be used, or disclosed, in accordance with the *HUD Data and Technical Standards* for:

- Uses and disclosures required by law
- Aversion of a serious threat to health or safety
- Uses and disclosures about victims of abuse, neglect or domestic violence
- Uses and disclosures for academic research purposes
- Disclosures for law enforcement purposes in response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial office or a grand jury subpoena

Aside from the disclosures specified above, a client's protected personal information will be disclosed only with his/her written consent.

HMIS-ERIE DATA RELEASE POLICIES AND PROCEDURES

Client-identifying Data

No identifiable client data will be released to any person, agency, or organization for any purpose other than those specified in HMIS-Erie *Data Use and Disclosure Policies and Procedures* section of this manual without the written permission of the client.

Data Release Criteria

HMIS-ERIE client data will be released only in aggregate, or in anonymous client-level data formats, for any purpose beyond those specified in HMIS-Erie *Data Use and Disclosure Policies and Procedures* section of this manual, such that the identity of any individual or household cannot be determined.

Data Release Process

Beyond individual agency reports, or ECDHS reports on its funded programs, the ECDHS Housing Team Director must approve all data for public classification and release.

Specific Coordinated Entry Process Exception to Written Consent Requirement

The CoC's Coordinated Entry Process will not be required to obtain written consent to share primary and general client information collected primarily through telephonic or other electronic means. However, all clients must be informed of their rights regarding HMIS-ERIE participation. Clients will be read the Coordinated Entry's consent and notifications script. Clients can view the Privacy Notice on the ECDHS website or pick up a copy at the ECDHS office. Callers who do not want their information shared in HMIS-ERIE will have their records closed and/or may be limited in their ability to obtain an agency referral.

Specific Client Notification Procedures for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

A mainstream agency that is serving a victim of domestic violence, dating violence, sexual assault, or stalking must explain the potential safety risks for victims and the client's specific options to protect her/his data, such as designating her/his record as hidden/closed to other agencies.

Specific Client Notification Procedures for Unaccompanied Minor Youth

Based on their age and potential inability to understand the implications of sharing information, HMIS-Erie cannot be used to share information about unaccompanied minor youth outside of the originating agency. Thus, even with written client authorization, users cannot share any client information of unaccompanied minor youth. For the purposes of this policy, minor youth are defined as youth under 18.

Privacy Compliance and Grievance Policy

Partner Agencies must establish a regular process of training users on this policy, regularly auditing that the policy is being followed by agency staff (including employees,

volunteers, affiliates, contractors and associates), and receiving and reviewing complaints about potential violations of the policy. Agencies may want to appoint a Chief Privacy Officer to be responsible for these tasks.

HMIS-ERIE DATA QUALITY PLAN

HMIS-ERIE DATA COLLECTION

The Continuum has defined a data quality plan that:

- Based on HUD data standards and CoC data requirements, specifies the importance of data quality and standards to be used by all participating agencies
- Provides a mechanism for monitoring adherence to the standards
- Provides the necessary tools and training to ensure compliance with the standard
- Includes strategies for working with agencies that are not in compliance with the standard

Data Quality Standard

- All data entered will be accurate
- Per HUD data standards, blank entries in required data fields will not exceed 5% per month
- All services provided will be compatible with providing program
- Data entry, including program Entry and Exit transactions, must be complete within 2 working days for emergency shelters and 5 working days for other projects

Data Quality Monitoring

HMIS-Erie Management Team will perform regular data integrity checks on HMIS-Erie data. Any patterns of error at a Partner Agency will be reported to the Agency Administrator and/or Executive Director. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance.

Partner Agencies are expected to:

- Run and submit data completeness reports, data incongruities reports, and other data quality reports as required by HMIS-ERIE Lead staff
- Review monthly APRs to confirm accurate program entry and exit data
- Notify HMIS-ERIE Lead staff of findings and timelines for correction
- Rerun reports for agencies/programs to confirm data correction

Data Collection Requirements

Required Data Elements

A Partner Agency is responsible for ensuring that a minimum set of data elements, referred to as the Universal Data Elements (UDE's) and Program-specific Data Elements as defined by the *HUD Data and Technical Standards*, and other data elements as determined by HMIS-Erie Committee, will be collected and/or verified from all clients at their initial program enrollment or as soon as possible thereafter. Partner Agencies are required to enter data into HMIS-Erie within 2 working days for emergency shelters and 5 business days for other projects.

