Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.
1A. Continuum of Care (CoC) Identification

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

1A-1. CoC Name and Number: PA-505 - Chester County CoC

1A-2. Collaborative Applicant Name: Chester County Department of Community Development

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Chester County Department of Community Development
1B. Continuum of Care (CoC) Engagement

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at:
https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources
The FY 2019 CoC Program Competition Notice of Funding Availability at:

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:
1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC’s coordinated entry system.

<table>
<thead>
<tr>
<th>Organization/Person</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
<th>Participates in Coordinated Entry System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Not Applicable</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Applicant: Chester County-COC
Project: 505 CoC Registration FY2019
FY2019 CoC Application
Page 3
09/24/2019
<table>
<thead>
<tr>
<th>Youth Advocates</th>
<th>Yes</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Illness Advocates</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:
1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicates information during public meetings or other forums the CoC uses to solicit public information;
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and
4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)

1. Decade to Doorways (D2D) partnership consists of over 150 local stakeholders representing a broad array of entities including Jason Alexander from Capacity for Change, Voices & Vision, Housing Alliance of PA, and other neighboring counties such as Your Way Home in Montgomery County. D2D also solicits best practices from national organizations such as NAEH & CSI Built for Zero. DCD staff are also participating in HUD’s Community of Practice Coordinated Entry sessions.
2. DCD uses an e-newsletter to share information about all public meetings at which public input is solicited. The e-newsletter currently has 1,000 active subscribers. An option is provided for input to be submitted directly to DCD via email. Information is also shared via public notice for all public hearings in the local newspaper of record. All information related to public comment is posted on the DCD and D2D websites.
3. DCD takes into consideration all information gathering in public meetings. The
public's perspective and local knowledge is a valuable addition when evaluating strategies to end homelessness and improve system outcomes. This is one of the reasons that DCD solicits participation in its annual Point in Time Count.

4. All applications and relevant programmatic information are posted to the DCD website. Pursuant to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, no individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance. DCD does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. DCD includes language in all public notices to ensure that reasonable accommodations are provided to all individuals with disabilities.

1B-2. Open Invitation for New Members.

Applicants must describe:
1. the invitation process;
2. how the CoC communicates the invitation process to solicit new members;
3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;
4. how often the CoC solicits new members; and
5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.

(limit 2,000 characters)

1. As a result of a comprehensive system review by NAEH, a nominating committee was formed by the Governance Board to identify key stakeholders in the community to serve as leaders in the D2D organizational structure. Selected individuals submitted their biographies/resumes for consideration by the Governance Board. Upon board approval, personal invitations were issued to invite new members to the various D2D committees and work groups. On an ad hoc basis, invitations are issued to those with specialized skill sets to broaden the diversity of backgrounds and ensure each group has the necessary information and perspectives to move forward. 2. Periodically, the Governance Board and committees review membership and expressions of interest to expand participation in a targeted manner. The goal of all work groups and committees is active engagement and consistent contributions to enhance productivity, working toward the shared goal of ending homelessness in the community. 3. All applications and relevant programmatic information are posted to the DCD website. DCD does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities. DCD includes language in all public notices to ensure that reasonable accommodations are provided to all individuals with disabilities. 4. Solicitation and engagement is ongoing with review of committee membership at least twice annually. 5. The participation of those with lived experience has been incorporated through the Voice and Vision partnership. There are approximately five to seven individuals that comprise the Consumer Advisory Group. Under the leadership of Voice and Vision, this group has convened at least four times since 2018 and will be presenting their insights to the Governance Board at the 9/26/19 meeting. An in-depth report of this group’s findings will be posted on the DCD website.
1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:
1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.

(limit 2,000 characters)

1. On Tuesday July 30, 2019, an e-newsletter was distributed to a list of nearly 1,000 subscribers announcing that the 2019 CoC NOFA was published and a request for letters of interest with regard to the permanent housing and domestic violence applications was solicited. This information was also shared on the DCD website, Facebook, and LinkedIn. All organizations operating within the boundaries of the CoC are eligible to apply by responding to the publicly announced RFP.
2. The CoC convenes an independent review team that uses standardized criteria to review, rank and make final funding recommendations. Please see attachments for the CoC Program Application Timeline and Scoring Sheets.
3. On Tuesday July 30, 2019, an e-newsletter was distributed to a list of nearly 1,000 subscribers announcing that the 2019 CoC NOFA was published and a request for letters of interest with regard to the permanent housing and domestic violence applications was solicited.
4. DCD posts all information related to the CoC on its website. Reasonable accommodations are provided upon request for those with disabilities. DCD also complies with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations to ensure that no qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance. DCD does not discriminate in access to, participation in, or treatment, or employment in, its programs or activities.
5. Is not applicable.
1C. Continuum of Care (CoC) Coordination

**Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

**Resources:**
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

**Warning!** The CoC Application score could be affected if information is incomplete on this formlet.

**1C-1. CoCs Coordination, Planning, and Operation of Projects.**

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
<tr>
<td>Women's Re-Entry Assessment Program (WRAP) – APO</td>
<td>Yes</td>
</tr>
</tbody>
</table>
1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

1. The Chester County Department of Community Development has remained the CoC lead as well as the sole administrator for ESG funds in Chester County. Currently ESG funds are used to fund an emergency shelter, a rapid re-housing provider, and HMIS. ESG funded providers are required to participate in Chester County’s Decade to Doorways (D2D) committees where they have the opportunity to give direct feedback to the Governance Board and the CoC NOFA Committee regarding program outcomes and performance standards.
Allocation of ESG funds is based on need as determined by countywide HMIS data evaluation. 2. DCD ensures that ESG recipients enter and maintain all required data as needed for Consolidated Annual Performance and Evaluation Report (CAPER) submission. The data collection for the ESG portion of the CAPER is aligned with the most recent version of the Homeless Management Information System (HMIS) Data Standards. The CoC also requires that all ESG providers submit quarterly reports in order to show program compliance and progress regarding the HUD System Performance Measures. 3. DCD’s Consolidated Plan, 2018-2022 includes a comprehensive analysis of homelessness in Chester County and describes strategies and services available for addressing homelessness. One of the Plan’s primary goals is to Support Efforts to Prevent and End Homelessness. An update to homeless information is included in the annual Action Plan (AP-65), which includes discussion of homeless outreach; emergency shelter needs; addressing vulnerable populations (chronically homeless, veterans, unaccompanied youth, etc.); prevention, and diversion.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.  
Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.  
Yes
Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:
1. the CoC’s protocols, including protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1. The Executive Director of the Domestic Violence Center of Chester County (DVCCC), a dedicated victim's service provider, has remained a voting member of the Decade to Doorways Governance Board and provides input for the development and updating of the CoC's policies regarding victims of domestic violence. All victims of domestic violence that contact our Coordinated Entry Provider, ConnectPoints, are referred directly to DVCCC. To ensure safety and security, DVCCC staff only speaks directly to the victim. Once the client is connected with DVCCC, their trained staff ensures that the most appropriate services are offered. The CoC also works with the Crime Victims Center of Chester County which provides free and confidential services to victims and their family members who reside in or were victimized in Chester County. The CoC also works with the Rape Crisis Council of Chester County, Inc., which is the designated Sexual Assault Center for Chester County. In order to make data driven decisions, the DVCCC uses a VAWA compliant, HMIS compatible database.

2. Victims of domestic violence are assessed using the Service Prioritization Decision Assistance Tool (SPDAT) and considered for and offered the appropriate housing intervention (PSH, HCV, and RRH), based on vulnerability. DVCCC has three housing programs for domestic violence victims. Services are provided to victims utilizing a progressive engagement model related to the varying stages of separation. Victims may also choose to relocate to other housing or make their home more secure when the perpetrator no longer resides in the home. DVCCC provides funds to support those choices as needed. There are currently planning efforts underway to replicate national best practices for housing victims of human trafficking.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:
1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g.,
**Trauma Informed Care** on safety and planning protocols in serving survivors of domestic violence.

*(limit 2,000 characters)*

1. DVCCC provides educational & prevention programs for the community and CoC providers to educate and inform on the issue of domestic violence. These programs cover topics such as identifying abuse and unhealthy behaviors in relationships, how to safely and appropriately intervene, and how to seek help. DVCCC provides an overview of domestic violence to the public; providing a foundation for the intro to domestic abuse, data, the cycle of abuse, red flags and warning signs, how to assist clients, and resources and options available to those seeking help. The Teen Dating Violence Program partners with schools in Chester County to provide in-class presentations for students covering the issue of dating violence. The Lethality Assessment Program trains local police & law enforcement partners to identify victims of domestic violence, assess their safety, & immediately connect them to services. The Domestic Violence and Health Care Providers Training Program offers presentations tailored to the needs of the medical community to provide our health care workers with the skills needed to identify and assist victims of abuse. The Domestic Violence and Communities of Faith Program provides education specific to faith leaders and communities. The Domestic Violence and the Workplace Program discusses how domestic violence impacts work places & helps providers create policies specific to addressing domestic violence in the workplace. 2. The CoC’s Coordinated Entry staff conducts pre-intake screening to determine if a caller is experiencing domestic violence. If there is an indication that the caller is exposed to domestic violence they are directly transferred to DVCCC where trained counseling staff takes a trauma-informed approach to begin crisis intervention and safety planning. Those in eminent danger are immediately offered emergency shelter in an undisclosed supportive communal living facility where they receive targeted case management and legal assistance.

**1C-3b. Domestic Violence—Community Need Data.**

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. *(limit 2,000 characters)*

CoC data comes from the Chester County Client Information Management System (CCCIMS), which serves as Chester County’s HMIS database. DVCCC also provides data from their Efforts to Outcomes (ETO) Violence Against Women Act (VAWA) compliant database, which is also HMIS compatible and can produce all HUD reports in aggregate. It is de-identified by Social Security Numbers and a string of unique data elements. On the HMIS side, the CoC is able to gather data with self-reported information collected upon project entry as part of HMIS data element 4.11 Domestic Violence. The HMIS data also includes what is collected as part of Coordinated Entry intake process; data element 4.11 Domestic Violence is collected along with other questions pertaining to domestic violence so that every effort is made to direct clients to appropriate services. DVCCC also completes and submits quarterly reports of de-identified persons served to DCD as well as data for the Consolidated Annual Performance and Evaluation Report (CAPER) that is used to determine if additional resources are needed for this population.
*1C-4. PHAs within CoC. Attachments Required.

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Authority of the County of Chester</td>
<td>98.98%</td>
<td>Yes-Both</td>
<td>Yes-Both</td>
</tr>
</tbody>
</table>

1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.

Applicants must:
1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference— if the CoC only has one PHA within its geographic area, applicants may respond for one; or
2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

1. There is only one PHA (Housing Authority of Chester County - HACC) in the CoC’s geographic area, and the CoC maintains a strong partnership with HACC in ending homelessness. HACC and the Chester County Department of Community Development (DCD) have agreed that ten Homeless Preference for Housing Choice Vouchers (HCV) a month will be offered to the ten most vulnerable households (individuals and families) on our Service Prioritization Decision Assistance (SPDAT) queue in our HMIS system. Emphasis is placed on those experiencing chronic homelessness, those with disabilities and those coming from a place not meant for human habitation. In addition, HACC also uses the HMIS SPDAT queue to identify households who maybe eligible for the Mainstream Voucher Program. The Executive Director of HACC is an active member and partner in the Decade to Doorways initiative, serving on multiple committees, including the Permanent Supportive Housing Committee and the System Performance Committee. HACC also partners with the CoC in overseeing implementation of the Chester County Assessment of Fair Housing, one of only 49 approved plans in the country.
2. Not applicable.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If “Yes” is selected above, describe the type of provider, for example,
multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The CoC has a formal working relationship with the county's only PHA, Housing Authority of Chester County, who allows referrals for formally homeless households (individuals and families) in CoC funded Permanent Supportive Housing or Rapid Re-Housing Programs to receive referrals for Homeless Preference for Housing Choice Vouchers (HCV) as appropriate. These referrals are made at an ongoing monthly case conferencing meeting. In addition the Chester County Department of Community Development also administers CDBG funds for affordable housing in Chester County. DCD works in collaboration with multiple Low Income Tax Credit developments to help CoC funded households secure units in these apartments as appropriate. DCD also administers Health Choices Reinvestment Funds, which has helped secure additional units for those with SMI. These partnerships allow the CoC to implement a robust Moving On Strategy.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

As required by HUD, the Continuum of Care, members and sub-recipients are required to comply with applicable civil rights laws through the adoption and implementation of the fair housing and equal opportunity policy, including the nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a). This includes, but is not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (Section 504), and title II of the Americans with Disabilities Act. The CoC will verify that applicable programs have adopted and implemented this policy on an annual basis. The CoC is one of 49 communities with an approved Assessment of Fair Housing, which ensures compliance with the mandate to affirmatively further fair housing. The CoC also partners with a fair housing compliance adviser to provide training, information, and act as a resource for our partner providers. The CoC recently conducted fair housing testing for protected classes on our coordinated entry system and emergency shelter providers to ensure compliance and identify any potential discrimination. A comprehensive report was produced and presented to CoC leadership, and further training was provided based on the recommendations.

*1C-5a. Anti-Discrimination Policy and Training.

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

| 1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source? | Yes |

FY2019 CoC Application  Page 12  09/24/2019
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?  Yes

3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?  Yes

*1C-6. Criminalization of Homelessness.

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.

1. Engaged/educated local policymakers:  X
2. Engaged/educated law enforcement:  X
3. Engaged/educated local business leaders:  X
4. Implemented communitywide plans:  X
5. No strategies have been implemented:
6. Other:(limit 50 characters)

Offender Workforce Development Specialist  X

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:
1. demonstrate the coordinated entry system covers the entire CoC geographic area;
2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)

1. The CoC covers 759 square miles & includes one city among its 73 municipalities. The CoC is currently evaluating RFP submissions (see attachments) to expand street outreach and increase call center productivity. This new system will be fully implemented by January 1, 2020. As of the submission this application the CoC’s Coordinated Entry System (ConnectPoints) has multiple points of access including a toll-free phone number, a physical office, and the ability to communicate via text, Facebook.
and email. ConnectPoints is centrally located within the CoC geographic region; which allows for efficient deployment for street outreach. Persons experiencing homelessness can be quickly assessed for and enrolled in the programs that are appropriate to their situation. 2. ConnectPoints street outreach staff ensure that persons identified are offered the same service as persons who access coordinated entry through their office. Staff conducts in person outreach and homeless verification for anyone who claims to be a household with a primary nighttime residence that is a public or private place not meant for human habitation (street homeless). Outreach staff connect with clients in person within 1 business day of client contact. 3. Calls/visits to ConnectPoints are addressed by staff, who conduct screening and assessment using the VI-SPDAT and placed on the appropriate queue in HMIS. Once placed on a queue (individual men, individual women, and families), the household with the highest vulnerability score is given preference for any available Emergency Shelter beds. Persons who are “street homeless” and are unable to immediately be referred to Emergency Shelter due to capacity issues complete the SPDAT in to be considered for other permanent housing resources if appropriate. Those who enter Emergency Shelter also complete the SPDAT within 2 weeks of program entry and are placed on a queue for permanent housing options based on their score and need.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1D-1. Discharge Planning Coordination.

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

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

Applicant: Chester County-COC
Project: 505 CoC Registration FY2019
1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*1E-1. Local CoC Competition—Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition; Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline; Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline. Yes


Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served); Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served. Yes

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

1. The CoC prioritizes projects that embody Housing First, low-barrier implementations that prioritize the chronically homeless, those with disabilities including substance abuse and severe mental illness (SMI), victims/survivors of Domestic Violence, Veterans, parenting youth and families with infants. To capture this numerically, the CoC used several measures to ensure projects embracing this philosophy ranked higher than those that did not. Those measures included: % of those served coming from a place not meant for human habitation, % of persons entering with more than one disabling condition, % of those with zero income at entry, whether the organization had a formerly homeless board member, and if the organization participated in the CoC’s coordinated entry system. 2. For renewal projects empirical data was used from the project’s last full grant cycle. For projects in the first year, data was pro rata. For RRH, 5 points each were awarded for >30% with zero income at entry, >8% coming from place not meant for habitation, 100% coming from coordinated entry & commitment to Housing First. For PSH, 10 points were awarded for >23% with zero income at entry & >15% coming from place not meant for habitation. 5 points each were awarded for >45% with more than one disability & 100% from coordinated entry. All renewal project types were awarded 10 points if the organization’s board included a formerly homeless individual. For new projects with no historical data, 10 points were awarded on the applicant articulating a Housing First approach, 15 points were awarded for the applicant understanding the depth and scope of needs and 5 points were awarded for commitment to using the CoC’s coordinated entry system. Both new and renewal projects had to fully commit to pulling new participants from the CoC’s permanent housing by-name list in line with CoC policy for accepting the most vulnerable individuals or families in the order they are ranked.


Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.
1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 8%


Applicants must:
1. describe the CoC written process for reallocation;
2. indicate whether the CoC approved the reallocation process;
3. describe how the CoC communicated to all applicants the reallocation process;
4. describe how the CoC identified projects that were low performing or for which there is less need; and
5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.

