The FY2019 Continuum of Care (CoC) Program Competition is a one-year competitive federal grant application submitted by the County of Chester, Department of Community Development (DCD, Collaborative Applicant), to the U.S. Department of Housing and Urban Development (HUD).

The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to quickly re-house homeless individuals and families; to promote access to effective utilization of mainstream programs and to optimize self-sufficiency among individuals and families experiencing homelessness.

The FY2019 Continuum of Care Annual Renewal Demand (ARD) for Chester County is $1,688,042, in addition to the non-competitive CoC Planning grant in the amount of $56,314.

Approximately $2.3 billion is available in this FY2019 CoC Program Competition, including up to $50 million available for Domestic Violence Bonus projects.

HUD will continue the Tier 1 and Tier 2 funding process and will make conditionally selected funding awards based on the total amount of funds available in conjunction with Chester County’s Ranking and Priority Listing that will be submitted with this application.

Tier 1 is equal to 94% ($1,592,830) of the CoC’s FY2019 Annual Renewal Demand. Tier 2 is the difference: $95,212 + Bonus/Reallocation for a new Permanent Supportive Housing activity serving chronically homeless individuals. Chester County will submit two bonus applications: (1) $93,856 for a CoC Coordinated Entry System activity and (2) $187,713 Rapid Re-Housing activity that will specifically serve victims/survivors of domestic violence, dating violence, and stalking.

The Chester County FY2019 Decade to Doorways Continuum of Care Application Review, Rank & Prioritization Meeting took place on Tuesday, August 27, 2019 from 9am - 4pm. Members of the Decade to Doorways Governance Board and Steering Committee spent the morning interviewing applicants to obtain more specific information regarding their activities followed by the process of scoring, ranking, reallocating and prioritizing the activities to be submitted for funding consideration in the 2019 CoC Program Competition.

The results of this meeting determined the CoC Project Priority Listing (attached) that will be submitted to HUD by the CoC Program Competition deadline of September 30, 2019.

The Chester County Decade to Doorways (D2D) 2018-2020 Operational Plan dated February 9, 2018 is Chester County’s strategy to reorient the homeless crisis response service system from one that shelters and manages homelessness to one that ends homelessness through prevention, diversion and rapid re-housing. The attached Continuum of Care Governance Charter is being adopted by the Board of Commissioners on September 12, 2019.
## 2019 Continuum of Care Funding Allocation

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 1 and Tier 2 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rank</strong></td>
<td><strong>Applicant Name</strong></td>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td>1</td>
<td>County of Chester - PA0626</td>
<td>Coordinated Entry</td>
</tr>
<tr>
<td>2</td>
<td>County of Chester - PA0729</td>
<td>Human Services Inc. RRH-PH for CTI</td>
</tr>
<tr>
<td>3</td>
<td>County of Chester - PA0877</td>
<td>Human Services Inc. RRH Families &amp; Individuals</td>
</tr>
<tr>
<td>4</td>
<td>County of Chester - PA0919</td>
<td>Human Services Inc. RRH Families and Individuals</td>
</tr>
<tr>
<td>5</td>
<td>Holcomb Associates - PA0152</td>
<td>Recovery Supported Housing</td>
</tr>
<tr>
<td>6</td>
<td>County of Chester - PA0148</td>
<td>Open Hearth Housing Options</td>
</tr>
<tr>
<td>7</td>
<td>County of Chester - PA0768</td>
<td>Housing Authority of Chester County RRH-PH for Individuals &amp; Families</td>
</tr>
<tr>
<td>8</td>
<td>County of Chester - PA0153</td>
<td>Human Services Inc. Safe Haven</td>
</tr>
<tr>
<td>9</td>
<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
</tr>
</tbody>
</table>

**Tier 1 Total Amount**: $95,212

**Tier 2 Total Amount**: $576,781

**Tier 1 and Tier 2 Total**: $1,969,611

### Reallocation Strategy

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Weighted Score</th>
<th>2019 Final Funding</th>
<th>Recommendations</th>
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<tbody>
<tr>
<td>County of Chester - PA0768</td>
<td>HACC RRH-PH for Individuals and Families</td>
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<td>87</td>
<td>$148,204</td>
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<tr>
<td>County of Chester - PA0153</td>
<td>Human Services Inc. Safe Haven</td>
<td>PSH</td>
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<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
<td>PSH</td>
<td>80</td>
<td>$38,400</td>
<td></td>
</tr>
</tbody>
</table>

**Reallocated Funds Total**: $95,212

Project Type: DV = Domestic Violence; PSH=Permanent Supportive Housing; RRH= Rapid Re-Housing; SSO= Supportive Services Only
RESOLUTION ADOPTING THE UPDATED CHESTER COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT CONTINUUM OF CARE PA-505 GOVERNANCE CHARTER AS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT.

WHEREAS, Chester County, through its Department of Community Development (DCD), serves as this jurisdiction's Continuum of Care and Homeless Management Information System (HMIS) Lead Agency; and

WHEREAS, Chester County Department of Community Development under the guidance and advice of the Decade to Doorways Governance Board and Continuum of Care NOFA Committee makes funding recommendations to the Chester County Board of Commissioners based on the goals and strategies outlined in the Consolidated Plan and the Decade to Doorways 2018-2020 Operational Plan; and

WHEREAS, Chester County, through its Department of Community Development (DCD), will follow all policies and procedures as written within the Continuum of Care Governance Charter including compliance with 24 CFR 578 'Continuum of Care Program', said Charter and Executive Summary attached hereto and incorporated herein:

NOW, THEREFORE, BE IT RESOLVED by the County of Chester that:

1. The Chester County Continuum of Care Governance Charter is formally adopted and approved.
2. The Chester County Department of Community Development on behalf of the Board Commissioners of the County of Chester is authorized and directed to serve as this jurisdiction's Continuum of Care and Homeless Management Information System (HMIS) Lead Agency.
3. The Chester County Department of Community Development assumes the responsibility for operating the Continuum of Care Program and abiding by federal regulatory guidelines.
4. The Chester County Department of Community Development assumes the responsibility for operating as the Continuum of Care Homeless Management Information System Lead Agency.
5. The County of Chester is authorized to provide such assurances, certificates, and supplemental data or revised data that may be requested in connection with the Continuum of Care Governance Charter.

THIS RESOLUTION adopted this 12th day of September, 2019, by the Board of Chester County Commissioners.