These required data elements are all included collectively on the *Client Profile*, *Client Demographics* section, *Entry*, and *Interim and Review* assessments and includes timely entry of program Entry and Exit transaction data.

Partner Agencies must report client-level UDE's and Program-specific Data Elements using the required response categories detailed in the *HUD Data and Technical Standards*. These standards are already incorporated into HMIS-Erie.

Entry/Exit Data

Program entry and exit dates should be recorded upon any program entry or exit on all participants. Entry dates should be recorded in compliance with project funding. Typically, they are the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter or the last day a service was provided.

Data Quality Training Requirements

End-User Training

Each end user of HMIS-Erie system must complete ECDHS approved HMIS-ERIE training before being given HMIS-ERIE log-in credentials. It is recommended they also receive training from their Agency Administrator in order to understand agency-specific nuances in how they enter data. HMIS-ERIE Primary Point Persons and Agency Administrators should notify the ECDHS when they have specific training needs for their end-users.

Reports Training

Reports training for Agency Administrators and other interested users will be made available as needed. These will include training on how to use Provider Reports in ServicePoint™, reports in the Advanced Reporting Tool (ART), and may include opportunities for training in report creation using ART. (Note: Use of ART requires a separate Report Viewer or Ad- hoc Report Creation license).

Agencies are expected to run their own data quality reports so that they can monitor their own data quality and become more effective in serving our clients across the Continuum.

HMIS-ERIE DE-DUPLICATION OF DATA - POLICIES AND PROCEDURES

De-duplicating Data Elements

HMIS-Erie application will use the following data elements to create unduplicated client records:

- Name (first, middle, last, suffix; aliases or nicknames should be avoided)
- Social Security Number
- Date of Birth (actual or estimated)
- Gender
- Race and Ethnicity

User-mediated Look-up

The primary way to achieve de-duplication will be a user-mediated search of the client database prior to creating a new client record. The user will be prompted to enter a **minimum** number of the data elements into HMIS-Erie application, and a list of similar client records will be displayed. Based on the results, the user will be asked to select a matching record if the other identifying fields match correctly.

If the user is unsure of a match (either because some data elements differ or because of blank information), the user should query the client for more information and continue evaluating possible matches or create a new client record.

The user will not be able to view sensitive client information or program-specific information during the de-duplication process. After the client record is selected, the user will be able to view previously existing portions of the client record only if he/she has explicit authorization to view that client's record.

TECHNICAL SUPPORT

HMIS-ERIE TECHNICAL SUPPORT POLICIES AND PROCEDURES

HMIS-ERIE Application Support

As unanticipated technical support questions on the use of HMIS-Erie application arise, users will follow this procedure to resolve those questions:

During the normal business hours of the ECDHS of 8:30 am – 5 pm:

- Begin with utilization of the on-line help and/or training materials
- If the question is still unresolved, direct the technical support question to the Agency Administrator
- If the question is still unresolved, the Agency Administrator can direct the question to HMIS-Erie Management Team

- If the question is still unresolved, HMIS-Erie Management Team will direct the question to Bowman Systems technical support staff

After the normal business hours of the ECDHS:

- Begin with utilization of the on-line help and/or training materials
- If the question can wait to be addressed during the following business day, wait and follow the normal business hours procedure outlined above
- If the question cannot wait, direct the technical support question to the Agency Administrator, if available
- If unavailable, and the question is still unresolved, contact HMIS-Erie Management Team, or the duly appointed representative. They will determine the appropriate procedure to be followed

If it is determined that the issue needs immediate attention, the user's request will be forwarded to an appropriate HMIS-ERIE technical support representative. Otherwise, the user will be instructed to pursue assistance through normal channels on the following business day.

User Training

HMIS-Erie Management Team will provide HMIS-ERIE application training periodically throughout the year. If additional, or specific, training needs arise, HMIS-Erie Management Team may arrange for special training sessions.

Agency/User Forms

All Agency Administrators and Users will be trained in the appropriate on-line and hardcopy forms. If the Agency Administrator or User has questions on how to complete HMIS-ERIE forms, he/she shall contact HMIS-Erie Management Team.