(limit 2,000 characters)

1. The CoC NOFA Committee, operating under a charter from the Decade to Doorways Governance Board and with guidance from the Decade to Doorways Steering Committee, has a written policy for re-allocation which can be found in the attached "Decade to Doorways CoC NOFA Committee Project Capacity, Review and Ranking Policies and Procedures".
2. Yes.
3. Applicants were informed both verbally and in writing via e-mail.
4. The CoC identified projects that were low performing by using the following criteria: projects not meeting the CoC threshold requirements are to be ineligible. Projects not spending down previous HUD awards can be subject to reallocation. Weighted scores take into account all factors in Section III of the document and can include cost per person served, cost per PH exit, increased
or new income, populations served, % ppl w/ 0 income, % entries from street homelessness, HMIS compliance, LOS or # of days to obtain PH, participation in CE, and more than 1 disability.
5. Through the rating and ranking process, described in detail in the aforementioned document, the COC was able to assign each project a weighted score. New DV projects are scored through the standard new project tool and according to how well the applicant demonstrated they were able to meet the needs of DV survivors. Renewal DV projects would be required to submit aggregate data through a VAWA compliant HMIS compatible database. The projects were then ranked in numerical order based on score to determine the tiers. Funds from the lowest performing projects were reallocated to create new projects in line with the priorities of the CoC.
**Instructions**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

**1F-1  DV Bonus Projects.**

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:

Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PH-RRH</td>
<td>X</td>
</tr>
<tr>
<td>2. Joint TH/RRH</td>
<td></td>
</tr>
<tr>
<td>3. SSO Coordinated Entry</td>
<td></td>
</tr>
</tbody>
</table>

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

**1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.**

Applicants must report the number of DV survivors in the CoC’s geographic area that:

- Need Housing or Services: 168.00

---

**Applicant:** Chester County-COC

**Project:** 505 CoC Registration FY2019

**COC_REG_2019_170630**
1F-2a. Local Need for DV Projects.

Applicants must describe:
1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).
(limit 500 characters)

1. The CoC calculated the number of DV survivors needing housing by running reports from our HMIS and using the STELLA strategy & analysis tool to refine the data. The CoC also worked with the DVCCC to obtain statistics regarding victims of DV. 2. CoC data comes from the Chester County Client Information Management System (CCCIMS), which serves as Chester County’s HMIS database. DVCCC also provided data from their Efforts to Outcomes (ETO) Violence Against Women Act (VAWA) compliant database.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>DUNS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chester County De...</td>
<td>159889922</td>
</tr>
</tbody>
</table>
1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

<table>
<thead>
<tr>
<th>DUNS Number:</th>
<th>159889922</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name:</td>
<td>Chester County Department of Community Development</td>
</tr>
<tr>
<td>Rate of Housing Placement of DV Survivors–Percentage:</td>
<td>88.00%</td>
</tr>
<tr>
<td>Rate of Housing Retention of DV Survivors–Percentage:</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

1. The CoC used its HMIS database to identify anyone who self-reported as being survivor of DV & used the STELLA analysis tool to cross reference them with placements to PH & returns to homelessness. DVCCC also submitted APR reports from their ES, TH, & site based PSH programs to the CoC. 2. CoC data for survivors of DV comes from HMIS as well as data provided by DVCCC from their ETO VAWA compliant database. DVCCC provides quarterly outcome reports to the Department of Community Development.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)

Domestic violence survivors in Chester County have access to various permanent housing resources, including multiple specialized programs that specifically target this population. Outside having access to all of the traditional housing resources available in the continuum (RRH, PSH, Housing Choice Voucher Program), survivors of domestic violence are also able to utilize targeted housing resources. The Domestic Violence Center of Chester County (DVCCC) currently has several targeted population permanent supportive housing (PSH) programs. Each program has its own case manager to provide services appropriate to clients' needs at the varying stages of separation from an abusive partner. The Phase IV Independent Living Program and Garfield Commons are secure and conditional PSH models that consists of 13 three-bedroom townhomes and 4 one bed apartments that are located near community services and public transportation. The primary goal of these PSH programs is for participants to work towards self-sufficiency in a safe environment. Both programs offer case management, affordable rent based on income, financial counseling and goal planning, and access to all other DVCCC legal and counseling services.
1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:
1. ensured the safety of DV survivors experiencing homelessness by:
   (a) training staff on safety planning;
   (b) adjusting intake space to better ensure a private conversation;
   (c) conducting separate interviews/intake with each member of a couple;
   (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
   (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
   (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project served.

1. (a) All DVCCC staff are required to attend a minimum of 15 hours of in house training annually. Topics include accessing the criminal justice system & trauma informed care. All DVCCC staff are required to complete 45 hours of the Pennsylvania Coalition Against Domestic Violence (PCADV) counselor/advocate training and meet the requirements of Patient-Centered Clinical Decision Support (PCCDS). (b) Initial intake to DVCCC is usually done over the phone. In person intake is done in a confidential and secure location. The address to all DVCCC sites is not available to the general public. (c) Survivors of DV are allowed decide whether they are comfortable speaking at a DV facility or would prefer being another location. Generally only the victim is interviewed as the vast majority of reported domestic violence cases, the other person in the couple is the perpetrator. (d) As stated in 1F.4b, DVCCC has several secure scattered site units and/or rental assistance housing units for survivors of DV. Survivors are allowed to choose where they want to live based on what they believe is safe for them. (e) Again, as stated in 1F. 4b, DVCCC housing is secure and conditional and has maintenance staff who have passed criminal background checks to ensure congregate living spaces are fortified and secured. DVCCC also has site based emergency shelter and transitional housing that is in a undisclosed, gated location with 24 hour video camera surveillance. (f) All DVCCC sites (ES, TH, and PHS) are in confidential locations. The addresses are not publicly available and are not published in any public documents). 2. All DV survivors served by DVCCC received a detailed, individual safety plan upon intake to services. Counselor/Advocates use trauma-informed, victim-centered approaches to empower the survivors to become safe and self-sufficient. Legal advocacy and representation are provided to victims who may need those services to address their safety.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:
1. project applicant’s experience in utilizing trauma-informed, victim-
centered approaches to meet needs of DV survivors; and

2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:

(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;

(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;

(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;

(d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and

(g) offering support for parenting, e.g., parenting classes, childcare.

(limit 4,000 characters)

1. DVCCC has been continuously serving victims of domestic violence since 1976 and is the only organization in the county licensed by the PA Dept. of Human Services to do so. Over 3000 DV victims/survivors per year are provided through DVCCC. 2. (a) As described in 1F-4b, DVCCC has multiple secure sited based units for survivors of DV. The Garfield Commons Independent Apartments (4 one bedroom apartments) and Phase IV Independent Housing (13 3 bedroom townhomes). Survivors of DV are also able to utilize traditional RRH and PSH. Survivors have the final say regarding where they live and the most appropriate housing inventions. (b) DCD operates under a housing first model and will ensure that DVCCC or any other agency selected to provide targeted RRH for survivors of DV are contractually obligated to not use punitive interventions and ensure program participant staff interactions are based on equality and minimize power differentials. (c) As outlined in 1F-4c all DV staff have strict training requirements that specifically include trauma informed care. (d) Again as detailed in 1F.4c all DV staff are required to complete 45 hours of the Pennsylvania Coalition Against Domestic Violence (PCADV) counselor/advocate training and meet the requirements of Patient-Centered Clinical Decision Support (PCCDS) which is specifically strength based in order to assist survivors work towards goals and aspirations. (e) DVCCC and all other programs funded by DCD are contractually required to develop appropriate practice and cultural responsiveness in order to serve each individual and family by adapting and responding to strengths and needs. DCD has also provided outside training for all contracted providers regarding the Fair Housing Act to ensure equal access, cultural competence, nondiscrimination in all of our housing programs (f) All DV survivors served by DVCCC received a detailed, individualized intake. DVCCC Counselor/Advocates use trauma-informed, victim-centered approaches to empower the survivors to become safe and self-sufficient. Legal advocacy and representation are provided to victims who may need those services to address their safety. Ancillary services are provided as needed to help survivors access benefits, obtain or improve employment and/or education and other resources to gain independence and...
safety from their abuser. (g) DVCCC Parenting and Children's Program provides individual and group counseling, along with recreational activities. The focus is to provide a space where parents and children can feel safe to explore feelings that effect daily living and regain a sense of safety and acceptance. DVCCC also refers to outside counseling and child care resources as needed.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

All DCD contracted providers are required to ensure that within 30 days of program entry all program participants apply for any appropriate mainstream benefits for which they may be eligible and be referred to additional services that may be needed, specifically mental health and/or drug and alcohol assessment/treatment as well as physical health treatment. Referrals to the SOAR Program and the County Assistance Office (CAO) are made for every client for which these services are appropriate and eligible to receive (i.e. social security, welfare, general assistance, TANF, Medicare/Medicaid, etc.). All eligible participants for the EARN and Work Ready Programs are referred to the CAO as appropriate. Referrals to the the PA CareerLink - Chester County and United Way's Financial Stability Center are made to anyone seeking employment or job training. Legal Aid of Chester County and Open Hearth, Inc. provide county-wide legal assistance and credit counseling to anyone in need. DVCCC also offers targeted counseling services to survivors of DV. DVCCC has two attorneys and several trained legal staff persons help survivors understand their legal options. They accompany survivors to court, provide support during legal proceedings, and in some cases provide direct legal representation. DVCCC also works in collaboration with law enforcement and the District Attorney's Office to assure survivors are served efficiently and compassionately.
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2A-1. HMIS Vendor Identification. WellSky

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Number of Beds in 2019 HIC</th>
<th>Total Beds Dedicated for DV in 2019 HIC</th>
<th>Total Number of 2019 HIC Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) beds</td>
<td>210</td>
<td>15</td>
<td>154</td>
<td>78.97%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>318</td>
<td>44</td>
<td>268</td>
<td>97.81%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>120</td>
<td>0</td>
<td>120</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>242</td>
<td>0</td>
<td>242</td>
<td>100.00%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>60</td>
<td>4</td>
<td>41</td>
<td>73.21%</td>
</tr>
</tbody>
</table>

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:
1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

1. Emergency Shelter (ES) Beds - The CoC has several emergency shelters within the continuum, including several faith-based organizations, that do not currently participate in HMIS, which is the reason we did not meet the 85% bed coverage rate. The CoC has and will continue to actively work to recruit these providers to begin entering into HMIS. All providers in the continuum are offered free access to HMIS and training by the DCD HMIS Program Coordinator. The CoC also engages non-HMIS providers by inviting them to attend various Decade to Doorways and CoC meetings as well as meeting with their Executive Directors and Board Members when possible. Other Permanent Housing (OPH) beds - We have one Other Permanent Housing (OPH) project that is not currently entering data into HMIS, which is the reason we did not meet the 85% bed coverage rate. This provider does enter their other programs into HMIS however and has agreed to begin entering their PSH data into HMIS by October 2019 which should resolve this issue.
2. The CoC and Decade to Doorways Governance Board is actively working with local Foundations, the United Way, and other funding providers through the Funding Collaborative to in order to stress the importance of having all ES and PSH providers enter their data into HMIS. It is the goal of the CoC and Decade to Doorways to come to an agreement with all major funding providers in the continuum that HMIS be a required component in order to be funded. We anticipate that progress will be continue to be made in the area over the next year as the vast majority of funding providers in the continuum are active with Decade to Doorways and have expressed interest in creating a more unified data collection system.


Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.  Yes

*2A-4. HIC HDX Submission Date.

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  04/30/2019

(mm/dd/yyyy)
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. 01/24/2019
Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/30/2019
Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

Applicants must describe:
1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC’s sheltered PIT count results; or
3. state “Not Applicable” if there were no changes.
(limit 2,000 characters)
There were no significant changes in the CoC’s sheltered Point in Time (PIT) count implementation from 2018 to 2019. - Not applicable

*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.
Applicants must select whether the CoC No
2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:
1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC’s unsheltered PIT count results; or
3. state “Not Applicable” if there were no changes.
(limit 2,000 characters)

There were no significant changes in the CoC’s unsheltered Point in Time (PIT) count implementation from 2018 to 2019. - Not applicable

*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.

Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:
1. plan the 2019 PIT count;
2. select locations where youth experiencing homelessness are most likely to be identified; and
3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)

1. Stakeholders serving youth from all regions of the CoC and various focus areas were engaged through a Decade to Doorways (D2D) youth experiencing homelessness sub-committee to determine the methodology of the youth count. The sub-committee contacted school districts, County youth centers, emergency shelters, the Juvenile Probation Department, the CareerCorps program, and various community outreach centers to provide input and collaboration.
2. The CoC conducted outreach throughout the County at known youth service providers in order to discuss and identify possible locations of homeless youth. Focus locations for the count were determined by utilizing the PA Department of Education’s homeless statistics and identifying the areas with the highest number of youth reporting homelessness experiences to their schools.
3. The CoC collaborated with Valley Youth House to recruit youth to participate
in the PIT. Additional focus groups were held at a shelter and a youth center to obtain feedback from young adults about where others might be located for inclusion in the count.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:
1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness.
(limit 2,000 characters)

1. Extensive in person outreach was done in the community and with all emergency shelters and transitional housing providers prior to the PIT count to ensure that they were able to give accurate data either through the HMIS or by completing and submitting forms detailing client information to the Chester County Department of Community Development (DCD) to determine chronic homelessness. All of the known individuals and families identified as experiencing chronic homelessness during the 2019 PIT were in emergency shelters (both HMIS and non-HMIS providers). The CoC has also formed a Ending Chronically Homeless Workgroup in order to create a by name list and provide targeted outreach and case management to those living in places not meant for human habitation.

2. As was the case with the chronically homeless population, all of the families with children experiencing homelessness were in emergency shelters or transitional housing programs and counted through the HMIS or by completing and submitting forms detailing client information to DCD.

3. All Veterans identified as experiencing homelessness were in either Emergency Shelter or Transitional Housing during the PIT. They were identified and counted through the HMIS system where possible (multiple VA sub-contractors enter their client information into the HMIS system). Because there is a large VA Hospital in Chester County (Coatesville Veterans Affairs Medical Center) that does not enter into HMIS, the CoC conducted outreach and distributed reporting forms to key VA staff so they could give an accurate count of homeless Veterans at the hospital during the night of the PIT.
3A. Continuum of Care (CoC) System Performance

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX. 946


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

1. The CoC uses its HMIS system to obtain client level data for evaluating risk factors of first time homelessness. In Chester County, persons experiencing mental health issues (24%) rank highest followed by persons with substance abuse issues (17%). Those with both mental health and substance abuse issues (40%) also show a high risk for first time homelessness.
2. Based on CoC data, the CoC has partnered with the Chester County Departments of MH/IDD and Drug and Alcohol to provide treatment and housing options for those most at risk. State funds have been leveraged for RRH activities specifically targeted toward those experiencing homelessness who are also in recovery for opioid addiction. The Department of MH/IDD has
allocated 35 "set aside" permanent housing units throughout the CoC to assist those suffering from severe and persistent mental health issues. In addition, the Department of Drug and Alcohol has provided funds to offer rapid re-housing for persons suffering from opioid addiction coming out of inpatient treatment to prevent homelessness in this vulnerable population. The CoC's Coordinated Entry Provider, ConnectPoints is also contractually mandated to conduct robust diversion activities to prevent individuals and families in housing crisis from every becoming homeless whenever possible. In addition, the CoC has multiple emergency homelessness prevention services throughout the county. In FY2018 they were able to serve 318 unique persons.

3. There are several organizations and positions that oversee the CoC strategies to reduce homelessness. The Decade to Doorways Governance Board is the primary oversight entity for the CoC. It works closely with the Chester County Department of Community Development and CoC committees and work groups to guide polices to reduce the number of individuals and families experiencing homelessness for the first time.

*3A-2. Length of Time Homeless as Reported in HDX.*

Applicants must:

<table>
<thead>
<tr>
<th>Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.</th>
</tr>
</thead>
<tbody>
<tr>
<td>128</td>
</tr>
</tbody>
</table>


Applicants must:

1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;
2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.

(limit 2,000 characters)

1. The mission of the CoC is to make homelessness rare, brief and non reoccurring. In order to achieve this goal the CoC requires that the Coordinated Entry Provider and all contracted emergency shelters use the Service Prioritization Decision Assistance Tool (SPDAT) to determine risk, vulnerability, and prioritization when providing assistance to homeless and at-risk of homelessness persons. The objective is that the highest scoring (most vulnerable) individuals and families are offered permanent housing opinions such as rapid re-housing, permanent supportive housing, and Vouchers as soon as possible to reduce the time homeless and focus limited resources on those most vulnerable. DCD conducts a bi-weekly conference call with all CoC providers, Emergency Housing Providers, and the County Departments of Mental Health/IDD, Drug & Alcohol, & Aging to ensure that everyone in the Continuum is kept up to date regarding mainstream resources, housing options & treatment/service availability. This coordination maximizes the efficiency of the system and allows for streamlining of processes to reduce length of time homeless.
2. The Emergency & Permanent Housing Queues, as well as Provider Performance Reports are analyzed monthly to monitor the length of time participants spend experiencing homelessness. This data is utilized during CoC committee meetings to determine best practices and needs for provider improvement.

3. The Decade to Doorways Governance Board is the primary oversight entity for the CoC’s policies and procedures with the Coordinated Entry Committee and the Permanent Housing Options Team reporting directly to guide and inform decisions.

*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.

Applicants must:

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>59%</td>
</tr>
<tr>
<td>96%</td>
</tr>
</tbody>
</table>

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:
1. describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1. By continuing to utilize various grant funding, the CoC has implemented a performance-based payment program to incentivize providers within the homeless crisis response system to further prioritize timely permanent housing placements. A bonus payment structure has been created to reward faster placement with complete documentation and reporting in the HMIS system. Specific criteria and data entry requirements must be met in order for a provider to qualify for these additional funds. These requirements assist in furthering various goals of the CoC, including reducing the length of time in shelter and...
increasing data quality. The Housing Stability Case Management Program, now in its second year continues provide an incentive to landlords, who are more likely to work with housing providers when additional supports and services are being provided to new tenants.

2. The Decade to Doorways Governance Board is the primary oversight entity for the CoC’s policies and procedures regarding exits to permanent housing for individuals and persons in families in emergency shelter, transitional housing and rapid rehousing. The System Performance Outcome Measurement Committee is specifically assigned this task.

3. Based on the CoC’s current success rate of 96%, existing strategies are proving effective in this measure and will be continued. These existing strategies include the aforementioned Housing Stability Case Management Program, which is further expanding capacity and scope of services provided after entering permanent housing, to improve upon success.

4. The Decade to Doorways Governance Board is the primary oversight entity for the CoC’s policies and procedures regarding the rate at which individuals and persons in families permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations. This task falls under the purview of the Permanent Supportive Housing Workgroup.

*3A-4. Returns to Homelessness as Reported in HDX.

Applicants must:

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.</td>
</tr>
<tr>
<td>2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.</td>
</tr>
</tbody>
</table>

3A-4a. Returns to Homelessness—CoC Strategy to Reduce Rate.