COUNTY OF CHESTER:

Michelle Kiechline, Chair, Board of Commissioners

ATTEST:

Kara C. Rahn, Chief Clerk

Resolution 36-19
Continuum of Care Governance Charter
Decade to Doorways
2018-2020 Operational Plan
Chester County (PA-505) Lead Agency
Continuum of Care and Homeless Management Information System (HMIS)

Approved by the Decade to Doorways Governance Board – 3/9/2018
ADOPTED BY THE
COUNTY OF CHESTER
BOARD OF COMMISSIONERS ON SEPTEMBER 12, 2019

Michelle H. Kichline
Chair, County of Chester Board of Commissioners

Kathi Cozzone
County of Chester Board of Commissioners

Terence Farrell
County of Chester Board of Commissioners

Date

Date

Date
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V. County of Chester: Code of Ethics
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See attached Appendix I

II. Coordinated Entry: ConnectPoints

Family Service of Chester County provides the coordinated entry for individuals and families in need of emergency housing assistance in the Chester County CoC. On July 1, 2013, the coordinated entry system known as “Connect Points” went live in Chester County. The term “Connect Points” will remain with the Chester County Coordinated Access system moving forward, regardless of the provider selected to administer this activity.

See Appendix II for Coordinated Entry Policies and Procedures

III. Chester County Department of Community Development (DCD)
Mission and Vision

Chester County Department of Community Development (DCD) is a department within Chester County government that serves as the Community Action Agency and the local Workforce Development Board which focuses on bettering our community through the provision of affordable housing, neighborhood improvement, workforce development, and social services so that citizens have the opportunity to successfully live and work in a safe, stable and desirable community. **DCD serves as the lead agency for the PA-505 Continuum of Care (Chester County Continuum of Care) for the U.S. Department of Housing and Urban Development (HUD) and the HMIS Lead.** In this role, DCD also serves as the Coordinating Agency for the Decade to Doorways Partnership and for the implementation of the 2019-2020 Operational Plan. The Coordinating Agency, under the direction of its Executive Director and Deputy Director, provides administrative support, leadership and staffing in support of the Partnership.

**DCD Mission**
The Chester County Department of Community Development provides housing, neighborhood improvement, workforce development, and social services to citizens so that they have the opportunity to successfully live and work in a safe, stable, and desirable community.

**DCD Vision**
The Chester County Department of Community Development will strive to eliminate homelessness, poverty, substandard housing, poor neighborhoods and unemployment / underemployment in Chester County. DCD’s staff will carry-out DCD’s Vision and Mission in an accountable and respectful manner.
IV.  DCD Overview:

Who We Are & What We Do Today

Chester County, through its Department of Community Development (DCD), serves as the jurisdiction's Continuum of Care Lead Agency. Continuum of Care and Continuum means the group organized to carry out the responsibilities required under the CoC Program Interim Rule (24 CFR Part 578).

DCD makes funding recommendations to the Chester County Board of Commissioners based on the goals and strategies outlined in the HUD Consolidated Plan and the Decade to Doorways 2018-2020 Operational Plan. The Commissioners ultimately approves or declines all funding recommendations presented to the Board.

DCD, as the HMIS lead, is also responsible for establishing the HMIS policies and procedures and for the administration of the jurisdiction's HMIS. HMIS Lead means the entity designated by the Continuum of Care in accordance with the HMIS Proposed Rule (24 CFR Part 580) to operate the Continuum’s HMIS on the Continuum’s behalf.

DCD does employ a dedicated staff person to manage the HMIS to ensure data integrity and compliance with all federal regulations with regard to the HEARTH Act and HMIS Rule.

WHAT WE DO TODAY

The Chester County Department of Community Development provides housing, neighborhood improvement, workforce development, and social services to citizens so that they have the opportunity to successfully live and work in a safe, stable, and desirable community.

DCD administers Federal, State and County funds to address affordable housing, homeless assistance, community and economic development, job training, and provides career services and workshops to support income and economic growth opportunities at its one-stop facility, the Chester County PA CareerLink – United Way Financial Stability Center. The Chester County Career Corps, in partnership with the Council for the Workforce of Tomorrow and the Chester County Workforce Development Board, provides a workforce development system designed to provide youth with access to opportunities for educational enrichment, career development and job placement services.

The Chester County Department of Community Development (DCD) has strong partnerships and coordination with many agencies in the community. For example, DCD has a Memorandum of Understanding with Chester County Department of Human Services to administer Health Choices Mental Health Supportive Housing funds to further housing options for persons with mental health and drug/alcohol disabilities. To date, this partnership has secured approximately 50 units of affordable permanent supportive housing in support of the Decade to Doorways initiative.
Within the Decade to Doorways Partnership, the Decade to Doorways Administrator, in addition to a part-time Decade to Doorways Program Coordinator, provides outreach and educates stakeholders throughout the county on the issues of homelessness and affordable housing. DCD’s Director, Deputy Director and other DCD staff participate in a multitude of community activities and various Boards throughout the county. The DCD Director also serves as the local Workforce Development Board Director and the Chair of the Board of the Housing Authority of Chester County.

V. Continuum of Care Roles and Responsibilities

The Chester County Board of Commissioners serves as the Continuum of Care governing body who in turn authorizes and designates the Chester County Department of Community Development and the Decade to Doorways Governance Board as the entity responsible for carrying out the regulations set forth in the CoC Program Interim Rule, 24 CFR 578, as follows:

- Planning for the CoC, operating the CoC and ensuring compliance with HUD requirements and regulations which include acting as the CoC Lead Agency, Collaborative Applicant and HMIS Lead Agency
- Coordinating the implementation of a housing and service system that meets the needs of the individuals and families who experience homelessness, including prevention and diversion strategies, outreach and engagement, coordinated assessment, emergency shelter, temporary housing, permanent housing, and supportive services
- Designing and implementing the annual process associated with applying for the HUD CoC Program funds
VI. Chester County Client Information Management System (CCCIMS) Governance Charter

1. Chester County HMIS Historical Background

1.1 Definition of Homeless Management Information System
A Homeless Management Information System (HMIS) is a computerized data collection tool used by communities to collect ongoing data on persons who are homeless or receive assistance from the community. This longitudinal data can be used to accurately calculate the size and needs of these populations.

1.2 HUD HMIS Requirement
In 2001, Congress directed the U.S. Department of Housing and Urban Development (HUD) to collect unduplicated data on the extent of homelessness at the local level through a Homeless Management Information System (HMIS). HMIS is a computerized data collection application designed to capture client-level information over time on the characteristics and service needs of persons experiencing homelessness. The purpose of the HMIS is to use data from these systems to understand the size and characteristics of the homeless population, analyze local patterns of service usage, and assess local service needs. To comply with the Congressional directive, HUD is requiring all participating jurisdictions, like Chester County, to implement an HMIS.