Report Generation

Each Agency may send its Agency Administrator to receive training on how to develop agency-specific reports using HMIS-Erie application. HMIS-Erie Management Team will be a resource to agency users as they develop reports but will be available to provide only a limited, reasonable level of support to each Agency.

Programming-related Service Requests

If a user encounters programming issues within HMIS-Erie application that need to be addressed, that user should identify the error or suggest an improvement to the Agency Administrator. The Agency Administrator will forward this information to HMIS-Erie Management Team, identifying the specific nature of the issue or recommended improvement, along with the immediacy of the request.

HMIS-Erie Management Team will review all application service requests and determine the action to be taken. Requests to fix programming errors will be prioritized and

forwarded to Bowman Systems. Suggested application improvements will be compiled and periodically discussed by HMIS-Erie Committee and HMIS-Erie User Group. A prioritized list of improvements will be submitted to HMIS-Erie Management Team for review. Approved recommendations will be submitted to Bowman Systems.

HMIS-ERIE SYSTEM AVAILABILITY POLICIES

There are times that ServicePoint™ is unavailable because Bowman Systems is performing necessary backup and maintenance of HMIS-Erie database. These are usually in the late evenings when as few people as possible need access to the system. However, when the ECDHS receives notice of a planned interruption of service for other reasons or for an abnormal amount of time, HMIS-Erie Management Team will notify Agency Administrators and Users via email. If there is an unplanned interruption to service, HMIS-Erie Management Team will communicate with Bowman Systems, and Agency Administrators and Users will be notified of any information regarding the interruption as it is made available.

APPENDIX A: GLOSSARY OF HMIS-ERIE ACRONYMS AND TERMS

Adapted from <http://www.HMIS-Erie.info/Resources/742/HMIS-ERIE-Acronyms-and-Definitions.aspx>

Acronyms

AIRS - ECDHS of Information & Referral Systems

AHAR - Annual Homeless Assessment Report

APR - Annual Performance Report

CHO – Contributing HMIS-ERIE Organization

CoC - Continuum of Care

DOB - Date of Birth

DV - Domestic Violence

ESG - Emergency Solutions Grants

eHIC – electronic Housing Inventory Chart

FIPS - Federal Information Processing Standards Codes for states, counties, and named populated places.

HEARTH – Homeless Emergency Assistance and Rapid Transition to Housing

HIPAA - Health Insurance Portability and Accountability Act of 1996

HMIS - Homeless Management Information System

HUD - U.S. Department of Housing and Urban Development

I&R - Information and Referral

MH - Mental Health

NOFA - Notice of Funding Availability

PIT - Point in Time

PKI - Public Key Infrastructure

PPI - Personal Protected Information

S+C - Shelter Plus Care (McKinney-Vento Program)

SA - Substance Abuse

SHP - Supportive Housing Program

SRO - Single Room Occupancy
SSN - Social Security Number
SSI - Supplemental Security Income
SSO - Supportive Services Only
SSVF – Supportive Services for Veteran Families Program
TA - Technical Assistance
TANF - Temporary Assistance for Needy Families
VAWA - Violence Against Women Act
XML - Extensible Markup Language

Terms

Alliance of Information and Referral Systems (AIRS)

The professional association for over 1,000 community information and referral (I&R) providers serving primarily the United States and Canada. AIRS maintains a taxonomy of human services.

Annual Performance Report (APR)

A report that tracks program progress and accomplishments in HUD`s competitive homeless assistance programs. The APR provides the grantee and HUD with information necessary to assess each grantee`s performance.

Audit Trail

A record showing who has accessed a computer system and what operations he or she has performed during a given period of time. Most database management systems include an audit trail component.

Bed Utilization

An indicator of whether shelter beds are occupied on a particular night or over a period of time.

Biometrics

Refers to the identification of a person by computerized images of a physical feature, usually a person`s fingerprint.

Chronic homelessness

HUD defines a chronically homeless person as a homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during

that time. *Persons under the age of 18 are not counted as chronically homeless individuals.*

Chronically Homeless Household

HUD defines a chronically household as a family that has at least one adult member (persons 18 or older) who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/safe haven during that time.