Applicants must:

1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
2. describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness. (limit 2,000 characters)

1. The CoC, through the System Performance Measures Committee, identifies common factors of those who return to homelessness by analyzing and cross referencing data from HMIS and the Chester County Departments of Adult Probation and Parole; Mental Health and Intellectual Disabilities; Human Services; and Drug and Alcohol. The Committee includes representation from several cross systems within the CoC.

2. Utilizing this analysis, the CoC formed the Ending Chronic Homelessness work group to specifically address barriers that this population has to obtain and maintain safe, decent, and affordable housing. The work group uses HMIS and
cross systems data to create a by-name list of chronically homeless individuals in the CoC. Part of this strategy involves the Critical Time Intervention Program to conduct outreach and engagement to provide housing case management that utilizes a Housing First philosophy. Additionally, in 2017 the CoC created a Housing Stability Case Management Program specifically targeting individuals and families recently placed into permanent housing to prevent returns to homelessness. By January 1 2020, the CoC will have a Targeted Population Coordinator (TPC) who will manage the Chronic Homeless By-Name List, and ensure that those placed into permanent housing remain stably housed. The TPC will be participating in Community Solutions’ Built for Zero program. Best practices implemented here will be used to reduce the rate of additional returns to homelessness.

3. The Decade to Doorways Governance Board, with the support of the Steering Committee, System Performance Measures Committees, are responsible for oversight all CoC strategies, including the Chronically Homeless and Permanent Supportive Housing workgroups.

*3A-5. Cash Income Changes as Reported in HDX.\n
Applicants must:

<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.</td>
</tr>
<tr>
<td>2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.</td>
</tr>
</tbody>
</table>


Applicants must:

1. describe the CoC’s strategy to increase employment income;
2. describe the CoC’s strategy to increase access to employment;
3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
4. provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase jobs and income from employment.

(limit 2,000 characters)

1. DCD is not only the CoC lead in Chester County, it also provides staff for Chester County Workforce Development Board (CCWDB). This ensures close connection and cooperation with the PA CareerLink (PACL)-Chester County and United Way Financial Stability Center, whose mission is to provide employment resources and services to increase income, decrease debt, and increase assets. All CoC contracted providers are mandated to make appropriate referrals to either the PACL-Chester County, the United Way Financial Stability Center, Employment Advancement and Retention Network (EARN) and Work Ready programs, which are all designed to best serve those with severe financial challenges and limited work history. 2. The PACL-Chester
County includes partnerships with the HireOne employer group, Industry Partnership organizations, and various employers and staffing agencies throughout the county. The PACL online network includes 2,561 local employers who post job openings for all skill sets. To increase access in more remote areas of the CoC, DCD funds a Mobile Workforce Navigator who maintains a regular schedule in locations throughout the county where utilizing the centralized PACL is challenging. 3. The PACL-Chester County, the United Way Financial Stability Center offers free Income Tax Preparation, Accessing EITC & Other Tax Credits, Job Training & Education Programs, Debt Counseling & Credit Repair Counseling, Financial Management Classes, Plus 1-on-1 Services as part of their mission to help families and individuals increase income and assets. The industry partnerships incumbent worker training programs work to increase certifications and salaries of employed individuals. The vice chair of the CCWDB is the owner of an employment placement agency, which has expanded connections to mainstream and non-public employment organizations. 4. The CCWDB, staffed within DCD, is responsible for overseeing the CoC’s strategy to increase job and income growth from employment.


Applicants must:
1. describe the CoC's strategy to increase non-employment cash income;  
2. describe the CoC’s strategy to increase access to non-employment cash sources;  
3. provide the organization name or position title that is responsible for overseeing the CoC’s strategy to increase non-employment cash income.

1. All persons experiencing homelessness are screened and assessed by the coordinated entry system at intake to determine eligibility for non-employment cash income resources. Referrals are made to the appropriate providers (see 2. below) to connect clients with these resources.  
2. All DCD funded providers are contractually obligated to refer any persons experiencing homelessness with a documented disability to the SOAR program. In addition, all clients entering the emergency shelter system are referred to the County Assistance Office (CAO), which provides access to resources such as SNAP, TANF, WIC, and general assistance.  
3. The Decade to Doorways Governance Board, with the support of the System Performance Outcome Measurement Committee and the Community Outreach Workgroup, are responsible for overseeing the CoC’s strategy to increase non-employment cash income.


Applicants must describe how the CoC:
1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and  
2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further
their recovery and well-being.

(limit 2,000 characters)

1. The CoC works directly with the PA CareerLink - Chester County, the United Way Financial Stability Center and the Chester County Workforce Development Board (WDB), in partnership with the Chester County Economic Development Council (CCEDC) to support key industries in Chester County: Agriculture, Energy, Health Care and Information Technology. This facilitates the meeting of the skills needed by local businesses and the career goals of job seekers. The PA CareerLink - Chester County, the United Way Financial Stability Center is also a partner in the Hire One initiative, a public/private partnership which provides employment services to the Health Care, Energy, IT/Communications, Life Science, Manufacturing and Agriculture industries. This initiative develops new and innovative strategies for connecting job seekers to hiring employers by leveraging available resources. In addition there are also numerous workshops and job fairs at the PA CareerLink - Chester County, the United Way Financial Stability Center throughout the year to coordinate on-site recruitment.

2. The PA CareerLink - Chester County, the United Way Financial Stability Center has both staff assisted and self directed services to assess and test the skills of potential employees prior to hiring. Assistance is provided to identify and make referrals to On-the-Job Training opportunities and Industry Partnership/Incumbent Worker Training programs. The City of Coatesville has been designated an Opportunity Zone, Neighborhood Revitalization Strategy Area, and Racially/Ethnically Concentrated Area of Poverty. Due to the high number of vulnerable residents in this area, there have been numerous efforts to offer job and career fairs/workshops.


Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.

2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).

3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.

4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.

5. The CoC works with organizations to create volunteer opportunities for program participants.

6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).

7. Provider organizations within the CoC have incentives for employment.

8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.

3A-6. System Performance Measures

Data–HDX Submission Date 05/30/2019

Applicants must enter the date the CoCs
submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at:
https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources
The FY 2019 CoC Program Competition Notice of Funding Availability at:

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

<table>
<thead>
<tr>
<th>Factor</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)</td>
<td></td>
</tr>
<tr>
<td>2. Number of previous homeless episodes</td>
<td>X</td>
</tr>
<tr>
<td>3. Unsheltered homelessness</td>
<td>X</td>
</tr>
<tr>
<td>4. Criminal History</td>
<td></td>
</tr>
<tr>
<td>5. Bad credit or rental history</td>
<td></td>
</tr>
<tr>
<td>6. Head of Household with Mental/Physical Disability</td>
<td>X</td>
</tr>
</tbody>
</table>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:
1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;
2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once
assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

(limit 2,000 characters)

1. The CoC’s Rapid Re-Housing (RRH) program is an intervention designed to help individuals and families to quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are tailored to the unique needs of the household. Anyone identified as experiencing homelessness (by contacting the Coordinated Entry Provider, Emergency Shelters, or by the Critical Time Intervention Team) is assessed using the Service Prioritization Decision Assistance Tool (SPDAT) and placed on a queue in our HMIS for referral for RRH as appropriate based on need. Those of whom are most vulnerable are generally offered RRH within 14-30 days.

2. The CoC has implemented County wide Housing Stability Case Management Program. This program provides case management that supports individuals and/or families with their housing goals and maintaining permanent housing. Case management is provided through an individualized, client centered, and strengths-based collaborative approach. It includes, but is not limited to; assessment, planning, facilitation, coordination, evaluation, monitoring, and advocacy. Case management is designed to promote self-sufficiency, eliminate barriers and highlight strengths, increase communication, improve life skills, and achieve stability through coaching and mentoring.

3. As stated previously, the Decade to Doorways Governance Board is the primary oversight entity for the CoC’s policies and procedures with the System Performance Outcome Measurement Committee and Permanent Housing Options Team reporting directly to guide and inform decisions regarding strategies to rapidly rehouse families with children within 30 days of becoming homeless.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.</td>
<td>X</td>
</tr>
<tr>
<td>2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.</td>
<td>X</td>
</tr>
<tr>
<td>3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.</td>
<td>X</td>
</tr>
</tbody>
</table>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

3B-1c. Unaccompanied Youth Experiencing Homelessness—Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

| 1. Unsheltered homelessness | Yes |
| 2. Human trafficking and other forms of exploitation | Yes |
| 3. LGBT youth homelessness | Yes |
| 4. Exits from foster care into homelessness | Yes |
| 5. Family reunification and community engagement | Yes |
| 6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs | Yes |

3B-1c.1. Unaccompanied Youth Experiencing Homelessness—Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

| 1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse) | X |
| 2. Number of Previous Homeless Episodes | X |
| 3. Unsheltered Homelessness | X |
| 4. Criminal History | |
| 5. Bad Credit or Rental History | |

3B-1d. Youth Experiencing Homelessness—Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:
1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.

(limit 3,000 characters)
1. The CoC has a Youth Homelessness Task Force that evaluates and identifies the needs of homeless youth. This Task Force works with the PA Education for Children and Youth Experiencing Homelessness (ECYEH), Region 2 Coordinator cross referencing data to determine the effectiveness of current strategies. This information is used to leverage existing funds or apply for additional funding when available. In partnership with the Housing Authority of Chester County, the county departments of Children, Youth, and Families (CYF) and DCD, including nonprofit organizations of Human Services Inc. and Valley Youth House, an application for Family Unification Program vouchers was submitted to HUD. These vouchers would serve eligible youth defined to be at least 18 but not more than 24 years of age, part of the foster care system, and are homeless or at risk becoming homeless at 16 years or older. If granted these funds, the services to be provided include housing locator services, short term financial assistance, and case management. The goals include housing placement for 75% within 60 days of being approved, increase in savings at the time of discharge, and 75% participation in case management services.

2. Based on our available data, there are few youth experiencing unsheltered homelessness in the CoC. Current programs targeting youth experiencing homelessness include CYF and Chester County Juvenile Probation assisting youth that were in placement prior to age 18 who qualify for Supportive Housing. Eligible youth can request this service and be reviewed by the CYF Housing Action Team up to their 21st birthday. Any youth that left CYF care at 17 3/4 years old or after can request to come back into placement through the dependency court and remain in care up until their 21st birthday. There are two Supervised Independent Living homes for youth within the CoC; one that can house up to 8 dependent or delinquent females and another that can house up to 8 dependent or delinquent boys. In addition to those two homes that are run by Valley Youth House (VYH), there are also scattered site units that serve youth who live in their own apartments but are receiving case management services from VYH whom pays the rent and utilities.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

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

1. To truly evaluate the impact of these strategies, the CoC believes the most effective measure is the number of youth requesting emergency housing crisis interventions over time. The CoC observed a noticeable decline in the number of youth contacting the homeless crisis response system from FY2017-to date. As an indicator of successful partnership with employment programs for a holistic approach to achieving self-sufficiency, the Career Corps youth and young adult employment program 93 individuals FY 2018-19, including 83 out of
school youth.  
2. To calculate the effectiveness of these strategies, the CoC analyzed age distribution tables from its emergency shelters in HMIS from FY2017, FY2018, and FY2019 to date.  
3. An analysis of the emergency shelter population shows that the CoC was able to reduce the number of homeless youth from 9.4% in FY2017 to 8.9% in FY2018, and then 8.1% in FY2019 to date. This downward trend is conclusive evidence that our efforts to reduce youth homelessness are beginning to have a meaningful impact.

3B-1e. Collaboration–Education Services.

Applicants must describe:

1. the formal partnerships with:
   a. youth education providers;
   b. McKinney-Vento LEA or SEA; and
   c. school districts; and

2. how the CoC collaborates with:
   a. youth education providers;
   b. McKinney-Vento Local LEA or SEA; and
   c. school districts.

(limit 2,000 characters)

1. (a-c) The Chester County Department of Community Development (DCD) has formal partnerships through contracts with Title II provider, the Chester County OIC, to provide GED testing services, adult basic education classes, and Certified Nurse Aide (CNA) program. These opportunities are available for youth ages 18-24. The Chester County Intermediate Unit (CCIU), holds a membership seat on the CCWDB and frequently acts to disseminate information and facilitate communication with the county’s 12 school districts. A formal contract with the CCIU provides workforce development and exploration services to youth in TANF-eligible households. An MOU with the Delaware County Community College provides post-secondary education and certifications as well as holding seats on the CCWDB and Council for the Workforce of Tomorrow (CWT).

2. (a-c) The CoC collaborates with the Region 2 office of the Education for Children & Youth Experiencing Homelessness (ECYEH) program. This office is the liaison between CoC partner agencies & school districts within the county. CoC partners receive training & support on McKinney-Vento. When a student is identified as homeless, CoC partners work directly w/ local school districts or the regional ECYEH office to ensure the family is aware of their eligibility for educational services. The CoC in along w/ school district homeless liaisons & the regional ECYEH office have formed a Youth Homelessness Task Force (YHTF) to initiate supports for homeless children and youth. The ECYEH regional coordinator is a member of the D2D Governance Board & co-chairs the YHTF. The CoC has a formal agreement with the Region 2 ECYEH office to coordinate data collection efforts.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.
Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services. (limit 2,000 characters)

The CoC does not currently have written policies and procedures adopted to inform individuals and families who become homeless of their eligibility for education services. Creating and adopting these policies and procedures will be made a priority in 2019. The CoC is currently working with Capacity for Change to form an Emergency Shelter Taskforce, which will convene December 2019. This taskforce will develop standards based on "The 5 Keys to Effective Emergency Shelter", which will include policies and procedures to inform individuals and families experiencing homelessness of their eligibility for education services. All Emergency Family Shelters operating within the boundaries of the CoC ensure McKinney-Vento compliance by coordinating with designated homeless liaisons within the school districts.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

<table>
<thead>
<tr>
<th>MOU/MOA</th>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Providers</td>
<td>No</td>
</tr>
<tr>
<td>Head Start</td>
<td>No</td>
</tr>
<tr>
<td>Early Head Start</td>
<td>No</td>
</tr>
<tr>
<td>Child Care and Development Fund</td>
<td>No</td>
</tr>
<tr>
<td>Federal Home Visiting Program</td>
<td>No</td>
</tr>
<tr>
<td>Healthy Start</td>
<td>No</td>
</tr>
<tr>
<td>Public Pre-K</td>
<td>No</td>
</tr>
<tr>
<td>Birth to 3 years</td>
<td>No</td>
</tr>
<tr>
<td>Tribal Home Visiting Program</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td>No</td>
</tr>
<tr>
<td>CCIU</td>
<td>No</td>
</tr>
</tbody>
</table>

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC.

Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is

Yes
actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.

**Yes**


Applicants must:
1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

<table>
<thead>
<tr>
<th>Finding</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>People of different races or ethnicities are more likely to receive homeless assistance.</td>
<td></td>
</tr>
<tr>
<td>People of different races or ethnicities are less likely to receive homeless assistance.</td>
<td></td>
</tr>
<tr>
<td>People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.</td>
<td>✗</td>
</tr>
<tr>
<td>People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.</td>
<td></td>
</tr>
<tr>
<td>There are no racial or ethnic disparities in the provision or outcome of homeless assistance.</td>
<td></td>
</tr>
<tr>
<td>The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.</td>
<td></td>
</tr>
<tr>
<td>The CoC did not conduct a racial disparity assessment.</td>
<td></td>
</tr>
</tbody>
</table>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.</td>
<td>✗</td>
</tr>
<tr>
<td>The CoC has identified the cause(s) of racial disparities in their homeless system.</td>
<td>✗</td>
</tr>
<tr>
<td>The CoC has identified strategies to reduce disparities in their homeless system.</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4. The CoC has implemented strategies to reduce disparities in their homeless system.</td>
<td></td>
</tr>
<tr>
<td>5. The CoC has identified resources available to reduce disparities in their homeless system.</td>
<td>X</td>
</tr>
<tr>
<td>6. The CoC did not conduct a racial disparity assessment.</td>
<td></td>
</tr>
</tbody>
</table>
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:
Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions. Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
The FY 2019 CoC Application Detailed Instruction can be found at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

<table>
<thead>
<tr>
<th>Type of Health Care</th>
<th>Assist with Enrollment</th>
<th>Assist with Utilization of Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Care Benefits</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(State or Federal benefits, Medicaid, Indian Health Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Insurers:</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Profit, Philanthropic:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other: (limit 50 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOAR Program</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>


Applicants must:
1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in...
health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.
(limit 2,000 characters)

1. DCD conducts a bi-weekly conference call with all CoC providers, Emergency Housing Providers, and the CC Dept. of Mental Health/IDD, Drug/Alcohol, & Aging to ensure that everyone in the Continuum is kept up to date regarding mainstream resources, housing options & treatment/service availability. 2. Following the bi-weekly call mentioned in 1., DCD e-mails minutes to all CoC Housing providers, regardless of funding stream, to ensure everyone has the most current information regarding mainstream resources, housing options and treatment/service availability. DCD sends an e-newsletter to a list of 1,000+. 3. & 4. The CoC’s providers assist persons experiencing homelessness to apply for appropriate health insurance. The CAO provides services for Medicaid eligible participants. ChesPenn Health Services provides health care/dental services & assists clients to apply for Medicaid & ACA insurance. La Comunidad is a community health center providing health, dental, and social services. The Clinic provides medical care & assists in applying for Medicaid & ACA insurance. Community Volunteers in Medicine is a primary care medical/dental facility that works with uninsured & under-insured assisting them to apply for Medicaid & insurance through the ACA. The Maternal & Child Health Consortium connects mothers to Medicaid & ACA applications. The CC Health Dept. assists households to apply for & receive Medicaid or ACA while providing a variety of health services. The CC Dept. of Aging assists seniors in applying for Medicare & Medicaid. All persons experiencing homelessness that have a disability are referred to the SOAR Program. 5. The D2D Governance Board is the primary oversight entity for CoC’s policies & procedures with the System Performance Outcome Measurement Committee & Permanent Housing Options Team reporting directly to inform decisions and strategies to ensure that households served in the continuum are connected to mainstream benefits.

4A-2. Lowering Barriers to Entry Data:
Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.

2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.

Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.