Chester County Roles and Responsibilities as HMIS Lead include but are not limited to:
- Chester County Department of Community Development acting as and managing the Homeless Management Information System Lead for the PA-505 Chester County Continuum of Care;
- Implementing and updating HMIS Privacy, Security and Data Quality Plans for all users and providers with the Chester County Client Information Management System (CCCIMS) through signed user agreements and monthly data quality monitoring;
- Ensuring consistent participation of recipients’ and subrecipients through quarterly training, continuous technical assistance, and data monitoring; and
- Ensuring HMIS is administered in compliance as prescribed by HUD by ensuring all HUD regulatory updates are updated into the system and ensuring all users are aware, as well as all users must complete an ‘End-User Certification’ facilitated by the Chester County HMIS System Administrator.
1.3 Vision for CCCIMS

The Department of Community Development (DCD) has worked in coordination with several county agencies, including the Department of Computer and Information Services (DCIS), the County’s Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer, and the non-profit agencies throughout the County to implement an efficient, user-friendly HMIS, called the Chester County Client Information Management System (CCCIMS), which includes all HUD-funded and DCD-funded agencies. The Community Services Planning Committee, the advisory arm of the Continuum of Care (CoC) funding, has also been involved in the planning and implementation of a county wide CCCIMS program.

The Results Action Team was formed to research available systems that meet HUD criteria, to evaluate the cost effectiveness of and to seek funding for implementation of a HUD-approved computerized data collection system.

The Results Action Team identified three objectives to be accomplished:

1) Understand the data requirements and develop the measures of success of each Action Team in order to produce functional reports.
2) Increase use and accuracy of HMIS system to gather desired data.
3) Network with stakeholders in complementary systems or institutions (as required by action team data requirements) to increase data collection (outside of HMIS).

The introduction of a CoC-wide CCCIMS provides the following improvements and benefits:

- Efficient needs assessment analysis
- Efficient service coordination among providers
- Resource allocation through analysis of data

The CCCIMS program within the Chester County CoC system enables DCD to develop a forum for addressing community-wide issues and facilitate data driven decision-making among providers and policy makers as they gain a better understanding of the extent and scope of homelessness and other social issues within the CoC jurisdiction.

1.4. CCCIMS Definition and Goals

The Chester County Client Information Management System (CCCIMS) is a centralized case management system that allows authorized participating agency personnel throughout Chester County, Pennsylvania, to collect client data, produce statistical reports, and share information with select partner agencies. The Chester County Client Information Management System allows the community to evaluate the utilization of services, identify gaps in the local Continuum of Care, improve the efficiency of homeless related services, and to understand the demographics
and needs of persons experiencing homelessness in Chester County. Specific goals of the Chester County Client Information Management System (CCCIMS) include:

- Improve the quality of services
- Improve client and service tracking
- Ensure continuity of care
- Expedite client intake procedures
- Improve referral accuracy
- Improve case management
- Track client outcomes
- Provide aggregate information for program management, Boards of Directors, funding sources, and other stakeholders
- Provide aggregate information for program evaluation, systems design and policy decisions
- Provide aggregate information for addressing community-wide issues

1.5 CCCIMS Purpose

The purpose of the Chester County Client Information Management System (CCCIMS) includes, but is not limited to the following:

1. Maintain compliance with Federal regulations for data collection as required by the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Veterans Affairs (VA) within the released documents of the 2014 HMIS Data Dictionary and 2014 HMIS Data Manual on August 1, 2014, updating the 2004 HMIS Data and Technical Notice and the 2010 HMIS Data Standards.

2. Efficiently collect and output the data needed for reports as required by various funding entities.

3. Provide the Chester County’s Continuum of Care, the Decade to Doorways’ leadership, and other stakeholders with aggregate information and trends related to those at-risk of, or experiencing homelessness.

4. Provide person’s experiencing homelessness with easier access to services and care.

5. Allow Partner Agencies to better coordinate care to address their clients’ needs.

6. Create aggregate and detailed assessments of the needs of those at-risk, or experiencing homelessness.

7. Provide baseline data and system wide outcomes that can be used for decision-making and future strategies to prevent and end homelessness.
2. Chester County’s CCCIMS Structure

2.1 CCCIMS Solution
Bowman/Mediware Systems is Chester County’s HIMS software provider.

- Providing Chester County’s Internet-based CCCIMS
- CCCIMS software upgrades
- Hosting (maintaining, securing, performing backups, and ensuring availability) of Chester County's CCCIMS
- Providing training and technical support to CCCIMS Administrators

2.2 Chester County Department of Community Development Roles and Responsibilities
Under Chester County’s contract with Bowman Systems, the DCD provides the CCCIMS implementation and program management on behalf of the Chester County CoC. As the CCCIMS Administrator, DCD is responsible for many activities including:

- Preparing agencies within the CoC for implementing the system
- Defining policies and procedures within the federal guidelines, best practices, and Chester County CCCIMS members' input
- Advocating CCCIMS software enhancements on behalf of partner agencies
- Initial and on-going training for CCCIMS
- Providing quality assurance for the CCCIMS program
- Fulfilling Chester County CoC reporting requirements
- Providing technical support through the DCD Help Desk CCCIMS System Administrator
- Providing ongoing system maintenance and updates to fit within federal regulations, guidelines and system performance measures.

2.3 Participating Agencies
Any agency, DCD-funded or non-funded, may participate in CCCIMS if they have signed the Agency Partnership Agreement-Memorandum of Understanding and agree to abide by the Governance Charter outlined in this document. Each participating agency is responsible for its clients' data. Services should be provided to a client regardless of CCCIMS participation provided the client would otherwise be eligible for the agency’s services.

2.4 End User
The End User is authorized by their agency's Executive Director or other persons within the agency having the appropriate authority. The End User cannot use CCCIMS until after signing an End User Agreement with their agency, and completing the necessary training. Each Agency will be allowed a minimum of one license which will be used by an End User(s) in order to manage the Real-time operations of CCCIMS within the agency. This person(s) is responsible for following the policies and procedures outlined in this document, and are ultimately
responsible for collecting and entering client data. This person(s) will also act as the point of contact for client data and reporting done within the system.

2.5 Clients
Clients are required to have their data entered into CCCIMS. They are given the option to have their data shared throughout the database by signing Release of Information to allow an agency's users to collect and view their personal information in CCCIMS. It is a top priority of DCD to ensure that client confidentiality, privacy, and security are maintained at a very high level. The policies and procedures written in this document fulfill basic HUD HMIS requirements, utilize best practices for the industry, and are further enhanced for our community.