Client Intake

The process of collecting client information upon entrance into a program.

Consumer

An individual or family who has experienced or is currently experiencing homelessness.

Continuum of Care (CoC)

A community with a unified plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. HUD funds many homeless programs and HMIS-ERIE implementations through Continuum of Care grants.

Coverage

A term commonly used by CoCs or homeless providers. It refers to the number of beds represented in an HMIS-ERIE divided by the total number of beds available.

Contributing HMIS-ERIE Organization (CHO)

Any organization (including its employees, volunteers, affiliates, contractors, and associates) that records, uses or processes data on homeless clients for an HMIS-ERIE. The requirements of HMIS-Erie Final Notice apply to all Contributing HMIS-ERIE Organizations.

Data Quality

The accuracy and completeness of all information collected and reported to HMIS-Erie.

Data Standards

See HMIS-ERIE Data and Technical Standards Final Notice.

De-identification

The process of removing or altering data in a client record that could be used to identify the person. This technique allows research, training, or other non-clinical applications to use real data without violating client privacy.

Digital Certificate

An attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user sending a message is who he or she claims to be and to provide the receiver with the means to encode a reply.

Disabling Condition

A disabling condition in reference to chronic homelessness is defined by HUD as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Emergency Shelter

Any facility whose primary purpose is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Emergency Solutions Grant (ESG)

A federal grant program designed to help improve the quality of existing emergency shelters for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.

Encryption

Conversion of plain text into unreadable data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Computers encrypt data by using algorithms or formulas. Encrypted data are not readable unless they are converted back into plain text via decryption.

Final Notice

See HMIS-ERIE Data and Technical Standards Final Notice.

Hashing

The process of producing hashed values for accessing data or for security. A hashed value is a number or series of numbers generated from input data. The hash is generated by a formula in such a way that it is extremely unlikely that some other text will produce the same hash value or that data can be converted back to the original text. Hashing is often used to check whether two texts are identical. For the purposes of Homeless Management Information Systems, it can be used to compare whether client records contain the same information without identifying the clients.

HEARTH Act

On May 20, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act.

Homeless Management Information System (HMIS-ERIE)

Computerized data collection tool designed to capture client-level information over time on the characteristics and service needs of men, women, and children experiencing homelessness.

HMIS-ERIE Data and Technical Standards Final Notice

Regulations issued by HUD via the Federal Register describing the requirements for implementing HMIS-ERIE. HMIS-Erie *Final Notice* contains rules about who needs to participate in HMIS-ERIE, what data to collect, and how to protect client information.

Housing Inventory Chart (HIC)

A calculation of the numbers of beds and housing units in a region on one particular night, usually coinciding with the annual Point-in-Time count.

Inferred Consent

Once clients receive an oral explanation of HMIS-ERIE, consent is assumed for data entry into HMIS-ERIE. The client must be a person of age, and in possession of all his/her faculties (for example, not mentally ill).

Informed Consent

A client is informed of options of participating in an HMIS-ERIE system and then specifically asked to consent. The individual needs to be of age and in possession of all of his faculties (for example, not mentally ill), and his/her judgment not impaired at the time of consenting (by sleep, illness, intoxication, alcohol, drugs or other health problems, etc.).

Information and Referral

A process for obtaining information about programs and services available and linking individuals to these services. These services can include emergency food pantries, rental assistance, public health clinics, childcare resources, support groups, legal aid, and a variety of non-profit and governmental agencies. An HMIS-ERIE usually includes features to facilitate information and referral.

McKinney-Vento Act

The McKinney-Vento Homeless Assistance Act was signed into law by President Ronald Reagan on July 22, 1987. The McKinney-Vento Act funds numerous programs providing a range of services to homeless people, including the Continuum of Care Programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Solutions Grant Program.

Notice of Funding Availability (NOFA)

An announcement of funding available for a particular program or activity.

Penetration Testing

The process of probing a computer system with the goal of identifying security vulnerabilities in a network and the extent to which outside parties might exploit them.

Permanent Supportive Housing

Long term, community based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. Permanent housing can be provided

in one structure or in several structures at one site or in multiple structures at scattered sites.