100%

Applicants must:
1. describe the CoC’s street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are
identified and engaged;
2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1. The CoC is currently reviewing applicants who responded to a RFP to expand existing street outreach (see attachments). Calls, texts, and/or emails to the ConnectPoints Coordinated Entry System are answered by Call Center Specialists who conduct intake and referral for anyone experiencing homelessness or at imminent risk of homelessness. Anyone identifying as experiencing unsheltered homelessness will be immediately referred to the Street Outreach program. Referrals from third party entities who report someone experiencing unsheltered homelessness will also be referred to the Street Outreach program. Street Outreach will engage families, single adults, veterans, and unaccompanied youth (including LGBTQ youth) in a trauma-informed and culturally responsive way working to find them appropriate housing options as quickly as possible.

2. Street Outreach will cover the entire (100%) CoC geographic area. The VA also operates a street outreach team for all eligible veterans within the CoC. The more rural area of the CoC, located in the southern most part of the county, has a specialized outreach program (SILO).

3. Street Outreach will be conducted daily and engagement is required within 24 hours of initial referral.

4. The CoC coordinates with the Chester County Critical Time Intervention (CTI) Team to conduct outreach for individuals that are experiencing significant mental health and/or drug and alcohol issues that are often less likely to request assistance through Coordinated Entry. All providers have been trained in progressive engagement skills. ConnectPoints has bilingual staff that speaks Spanish, as mandated by its contract with DCD. The DCD Language Assistance Plan identifies Spanish as the most frequently occurring non-English language.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2018</th>
<th>2019</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>117</td>
<td>120</td>
<td>3</td>
</tr>
</tbody>
</table>


Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting

No
$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes.  No

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.
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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2019 CoC Competition Report (HDX Report)</td>
<td>Yes</td>
<td>FY2019 CoC Compet...</td>
<td>09/12/2019</td>
</tr>
<tr>
<td>1C-4. PHA Administration Plan—Moving On Multifamily Assisted Housing Owners’ Preference.</td>
<td>No</td>
<td>Moving On Multifam...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>1C-4. PHA Administrative Plan Homeless Preference.</td>
<td>No</td>
<td>PHA Administrative...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>1C-7. Centralized or Coordinated Assessment System.</td>
<td>Yes</td>
<td>CE Assessment Tool</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting—15-Day Notification Outside e-snaps—Projects Accepted.</td>
<td>Yes</td>
<td>Projects Accepted...</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting—15-Day Notification Outside e-snaps—Projects Rejected or Reduced.</td>
<td>Yes</td>
<td>Project Rejected/Reduced</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting—30-Day Local Competition Deadline.</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1E-1. Public Posting—Local Competition Announcement.</td>
<td>Yes</td>
<td>Local Competition...</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1E-4. Public Posting—CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td>Consolidated Appl...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>3A. Written Agreement with Local Education or Training Organization.</td>
<td>No</td>
<td>Local Education o...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>3A. Written Agreement with State or Local Workforce Development Board.</td>
<td>No</td>
<td>State or Local Wo...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>3B-3. Summary of Racial Disparity Assessment.</td>
<td>Yes</td>
<td>Racial Disparity ...</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>4A-7a. Project List-Homeless under Other Federal Statutes.</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td>CE RFPs Outreach ...</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>----</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>

Applicant: Chester County-COC
Project: 505 CoC Registration FY2019

FY2019 CoC Application    Page 52       09/24/2019
Attachment Details

Document Description: FY2019 CoC Competition Report

Attachment Details

Document Description: Moving On Multifamily Preference

Attachment Details

Document Description: PHA Administration Plan Preference

Attachment Details

Document Description: CE Assessment Tool

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejected/Reduced Notification
Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Local Education or Training Organization Agreement

Attachment Details

Document Description: State or Local Workforce Agreement
Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description: CE RFPs Outreach & Call Center

Attachment Details

Document Description:

Attachment Details

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>09/13/2019</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/13/2019</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
<td>No Input Required</td>
</tr>
<tr>
<td>1E. Local CoC Competition</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>1F. DV Bonus</td>
<td>09/20/2019</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>2B. PIT Count</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/18/2019</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/18/2019</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
# Total Population PIT Count Data

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
<th>2019 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>558</td>
<td>578</td>
<td>579</td>
<td>528</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>198</td>
<td>260</td>
<td>266</td>
<td>209</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>355</td>
<td>294</td>
<td>300</td>
<td>299</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>553</td>
<td>554</td>
<td>566</td>
<td>508</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>5</td>
<td>24</td>
<td>13</td>
<td>20</td>
</tr>
</tbody>
</table>

# Chronically Homeless PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
<th>2019 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>7</td>
<td>12</td>
<td>11</td>
<td>19</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>7</td>
<td>12</td>
<td>11</td>
<td>18</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
## Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
<th>2019 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>55</td>
<td>65</td>
<td>69</td>
<td>44</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>55</td>
<td>64</td>
<td>69</td>
<td>43</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

## Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>293</td>
<td>231</td>
<td>224</td>
<td>206</td>
<td>198</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>293</td>
<td>231</td>
<td>223</td>
<td>206</td>
<td>198</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Type</td>
<td>Total Beds in 2019 HIC</td>
<td>Total Beds in 2019 HIC Dedicated for DV</td>
<td>Total Beds in HMIS</td>
<td>HMIS Bed Coverage Rate</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------</td>
<td>--------------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>210</td>
<td>15</td>
<td>154</td>
<td>78.97%</td>
<td></td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>318</td>
<td>44</td>
<td>268</td>
<td>97.81%</td>
<td></td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>120</td>
<td>0</td>
<td>120</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH)</td>
<td>242</td>
<td>0</td>
<td>242</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>60</td>
<td>4</td>
<td>41</td>
<td>73.21%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td>950</td>
<td>63</td>
<td>825</td>
<td>93.01%</td>
<td></td>
</tr>
<tr>
<td>Chronic Homeless Bed Counts</td>
<td>2016 HIC</td>
<td>2017 HIC</td>
<td>2018 HIC</td>
<td>2019 HIC</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>18</td>
<td>24</td>
<td>4</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
<th>2019 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>154</td>
<td>36</td>
<td>27</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
<th>2019 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>624</td>
<td>138</td>
<td>117</td>
<td>120</td>
</tr>
</tbody>
</table>
Measure 1: Length of Time Persons Remain Homeless

This measure 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.

<table>
<thead>
<tr>
<th>Metric</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>984</td>
<td>881</td>
<td>66</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>1683</td>
<td>1455</td>
<td>123</td>
</tr>
</tbody>
</table>

b. This measure is based on data element 3.17.

This measure includes data from each client’s Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client’s entry date, effectively extending the client’s entry date backward in time. This “adjusted entry date” is then used in the calculations just as if it were the client’s actual entry date.

The construction of this measure changed, per HUD’s specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.
## FY2018 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES, SH, and PH (prior to &quot;housing move in&quot;)</td>
<td>1021</td>
<td>832</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, TH, and PH (prior to &quot;housing move in&quot;)</td>
<td>1731</td>
<td>1397</td>
</tr>
</tbody>
</table>
Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months FY 2018</th>
<th>Returns to Homelessness from 6 to 12 Months FY 2018</th>
<th>Returns to Homelessness from 13 to 24 Months FY 2018</th>
<th>Number of Returns in 2 Years FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit was from SO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>396</td>
<td>45</td>
<td>29</td>
<td>30</td>
<td>104</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>297</td>
<td>19</td>
<td>16</td>
<td>25</td>
<td>60</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>242</td>
<td>10</td>
<td>2</td>
<td>7</td>
<td>19</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>935</td>
<td>74</td>
<td>47</td>
<td>62</td>
<td>183</td>
</tr>
</tbody>
</table>

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts
### 2019 HDX Competition Report

#### FY2018 - Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th>Universe: Total PIT Count of sheltered and unsheltered persons</th>
<th>January 2017 PIT Count</th>
<th>January 2018 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Total</td>
<td>260</td>
<td>266</td>
<td>6</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>294</td>
<td>300</td>
<td>6</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>554</td>
<td>566</td>
<td>12</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>24</td>
<td>13</td>
<td>-11</td>
</tr>
</tbody>
</table>

### Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th>Universe: Unduplicated Total sheltered homeless persons</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Total</td>
<td>989</td>
<td>880</td>
<td>-109</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>781</td>
<td>646</td>
<td>-135</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>121</td>
<td>110</td>
<td>-11</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>6</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>5%</td>
<td>9%</td>
<td>4%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>121</td>
<td>110</td>
<td>-11</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>23</td>
<td>46</td>
<td>23</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>19%</td>
<td>42%</td>
<td>23%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults (system stayers)</td>
<td>121</td>
<td>110</td>
<td>-11</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>25</td>
<td>49</td>
<td>24</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>21%</td>
<td>45%</td>
<td>24%</td>
</tr>
</tbody>
</table>
Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>78</td>
<td>113</td>
<td>35</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>25</td>
<td>27</td>
<td>2</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>32%</td>
<td>24%</td>
<td>-8%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>78</td>
<td>113</td>
<td>35</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>15</td>
<td>26</td>
<td>11</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>19%</td>
<td>23%</td>
<td>4%</td>
</tr>
</tbody>
</table>

Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>78</td>
<td>113</td>
<td>35</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>27</td>
<td>50</td>
<td>23</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>35%</td>
<td>44%</td>
<td>9%</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>1318</td>
<td>1195</td>
<td>-123</td>
</tr>
<tr>
<td>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.</td>
<td>282</td>
<td>249</td>
<td>-33</td>
</tr>
<tr>
<td>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)</td>
<td>1036</td>
<td>946</td>
<td>-90</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td>1561</td>
<td>1373</td>
<td>-188</td>
</tr>
<tr>
<td>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.</td>
<td>389</td>
<td>304</td>
<td>-85</td>
</tr>
<tr>
<td>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.)</td>
<td>1172</td>
<td>1069</td>
<td>-103</td>
</tr>
</tbody>
</table>
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 FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>123</td>
<td>0</td>
<td>-123</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>37</td>
<td>0</td>
<td>-37</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>78</td>
<td>0</td>
<td>-78</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>93%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 7b.1 – Change in exits to permanent housing destinations
## Metric 7b.2 – Change in exit to or retention of permanent housing

<table>
<thead>
<tr>
<th>Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1348</td>
<td>1120</td>
<td>-228</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Of the persons above, those who exited to permanent housing destinations</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>822</td>
<td>659</td>
<td>-163</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Successful exits</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>61%</td>
<td>59%</td>
<td>-2%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Universe: Persons in all PH projects except PH-RRH</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>265</td>
<td>-35</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>286</td>
<td>255</td>
<td>-31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Successful exits/retention</th>
<th>Submitted FY 2017</th>
<th>FY 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>95%</td>
<td>96%</td>
<td>1%</td>
<td></td>
</tr>
</tbody>
</table>
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
<table>
<thead>
<tr>
<th></th>
<th>All ES, SH</th>
<th></th>
<th>All TH</th>
<th></th>
<th>All PSH, OPH</th>
<th></th>
<th>All RRH</th>
<th></th>
<th>All Street Outreach</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of non-DV Beds on HIC</td>
<td>493</td>
<td>589</td>
<td>174</td>
<td>175</td>
<td>315</td>
<td>340</td>
<td>262</td>
<td>329</td>
<td>1598</td>
<td>686</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td>493</td>
<td>589</td>
<td>143</td>
<td>143</td>
<td>315</td>
<td>322</td>
<td>244</td>
<td>301</td>
<td>650</td>
<td>664</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td>100.00</td>
<td>100.00</td>
<td>82.18</td>
<td>81.71</td>
<td>100.00</td>
<td>94.71</td>
<td>93.13</td>
<td>91.49</td>
<td>40.68</td>
<td>96.79</td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td>828</td>
<td>1040</td>
<td>899</td>
<td>887</td>
<td>702</td>
<td>672</td>
<td>548</td>
<td>655</td>
<td>353</td>
<td>325</td>
</tr>
<tr>
<td>5. Total Leavers (HMIS)</td>
<td>704</td>
<td>645</td>
<td>771</td>
<td>741</td>
<td>438</td>
<td>450</td>
<td>360</td>
<td>409</td>
<td>95</td>
<td>50</td>
</tr>
<tr>
<td>6. Destination of Don't Know, Refused, or Missing (HMIS)</td>
<td>160</td>
<td>223</td>
<td>198</td>
<td>188</td>
<td>22</td>
<td>32</td>
<td>16</td>
<td>36</td>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td>22.73</td>
<td>34.57</td>
<td>25.68</td>
<td>25.37</td>
<td>5.02</td>
<td>7.11</td>
<td>4.44</td>
<td>8.80</td>
<td>16.84</td>
<td>6.00</td>
</tr>
</tbody>
</table>
# 2019 HDX Competition Report

Submission and Count Dates for PA-505 - Chester County CoC

## Date of PIT Count

<table>
<thead>
<tr>
<th>Date CoC Conducted 2019 PIT Count</th>
<th>Received HUD Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24/2019</td>
<td></td>
</tr>
</tbody>
</table>

## Report Submission Date in HDX

<table>
<thead>
<tr>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/30/2019</td>
<td>Yes</td>
</tr>
<tr>
<td>4/30/2019</td>
<td>Yes</td>
</tr>
<tr>
<td>5/30/2019</td>
<td>Yes</td>
</tr>
</tbody>
</table>
September 24, 2019

Mr. Patrick Bokovitz
Director
Department of Community Development
Chester County
601 Westtown Road, Suite 365
West Chester, PA 19380

Dear Mr. Bokovitz,

The Housing Authority of Chester County (HACC) actively collaborates with the Chester County Department of Community Development, who is the Continuum of Care (CoC) Lead, and the Decade to Doorways partnership in identifying individuals and families in CoC funded permanent housing that no longer require intensive supportive services and demonstrate the ability to live stably and maintain housing.

HACC participates in the Decade to Doorways Permanent Housing Workgroup, the entity responsible for developing the CoC’s “Move-On” strategy and offers rental subsidy through housing choice vouchers to these households through case conferencing work sessions. HACC has also created a homeless preference for households to increase the possibility of willing households currently receiving CoC funding in need of ongoing assistance to move into housing with rental subsidy.

HACC has responded to the current HUD NOFA for Mainstream Vouchers. We are seeking an award of 75 vouchers that will be utilized not only to house the homeless, but which also will be used to provide housing assistance to two new target groups. One of those target groups directly involves providing additional vouchers as part of the CoC’s “Move On” strategy. This new funding will enhance our ability to expand and accelerate our role in the “Move On” process for those in permanent housing that can successfully transfer to the Housing Choice Voucher program.

Thank you and your staff for your partnership in this worthy endeavor.

Regards,

Dale P. Gravett
Executive Director
4-III.C. SELECTION METHOD

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

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

HACCs 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 HACC to establish other local preferences, at its discretion. Any local preferences established must be consistent with the HACC plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACC Policy

In order to ensure that the Housing Choice Voucher Program services clients with the most critical housing needs, a local preference system was created. In compliance with HUD Notice PIH 2013-15 and with the intent of providing the greatest possible assistance to families experiencing homelessness, the HACC has a preference system to include a category for homeless families that have been referred by designated partnering agencies. These agencies are the organizations providing housing services to Federal Category I, Literally Homeless Families. They are primarily the agencies contracted to provide temporary housing assistance through the Emergency Solutions Grant Program.

The HACC has a current preference point allocation that is based on an assessment of local need in Chester County.

The following preference categories and attached point ratings are established by HACC:

<table>
<thead>
<tr>
<th>Preference Category</th>
<th>Rating Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literally Homeless Families Referred by Partnering Agencies*</td>
<td>150</td>
</tr>
<tr>
<td>Eligible Referral as Determined by Mental Health Housing Options Team*</td>
<td>150</td>
</tr>
<tr>
<td>Individuals Transitioning Out of Nursing Homes</td>
<td>75</td>
</tr>
<tr>
<td>Disabled</td>
<td>50</td>
</tr>
<tr>
<td>Elderly</td>
<td>50</td>
</tr>
<tr>
<td>Chester County Residency</td>
<td>25</td>
</tr>
<tr>
<td>Families with Children under 18 years old</td>
<td>20</td>
</tr>
<tr>
<td>Victims of Domestic Violence</td>
<td>20</td>
</tr>
<tr>
<td>Veteran</td>
<td>20</td>
</tr>
<tr>
<td>Working Family</td>
<td>20</td>
</tr>
</tbody>
</table>
*This preference may only be obtained through a referral.

**HACC Preference Definitions:**

**HACC Criteria for Defining Homeless:**

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: i. Has a primary nighttime residence that is a public or private place not meant for human habitation; ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or federal, state and local government programs); or iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

**Literally Homeless Families** – A family or individual is qualified for this preference if they fit the current Category 1 definition of homelessness. This means the family is literally homeless. An applicant may only receive this preference if they are referred by an agency partnering with HACC. Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: i. Has a primary nighttime residence that is a public or private place not meant for human habitation; ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or federal, state and local government programs); or iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

**Eligible Referral as Determined by Mental Health Housing Options Team and Individuals Transitioning Out of Nursing Homes** – These preferences affect very few individuals. An applicant is eligible for this preference if they are the recipient of a temporary housing voucher from the Pennsylvania Housing Finance Agency (PHFA) program called Tenant Based Rental Assistance (TBRA) or a client referred by the Mental Health Options Team. A family may only receive this preference if referred by an agency partnering with HACC.

**Disabled** – This preference is extended to disabled persons or families with a disabled member. Disability is defined under the Americans with Disabilities Act (ADA) as an individual that has a physical or mental impairment that substantially limits one or more major life activities. The HACC will require appropriate documentation from a knowledgeable professional. The HACC will not inquire as to the nature or extent of the disability. Acceptable documentation is also an award letter or other proof of eligibility for Supplemental Social Security (SSI) or Social Security Disability (SSDI).

**Elderly** – This preference is defined as the head of household being at least 62 years of age or older. At the time of voucher processing one’s birth certificate is considered to be verification of age.
Chester County Residency – This preference is for applicants who live, work or have been hired to work in Chester County. The HACC residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. To verify eligibility for the Chester County residency preference, HACC will require a minimum of two (2) of the following documents: rent receipts, leases, utility bills, employer verification on company letterhead, a pay stub with work address/location, social service agency records, school records, drivers licenses or state issued identification cards, voter registration or any other documents that are deemed acceptable to HACC as proof of residency.