3. Implementing CCCIMS

3.1 Agency Partnership Agreement
Policy: To participate in CCCIMS, an agency must sign and agree to abide by the terms of the Agency Partnership Agreement-Memorandum of Understanding (MOU) (Appendix I)

Description:
The Agency Partnership Agreement-Memorandum of Understanding is a contract between the agency and the CCCIMS Administrator (Chester County Department of Community Development) regarding participation in CCCIMS. The agreement outlines specific requirements on confidentiality, data entry, responsibilities, security, reporting, and other items deemed necessary for proper CCCIMS operation.

3.2 Designate Agency End User
Policy: The agency's Executive Director or other empowered officer must designate a maximum of two individuals to act as the agency's End User(s).

Description:
The End User is accountable for the following items:

- Maintain the agency programs and services profiles in the system
- Act as the main point of contact for CCCIMS System Administrator (DCD)
- Ensure client privacy, confidentiality, and security
- Maintain compliance with technical requirements for participation
- Store and enforce End User Agreements
- Post Privacy Notice
- Enforce data collection, entry, and quality standards
- Assist DCD with On-Site Technical Assistance/Audits
- The HMIS System Administrator works with all end users to accomplish meeting the goal of achieving 95% Data Quality and Completeness
3.3 Technological Requirements for Participation
**Policy:** All computers authorized to access Chester County CCCIMS must meet the minimum requirements as established by DCD.

3.4 Complete Agency Profiles in CCCIMS
**Policy:** Agencies are not allowed to enter client data into CCCIMS until their agency and service profiles have been approved by DCD and are completed in CCCIMS.

**Description:**
Within CCCIMS, each agency must set up a group of profiles that define the programs and services the agency offers. End Users will be trained in creating, updating, and maintaining agency information, service information, and other program management requirements in CCCIMS.

3.5 Data Conversion
**Policy:** Agencies utilizing systems other than Chester County CCCIMS are responsible for converting any data that they wish to carry-over into CCCIMS.

3.6 Designating CCCIMS End User License
**Policy:** Any individual working on behalf of the agency (employee, contractor, and volunteer), that will enter information into CCCIMS database must be designated as a CCCIMS End User; and therefore is subject to these policies and procedures.

**Description:**
Anyone who collects CCCIMS data (electronic or paper) or creates reports from the system must receive training. This training is varied depending on the person’s role. If someone will not be entering anything into the system but will be explaining CCCIMS to others, the agency’s End User is required to train this person on client privacy, confidentiality, and security procedures. Individuals, who will work with the CCCIMS software, will be required to attend the Policies and Procedures training as well as specific training on the CCCIMS software.

4. User Administration

4.1 Authorizing Personnel for CCCIMS
**Policy:** Only authorized individuals that have successfully completed the necessary training sessions may be allowed to access CCCIMS on behalf of an agency.

4.2 End User License Agreement
**Policy:** A CCCIMS End User License Agreement must be signed and kept on file for all agency personnel or volunteers that will collect or use CCCIMS data on behalf of the agency. The original signed CCCIMS End User License Agreement will be filed at the DCD office in the agency’s CCCIMS file. Additionally, each agency is required to keep a copy of all of their End Users’ License Agreements on file at their office location so that DCD staff may review this documentation during monitoring visits. At No Exceptions should an individual who has not signed an End User License Agreement be able to have or gain access to use of an End
User License at any time.

Description:

1. The End User License Agreement is a document between a participating agency and its employees, contractors, or volunteers who are authorized to collect CCCIMS data and/or record client data into the system, for the purpose of agreeing to abide by the rules and regulations defined in 2014 HMIS Data Dictionary and 2014 HMIS Data Manual on August 1, 2014, updating the 2004 HMIS Data and Technical Notice and the 2010 HMIS Data Standards.

4.3 Assigning Security Levels

Policy: DCD will assign users an appropriate security level such that the users only has access to CCCIMS functionality or information required to successfully fulfill their agencies roles. DCD will also maintain the agency’s Approved Users List. The Executive Director or empowered officer will then contact DCD to set-up user access levels in the system and to schedule their designated End User(s) for training. User ids and passwords will not be distributed to new users until after they have completed the required CCCIMS training with DCD.

Description:

Within CCCIMS, each user is assigned a security level based on the tabs to which they have access. This security allows the user to gain access to certain areas of the CCCIMS application. This security feature is utilized to ensure that individuals can only access the type of client information they need to do their job within the agency. An example would be that an agency would be assigned two different security levels. Security level 2 is designated for the entire agency and can view all information for all programs within their agency only and security level 3 is designated for the individual program within the agency, therefore would only have access to view information for the individual program within the agency. At no time should any client be entered into the Security level 2 for this level is only for viewing the agency as a whole for reporting projects only.

4.4 Removing Authorized Personnel

Policy: The DCD CCCIMS System Administrator must be notified within 1 business day when an individual is no longer authorized to access CCCIMS on the agency's behalf.

5. Training

5.1 End User Training

Policy: Individuals designated as an agency's End User must complete a CCCIMS End User
Training course before being granted a license to operate within the CCCIMS database.

**Description:**

The CCCIMS End User Training will cover several topics such as the duties and procedures specifically related to the role, beyond a typical End User training session. Topics will include:

- CCCIMS Organization of Services and Sections
- CCCIMS Reports
- Overview of CCCIMS Policies and Procedures
- Client Privacy & Confidentiality
- The Roles of an End User

**5.2 CCCIMS Governance Charter Training**

**Policy:** All individuals who are authorized to collect CCCIMS information are required to complete a training regarding CCCIMS Policies & Procedures.

**Description:**

This training is intended for everyone that will collect data on behalf of CCCIMS, including intake personnel, volunteers, and case managers for example. The training will cover in detail these policies & procedures as they relate to collecting data, expectations, and other materials. Focus will be given to client privacy, confidentiality, and security as it directly relates to CCCIMS.

**5.3 CCCIMS Software Upgrade Training**

**Policy:** When new CCCIMS software functionality is available, additional training opportunities regarding the upgrade will be offered.

**Description:**

CCCIMS will evolve over time to include additional capabilities that agencies and the community have requested or new capabilities required by the U.S. Department of Housing and Urban Development. While documentation will be sent out for each upgrade, there may be occasions where supplemental training would be the best way for individuals to learn how to use the new capability.