Point in Time Count

A snapshot of the homeless population taken on a given day. Since 2005, HUD requires all CoC applicants to complete this count every other year in the last week of January. This count includes a street count in addition to a count of all clients in emergency and transitional beds.

Privacy Notice

A written, public statement of an agency's privacy practices. A notice informs clients of how personal information is used and disclosed. According to HMIS-Erie *Data and Technical Standards*, all covered homeless organizations must have a privacy notice.

Program-specific Data Elements

Data elements required for programs that receive funding under the McKinney-Vento Homeless Assistance Act and complete the Annual Performance Reports (APRs).

Public Keys

Public keys are included in digital certificates and contain information that a sender can use to encrypt information such that only a particular key can read it. The recipient can also verify the identity of the sender through the sender's public key.

Scan Cards

Some communities use ID cards with bar codes to reduce intake time by electronically scanning ID cards to register clients in a bed for a night. These ID cards are commonly referred to as scan cards.

Single Room Occupancy (SRO)

A residential property that includes multiple single room dwelling units. Each unit is for occupancy by a single eligible individual. The unit need not, but may, contain food preparation or sanitary facilities, or both. It provides rental assistance on behalf of homeless individuals in connection with moderate rehabilitation of SRO dwellings.

Shelter Plus Care Program

A program that provides grants for rental assistance for homeless persons with disabilities through four component programs: Tenant, Sponsor, Project, and Single Room Occupancy (SRO) Rental Assistance.

Supportive Housing Program

A program that provides housing, including housing units and group quarters, that has a supportive environment and includes a planned service component.

Supportive Services

Services that may assist homeless participants in the transition from the streets or shelters into permanent or permanent supportive housing, and that assist persons with living successfully in housing.

Transitional Housing

A project that has as its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months).

Unduplicated Count

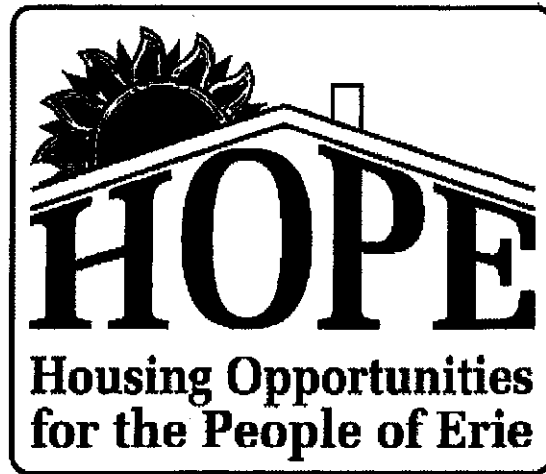
The number of people who are homeless within a specified location and time period. An unduplicated count ensures that individuals are counted only once regardless of the number of times they entered or exited the homeless system or the number of programs in which they participated. Congress directed HUD to develop a strategy for data collection on homelessness so that an unduplicated count of the homeless at the local level could be produced.

Universal Data Elements

Data required to be collected from all clients serviced by homeless assistance programs using an HMIS-ERIE. These data elements include date of birth, gender, race, ethnicity, veteran's status, and Social Security Number (SSN). These elements are needed for CoCs to understand the basic dynamics of homelessness in their community and for HUD to meet the Congressional directive.

Written Consent

Written consent embodies the element of informed consent in a written form. A client completes and signs a form documenting the client's understanding of the options and risks of participating or sharing data in an HMIS-ERIE system and consenting to such participation and data sharing. The signed document is then kept on file at the agency.



**HOUSING AUTHORITY OF
THE CITY OF ERIE**

**Section 8
Housing Choice Voucher Program
Administrative Plan**

December 23, 2013



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E. TARGETING AND PREFERENCES

Eligible applicants will be placed on the waiting list and selected for admission based upon Federal Income Targeting eligibility requirements.

1. Federal Income Targeting

All families whose annual gross incomes do not exceed 30% of the area median income (extremely-low-income) at the time of admission will be considered Federal Income Targeting Eligible. Seventy-five percent (75%) of all new admissions to the HCV Program are required to be in this category. Families who do not meet this income requirement will be placed on the waiting list as Federal Income Targeting Ineligible.