Families with Children Under 18 Years Old – This preference is available for families with dependent children under 18 years old. Birth dates will be verified as part of eligibility interview.

Victims of Domestic Violence – Pursuant to the Violence Against Women Act (VAWA), this preference is available for individuals who have been victims of domestic violence, sexual assault, dating violence or stalking. Families claiming this preference must be able to provide documentation from federal, state or local police authorities, court records or certification from an agency that provides assistance to victims of such violence.

Veteran – A family whose head of household is an honorable or general discharged veteran of the U.S. Armed Forces. Proof of this is through the Defense Department issued Form DD-214 or certification from a federal state or local agency that will attest to the veteran status.

Working Family – This preference is for households where the head of household, spouse or sole member has been employed in their current job for at least one year. Verification of employment must be furnished by the employer. If the family is self employed, the previous year’s completed and filed IRS form 1040 is acceptable verification. If the head of household, spouse or sole member is 62 years of age or older and/or disabled, the family will be given the benefit of the working family preference.
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com
Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:
- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 2.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for frontline workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor’s ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:
- SPDAT V 4.0 for Individuals
- SPDAT V 4.0 for Families
- SPDAT V 4.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/
SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:
• Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
• Level 1 SPDAT Training: SPDAT for Frontline Workers
• Level 2 SPDAT Training: SPDAT for Supervisors
• Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:
• Excellence in Housing-Based Case Management
• Coordinated Access & Common Assessment
• Motivational Interviewing
• Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

http://www.orgcode.com/product-category/training/spdat/
Administration

<table>
<thead>
<tr>
<th>Interviewer's Name</th>
<th>Agency</th>
<th>Team</th>
<th>Staff</th>
<th>Volunteer</th>
</tr>
</thead>
</table>

Survey Date: DD/MM/YYYY

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- The name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- The purpose of the VI-SPDAT being completed
- That it usually takes less than 7 minutes to complete
- That only “Yes,” “No,” or one-word answers are being sought
- That any question can be skipped or refused
- Where the information is going to be stored
- That if the participant does not understand a question that clarification can be provided
- The importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

<table>
<thead>
<tr>
<th>PARENT 1</th>
<th>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>In what language do you feel best able to express yourself?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Age</td>
<td>Social Security Number</td>
<td>Consent to participate</td>
</tr>
<tr>
<td>DD/MM/YYYY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARENT 2</th>
<th>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>In what language do you feel best able to express yourself?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Age</td>
<td>Social Security Number</td>
<td>Consent to participate</td>
</tr>
<tr>
<td>DD/MM/YYYY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:
Children

1. How many children under the age of 18 are currently with you? _______ ☐ Refused

2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _______ ☐ Refused

3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant? ☐ Y ☐ N ☐ Refused

4. Please provide a list of children’s names and ages:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Age</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE.**

   **IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE.**

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)

   ☐ Shelters
   ☐ Transitional Housing
   ☐ Safe Haven
   ☐ Safe Haven
   ☐ Outdoors
   ☐ Other (specify):
   ☐ Refused

   **IF THE PERSON ANSWERS ANYTHING OTHER THAN “SHELTER”, “TRANSITIONAL HOUSING”, OR “SAFE HAVEN”, THEN SCORE 1.**

   SCORE: 0

6. How long has it been since you and your family lived in permanent stable housing? _______ ☐ Refused

7. In the last three years, how many times have you and your family been homeless? _______ ☐ Refused

   **IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.**

   SCORE: 0
B. Risks

8. In the past six months, how many times have you or anyone in your family...
   a) Received health care at an emergency department/room? ☐ Refused
   b) Taken an ambulance to the hospital? ☐ Refused
   c) Been hospitalized as an inpatient? ☐ Refused
   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ☐ Refused
   e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? ☐ Refused
   f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ☐ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? ☐ Y ☐ N ☐ Refused

10. Have you or anyone in your family threatened to or tried to harm themself or anyone else in the last year? ☐ Y ☐ N ☐ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? ☐ Y ☐ N ☐ Refused

IF “YES,” THEN SCORE 1 FOR LEGAL ISSUES.

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? ☐ Y ☐ N ☐ Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don’t know, share a needle, or anything like that? ☐ Y ☐ N ☐ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.
C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?  
   - Y  - N  - Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  
   - Y  - N  - Refused

**IF “YES” TO QUESTION 14 OR “NO” TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT.**  
   **SCORE: 0**

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?  
   - Y  - N  - Refused

**IF “NO,” THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.**  
   **SCORE: 0**

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  
   - Y  - N  - Refused

**IF “NO,” THEN SCORE 1 FOR SELF-CARE.**  
   **SCORE: 0**

18. Is your family’s current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?  
   - Y  - N  - Refused

**IF “YES,” THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.**  
   **SCORE: 0**

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?  
   - Y  - N  - Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?  
   - Y  - N  - Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?  
   - Y  - N  - Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help?  
   - Y  - N  - Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help?  
   - Y  - N  - Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.**  
   **SCORE: 0**
24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?  Y  N  Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing?  Y  N  Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.**

SCORE: 0

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern?  Y  N  Refused

b) A past head injury?  Y  N  Refused

c) A learning disability, developmental disability, or other impairment?  Y  N  Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?  Y  N  Refused

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.**

SCORE: 0

28. **IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:** Does any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?  Y  N  N/A or Refused

**IF “YES”, SCORE 1 FOR TRI-MORBIDITY.**

SCORE: 0

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?  Y  N  Refused

30. Are there any medications like painkillers that you or anyone in your family don’t take the way the doctor prescribed or where they sell the medication?  Y  N  Refused

**IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.**

SCORE: 0

31. **YES OR NO:** Has your family’s current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?  Y  N  Refused

**IF “YES”, SCORE 1 FOR ABUSE AND TRAUMA.**

SCORE: 0
E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? □ Y  □ N  □ Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? □ Y  □ N  □ Refused

IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES.

SCORE: 0

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? □ Y  □ N  □ Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? □ Y  □ N  □ Refused

36. *IF THERE ARE SCHOOL-AGED CHILDREN*: Do your children attend school more often than not each week? □ Y  □ N  □ N/A or Refused

IF “YES” TO ANY OF QUESTIONS 34 OR 35, OR “NO” TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN.

SCORE: 0

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? □ Y  □ N  □ Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? □ Y  □ N  □ Refused

IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY.

SCORE: 0

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? □ Y  □ N  □ Refused

40. After school, or on weekends or days when there isn’t school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older? □ Y  □ N  □ Refused

b) 2 or more hours per day for children aged 12 or younger? □ Y  □ N  □ Refused

41. *IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER*: Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? □ Y  □ N  □ N/A or Refused

IF “NO” TO QUESTION 39, OR “YES” TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.

SCORE: 0
VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

Scoring Summary

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE-SURVEY</td>
<td>0 /2</td>
<td></td>
</tr>
<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>0 /2</td>
<td></td>
</tr>
<tr>
<td>B. RISKS</td>
<td>0 /4</td>
<td></td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONS</td>
<td>0 /4</td>
<td></td>
</tr>
<tr>
<td>D. WELLNESS</td>
<td>0 /6</td>
<td></td>
</tr>
<tr>
<td>E. FAMILY UNIT</td>
<td>0 /4</td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL:</strong></td>
<td>0 /22</td>
<td><strong>Score:</strong> Recommendation:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-3  no housing intervention</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4-8  an assessment for Rapid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Re-Housing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9+   an assessment for Permanent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supportive Housing/Housing First</td>
</tr>
</tbody>
</table>

Follow-Up Questions

| On a regular day, where is it easiest to find you and what time of day is easiest to do so? | place: ________________________________ |
|                                                                                       | time: ___ : ___ or Night               |
| Is there a phone number and/or email where someone can safely get in touch with you or leave you a message? | phone: (____) _____ - _________       |
|                                                                                       | email: ______________________________ |

Ok, now I’d like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?  
☐ Yes  ☐ No  ☐ Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning
Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

• it is shorter, usually taking less than 7 minutes to complete;
• subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
• medical, substance use, and mental health questions are all refined;
• you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
• the scoring range is slightly different (Don’t worry, we can provide instructions on how these relate to results from Version 1).
Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.
A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

**Alabama**
- Parts of Alabama Balance of State

**Arizona**
- Statewide

**California**
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

**Colorado**
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

**Connecticut**
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

**District of Columbia**
- District of Columbia

**Florida**
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

**Georgia**
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- Dekalb County

**Hawaii**
- Honolulu

**Illinois**
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

**Iowa**
- Parts of Iowa Balance of State

**Kansas**
- Kansas City/Wyandotte County

**Kentucky**
- Louisville/Jefferson County

**Louisiana**
- Lafayette/Acadia
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

**Massachusetts**
- Cape Cod Islands
- Springfield/Holyoke/ Chicopee/Westfield/Hampden County

**Maryland**
- Baltimore City
- Montgomery County

**Maine**
- Statewide

**Michigan**
- Statewide

**Minnesota**
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

**Missouri**
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/ Lee’s Summit/Jackson County
- Parts of Missouri Balance of State

**Mississippi**
- Jackson/Rankin, Madison Counties
- Gulf Port/Gulf Coast Regional

**North Dakota**
- Statewide

**Nebraska**
- Statewide

**New Mexico**
- Statewide

**Nevada**
- Las Vegas/Clark County

**New York**
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

**Ohio**
- Toledo/Lucas County
- Canton/Massillon/Alliance/ Stark County

**Oklahoma**
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

**Pennsylvania**
- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

**Rhode Island**
- Statewide

**South Carolina**
- Charleston/Low Country
- Columbia/Midlands

**Tennessee**
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

**Texas**
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

**Utah**
- Statewide

**Virginia**
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

**Washington**
- Seattle/King County
- Spokane City & County

**Wisconsin**
- Statewide

**West Virginia**
- Statewide

**Wyoming**
- Wyoming Statewide is in the process of implementing
Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:
- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at 
www.orgcode.com/products/vi-spdat/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor’s ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:
- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at 
www.orgcode.com/products/spdat/
SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

**Current SPDAT training available:**
- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

**Other related training available:**
- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at [http://www.orgcode.com/product-category/training/spdat/](http://www.orgcode.com/product-category/training/spdat/)
Administration

<table>
<thead>
<tr>
<th>Interviewer’s Name</th>
<th>Agency</th>
<th>Team</th>
<th>Staff</th>
<th>Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Survey Date</th>
<th>Survey Time</th>
<th>Survey Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Nickname</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In what language do you feel best able to express yourself? ________________

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Age</th>
<th>Social Security Number</th>
<th>Consent to participate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.
A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)
   - Shelters
   - Transitional Housing
   - Safe Haven
   - Outdoors
   - Other (specify):
   - Refused


SCORE: 0

2. How long has it been since you lived in permanent stable housing?
   ___ Years
   Refused

3. In the last three years, how many times have you been homeless?
   __________
   Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE: 0

B. Risks

4. In the past six months, how many times have you...
   a) Received health care at an emergency department/room?
   ___ Refused
   b) Taken an ambulance to the hospital?
   ___ Refused
   c) Been hospitalized as an inpatient?
   ___ Refused
   d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?
   ___ Refused
   e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?
   ___ Refused
   f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?
   ___ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE: 0

5. Have you been attacked or beaten up since you’ve become homeless?
   Y  N  Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?
   Y  N  Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE: 0
7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**IF “YES,” THEN SCORE 1 FOR LEGAL ISSUES.**  

**SCORE:** 0

8. Does anybody force or trick you to do things that you do not want to do?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**SCORE:** 0

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don’t know, share a needle, or anything like that?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.**  

**SCORE:** 0

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**SCORE:** 0

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**IF “YES” TO QUESTION 10 OR “NO” TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.**  

**SCORE:** 0

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**SCORE:** 0

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**IF “NO,” THEN SCORE 1 FOR SELF-CARE.**  

**SCORE:** 0

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?  

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Refused</th>
</tr>
</thead>
</table>

**IF “YES,” THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.**  

**SCORE:** 0
D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? □ Y □ N □ Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? □ Y □ N □ Refused

17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? □ Y □ N □ Refused

18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you’d need help? □ Y □ N □ Refused

19. When you are sick or not feeling well, do you avoid getting help? □ Y □ N □ Refused

20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant? □ Y □ N □ N/A or Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.

SCORE: 0

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? □ Y □ N □ Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? □ Y □ N □ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

SCORE: 0

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
   a) A mental health issue or concern? □ Y □ N □ Refused
   b) A past head injury? □ Y □ N □ Refused
   c) A learning disability, developmental disability, or other impairment? □ Y □ N □ Refused

24. Do you have any mental health or brain issues that would make it hard for you to live independently because you’d need help? □ Y □ N □ Refused

IF “YES” TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

SCORE: 0

IF THE RESPONDER SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.

SCORE: 0
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?

   Y  N  Refused

26. Are there any medications like painkillers that you don’t take the way the doctor prescribed or where you sell the medication?

   Y  N  Refused

**IF “YES” TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.**

**SCORE:**

0

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?

   Y  N  Refused

**IF “YES”, SCORE 1 FOR ABUSE AND TRAUMA.**

**SCORE:**

0

**Scoring Summary**

<table>
<thead>
<tr>
<th>DOMAIN</th>
<th>SUBTOTAL</th>
<th>RESULTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. HISTORY OF HOUSING &amp; HOMELESSNESS</td>
<td>0 /2</td>
<td>Score: 0  Recommendation:</td>
</tr>
<tr>
<td>B. RISKS</td>
<td>0 /4</td>
<td>0-3: no housing intervention</td>
</tr>
<tr>
<td>C. SOCIALIZATION &amp; DAILY FUNCTIONS</td>
<td>0 /4</td>
<td>4-7: an assessment for Rapid</td>
</tr>
<tr>
<td>D. WELLNESS</td>
<td>0 /6</td>
<td>Re-Housing</td>
</tr>
<tr>
<td><strong>GRAND TOTAL:</strong></td>
<td>0 /17</td>
<td>8+: an assessment for Permanent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supportive Housing/Housing First</td>
</tr>
</tbody>
</table>

**Follow-Up Questions**

- On a regular day, where is it easiest to find you and what time of day is easiest to do so?

  place: ______________________________________

  time: ___ : ___ or Night

- Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?

  phone: (____) _____ - _________

  email: __________________________

- Ok, now I’d like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?

  Yes  No  Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420  info@orgcode.com  www.orgcode.com
Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

• it is shorter, usually taking less than 7 minutes to complete;
• subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
• medical, substance use, and mental health questions are all refined;
• you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
• the scoring range is slightly different (Don’t worry, we can provide instructions on how these relate to results from Version 1).
Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.
A partial list of continuas of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

**Alabama**
- Parts of Alabama Balance of State

**Arizona**
- Statewide

**California**
- San Jose/Santa Clara City & County
- San Francisco
- Oakland/Alameda County
- Sacramento City & County
- Richmond/Contra Costa County
- Watsonville/Santa Cruz City & County
- Fresno/Madera County
- Napa City & County
- Los Angeles City & County
- San Diego
- Santa Maria/Santa Barbara County
- Bakersfield/Kern County
- Pasadena
- Riverside City & County
- Glendale
- San Luis Obispo County

**Colorado**
- Metropolitan Denver Homeless Initiative
- Parts of Colorado Balance of State

**Connecticut**
- Hartford
- Bridgeport/Stratford/Fairfield
- Connecticut Balance of State
- Norwalk/Fairfield County
- Stamford/Greenwich
- City of Waterbury

**District of Columbia**
- District of Columbia

**Florida**
- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

**Georgia**
- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- DeKalb County

**Hawaii**
- Honolulu

**Illinois**
- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County
- Parts of Iowa Balance of State

**Iowa**
- Kansas City/Wyandotte County

**Kentucky**
- Louisville/Jefferson County

**Louisiana**
- Lafayette/Acadia
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

**Massachusetts**
- Cape Cod Islands
- Springfield/Holyoke/ Chicopee/Westfield/Hampden County

**Maryland**
- Baltimore City
- Montgomery County

**Maine**
- Statewide

**Michigan**
- Statewide

**Minnesota**
- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

**Mississippi**
- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties
- Kansas City/Independence/ Lee’s Summit/Jackson County
- Parts of Missouri Balance of State

**Missouri**
- Jackson/Clark, Madison Counties
- Gulf Port/Gulf Coast Regional

**North Carolina**
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

**North Dakota**
- Statewide

**Nebraska**
- Statewide

**New Mexico**
- Statewide

**Nevada**
- Las Vegas/Clark County

**New York**
- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

**Ohio**
- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

**Oklahoma**
- Tulsa City & County/Broken Arrow
- Oklahoma City
- Norman/Cleveland County

**Pennsylvania**
- Philadelphia
- Lower Marion/Beaver County/Butler
- Mt. Lebanon/Montgomery County
- Allentown/North East Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

**Rhode Island**
- Statewide

**South Carolina**
- Charleston/Low Country
- Columbia/Midlands

**Tennessee**
- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

**Texas**
- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

**Utah**
- Statewide

**Virginia**
- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

**Washington**
- Seattle/King County
- Spokane City & County

**Wisconsin**
- Statewide

**Wyoming**
- Wyoming Statewide is in the process of implementing
Dear CoC Applicants,

Thank you so much for participating in the 2019 Continuum of Care (CoC) Program competition. Your cooperation and assistance in keeping to deadline throughout this process has been greatly appreciated! Thanks!

To keep you up to date on this year’s process, as of 9/11/2019, verbal and written communication to each of the organizations who submitted an application for review and consideration of funding was completed.

The Final 2019 Continuum of Care Priority Listing is attached. The document reflects the scoring and ranking of each application and how it will be submitted to HUD. The document also shows the required reallocation of funds.

We are also required to notify the community/general public of the Continuums’ recommendations; therefore, on 9/11/2019 the e-newsletter below was distributed and the DCD Continuum of Care page that may be accessed from the e-newsletter below has been updated to include the following:

- 2019 CoC Project Application Timeline
- 2019 Executive Summary and Priority Listing
- 2019 Permanent Housing Applications: New Permanent Housing Application and Bonus Domestic Violence Permanent Housing Application
- 2019 CoC Project Rating and Ranking Tool

Should you have questions or require additional information, please let us know.