**5.4 Webinars**

**Policy:** Special topic-based seminars will be offered by DCD as needed. Although, End Users must complete the Policies, Procedures and Security webinar twice a year which will be set up by DCD’s CCCIMS Administrator.
Description:
As CCCIMS evolves, many agencies will find that they are looking for the same type of information or best practices. DCD will provide webinars to share information on updates, technical support and etc.

6. Data Collection Processes

6.1 On Whom to Collect Data
Policy: At a minimum, agencies are required to collect data on individuals who are receiving applicable services from the agency.

6.2 Privacy Policy Notice
Policy: The Chester County’s CCCIMS Privacy Policy Notice must be posted within an agency in a site visible to clients, in a common area, and at the point of intake.

Description:
The Privacy Policy Notice is a brief document, which describes a consumer's data rights in relation to CCCIMS.

6.3 Informed Consent & CCCIMS Participation
Policy: The agency must review the Client Consent for Data Collection and Release of Information form fairly, and in good faith, with each adult household member and/or unaccompanied youth for whom they will attempt to collect CCCIMS data.

Description:
The Client Consent for Data Collection and Release of Information is an extremely important form within the CCCIMS data collection process. Its purpose is to disclose to clients what the Chester County CCCIMS system is for, what their rights are, why data is collected, what information is requested, and how the information will be used.

Policy: Agencies should strive to communicate informed consent in a language the client understands.

Policy: Clients must sign the informed consent form regardless of their decision to participate in CCCIMS or not.

Description:
Clients can choose if they would like to participate in CCCIMS. Below is a description of what each of the choices means:

“Agree to let this Agency enter my information into Chester County CCCIMS”: This means that their information is entered into the system, with personal identifying information shown (but secured through software and application security).
“I am concerned that sharing my information will put me or my family at risk. Please do not share my information with Partner Agencies. I understand that my information will only be accessible to this agency and the CCCIMS Administrator's.”

**Policy:** The Client Consent for Data Collection and Release of Information form is good for one year. The original signed document must be stored securely for a minimum of seven (7) years after the client last received services.

**Policy:** Agencies will offer to give the clients a copy of the CCCIMS release.

**Policy:** Clients are presumed to be competent, unless there is a known court order claiming their incompetence. Legal guardians of adult clients may sign for the client.

**Policy:** The agency will need to report to DCD the number of individuals who did not agree to participate in CCCIMS by including their data in their quarterly report and documenting these numbers in their files. The agency must still enter the client's information into the system although must use the lock feature within CCCIMS, so that only the Agency and the DCD Administrators have access to such documentation.

**Policy:** Agencies cannot deny services to an individual solely on the basis of the individual deciding not to participate in CCCIMS.

### 6.4 Electronic Sharing of Client Records

**Policy:** CCCIMS will enable agencies to share client records electronically if agencies agree AND the client consents to the sharing of their information.

**Description:**

CCCIMS will allow groups of agencies to share the same client record, as they try to provide coordinated services for the individual/family. Agencies who wish to have the ability to share records with one another will need to sign an agreement between each other. Clients will also have the added ability to decide if they want their information shared with another agency, as well as what information they would like share.

### 6.5 Using Paper-Based Data Collection Forms

**Policy:** Agencies may choose to initially collect client data on paper and enter it into the CCCIMS software later, rather than entering it directly in the system. However, the overall goal is to have the data entered into CCCIMS within 24 hours.

**Description:**

Each agency will incorporate CCCIMS into its own operating processes. Some agencies will prefer to interview clients and simultaneously enter their information directly into the system.
Chester County Department of Community Development  
Continuum of Care Governance Charter

Other agencies will find it easier to collect information on paper first, and then have someone enter the data later.

6.6 Collecting Client Disability Information

**Policy:** Agencies must collect client disability information after the individual is enrolled in a program, unless it is a requirement for program entry.

**Description:**
As a part of the data standards required by HUD, agencies are requested to ask clients questions about disabilities. To comply with other federal laws and regulations, these client questions must be asked at a certain point in time to avoid any legal issues.

HUD defines 'disabling condition' as: “(1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual's ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

6.7 CCCIMS Data Standards

**Policy:** All agencies and CCCIMS End Users are required to collect the Universal Data Elements as stated by the U.S. Department of Housing and Urban Development (HUD).

**Description:**
CCCIMS End Users are required to collect HUD's Program-Specific Data Standards fields, especially if the client is receiving services funded through federal homeless assistance grants, as stated in the Agency Agreement and End User Agreement.

6.8 Client Access to Their Information

**Policy:** Clients have the right to a copy of their applicable client level data contained within CCCIMS which can be obtained through an agency’s formal record request process.

6.9 Filing a Grievance

**Policy:** Clients have the right to file a grievance regarding potential violations of their privacy rights regarding CCCIMS participation and have the right to contact the agency’s End User regarding data inaccuracy (See Notice of Privacy Practices).

**Policy:** No action or punishment will be taken against a client if they choose to file a grievance.
6.10 Revoking Authorization for CCCIMS Data Collection

Policy: Clients who initially agree to participate in the Chester County CCCIMS have the right to rescind their permission for data collection.

7. CCCIMS Quality/ Security Assurance

7.1 Data Quality

Policy: CCCIMS End User(s) are required to ensure data quality of the information that is being collected for CCCIMS, as stated in the End User Agreement. End Users are required to fix data quality issues in a timely manner.

Description:

To produce high quality, reliable reports it is imperative to possess high quality data. DCD will help assure stakeholders that the data contained within CCCIMS is of high quality.

7.2 Security Monitoring

Policy: End Users are required to immediately resolve any issues discovered during a CCCIMS security monitoring.

Description:

In order to maintain the high level of security, client privacy and confidentiality practices set up in the Governance Charter document, DCD will conduct security evaluations on a regular basis. End Users will work with the DCD to schedule a monitoring visit, and to assist DCD in performing the monitoring. The monitoring will cover many topics including: informed consent agreement, privacy notices, technology security, and data entry practices.

7.3 Workstation Security

Policy: Agencies are required to place End User computer screens in a manner so as to prevent unintentional confidentiality breaches.

Policy: Passwords and Log-in information are to be kept secure; this information should never be shared with anyone.

7.4 Technological Requirements for Participation

Policy: All computers authorized to access Chester County CCCIMS must meet the minimum requirements as established by DCD.

* Unique user name and password

* Secure location for equipment

* Locking screen savers
* Virus protection with auto update
* Individual or network firewalls
* Restrictions on access to HMIS via public forums
* Compliance with HMIS policy and procedures manual
* Validation of off-site storage of HMIS data

7.5 Additional Quality Reports

**Policy:** DCD will make additional quality reports available regarding software, technical support, quarterly reports, training, and overall program directions.