Where necessary, a request will be made to HUD by the HACE to establish and implement different targeting standards, for "good cause", in accordance with the HACE's Agency Plan. "Good cause" may include, but is not limited to, the requirement to house eligible families as special non-waiting list admissions and the treatment of the family's income for the purposes of eligibility and Federal Income Targeting.

2. Local Preference

Families who qualify as Local Preference holders, as defined in this section, will be admitted prior to families who do not have a Local Preference. All Local Preferences will be rated as equal, having no individual weight or aggregate value for multiple preferences. The HACE will place families on the waiting list by time and date of application, and by any Local Preference as described below:

Special Lead-Safe Housing Preference for Families with Children

Any applicant family who currently resides in a unit which has been selected for the HUD-funded Lead Hazard Control Program operated by the Redevelopment Authority of the City of Erie and who:

- has, as one of its members, a child under six years of age; and
- resides in the City of Erie.

F. PREFERENCE DENIAL

A preference does not guarantee admission. The applicant must meet all HACE tenant screening criteria before being selected as a tenant.

If the applicant's preference cannot be verified, the applicant will be placed on the non-preference waiting list and notified of the preference denial and given the opportunity for an informal hearing.

G. SPECIAL ADMISSIONS (NON-WAITING LIST SELECTION)

A special admission is the admission of an applicant who is not on the HACE's waiting list or who is admitted without consideration of the applicant's waiting list position. The HACE will admit families as special admissions under the following conditions:

1. If HUD awards funding that is targeted for families living in specified units:
 - The HACE will use the assistance for the families living in these units; and
 - The HACE will maintain records showing that a family was admitted with HUD-targeted assistance.
2. The HACE will admit a family who is part of a HUD Office of Inspector General ("OIG") witness protection program, provided that the OIG furnishes a written threat assessment that recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing information.

H. REQUIREMENT TO ATTEND SCHEDULED MEETING

It is the responsibility of the applicant to attend the scheduled application interview. If the applicant cannot attend on the date scheduled by the HACE, the applicant must notify the HACE to reschedule the interview in advance and in accordance with the HACE's notice requirements. If the applicant fails to reschedule or misses one (1) scheduled meeting, the HACE has the right to reject the application and remove the family from the waiting list. Such notification will be in writing, and will include a statement of the applicant's right to an Informal Review.

During the interview, if additional documentation is required, the applicant will have ten (10) calendar days to comply with the request. Failure to provide the required documentation will result in the applicant's name being removed from the waiting list. The applicant may file an appeal in accordance with the Informal Review procedures (see chapter 12).

If the applicant is removed from the waiting list because his/her failure to respond was due to a verified disability, the HACE will reinstate the applicant to his/her former position on the waiting list.

All adult members must sign the Release of Information Form for the application to be considered complete.

Erie County Housing Authority
Corry, Pennsylvania
Admissions and Continued Occupancy Policy

Adopted by PHA Board of Directors

Resolution No.: 2015-2

Date of Adoption: September 15, 2015

Effective Date of Implementation: September 15, 2015

Authorized Use by the Erie County Housing Authority

than all applicants at any given time;

3. The PHA shall publicize preferences by posting copies in each office where applications are received, and by furnishing copies to applicants or residents upon request;

C. Local Preferences and Ranking

The Housing Quality and Work Responsibility Act of 1998 permanently eliminated the Federal preference requirement; however, PHAs may adopt the Federal preference language and criteria as their local and/or ranking preferences.

The PHA will select and house applicants in accordance with the following preferences and priorities, in the order listed:

1. Limitations on Admission
 - a) Types of developments and units available;
 - b) Occupancy Standards (limitation on the minimum and maximum number of household members permitted to live in dwelling units of specified sizes).
2. Selection Preferences, as follows, in the order listed.