Sincerely,

Dolores S. Colligan
Deputy Director
Chester County Dept. of Community Development
“A Community Action Agency”
PH: (610) 344-6772
Email: dcolligan@chesco.org
www.chesco.org\cccd
cdcdtdooverways.org
Decade to Doorways

Continuum of Care Priority Ranking
September 2019

Visit D2D Website

The 2019 Continuum of Care (CoC) Program Competition is a one-year competitive federal grant application submitted by the Chester County Department of Community Development to the U.S. Department of Housing and Urban Development (HUD).

The Chester County Decade to Doorways CoC Application Review, Ranking, and Prioritization meeting took place on Tuesday, August 27, 2019 from 9 a.m. to 4 p.m. 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.

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

Click for More Details about the 2019 CoC Program Competition

---

Board of Commissioners

Michelle H. Kichline, Chair
Kathi Cozzone
Terence Farrell

---

STAY CONNECTED

---

Chester County Department of Community Development | 601 Westtown Road, Suite 365, 601 Westtown Road, Suite 365, West Chester, PA 19380

Unsubscribe Dcolligan@chesco.org
Update Profile | About Constant Contact
Sent by ccdcd@chesco.org in collaboration with

Constant Contact®

Try email marketing for free today!
Community Developments

2019 Continuum of Care Program
July 2019

Visit DCD Website

The U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Fiscal Year 2019 Continuum of Care (CoC) Program Competition on July 3, 2019.

The Department of Community Development, as the CoC lead agency for Chester County, will submit its application for funding by HUD's deadline of Monday, September 30, 2019 at 8:00 p.m. EDT, to renew several existing permanent supportive housing projects that serve previously homeless individuals and families residing in Chester County.
**CoC New Permanent Housing Application**

DCD will solicit proposals from qualified nonprofit organizations for a new CoC Permanent Housing project application that employs a Housing First approach and will serve single individuals experiencing homelessness who meet the following criteria:

- Residing in a place not meant for human habitation
- Residing in an emergency shelter
- Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations
- Receiving services through a Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system

New Permanent Supportive Housing (PSH) projects must serve persons experiencing chronic homelessness at the time they initially enroll in the project.

New Rapid Rehousing (RRH) and new Joint Transitional Housing and Permanent Housing-RRH projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Additionally, these projects may serve persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

The amount available for this new PSH or RRH project is $95,212 with a one-year limited funding request.

---

**Domestic Violence Bonus**

DCD will also solicit proposals from qualified nonprofit organizations to submit a Domestic Violence Permanent Housing – RRH Bonus project application that employs a Housing First approach and will serve survivors of domestic violence, dating violence, and stalking.

The amount available for this new Permanent Housing – Rapid Re-Housing Bonus project is $187,713 with a one-year limited funding request.

---

If your organization is interested in one or both of these opportunities, please submit a Letter(s) of Interest no more than two pages in length containing:

- Detailed description of the the project proposed
- Population(s) to be served
How proposal incorporates Housing First

Please submit letter(s) to cccdcd@chesco.org by 11:00 a.m. on Wednesday, August 14, 2019, to the attention of:

Patrick Bokovitz, Director
Chester County Department of Community Development
601 Westtown Rd, Suite 365
West Chester, PA 19380-0991

You will be notified as to whether your proposal will be submitted in the 2019 CoC Program Competition no later than August 19, 2019.

Please contact Gene Suski, Community Services Manager, at (610) 344-6900 with any questions regarding this opportunity.
The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness, provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

2019 CoC Program
- 2019 CoC Project Application Timeline
- 2019 Permanent Housing Applications: New Permanent Housing Application and Bonus Domestic Violence Permanent Housing Application
- 2019 CoC Project Rating and Ranking Tool

2018 CoC Program
- 2018 CoC Consolidated Application and Project Applications
- 2018 CoC Governance Charter
- 2018 CoC Executive Summary and Priority Listing - FINAL August 29, 2018
- 2018 CoC Project Application Timeline
- 2018 Permanent Housing Bonus Submissions: Permanent Housing for Single Individuals and Permanent Housing for Domestic Violence Survivors
- 2018 CoC Project Rating and Ranking Tool
- 2018 CoC Program Awards

2017 CoC Program
The following resources are to support the 2017 Continuum of Care Program:
- 2017 CoC Consolidated Application and Governance Charter
- 2017 CoC Priority Listing and Funding - FINAL September 11, 2017
- 2017 CoC Project Applications Project Rating, Review and Ranking Procedures
- 2017 CoC Project Application Timeline
- Permanent Housing Bonus Submission: Youth Rapid Re-Housing
- CoC Program Awards
Hello Beth, Kelly and Heather,

Attached is the HUD-developed project rating and ranking tool specific to the scoring for all of Human Services, Inc., Continuum of Care funded activities.

The performance metrics that were entered and evaluated for the renewal applications came from the Annual Performance Reports that were submitted for these projects.

The 2nd page is the CoC HUD Thresholds that must be met in order to proceed to application.

The Priority Listing for the 2019 CoC Program Competition is also attached and will be posted to the DCD website, Continuum of Care page. An E-newsletter will also be launched this week.

Beth, as discussed with Pat Bokovitz on September 6, 2019, we will submit the renewal applications for the RRH grants PA0729 (score 100), PA0877 (score 100) and PA0919 (score 99). There is no CoC Fact Sheet for PA0877 since this grant is in its first year of administration.

Each of these grants will be submitted for the total amount; please reference the Priority Listing for more information.

Due to the review team’s evaluation and the weighted score of 82 for Safe Haven PA0153 and the weighted score of 80 for Forensic House PA0145 – funding for both of these activities has been reallocated as follows:

- Safe Haven PA0153 was decreased from $91,931 to $43,582. The total amount reallocated is $48,349. The decrease in funding was taken from the Operating Costs line item (-$36,021) and the Supportive Services line item (-$12,328).
- Forensic House PA0145 was decreased from $63,552 to $38,400. The total amount reallocated is $25,152. The decrease in funding reduces the Rental Assistance line item.

These funding cuts will take affect when these grants renew in 2020.

We would strongly recommend that you contact Dale Gravett from the Housing Authority of Chester County to discuss an application for Project Based Housing Choice Vouchers for the Safe Haven program. We would suggest that you
apply for 4 SRO Project Based Vouchers leaving the remaining 4 units for eligible clients that identify as homeless with SMI with a vulnerability score that identifies as a Permanent Supportive Housing client. The recommendation to apply for only 4 vouchers is based on the fact that a client with a criminal justice background would not be eligible to receive voucher assistance.

Dale Gravett’s contact information is 610-235-4476 and email is: dgravett@haccnet.org

We have also discussed these funding cuts with Candy Craig in the CC Dept. of MH/IDD. We strongly recommend that you contact Candy to discuss funding assistance for both the Forensic House and Safe Haven programs. Candy may also know of other grant opportunities that exist.

Finally, we would also recommend that you look into other grant opportunities that are available. For example, the PHFA competition for PHARE funds is open. Applications are due to PHFA no later than 2 p.m. on Friday, Nov. 15. PHFA is planning two informational webinars for groups interested in applying for PHARE funds. Both webinars will cover the same information. Webinar dates and times are: Sept. 25 – 10 a.m. to 11:30 a.m. and Oct. 2 – 2 p.m. to 3:30 p.m.

Should you like to discuss this information further; please let us know. We are happy to meet with you and/or coordinate communication with any of the partners mentioned in this communication.

Sincerely,

Dolores S. Colligan
Deputy Director
Chester County Dept. of Community Development
“A Community Action Agency”
PH: (610) 344-6772
Email: dcolligan@chesco.org
www.chesco.org/ccdcd
www.decadetodoorways.org
Dear CoC Applicants,

Thank you so much for participating in the 2019 Continuum of Care (CoC) Program competition. Your cooperation and assistance in keeping to deadline throughout this process has been greatly appreciated! Thanks!

To keep you up to date on this year’s process, as of 9/11/2019, verbal and written communication to each of the organizations who submitted an application for review and consideration of funding was completed.

The Final 2019 Continuum of Care Priority Listing is attached. The document reflects the scoring and ranking of each application and how it will be submitted to HUD. The document also shows the required reallocation of funds.

We are also required to notify the community/general public of the Continuums’ recommendations; therefore, on 9/11/2019 the e-newsletter below was distributed and the DCD Continuum of Care page that may be accessed from the e-newsletter below has been updated to include the following:

- 2019 CoC Project Application Timeline
- 2019 Executive Summary and Priority Listing
- 2019 Permanent Housing Applications: New Permanent Housing Application and Bonus Domestic Violence Permanent Housing Application
- 2019 CoC Project Rating and Ranking Tool

Should you have questions or require additional information, please let us know.

Sincerely,

Dolores S. Colligan
Deputy Director
Chester County Dept. of Community Development
“A Community Action Agency”
PH: (610) 344-6772
Email: dcolligan@chesco.org
www.chesco.org/ccdcd
www.decadetodoorways.org
Decade to Doorways

Continuum of Care Priority Ranking
September 2019

The 2019 Continuum of Care (CoC) Program Competition is a one-year competitive federal grant application submitted by the Chester County Department of Community Development to the U.S. Department of Housing and Urban Development (HUD).

The Chester County Decade to Doorways CoC Application Review, Ranking, and Prioritization meeting took place on Tuesday, August 27, 2019 from 9 a.m. to 4 p.m. 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.

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

Click for More Details about the 2019 CoC Program Competition

---

Board of Commissioners

Michelle H. Kichline, Chair
Kathi Cozzone
Terence Farrell

---

STAY CONNECTED

Facebook | Twitter | Instagram

Chester County Department of Community Development | 601 Westtown Road, Suite 365, 601 Westtown Road, Suite 365, West Chester, PA 19380

Unsubscribe Dcolligan@chesco.org
Update Profile | About Constant Contact
Sent by ccdcd@chesco.org in collaboration with

Try email marketing for free today!
Hi Robin and Dale,

Attached is the HUD-developed project rating and ranking tool specific to the Housing Authority’s scoring. The performance metrics that were entered and evaluated for the renewal application PA0768 came from the Annual Performance Report that was submitted for this project.

The 2nd page is the CoC HUD Thresholds that must be met in order to proceed to application.

The Priority Listing for the 2019 CoC Program Competition is also attached and will be posted to the DCD website, Continuum of Care page. An E-newsletter will also be launched this week.

As discussed with Dale on September 5, 2019, we will submit the renewal application for PA0768 in the amount of $148,204. Due to the review team’s evaluation and the weighted score of 87, an amount of $21,711 is being reallocated.

The decrease in funding was taken from the rental assistance line item of this grant. Therefore, the budget that will be submitted is $115,317 (original $137,028) Rental Assistance, $29,887 Supportive Services, $3,000 Admin.

The 2 applications submitted for the RRH Bonus (reallocated amount $95,212) and the DV Bonus ($187,713) were not accepted by the review team. The review team’s recommendation was for DCD, the CoC Lead, to submit an application for Permanent Supportive Housing for Chronically Homeless Individuals in the amount of $95,212. They also recommended that DCD submit an application for the DV Bonus.

DCD will submit applications for both and if awarded funding, DCD will solicit a provider to administer these funds through an RFP process.

Should you like to discuss this information further; please let us know.

Sincerely,

Dolores S. Colligan
Deputy Director
Chester County Dept. of Community Development
“A Community Action Agency”
PH: (610) 344-6772
Email: dcolligan@chesco.org
www.chesco.org\ccdc
www.decadetodoorways.org
The U.S. Department of Housing and Urban Development (HUD) released the Notice of Funding Availability (NOFA) for the Fiscal Year 2019 Continuum of Care (CoC) Program Competition on July 3, 2019.

The Department of Community Development, as the CoC lead agency for Chester County, will submit its application for funding by HUD's deadline of Monday, September 30, 2019 at 8:00 p.m. EDT, to renew several existing permanent supportive housing projects that serve previously homeless individuals and families residing in Chester County.
CoC New Permanent Housing Application
DCD will solicit proposals from qualified nonprofit organizations for a new CoC Permanent Housing project application that employs a Housing First approach and will serve single individuals experiencing homelessness who meet the following criteria:

- Residing in a place not meant for human habitation
- Residing in an emergency shelter
- Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations
- Receiving services through a Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system

New Permanent Supportive Housing (PSH) projects must serve persons experiencing chronic homelessness at the time they initially enroll in the project.

New Rapid Rehousing (RRH) and new Joint Transitional Housing and Permanent Housing-RRH projects may serve persons who qualify as homeless under paragraphs (1), (2), or (4) of 24 CFR 578.3. Additionally, these projects may serve persons who qualify as homeless under paragraph (3) of 24 CFR 578.3 if the CoC is approved to serve persons in paragraph (3).

The amount available for this new PSH or RRH project is $95,212 with a one-year limited funding request.

Domestic Violence Bonus
DCD will also solicit proposals from qualified nonprofit organizations to submit a Domestic Violence Permanent Housing - RRH Bonus project application that employs a Housing First approach and will serve survivors of domestic violence, dating violence, and stalking.

The amount available for this new Permanent Housing - Rapid Re-Housing Bonus project is $187,713 with a one-year limited funding request.

If your organization is interested in one or both of these opportunities, please submit a Letter(s) of Interest no more than two pages in length containing:

- Detailed description of the the project proposed
- Population(s) to be served
How proposal incorporates Housing First

Please submit letter(s) to ccdcd@chesco.org by 11:00 a.m. on Wednesday, August 14, 2019, to the attention of:

Patrick Bokovitz, Director
Chester County Department of Community Development
601 Westtown Rd, Suite 365
West Chester, PA 19380-0991

You will be notified as to whether your proposal will be submitted in the 2019 CoC Program Competition no later than August 19, 2019.

Please contact Gene Suski, Community Services Manager, at (610) 344-6900 with any questions regarding this opportunity.

Board of Commissioners
Michelle H. Kichline, Chair
Kathi Cozzone
Terence Farrell

Unsubscribe
Update Profile | About Constant Contact
Sent by ccdcd@chesco.org in collaboration with
The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness, provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

2019 CoC Program
- 2019 CoC Project Application Timeline
- 2019 Permanent Housing Applications: New Permanent Housing Application and Bonus Domestic Violence Permanent Housing Application
- 2019 CoC Project Rating and Ranking Tool

2018 CoC Program
- 2018 CoC Consolidated Application and Project Applications
- 2018 CoC Governance Charter
- 2018 CoC Executive Summary and Priority Listing - FINAL August 29, 2018
- 2018 CoC Project Application Timeline
- 2018 Permanent Housing Bonus Submissions: Permanent Housing for Single Individuals and Permanent Housing for Domestic Violence Survivors
- 2018 CoC Project Rating and Ranking Tool
- 2018 CoC Program Awards

2017 CoC Program
The following resources are to support the 2017 Continuum of Care Program:
- 2017 CoC Consolidated Application and Governance Charter
- 2017 CoC Priority Listing and Funding - FINAL September 11, 2017
- 2017 CoC Project Applications Project Rating, Review and Ranking Procedures
- 2017 CoC Project Application Timeline
- Permanent Housing Bonus Submission: Youth Rapid Re-Housing
- CoC Program Awards
Dear Providers,

Please follow this link for samples of the scoring/ranking tool(s) that will be used to evaluate the Continuum of Care project applications.

https://www.chesco.org/DocumentCenter/View/51150/CoC-Scoring-Tool_Combined

As you know, the Application Review Team meets tomorrow, 8/27. The results of the meeting will be announced to you by close of business Wed., 8/28.

The project applications selected for submission must be uploaded to E-Snaps by Friday, 8/30 so that we may obtain the maximum amount of points for this compliance criteria.

This information is also posted on our website.

Sincerely,

Dolores S. Colligan  
Deputy Director  
Chester County Dept of  
Community Development  
“A Community Action Agency”  
PH: (610) 344-6772  
Email: dcolligan@chesco.org  
www.chesco.org\ccdc  
www.decadetodoorways.org
I. Background

CoC NOFA Committee

The Continuum of Care (CoC) Notice of Funding Availability (NOFA) Committee operates under a charter from the Decade to Doorways Governance Board. Oversight is performed by both the Governance Board and the Decade to Doorways Steering Committee. The purpose of the CoC NOFA Committee is to oversee the development of local application materials for the annual CoC NOFA competition including scoring criteria, target population focus, and selection of rating and ranking tool. The committee is also responsible for conducting interviews of all project applicants as well as reviewing, ranking, and scoring of all project applications.

II. Overview of Process

Recruitment

The CoC entrusts the Decade to Doorways Governance Board and Steering Committee with the recruitment of members and takes great care to ensure membership aligns with the CoC’s priorities by the selecting participants who have experience serving a diverse range of the community. Recruitment operates on a rolling basis throughout the year to compensate for attrition, while members in good standing are invited to stay on in subsequent years to retain institutional knowledge. The CoC’s goal is to retain a small contingent of members with previous experience in the CoC competition process while simultaneously expanding and bringing in new members in an attempt to expand involvement throughout the community.

Selection of a Scoring Tool

The CoC NOFA Committee is responsible for the selection of a rating and ranking tool to be used in the annual CoC NOFA competition.

- The tool must meet all requirements outlined in this document in Section III Scoring Components.
- A formal determination is made selecting the tool to be used in the review process.
- Once selected by the CoC NOFA Committee, the chosen Rating and Ranking Tool is then customized according to the criteria outlined in Section III Scoring Components.
- Data is populated where needed in the tool.

Materials for Review

Prior to the CoC NOFA Committee’s rank and review /interview meeting all reviewers are provided with the following materials to assist in the review process:

- Copy of the CoC Grant Inventory Worksheet (GIW)
Copies of all project applications  
Annual Performance Review (APR) reports for all renewal projects from the last completed grant cycle  
Copy of the rating and ranking tool including all scoring sheets  
Supplementary Fiscal Scorecard to assess cost effectiveness of renewal projects  
One-page data fact sheets on each program

Applicant Interviews
The process for applicant interviews is as follows:
1. After reviewing the project applications, the CoC NOFA Committee will develop a customized set of questions for each applicants.
2. Every organization submitting an application for the CoC NOFA competition is required to meet with the COC NOFA Committee for an in-person interview.
3. Applicants will be provided with questions they will be expected to answer one (1) business day prior to the in-person interviews as well as the blank scoring sheets from the Rating and Ranking Tool.
4. The interviews are time-limited to ensure each applicant has equal time before the committee.
5. Time limits are strictly enforced.