**Description:**
Additional reports will be created to ensure that the overall CCCIMS program is of high quality. Topics that will be reported on will include overall software quality, quality of the technical support, training quality, quarterly reports and overall program quality. As these reports are available, DCD will notify agencies.

8. CCCIMS Compliance

During the contract period, the Provider will supply all required data in the Chester County Client Information Management System (CCCIMS) for all contracted programs. **All providers are required to update the CCCIMS database within 24 hours of participant Entry/Exit into a program.** Emergency Shelter providers must have the ShelterPoint Module up to date by close of business everyday including weekends and holidays. If a situations arises where the agency is unable to log into CCCIMS and update the ShelterPoint module their agency, their agency must notify the Coordinated Access Provider, ConnectPoints of their current Bed Availability at the close of business day of your organization.

Failure to remain compliant with data quality and assurance as well with the submission of required reports could result in an interruption of the submitted invoice for that current time period.

**The following Requirements will be reviewed during the invoice process.**

- 100% of all HUD funded homeless assistance programs must be actively participating in CCCIMS
- 85% of all beds in non-HUD funded residential homeless assistance programs must be actively participating in CCCIMS
- Missing information does not exceed 10% for required universal and program specific data elements for all clients served in a month
● “Don’t Know and Refused” responses must be less than 5% of all answered question.
● Quarterly reports are submitted and are accurate in a timely manner.

Report Utilization

Data Quality reports will be used to assess individual program data quality. The CCCIMS System Administrator will be responsible for creating and producing Data Quality reports. The individual agency will be able to access the reports relevant to their program(s). This enables the agency to monitor their data and improve data quality. It is important that the agency run data quality reports on a monthly basis to meet the requirement HUD benchmark for clients served in their program(s).

9. DCD CCCIMS System Administrator

9.1 Ways to Contact the DCD CCCIMS System Administrator

Policy: The agency’s Site Administrator should be the only person who contacts the DCD CCCIMS System Administrator via the Helpdesk.

9.2 Response Times for Issues

Policy: The DCD CCCIMS Help Desk and the DCD CCCIMS System Administrator will attempt to resolve issues within the shortest period of time possible, but these responses are subject to the vendor’s response times.

Description:

While the DCD CCCIMS Help Desk can answer most questions and concerns regarding CCCIMS, when an issue cannot be immediately resolved, it will be forwarded to the DCD CCCIMS System Administrator. If necessary, the DCD CCCIMS System Administrator will forward the issue to the vendor. The DCD CCCIMS System Administrator is subject to the vendor's response times.
APPENDIX I

DECADE TO DOORWAYS

2018-2020

OPERATION PLAN
APPENDIX II

DECADE TO DOORWAYS

COORDINATED ENTRY POLICIES AND PROCEDURES

Implementation Date:

January 1, 2018
APPENDIX III

CCCIMS Agency Partnership Agreement

CHESTER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT

Chester County Client Information Management System (CCCIMS)
AGENCY PARTNERSHIP AGREEMENT

This Agency Partnership Agreement (hereinafter referred to as “Agreement”) is by and between
the County of Chester and ______________ (hereinafter referred to as “Agency”).

INTRODUCTION

The Chester County Client Information Management System (CCCIMS) is a centralized case
management system that allows authorized participating agency personnel throughout Chester County,
Pennsylvania, to collect client data, produce statistical reports, and share information with select partner
agencies. The Chester County Client Information Management System allows the community to
evaluate the utilization of services, identify gaps in the local Continuum of Care, improve the efficiency
of homeless related services, and to understand the demographics and needs of persons experiencing
homelessness in Chester County. Specific goals of the Chester County Client Information Management
System (CCCIMS) include:

- Improve the quality of services
- Improve client and service tracking
- Ensure continuity of care
- Expedite client intake procedures
- Improve referral accuracy
- Improve case management
- Track client outcomes
- Provide aggregate information for program management, Boards of Directors, funding sources,
  and other stakeholders
- Provide aggregate information for program evaluation, systems design and policy decisions
- Provide aggregate information for addressing community-wide issues
Chester County Department of Community Development  
Continuum of Care Governance Charter

Chester County’s Department of Community Development (hereinafter referred to as “DCD”) will administer and maintain the CCCIMS. Security for the CCCIMS database will be provided through its server setup, firewall architecture, encryption, user authentication, password protection, user access levels, and audit trails. In addition, policies will be established to govern utilization of both client-identifying and aggregate data.

RECENTALS

2. The purpose of the CCCIMS is to improve the quality and integration of services, to increase the productivity of case managers in participating agencies, and to provide a central repository of data for service planning, quality improvement, and policy decisions as well as to meet requirements for the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Veterans Affairs (VA) within the released documents of the 2014 HMIS Data Dictionary and 2014 HMIS Data Manual on August 1, 2014, updating the 2004 HMIS Data and Technical Notice and the 2010 HMIS Data Standards.

3. The Agency is a human service agency serving persons located within Chester County, Pennsylvania.

4. The County of Chester and the Agency wish to enter into an Agreement whereby, subject to applicable confidentiality protection, the Agency submits data about its clients into the CCCIMS and receives reports from the database consistent with the purpose of the centralized case management system.

Now, therefore, in accordance with the terms of the County’s grant from the U.S. Department of Housing and Urban Development and pursuant to the McKinney-Vento Homeless Assistance Act, the parties agree as follows:

1) The County of Chester, through DCD will facilitate a CCCIMS Users Group to provide oversight to the CCCIMS, which will include one representative from each participating agency.
2) DCD has established guidelines, policies, and operating procedures for the CCCIMS and will make a copy available to each participating agency. The County may, in its discretion, implement changes to these guidelines, policies, and procedures at any time upon ten (10) days written notice to participating agencies. The Agency agrees to comply with these guidelines, policies, and procedures and to ensure that its officers, directors, employees, volunteers, and agents comply with these guidelines, policies and procedures and any subsequent changes.
3) DCD will operate and maintain or cause to be operated and maintained, network servers, network modems, network software, and other network and communications hardware and software for the functioning of the CCCIMS. Security for the system may be provided through, but is not limited to,
Chester County Department of Community Development
Continuum of Care Governance Charter

firewalls, encryption of data, use of security software, oversight of user access levels, and user ID and password.