	Preference	Ranking or Point Value
1	Victims of domestic violence (spousal/child abuse)	1
2	<p>Local residency preference for those living in the jurisdiction of the PHA at the time of application, subject to the following:</p> <p>The preferences may not be based upon the length of time the applicant has resided in the jurisdiction;</p> <p>Applicants who are working or who have been notified that they are hired to work in the jurisdiction will be treated as residents of the jurisdiction;</p> <p>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;</p> <p>The "residency preference" refers to admission of persons who reside in a specified geographic area that may not be an area smaller than a county or municipality.</p>	1

3	Displaced	1
4	Medical Emergency (Pleasant Manor, Center Place, Salsbury and College View developments ONLY)	1
5	Work or attend school locally (Marvin J. Schick, Random Court and West Court developments ONLY)	1
6	Applicant families whose head of household, or spouse is employed or has a bona fide offer for employment, (this preference will not be based on the amount of earned income and the PHA may not prefer higher income families over families with lower incomes to occupy a development or unit except to the extent that the PHA has identified the need to implement economic de-concentration and income targeting). Families whose head of household or spouse is sixty-two (62) years of age or disabled automatically receive the maximum level of local preference (Corry Family, MJS, and South Hills ONLY)	1
7	Active Service Members	3
8	Veterans	2
9	Household members of a deceased service member or veteran	2

3. Date and Time of Application (in each of the above circumstances)

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. After all applicants with verified preferences are assisted, the PHA will then contact applicant families who are on the waiting list, according to date and time of application, and bedroom size needed.

4. Eligibility for Multiple Preferences

In the event that a family qualifies for multiple local preferences, the PHA will combine the points for the preferences for which the family qualifies. Among applicants with the same preferences and same combined points, the application date and time shall establish the order of placement on the waiting list.

5. Denial of Local Preference(s) claim

Applicants must provide appropriate documentation to substantiate their claim for a local preference. Families who cannot provide the appropriate documentation to the agency will be notified in writing that they do not qualify for a local preference.

The PHA will provide a written notice if an applicant does not qualify for a preference. This notice will contain: a brief statement of the reasons for the determination, and a statement that the applicant has the right to meet with the PHA's designee to review



ERIE COUNTY HOUSING AUTHORITY
ADMINISTRATIVE PLAN
FOR THE
HOUSING CHOICE VOUCHER PROGRAM

Administrative Plan -Table of Contents

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PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Definitions for Preference Purposes

ECHA/CHA Policy

Resident: A family that resides within the agency's jurisdiction, including families with a member who works or who has been hired to work in the area, and including families with members attending school full-time within the agency's jurisdiction.

Special Category Single: A household of one who is elderly, near-elderly, displaced, disabled, or a victim of domestic violence.

Non-Special Category Single: A household of one who is not elderly, near-elderly, displaced, disabled, or a victim of domestic violence.

Victim of Domestic Violence: An applicant who can identify they are a victim of domestic violence by providing a copy of the Protection from Abuse court order or other documentation deemed acceptable by ECHA/CHA.

Displaced Family: A family (or sole member) who has been displaced by governmental action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws, or by fire.

Disabled Family: A family whose head, co-head, spouse, or sole-member is a person with disabilities as listed in Exhibit 3-1 of this document.

Disabled Family Member: Any family member that meets HUD's definition of being a person with disabilities as listed in Exhibit 3-1 of this document.

Elderly Family: A family whose head, co-head, spouse or sole member is at least 62 years of age.

Near-Elderly Family: A family whose head, co-head, spouse or sole member is 50 – 61 years of age.

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

ECHA/CHA Policy

Families who claim and can verify preferences as ranked as follows:

1) Resident Applicant Family

- a. Any family, other than non-special category singles, that has been terminated from ECHA/CHA's HCV program due to insufficient program funding.
- b. Displaced Family with a disabled family member (including single person families)
- c. Displaced Family (including single person families)
- d. Families with a disabled family member (including single person families)
- e. Victim of Domestic Violence (including single person families)
- f. Elderly/near-elderly families (including single person families)
- g. Families with minor children
- h. Other families comprised of more than one family member, without other preference
- i. Non-Special Category single, without other preference.
- j. Active Service Members
- k. Veterans
- l. Household members of a deceased service member or veteran who died of service-connected causes. Provided: I. the death occurred during active duty service or within five years of discharge from service. II. The death occurred not more than five years from the date of application.

2) Non-Resident Applicant Family

- a. Displaced Family with a disabled family member (including single person families)
- b. Displaced Family (including single person families)
- c. Families with a disabled family member (including single person families)
- d. Victim of Domestic Violence (including single person families)
- e. Elderly/near-elderly families (including single person families)
- f. Families with minor children
- g. Other families comprised of more than one family member, without other preference
- h. Non-Special Category single, without other preference.
- i. Active Service Members
- j. Veterans

- k. Household members of a deceased service member or veteran who died of service-connected causes. Provided: I. the death occurred during active duty service or within five years of discharge from service. II. The death occurred not more than five years from the date of application.