Scoring
Scoring of project applications is completed by the CoC NOFA Committee upon commencement of the applicant interviews.
- Applicants are awarded points on metrics (see Section III Scoring Components) as decided by the committee at large.
- Partial points can be awarded for metrics that were partially achieved on a pro rata basis.
- The CoC NOFA Committee can elect to exempt an application from a particular metric for extenuating circumstances. In such cases, the metric will be mathematically backed out of the weighted average.
- The CoC NOFA Committee will take into account how well a project aligns with the goals of the CoC in serving target populations including persons experiencing chronic homelessness, Serious Mental Illness (SMI), Substance Use Disorder, victims/survivors of domestic violence, parenting youth, and families with children.
Re-Allocation Standards
Once weighted scores are assigned to all renewal and new project applications by the CoC NOFA Committee the scores, along with the following standards, will be used by the committee to determine reallocation.

- Those not meeting CoC threshold requirements are automatically disqualified and ranked “ineligible”.
- Projects unable to spend down their grants in the previous cycle may also be reallocated accordingly in order to recapture funds for new projects that more effectively serve the CoC.
- Weighted scores take into account all factors included in Section III Scoring Components and include but are not limited to: cost effectiveness of projects (cost per person served, cost per exit to permanent housing (PH), cost per person obtaining PH during the grant cycle), percentage of HUD award spent, increased or new income, populations served, % of clients with zero income, % of entries from street homelessness, compliance with the CoC’s Homeless Management Information System (HMIS), Length of Stay (LOS) or # of days to obtain PH, % with more than one disability, and participation in coordinated entry.
- Commitment to a Housing First, low barrier implementation model.
- Understanding of the needs of priority populations.

III. Scoring Components
The CoC NOFA Committee meets and approves selection of a rating and ranking tool for use in the CoC NOFA competition. The tool, at minimum, should contain the following elements for the CoC NOFA competition:

- Renewal Projects
  - CoC Threshold Requirements
    - Housing First and/or Low Barrier Implementations
    - Documented, secured minimum match
    - Project is financially feasible
    - Applicant is active CoC participant
    - Application is complete and data is consistent
    - Acceptable organizational audit/fiscal review
    - Documented organizational financial stability
    - Bed/Unit Utilization at or above 70%
o Ranking Tool

- **Rapid Re-Housing (RRH) Projects**
  - LOS- average days to PH <=75
  - Exits to PH- >=75%
  - Returns- <=8% returns to homelessness in 12 months
  - Income - >=8% with new/increased earned income and >=10% with new/increased non-employment income
  - Zero Income at entry- >=30%
  - Entry from place not meant for habitation- >=8%
  - 100% Entries from Coordinated Entry (CE)
  - Reasonable Costs (see fiscal section)
  - Commitment to Housing First
  - Does the board contain formerly homeless or low-income individual?
  - Demonstrated effectiveness of cross systems partnerships and collaborations
  - HMIS data completion >=95%
  - Previous Grant spent 95% or greater

- **Permanent Supportive Housing (PSH) Projects**
  - Remain or exit to PH- 90% or greater
  - Returns- <=8% returns to homelessness in 12 months
  - Zero Income at entry- >23%
  - More than 1 disability type at entry- >=45%
  - Entry from place not meant for habitation- >=15%
  - 100% Entries from CE
  - Reasonable Costs (see fiscal section)
  - Commitment to Housing First
  - Does the board contain formerly homeless or low-income individual?
  - Demonstrated effectiveness of cross systems partnerships and collaborations
  - HMIS data completion >95%
  - Previous Grant spent 95% or greater

o **Fiscal Analysis**- All project types applying for renewal are to be evaluated based on past fiscal performance. The CoC will prepare a fiscal scorecard
as a supplement to the rating and ranking tool and provide it to the CoC
NOFA Committee to be considered in the committee’s scoring of project
applications. Analysis will be completed on the project’s last full grant
cycle and will include the following elements:

- **RRH Projects** – There are three systems performance measures
  the CoC will utilize for RRH projects: cost per person/household
  served, cost per person obtaining permanent housing during the
  grant cycle, and cost per person/household exiting to permanent
  housing. RRH projects who have not completed a full grant cycle
  by the time of the project ranking meeting will not be included
  here, however, in these cases pro rata fiscal data may be used to
  populate the tool.

  - Dates of last full grant cycle
  - HUD $ amount awarded
  - HUD $ amount spent
  - $ Difference between HUD amount awarded vs. HUD
    amount spent
  - $ Match
  - $ Total Budget
  - # Persons served
  - # Households Served
  - $ Cost per **person** served = Total Budget/# of persons
    served
  - $ Cost per **household** served = Total Budget/# of
    households served
  - # of persons obtaining housing in the grant cycle
  - $ Cost per # of persons obtaining housing in the grant
    cycle = Total Budget/# of persons obtaining housing in the
    grant cycle
  - # of exits
  - # of exits to permanent housing
  - $ Cost per person exiting to permanent housing = Total
    Budget/#of persons exiting to permanent housing
  - # of households exiting to permanent housing
$ Cost per household exiting to permanent housing = Total Budget/# of household exits to permanent housing

Average cost (of all projects) per exit to permanent housing for the purpose of obtaining a community baseline

% of average $/person served

**PSH Projects** – PSH projects are rated on the cost per person/household served and how that relates to the community average.

- Dates of last full grant cycle
- HUD $ amount awarded
- HUD $ amount spent
- $ Difference between HUD amount awarded vs. HUD amount spent
- $ Match
- $ Total Budget
- # Persons served
- # Households Served
- $ Cost per **person** served = Total Budget/# of persons served
- $ Cost per **household** served = Total Budget/# of households served
- Average cost (of all projects) per person served for the purpose of obtaining a community baseline
- % of average $/person served

**New Projects** – With no previous data to guide analysis, the CoC NOFA Committee will rely on the content of the new project application as well as in-person interviews of the project applicant. The CoC NOFA Committee will interview all new project applicants with each applicant receiving equal time before the committee to present their projects and submit for questioning. The CoC solicits letters of intent to apply for new projects prior in compliance with NOFA guidelines.

- **CoC Threshold Requirements**
  - Housing First and/or Low Barrier Implementations
- Documented, secured minimum match
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data is consistent
- Acceptable organizational audit/fiscal review
- Documented organizational financial stability
- Bed/Unit Utilization at or above 70% (for organizations that have other projects in the CoC reportable on the Housing Inventory Count (HIC))

**Ranking Tool**

- Describe the experience working with the proposed population
- Describe previous experience working with Housing First
- Describe previous experience utilizing federal funds
- How well does the applicant understand needs of clients, scope and scale of project, and types of services needed to support program participants?
- How will the applicant assist clients to quickly obtain permanent housing?
- How will the applicant assist clients in increasing income?
- Project is cost-effective?
- Does the applicant participate in HMIS (where applicable)?
- Does the applicant participate in CE?

**DV Projects** – DV projects are ranked as above according to project type and if the project is new or a renewal. Victim’s Service Providers in the CoC are required to have a VAWA compliant HMIS compatible database capable of producing all HUD reports (i.e. CoC APR, Emergency Solutions Grant (ESG) Consolidated Annual Performance and Evaluation Report (CAPER), etc.). Renewal projects will be evaluated on aggregate data pulled from a HUD CoC APR report.

- **New Projects:**
  - Scored according to previous criteria for new projects.
  - The CoC NOFA committee must evaluate how familiar the applicant is in working with victims/survivors of domestic violence and human trafficking with a particular emphasis on safety protocols and procedures.

Approved by: Chester County Board of Commissioners Resolution #36-19 September 12, 2019
- If applicant is a victim’s service provider, they must use a Violence Against Women Act (VAWA) compliant HMIS compatible database capable of producing required HUD reports.
  - **Renewal Projects**
    - Scored according to previous criteria for renewal projects.
    - The CoC NOFA committee must evaluate how familiar the applicant is in working with victims/survivors of domestic violence and human trafficking with a particular emphasis on safety protocols and procedures.
    - If applicant is a victim’s service provider, they must use a VAWA compliant HMIS compatible database to produce a CoC APR that the CoC NOFA Committee will use to populate the Rating and Ranking Tool.
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: __________________________
Organization Name: ____________________
Project Type: RRH
Project Identifier: _______________________

Completed projects will be moved to the bottom of the list.

Renewal/Expansion Projects
Threshold Review Complete: 0%

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.

2. Applicant has Valid DUNS number in application.

3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

6. Submitted the required certifications as specified in the NOFA.

7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:
   (a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;
   (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   (c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

Page 1 of 3
## RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Rapid Re-Housing 3  PA0877 (5)

**Organization Name:** Human Services, Inc.

**Project Type:** RRH

**Project Identifier:** 5

Completed projects will be moved to the bottom of the list.

### Threshold Requirements

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated Entry Participation</td>
<td></td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td></td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td></td>
</tr>
<tr>
<td>Project has reasonable costs per permanent housing exit, as defined locally</td>
<td></td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td></td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td></td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td></td>
</tr>
<tr>
<td>Bed/unit utilization rate at or above 90%</td>
<td></td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td></td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td></td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>Rapid Re-Housing 3 PA0877 (5)</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td><strong>Organization Name</strong></td>
<td>Human Services, Inc.</td>
</tr>
<tr>
<td><strong>Project Type</strong></td>
<td>RRH</td>
</tr>
<tr>
<td><strong>Project Identifier</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

**Threshold Requirements**

- **Renewal/Expansion Projects Threshold Review Complete**: 0%
- **Yes/No**: Yes

*Completed projects will be moved to the bottom of the list.*

*If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.*
## RENEWAL/EXPANSION PROJECT RATING TOOL

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Length of Stay</strong></td>
<td>On average, participants are placed in housing 60 days after referral to RRH</td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Length of Stay</td>
<td>X Rapid Re-Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exits to Permanent Housing</strong></td>
<td>75% move to PH</td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>X Rapid Re-Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Returns to Homelessness</strong></td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>X Within 12 months of exit to permanent housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New or Increased Income and Earned Income</strong></td>
<td>8%+ of participants with new or increased income</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td>X Earned income for project leavers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td>X Non-employment income for project leavers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Measures Subtotal</strong></td>
<td></td>
<td>0</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serve High Need Populations</td>
<td>≥ 30% of participants with zero income at entry</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Serve High Need Populations</td>
<td>X Rapid Re-Housing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td>Costs are within local average cost per positive housing exit for project type</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Project Effectiveness</td>
<td>X Project has reasonable costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS Subtotal</strong></td>
<td></td>
<td>0</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RRH - CoC Standards</td>
<td>Project is operating in conformance with CoC Standards</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>RRH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>RRH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>RRH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>RRH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Other and Local Criteria Subtotal</strong></td>
<td></td>
<td>0</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE**

0 out of 165
## RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:**

Organization Name: __________________________

Project Type: RRH

Project Identifier: __________________________

### RATING FACTOR PERFORMANCE GOAL

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal/Expansion Projects</td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**Weighted Rating Score**

**PROJECT FINANCIAL INFORMATION**

CoC funding requested

Amount of other public funding (federal, state, county, city)

Amount of private funding

**TOTAL PROJECT COST**

CoC Amount Awarded Last Operating Year

CoC Amount Expended Last Operating Year

Percent of CoC funding expended last operating year

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC funding requested</td>
<td>$</td>
</tr>
<tr>
<td>Amount of other public funding</td>
<td>$ 382,142</td>
</tr>
<tr>
<td>Amount of private funding</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td>$ 382,142</td>
</tr>
<tr>
<td>CoC Amount Awarded Last Operating Year</td>
<td>$</td>
</tr>
<tr>
<td>CoC Amount Expended Last Operating Year</td>
<td>$</td>
</tr>
<tr>
<td>Percent of CoC funding expended</td>
<td>0%</td>
</tr>
</tbody>
</table>
## RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Forensic House (2)  
**Organization Name:** Human Services, Inc.  
**Project Type:** PSH  
**Project Identifier:** 2

**THRESHOLD REQUIREMENTS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant has Active SAM registration with current information.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Applicant has Valid DUNS number in application.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</td>
<td></td>
</tr>
</tbody>
</table>
(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or  
(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD. |
| 4   | Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government. |  |
| 5   | Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds. |  |
| 6   | Submitted the required certifications as specified in the NOFA. |  |
| 7   | Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA. |  |
| 8   | Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege. |  |
| 9   | Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants: |  
(a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;  
(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;  
(c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,  
(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site. |  

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.
## RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Forensic House (2)  
**Organization Name:** Human Services, Inc.  
**Project Type:** PSH  
**Project Identifier:** 2

Completed projects will be moved to the bottom of the list. If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

### Threshold Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;  
(b) Audit finding(s) for which a response is overdue or unsatisfactory;  
(c) History of inadequate financial management accounting practices;  
(d) Evidence of untimely expenditures on prior award;  
(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;  
(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and  
(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

### CoC Threshold Requirements

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

- Coordinated Entry Participation
- Housing First and/or Low Barrier Implementation
- Documented, secured minimum match
- Project has reasonable costs per permanent housing exit, as defined locally
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data are consistent
- Bed/unit utilization rate at or above 90%
- Acceptable organizational audit/financial review
- Documented organizational financial stability
## RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

- **Project Name:** Forensic House (2)
- **Organization Name:** Human Services, Inc.
- **Project Type:** PSH
- **Project Identifier:** 2

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

<table>
<thead>
<tr>
<th>Renewal/Expansion Projects</th>
<th>Threshold Review Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>
### RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:**

**Organization Name:**

**Project Type:**

**Project Identifier:**

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>90% remain in or move to PH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NEW OR INCREASED INCOME AND EARNED INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 23% of participants with zero income at entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 45% of participants with more than one disability type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 15% of participants entering project from place not meant for human habitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 23% of participants with zero income at entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 45% of participants with more than one disability type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 15% of participants entering project from place not meant for human habitation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project has reasonable costs</td>
<td>Costs are within local average cost per positive housing exit for project type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinated Entry Participation</td>
<td>≥ 100% of entries to project from CE referrals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Commits to applying Housing First model</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH - CoC Standards</td>
<td>Project is operating in conformance with CoC standards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL SCORE</th>
<th>0</th>
<th>out of</th>
<th>150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Rating Score</td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
# RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:**

**Organization Name:**

**Project Type:** PSH

**Project Identifier:**

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
</table>

### PROJECT FINANCIAL INFORMATION

CoC funding requested

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>
```

Amount of other public funding (federal, state, county, city)

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 382,142</td>
</tr>
</tbody>
</table>
```

Amount of private funding

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>
```

TOTAL PROJECT COST

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 382,142</td>
</tr>
</tbody>
</table>
```

CoC Amount Awarded Last Operating Year

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>
```

CoC Amount Expended Last Operating Year

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>
```

Percent of CoC funding expended last operating year

```
<table>
<thead>
<tr>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
</tr>
</tbody>
</table>
```
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: 2019 HACC RRH New (10)
Organization Name: The Housing Authority of Chester County
Project Type: RRH
Project Identifier: 10

Completed projects will be moved to the bottom of the list.

Threshold Review Complete
0%

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
   (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
NEW PROJECTS THRESHOLD REQUIREMENTS

**Project Name:** 2019 HACC RRH New (10)  
**Organization Name:** The Housing Authority of Chester County  
**Project Type:** RRH  
**Project Identifier:** 10

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

### NEW PROJECTS THRESHOLD REVIEW COMPLETE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated Entry Participation</td>
<td>[ ]</td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>[ ]</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>[ ]</td>
</tr>
<tr>
<td>Project has reasonable costs per permanent housing exit, as defined locally</td>
<td>[ ]</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>[ ]</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>[ ]</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>[ ]</td>
</tr>
<tr>
<td>Bed/unit utilization rate at or above 90%</td>
<td>[ ]</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>[ ]</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.
<table>
<thead>
<tr>
<th>Project Name</th>
<th>2019 HACC RRH New (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>The Housing Authority of Chester County</td>
</tr>
<tr>
<td>Project Type</td>
<td>RRH</td>
</tr>
<tr>
<td>Project Identifier</td>
<td>10</td>
</tr>
</tbody>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW/HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete
0%
**NEW PROJECTS RATING TOOL**

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Design of Housing &amp; Supportive Services</strong></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>A. Extent to which the applicant 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.</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Timeliness</strong></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>B. Audit 1. Most recent audit found no exceptions to standard practices 2. Most recent audit identified agency as ‘low risk’ 3. Most recent audit indicates no findings</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
# NEW PROJECTS RATING TOOL

**Project Name:**
**Organization Name:**
**Project Type:**
**Project Identifier:**

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Documented match amount</td>
<td>out of 5</td>
<td></td>
</tr>
<tr>
<td>D. Budgeted costs are reasonable, allocable, and allowable</td>
<td>out of 20</td>
<td></td>
</tr>
</tbody>
</table>

**Financial Subtotal**

<table>
<thead>
<tr>
<th>PROJECT EFFECTIVENESS</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated Entry Participation - 95% of entries to project from CE referrals</td>
<td>out of 5</td>
<td></td>
</tr>
</tbody>
</table>

**Project Effectiveness Subtotal**

<table>
<thead>
<tr>
<th>OTHER AND LOCAL CRITERIA</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participates in HMIS or equivalent database</td>
<td>out of 10</td>
<td></td>
</tr>
</tbody>
</table>

**Other and Local Criteria Subtotal**

<table>
<thead>
<tr>
<th>TOTAL SCORE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>out of 125</td>
<td></td>
</tr>
</tbody>
</table>

**Weighted Rating Score**

<table>
<thead>
<tr>
<th>PROJECT FINANCIAL INFORMATION</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC funding requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of private funding</td>
<td>$23,803</td>
<td></td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td>$23,803</td>
<td></td>
</tr>
</tbody>
</table>
Continuum of Care Program