4) The Agency shall be allowed to access data pertaining to its clients that was created and/or entered into the system by the Agency itself or for clients from whom the Agency has received valid, signed “Release of Information” form. Upon request, the Agency shall provide the County with a copy of any “Release of Information” in the Agency’s possession or control that was signed by an individual who has consented to the release of information through CCCIMS.

5) DCD shall provide training to selected Agency employees in the use of the CCCIMS. Training updates shall be provided by DCD as deemed necessary by the County. The Agency agrees to participate in such training and user groups to ensure the effective implementation of the CCCIMS.

6) The parties acknowledge and agree that their mutual use and participation in CCCIMS will cause each party to disclose or make available to the County and other participating agencies information that is confidential and which, in some cases, may be subject to special protections under state and federal law. While the County will have access to all information that has been entered into CCCIMS, other participating agencies will only have access to client-identifying data that has been expressly approved for release, as noted in the electronic client record. To protect the confidentiality of the data on the CCCIMS, the Agency agrees to the terms of the Business Associate Agreement, attached to this document as Appendix A. In addition to documentation in the client’s electronic record, authorization to release information shall be established through a written, signed “Release of Information Form” to be obtained by the Agency and retained in the Agency’s files.

7) The Agency shall provide each client with a copy of the attached Notice of Privacy Practices and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the consent and release forms.

8) The Agency shall ensure that all employees, volunteers and other persons issued a User ID and password for CCCIMS receive basic confidentiality training in accordance with the Business Associate Agreement, and that a single user is identified for each user identification and password issued.

9) Only Agencies who have signed this Agreement will be permitted access to CCCIMS and the information contained in its system. The Agency will not provide non-authorized users with access to CCCIMS.

10) If this Agreement is terminated, the County of Chester and remaining partner agencies shall maintain their right to the access and use of all client data previously entered by the terminating partner agency. All client data will be held in the strictest of confidence in accordance with the Business Associate Agreement.

11) If a client notifies an Agency that he or she has withdrawn consent for the release of new information through CCCIMS, the Agency will be responsible for ensuring that the new information is no longer released through CCCIMS.

12) Agencies shall keep signed copies of the client “Release of Information Form” for CCCIMS for a period of no less than seven (7) years. Agencies shall be responsible for maintaining these documents even if the Agency later terminates participation in CCCIMS and this Agreement.

13) Services should be provided to a Client regardless of CCCIMS participation provided the Client would otherwise be eligible for the Agency’s services.

14) The Agency shall consistently enter information into the CCCIMS database and will strive for real-time, or close to real-time data entry.

15) The Agency shall not include or use profanity or offensive language in the CCCIMS database.

16) The Agency shall utilize the CCCIMS database for business purposes only.

17) The County may require the Agency to pay a participation or support fee to add new users and/or to maintain the software and CCCIMS.
18) Neither the Agency’s right to participate in the centralized case management system nor any other right, privilege, license, duty, obligation, nor responsibility may be transferred or assigned, voluntarily or involuntarily, through agreement, merger, consolidation, or otherwise without the express written consent of the County of Chester.

19) The Agency hereby agrees to abide by all federal and state laws and regulations pertaining to client privacy and confidentiality and any subsequent revisions or amendments.

20) The Agency agrees to indemnify, hold harmless and defend the County of Chester, its officers, directors, employees, and agents in any action, claim or dispute that arises in connection with or as the result of this Agreement, or from the Agency’s use or implementation of the CCCIMS, or from the acts and/or omissions of the Agency, its officers, directors, employees, volunteers, agents or any person or entity using CCCIMS through the express or implied permission of the Agency. This indemnification clause covers, but is not limited to, any action, claim or dispute that arises from a breach of confidentiality or security or the non-consensual release of Client information; from the failure to furnish services or a delay in furnishing services; from the transmission of inaccurate or faulty information through the network server or CCCIMS; from the failure to input and transmit information through the network server or CCCIMS or; from any malfunction of hardware, software or electronic communications system that results in a breach of security and/or confidentiality.

21) This Agreement will remain in effect as long as the Agency maintains a CCCIMS license from DCD. Unless terminated, in writing, by either of the Parties, this Agreement will renew automatically.

22) The foregoing, including the matters incorporated by reference herein, constitutes the entire Agreement between the parties. This Agreement may only be amended by mutual agreement, signed and executed with the same formality with which this instrument was executed.

23) The parties warrant that the person executing this Agreement on behalf of each party is duly authorized to execute the Agreement and bind each respective party to all terms and conditions hereunder.

24) This Agreement shall be governed by and construed in accordance with all applicable Federal, State and Local laws, regulations, and policies, as amended; and County regulations, policies, and procedures, as amended.

SIGNATURE

PRINT SIGNATURE

TITLE OF AUTHORIZED SIGNATOR

DATE OF SIGNATURE

AGENCY

STREET ADDRESS

CITY STATE ZIP CODE

SIGNATURE OF DCD EXECUTIVE DIRECTOR:

Date
APPENDIX IV

County of Chester: General Code of Conduct

Like all organizations, the County of Chester requires that employees follow certain rules of conduct to promote efficiency, productivity and cooperation among employees. For this reason, it is helpful to identify some examples of the types of conduct unacceptable by employees.

This illustrative listing of offenses is not exhaustive, nor does it only represent the offenses for which discipline may be imposed:

1. stopping work before specified time,
2. loitering, loafing or sleeping during work hours,
3. being present in any part of the building that is not related to assignments,
4. smoking except in designated areas,
5. damaging or wasting materials,
6. excessive lateness or absences,
7. leaving the building during working hours without permission of supervisor,
8. obscene or abusive language,
9. engaging in conduct that is obscene or abusive or that harms, offends, degrades or humiliates another employee, whether verbal, physical or otherwise, at the place of work or in the course of employment.
10. sexual harassment or any form of harassment,
11. possessing on County property or on work hours, opened alcoholic beverages or controlled substances or reporting to work under the influence of drugs, alcohol or any prohibited substance,
12. insubordinate acts or statements or willful failure to carry out valid instructions,
13. destruction or damage of County property,
14. falsifying or making a material omission on County records, including job applications, medical forms or other documents,
15. theft,
16. possession of weapons on County property,
17. fighting, threatening, intimidating or coercing fellow employees or supervisors on the County property at any time, for any purpose,
18. violation of safety rules, and
19. use of County computer equipment and/or office machines for personal business or otherwise unauthorized use
20. Although the County attempts to counsel employees to correct violations of rules and regulations, employees who violate these rules are subject to disciplinary action up to and including immediate termination.
APPENDIX V

County of Chester: Code of Ethics

All County employees are expected to maintain the highest standards of personal and professional conduct both in the exercise of their job duties and personal life as well. All are expected to abide by all applicable legislation governing the ethical conduct of public officials and employees as set forth in the Public Official Employee Ethics Act, 65 P.S. '11.01 et. seq., because public confidence in County government is best sustained by assuring the public of the impartiality and honesty of its public officials and employees.