In the case of equal preferences, the time and date of application will determine the order of selection from the waiting list.

Preferences will be verified at the time a family is placed on the waiting list, and again at the time of selection unless the agency determines that the original verification is sufficient. See Chapter 7 for verification requirements.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

ECHA/CHA Policy

ECHA/CHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for PA-605 - Erie City & 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)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	1180	1333	52	49	-3	32	30	-2
1.2 Persons in ES, SH, and TH	1354	1518	93	83	-10	46	41	-5

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer 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.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	1312	-	68	-	-	32	-
1.2 Persons in ES, SH, and TH	-	1497	-	101	-	-	44	-

FY2016 - 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.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	3	1	33%	0	0%	1	33%	2	67%
Exit was from ES	266	49	18%	23	9%	15	6%	87	33%
Exit was from TH	191	10	5%	9	5%	21	11%	40	21%
Exit was from SH	0	0		0		0		0	
Exit was from PH	257	13	5%	11	4%	16	6%	40	16%
TOTAL Returns to Homelessness	717	73	10%	43	6%	53	7%	169	24%

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	410	377	-33
Emergency Shelter Total	222	219	-3
Safe Haven Total	6	0	-6
Transitional Housing Total	166	148	-18
Total Sheltered Count	394	367	-27
Unsheltered Count	16	10	-6

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	1432	1572	140
Emergency Shelter Total	1200	1333	133
Safe Haven Total	0	0	0
Transitional Housing Total	403	381	-22

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

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	65	121	56
Number of adults with increased earned income	0	13	13
Percentage of adults who increased earned income	0%	11%	11%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	65	121	56
Number of adults with increased non-employment cash income	2	22	20
Percentage of adults who increased non-employment cash income	3%	18%	15%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	65	121	56
Number of adults with increased total income	2	32	30
Percentage of adults who increased total income	3%	26%	23%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	110	146	36
Number of adults who exited with increased earned income	24	28	4
Percentage of adults who increased earned income	22%	19%	-3%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	110	146	36
Number of adults who exited with increased non-employment cash income	17	17	0
Percentage of adults who increased non-employment cash income	15%	12%	-4%

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	110	146	36
Number of adults who exited with increased total income	38	40	2
Percentage of adults who increased total income	35%	27%	-7%

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 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1247	1469	222
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.	416	447	31
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)	831	1022	191

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1390	1660	270
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.	453	499	46
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.)	937	1161	224

FY2016 - 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 2016.

FY2016 - Performance Measurement Module (Sys PM)

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 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	366	383	17
Of persons above, those who exited to temporary & some institutional destinations	215	304	89
Of the persons above, those who exited to permanent housing destinations	43	22	-21
% Successful exits	70%	85%	15%

Metric 7b.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	1183	1410	227
Of the persons above, those who exited to permanent housing destinations	440	646	206
% Successful exits	37%	46%	9%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	664	466	-198
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	637	434	-203
% Successful exits/retention	96%	93%	-3%

FY2016 - SysPM Data Quality

PA-605 - Erie City & 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 in 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.

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	192	192	176	180	159	162	199	188	556	540	561	522			2	2				
2. Number of HMIS Beds	192	192	176	180	154	162	199	188	378	412	433	394			2	2				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	96.86	100.00	100.00	100.00	67.99	76.30	77.18	75.48			100.00	100.00				
4. Unduplicated Persons Served (HMIS)	1242	1374	1200	1333	396	415	403	381	326	363	377	363	0	144	136	314				
5. Total Leavers (HMIS)	1093	1209	1048	1170	269	290	270	260	75	60	82	78	0	139	103	271				
6. Destination of Don't Know, Refused, or Missing (HMIS)	443	298	299	163	6	0	0	8	13	9	2	5	0	0	0	0				
7. Destination Error Rate (%)	40.53	24.65	28.53	13.93	2.23	0.00	0.00	3.08	17.33	15.00	2.44	6.41		0.00	0.00	0.00				