To meet these standards:
1. Promote decisions which only benefit the public interest;
2. Keep safe all funds and other properties for the County;
3. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility; and
4. Maintain a respectful attitude toward other employees, other public officials, and the public.

To meet these standards, do not:
5. Engage in outside interests that are not compatible with the impartial and objective performance of their duties; or
6. Improperly influence or attempt to influence other officials, contractors of the County or employees to act in their own benefit.

A conflict of interest may exist when the interests or concerns of any employee, member of the employee's immediate family, or any party, group, business, or organization to which the employee has allegiance may be seen as competing with the interests of the County or public interest.

Any potential conflict of interest shall be disclosed to the employee's Department Head who will confer with an appropriate member of the Commissioners' Executive Staff and the County Solicitor. If the conflict is deemed relevant to a matter requiring action by the employee, the employee will not act on the matter and will not participate in the final deliberation or decision regarding the matter. However, the employee shall provide any and all information relevant to the matter to the decision-makers. Any minutes or record shall reflect that the conflict of interest was disclosed and that the subject employee did not participate in the final discussion, deliberation and/or decision; and did not vote (where applicable).

If the conflict is deemed solely an appearance of a conflict of interest, the Department Head, an appropriate member of the Commissioners' Executive Staff and the County Solicitor shall determine an appropriate level of involvement for the employee on the matter. If a conflict of interest is determined to be potentially significant, the matter may be disclosed to the Pennsylvania State Ethics Commission for review.
Certification of Consistency with the Consolidated Plan

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information:)

Applicant Name: Chester County Department of Community Development

Project Name: 2019 Continuum of Care Program - Chester County PA-505

Location of the Project: Chester County, PA

Name of the Federal Program to which the applicant is applying: 2019 Continuum of Care Competition

Name of Certifying Jurisdiction: Chester County, PA (PA-505)

Certifying Official of the Jurisdiction Name: Michelle Kichline

Title: Chair, Chester County Board of Commissioners

Signature: [Signature]

Date: 9/12/2019
Applicant/Recipient Disclosure/Update Report

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Initial Report</th>
<th>Update Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant/Recipient Name, Address, and Phone (include area code):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County of Chester, c/o Department of Community Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>601 Westtown Road, Suite 365</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Chester, PA 19380</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| HUD Program Name                                                                 |               |
| 2019 Continuum of Care Program                                                |               |

6. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

   □ Yes  □ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

   □ Yes  □ No

If you answered "No" to either question 1 or 2, Stop! You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

<table>
<thead>
<tr>
<th>Department/State/Local Agency Name and Address</th>
<th>Type of Assistance</th>
<th>Amount Requested/Provided</th>
<th>Expected Uses of the Funds</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and another person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first).

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Participation in Project/Activity</th>
<th>Financial Interest in Project/Activity ($ and %)</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.

I certify that this information is true and complete.

Signature: [Signature]

Date: [09/12/2019]

Form HUD-2830 (3/13)
Application for Federal Assistance SF-424

1. Type of Submission:
   - Preapplication
   - Application
   - Changed/Corrected Application

2. Type of Application:
   - New
   - Continuation
   - Revision
   - Other (Specify):

3. Date Received: 09/28/2019

4. Applicant Identifier:

5a. Federal Entity Identifier: PA-505
5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:
7. State Application Identifier:

8. APPLICANT INFORMATION:

   a. Legal Name: County of Chester

   b. Employer/Taxpayer Identification Number (EIN/TIN): 23-60003040
   c. Organizational DUNS: 159889220000

   d. Address:
      - Street 1: 601 Westtown Road, Suite 365
      - City: West Chester
      - County/Parish: Chester
      - State: Pennsylvania
      - Province:
      - Country: USA: UNITED STATES
      - Zip/Postal Code: 19380-0000

   e. Organizational Unit:
      - Department Name: Dept. of Community Development
      - Division Name:

   f. Name and contact information of person to be contacted on matters involving this application:
      - Prefix: Mr.
      - First Name: Patrick
      - Suffix:
      - Last Name: Bokovitz
      - Title: Director
      - Organizational Affiliation: Chester Co. Dept. of Community Development
      - Telephone Number: 610-344-6900
      - Fax Number: 610-344-6925
      - Email: pbokovitz@chesco.org and dccolligan@chesco.org
**Application for Federal Assistance SF-424**

*9. Type of Applicant 1: Select Applicant Type:*

- County Government

*Type of Applicant 2: Select Applicant Type:*

*Type of Applicant 3: Select Applicant Type:*

*Umer (specify):*

*10. Name of Federal Agency:*

- U.S. Department of Housing & Urban Development

11. **Catalog of Federal Domestic Assistance Number:**

- 14.267

**CFDA Title:**

- 2019 Continuum of Care Program

*12. Funding Opportunity Number:*

- TB-6300-N-25

*Title:*

- Notice of Funding Availability (NOFA) for FY2019 Continuum of Care Program Competition

13. **Competition Identification Number:**

*Title:*

*14. Areas Affected by Project (Cities, Counties, States, etc.):*

*15. Descriptive Title of Applicant's Project:*

- 2019 Continuum of Care Program Application - Chester County PA-505

Attach supporting documents as specified in agency instructions.
**Application for Federal Assistance SF-424**

16. Congressional Districts Of:
   * a. Applicant 6
   * b. Program/Project 6

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
   * a. Start Date: 01/01/2020
   * b. End Date: 12/31/2020

18. Estimated Funding ($):
   * a. Federal 1,988,800.00
   * b. Applicant
   * c. State
   * d. Local
   * e. Other
   * f. Program Income
   * g. TOTAL 1,988,800.00

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
   - □ a. This application was made available to the State under the Executive Order 12372 Process for review on
   - □ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
   - [x] c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
   - □ Yes    [x] No

   If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

   [x] ** I AGREE

   ** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Ms.  
First Name: Michelle

Middle Name: 
Last Name: Kichline

Suffix: 

Title: Chair, Chester County Board of Commissioners

Telephone Number: 610-344-6900  
Fax Number: 

Email: pbokovitz@chesco.org and dcolligan@chesco.org

Signature of Authorized Representative: [Signature]  
Date Signed: 01/01/2020