The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers; and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused by homelessness; promote access to the effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

2019 CoC Program

- 2019 Consolidated Application and Project Applications (coming soon)
- 2019 CoC Governance Charter
- 2019 Executive Summary and Priority Listing
- 2019 CoC Project Application Timeline
- 2019 Permanent Housing Applications: New Permanent Housing Application and Bonus Domestic Violence Permanent Housing Application
- 2019 CoC Project Rating and Ranking Tool
Continuum of Care Program

The Continuum of Care (CoC) Program is designed to promote community-wide commitment to the goal of ending homelessness: provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

2019 CoC Program
- 2019 Consolidated Application and Project Application
- 2019 CoC Governance Charter
- 2019 Executive Summary and Priority Listing
- 2019 CoC Project Application Timeline
- 2019 Permanent Housing Applications: New Permanent Housing Application and Bonus Domestic Violence Permanent Housing Application
- 2019 CoC Project Rating and Ranking Tool

2018 CoC Program
- 2018 CoC Consolidated Application and Project Applications
- 2018 CoC Governance Charter
- 2018 CoC Executive Summary and Priority Listing - FINAL August 29, 2018
### NEW PROJECTS RATING TOOL

**Project Name:** 2019 DV Bonus Chester County (15)  
**Organization Name:** County of Chester  
**Project Type:** RRH  
**Project Identifier:** 15

#### RATING FACTOR

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>14 out of 15</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

**Experience Subtotal:** 29 out of 30

### DESIGN OF HOUSING & SUPPORTIVE SERVICES

<table>
<thead>
<tr>
<th>DESIGN OF HOUSING &amp; SUPPORTIVE SERVICES</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Extent to which the applicant 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.</td>
<td>13 out of 15</td>
<td></td>
</tr>
<tr>
<td>B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.</td>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

**Design of Housing & Supportive Services Subtotal:** 23 out of 25

### TIMELINESS

<table>
<thead>
<tr>
<th>TIMELINESS</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>8 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

**Timeliness Subtotal:** 8 out of 10

### FINANCIAL

<table>
<thead>
<tr>
<th>FINANCIAL</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.</td>
<td>4 out of 5</td>
<td></td>
</tr>
<tr>
<td>B. Audit 1. Most recent audit found no exceptions to standard practices 2. Most recent audit identified agency as ‘low risk’ 3. Most recent audit indicates no findings 4. Documented match amount 5. Budgeted costs are reasonable, allocable, and allowable</td>
<td>5 out of 5 5 out of 5 5 out of 5 5 out of 5 10 out of 20</td>
<td></td>
</tr>
</tbody>
</table>

**Financial Subtotal:** 43 out of 45

### PROJECT EFFECTIVENESS

<table>
<thead>
<tr>
<th>PROJECT EFFECTIVENESS</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated Entry Participation- 95% of entries to project from CE referrals</td>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

**Project Effectiveness Subtotal:** 5 out of 5

### OTHER AND LOCAL CRITERIA

<table>
<thead>
<tr>
<th>OTHER AND LOCAL CRITERIA</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participates in HMIS or equivalent database</td>
<td>10 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

**Other and Local Criteria Subtotal:** 10 out of 10

### PROJECT FINANCIAL INFORMATION

<table>
<thead>
<tr>
<th>PROJECT FINANCIAL INFORMATION</th>
<th>AMOUNT</th>
<th>MAX AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coc funding requested</td>
<td>$187,713</td>
<td>$187,713</td>
</tr>
</tbody>
</table>

**TOTAL PROJECT COST:** $187,713
**NEW PROJECTS THRESHOLD REQUIREMENTS**

**Project Name:** 2019 DV Bonus Chester County (15)

**Organization Name:** County of Chester

**Project Type:** RRH

**Project Identifier:** 15

Completed projects will be moved to the bottom of the list. If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

**New Projects Threshold Review Complete**

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
<th>Yes/No</th>
</tr>
</thead>
</table>

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

### HUD Threshold Requirements

1. Applicant has Active SAM registration with current information.
   - Yes

2. Applicant has Valid DUNS number in application.
   - Yes

3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
   - Yes

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
   - Yes

5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
   - Yes

6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
   - Yes

7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
   - Yes

8. Submitted the required certifications as specified in the NOFA.
   - Yes

9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
   - Yes

10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
    - Yes

11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
    - (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
    - (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
    - Yes
## NEW PROJECTS THRESHOLD REQUIREMENTS

**Project Name:** 2019 DV Bonus Chester County (15)  
**Organization Name:** County of Chester  
**Project Type:** RRH  
**Project Identifier:** 15

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW PROJECTS THRESHOLD REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.</td>
<td>Yes</td>
</tr>
<tr>
<td>12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### CoC REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Project Information

**Project Name:** y 2019 DV Bonus Chester County (15)

**Organization Name:** County of Chester

**Project Type:** RRH

**Project Identifier:** 15

---

### Threshold Requirements

**New Projects**

**Threshold Review Complete**

- **Threshold:** 100%

---

**THRESHOLD REQUIREMENTS**

<table>
<thead>
<tr>
<th></th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Projects</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Threshold Review Complete</strong></td>
<td></td>
</tr>
</tbody>
</table>
# NEW PROJECTS RATING TOOL

**Project Name:** 2019 CC PSH CH (16)  
**Organization Name:** County of Chester  
**Project Type:** PSH  
**Project Identifier:** 16

## Points Awarded

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Points Awarded</th>
<th>Max Points Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 out of 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>Design of Housing &amp; Supportive Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 out of 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>Timeliness</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>Project Effectiveness</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>Other and Local Criteria</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

## Total Score

- **Total Score:** 125 out of 125

## Weighted Rating Score

- **Weighted Rating Score:** 100 out of 100

## Project Financial Information

- CoC funding requested: $95,212
- Amount of other public funding (federal, state, county, city): $24,000
- Amount of private funding: $21,000
- **Total Project Cost:** $95,212
**NEW PROJECTS THRESHOLD REQUIREMENTS**

| Project Name: 19CC PSH CH (16) | Organization Name: County of Chester | Project Type: PSH | Project Identifier: 16 |

Completed projects will be moved to the bottom of the list if you would like to change the project type, please do so in the MIC and re-copy the data to the RAW MIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

If you would like to change the project type, please do so in the Threshold Review Complete:

<table>
<thead>
<tr>
<th>New Projects Threshold Review Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
</tr>
</tbody>
</table>

**THRESHOLD REQUIREMENTS**

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

**HUD THRESHOLD REQUIREMENTS**

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
   (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
NEW PROJECTS THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

- Housing First and/or Low Barrier Implementation: Yes
- Documented, secured minimum match: Yes
- Project is financially feasible: Yes
- Applicant is active CoC participant: Yes
- Application is complete and data are consistent: Yes
- Acceptable organizational audit/financial review: Yes
- Documented organizational financial stability: Yes
- Bed/Unit Utilization at or above 70%: Yes
<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Y 2019 CC PSH CH (16)</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>County of Chester</td>
</tr>
<tr>
<td>Project Type:</td>
<td>PSH</td>
</tr>
<tr>
<td>Project Identifier:</td>
<td>16</td>
</tr>
</tbody>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete

100%
### NEW PROJECTS RATING TOOL

**Project Name:** 2019 DVCCC DV Bonus (14)  
**Organization Name:** Domestic Violence Center of CC  
**Project Type:** RRH  
**Project Identifier:** 14

#### 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.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 out of 15</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

#### Design of Housing & Supportive Services

A. Extent to which the applicant

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.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 out of 15</td>
<td></td>
</tr>
</tbody>
</table>

B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

#### Financial

A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

B. Audit

1. Most recent audit found no exceptions to standard practices
2. Most recent audit identified agency as 'low risk'
3. Most recent audit indicates no findings

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

C. Documented match amount

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

D. Budgeted costs are reasonable, allocable, and allowable

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 out of 20</td>
<td></td>
</tr>
</tbody>
</table>

#### Project Effectiveness

Coordinated Entry Participation - 95% of entries to project from CE referrals

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

#### Other and Local Criteria

Participates in HMIS or equivalent database

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

#### Total Score

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 out of 125</td>
<td></td>
</tr>
</tbody>
</table>

#### Weighted Rating Score

<table>
<thead>
<tr>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>74 out of 100</td>
<td></td>
</tr>
</tbody>
</table>

#### Project Financial Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC funding requested</td>
<td>$187,713</td>
</tr>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td>$41,000</td>
</tr>
<tr>
<td>Amount of private funding</td>
<td>$244,713</td>
</tr>
</tbody>
</table>
### NEW PROJECTS THRESHOLD REQUIREMENTS

#### THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.</td>
<td></td>
</tr>
</tbody>
</table>

#### HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.  
2. Applicant has Valid DUNS number in application.  
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   - (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
   - (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
**NEW PROJECTS THRESHOLD REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>No</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.
### NEW PROJECTS THRESHOLD REQUIREMENTS

**Project Name:** 2019 DVCCC DV Bonus (14)  
**Organization Name:** Domestic Violence Center of CC  
**Project Type:** RRH  
**Project Identifier:** 14

**Completed projects will be moved to the bottom of the list**

**If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.**

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Projects</td>
<td>Threshold Review Complete</td>
</tr>
<tr>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

---

If you are completing a new project, you must ensure that all threshold requirements are met. The table above shows the current status of the New Projects threshold review. If the requirement is not met (e.g., 90% completion), you will need to address any gaps or issues before proceeding.
### RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:** Forensic House [2]  
**Organization Name:** Human Services, Inc.  
**Project Type:** PSH  
**Project Identifier:** 2

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>90% remain in or move to PH</td>
<td>87.5%</td>
<td>24 out of 25</td>
<td></td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>0%</td>
<td>25 out of 25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE</th>
<th>POINTS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New or Increased Income and Earned Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>100%</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>50%</td>
<td>5 out of 10</td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>N/A</td>
<td>0 out of 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>≥ 23% of participants with zero earned income at entry</td>
<td>100%</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>≥ 45% of participants with more than one disability type</td>
<td>50%</td>
<td>5 out of 10</td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>≥ 15% of participants entering project from place not meant for human habitation</td>
<td>N/A</td>
<td>0 out of 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project has reasonable costs</td>
<td>Costs are within local average cost per person for project type</td>
<td>262.24%</td>
<td>0 out of 20</td>
</tr>
<tr>
<td>Coordinated Entry Participation</td>
<td>≥ 100% of entries to project from CE referrals</td>
<td>N/A</td>
<td>0 out of 5</td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Commits to applying Housing First model</td>
<td>Limited</td>
<td>4 out of 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH - CoC Standards</td>
<td>Project is operating in conformance with CoC standards</td>
<td>-2</td>
<td>8 out of 10</td>
</tr>
<tr>
<td>PSH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td>Yes</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>PSH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td>Yes</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>PSH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td>99.00%</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>PSH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td>58%</td>
<td>5 out of 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT FINANCIAL INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CoC funding requested</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of private funding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weighted Rating Score</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL SCORE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weighted Rating Score</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Amount Awarded Last Operating Year</td>
<td></td>
<td>63,552</td>
<td></td>
</tr>
<tr>
<td>CoC Amount Expended Last Operating Year</td>
<td></td>
<td>382,142</td>
<td></td>
</tr>
<tr>
<td>TOTAL COC COST</td>
<td></td>
<td>445,694</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES</th>
<th>PERFORMANCE</th>
<th>POINTS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of CoC funding expended last operating year</td>
<td></td>
<td>58%</td>
<td></td>
</tr>
</tbody>
</table>
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
6. Submitted the required certifications as specified in the NOFA.
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:
   (a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;
   (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   (c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:
**RENEWAL/EXPANSION THRESHOLD REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC THRESHOLD REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
<tr>
<td>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) History of inadequate financial management accounting practices;</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
<tr>
<td>(h) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(i) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(j) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(k) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
<tr>
<td>Threshold Requirements</td>
<td>YES/NO</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Renewal/Expansion Projects</td>
<td>Threshold Review Complete</td>
</tr>
<tr>
<td>Project Name: Forensic House</td>
<td>2</td>
</tr>
<tr>
<td>Organization Name: Human Services, Inc.</td>
<td></td>
</tr>
<tr>
<td>Project Type: PSH</td>
<td></td>
</tr>
<tr>
<td>Project Identifier: 2</td>
<td></td>
</tr>
</tbody>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.
### NEW PROJECTS RATING TOOL

**Project Name:** 2019 Friends New (12) 
**Organization Name:** Friends Association for the Care and Protection of Ch  
**Project Type:** RRH  
**Project Identifier:** 12

#### POINTS AWARDED & MAX POINT VALUE

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>15 out of 15</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>DESIGN OF HOUSING &amp; SUPPORTIVE SERVICES</strong></td>
<td>30 out of 30</td>
<td></td>
</tr>
<tr>
<td>A. Extent to which the applicant 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.</td>
<td>15 out of 15</td>
<td></td>
</tr>
<tr>
<td>B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.</td>
<td>3 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>Timeliness</strong></td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td><strong>FINANCIAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.</td>
<td>3 out of 5</td>
<td></td>
</tr>
<tr>
<td>B. Audit 1. Most recent audit found no exceptions to standard practices 2. Most recent audit identified agency as 'low risk' 3. Most recent audit indicates no findings 4. Documented match amount 5. Budgeted costs are reasonable, allocable, and allowable</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td>45 out of 45</td>
<td></td>
</tr>
<tr>
<td>Coordinated Entry Participation - 95% of entries to project from CE referrals</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong></td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>Participates in HMIS or equivalent database</td>
<td>10 out of 10</td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL PROJECT COST

| Financial Subtotal | $95,212 |
| Budgeted costs are reasonable, allocable, and allowable | $23,802 |
| TOTAL PROJECT COST | $119,015 |
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: '2019 Friends New (12)
Organization Name: Friends Association for the Care and Protection of Children
Project Type: RRH
Project Identifier: 12

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in the
LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete
100%

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

☐ Yes to all

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
   (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
## NEW PROJECTS THRESHOLD REQUIREMENTS

**Project Name:** 2019 Friends New (12)  
**Organization Name:** Friends Association for the Care and Protection of Children

- **Project Type:** RRH
- **Project Identifier:** 12

### Threshold Requirements

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

### CoC Threshold Requirements

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.
### NEW PROJECTS THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>v 2019 Friends New (12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td>Friends Association for the Care and Protection of Children</td>
</tr>
<tr>
<td>Project Type:</td>
<td>RRH</td>
</tr>
<tr>
<td>Project Identifier:</td>
<td>12</td>
</tr>
</tbody>
</table>

#### Threshold Requirements

- **Threshold Review Complete**: 100%

**Instructions**

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.
### NEW PROJECTS RATING TOOL

**Project Name:** 2019 HACC DV Bonus (11)  
**Organization Name:** The Housing Authority of Chester County  
**Project Type:** RRH  
**Project Identifier:** 11

#### Ratings

**RATING FACTOR** | **POINTS** | **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. | 5 out of 15 | |
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. | 10 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. | 5 out of 5 | |
**DESIGN OF HOUSING & SUPPORTIVE SERVICES** | | |
A. Extent to which the applicant 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. | 7 out of 15 | |
B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. | 5 out of 5 | |
C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently. | 5 out of 5 | |
**FINANCIAL** | | |
A. Project is cost-effective - comparing projected cost per person served to CoC average within project type. | 2 out of 5 | |
B. Audit 1. Most recent audit found no exceptions to standard practices 2. Most recent audit identified agency as 'low risk' 3. Most recent audit indicates no findings 4. Documented match amount 5. Budgeted costs are reasonable, allocable, and allowable | 5 out of 5 5 out of 5 5 out of 5 5 out of 5 12 out of 20 | |
**PROJECT EFFECTIVENESS** | | |
Coordinated Entry Participation - 95% of entries to project from CE referrals | 5 out of 5 | |
**OTHER AND LOCAL CRITERIA** | | |
Participates in HMIS or equivalent database | 10 out of 10 | |
**TOTAL PROJECT COST** | | |
CoC funding requested | 187,713 | 
Amount of other public funding (federal, state, county, city) | 60,000 | 
Amount of private funding | | 
**TOTAL PROJECT COST** | 247,713 |
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: 2019 HACC DV Bonus (11)
Organization Name: The Housing Authority of Chester County
Project Type: RRH
Project Identifier: 11

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

100%

Threshold Review Complete

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

YES/NO

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has No Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
   (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: 2019 HACC DV Bonus (11)
Completed projects will be moved to the bottom of the list
Organization Name: The Housing Authority of Chester County
Project Type: RRH
Project Identifier: 11

Yes/No

NEW PROJECTS THRESHOLD REQUIREMENTS

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Name:</td>
<td>v 2019 HACC DV Bonus (11)</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>The Housing Authority of Chester County</td>
</tr>
<tr>
<td>Project Type:</td>
<td>RRH</td>
</tr>
<tr>
<td>Project Identifier:</td>
<td>11</td>
</tr>
</tbody>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
<th>100% Threshold Review Complete</th>
</tr>
</thead>
</table>

**NEW PROJECTS THRESHOLD REQUIREMENTS**
## NEW PROJECTS RATING TOOL

**Project Name:** 2019 HACC RRH Bonus (10)

**Organization Name:** The Housing Authority of Chester County

**Project Type:** RRH

**Project Identifier:** 10

### POINTS AWARDED

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>POINTS</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPERIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Experience</td>
<td>15 out of 15</td>
<td></td>
</tr>
<tr>
<td>B. Experience</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>C. Experience</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>DESIGN OF HOUSING &amp; SUPPORTIVE SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Extent to which the applicant</td>
<td>11 out of 15</td>
<td></td>
</tr>
<tr>
<td>B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.</td>
<td>2 out of 5</td>
<td></td>
</tr>
<tr>
<td>TIMELINESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant.</td>
<td>5 out of 10</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Project is cost-effective - comparing projected cost per person served to CoC average within project type.</td>
<td>2 out of 5</td>
<td></td>
</tr>
<tr>
<td>B. Audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Most recent audit found no exceptions to standard practices</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>2. Most recent audit identified agency as 'low risk'</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>3. Most recent audit indicates no findings</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>4. Documented match amount</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>5. Budgeted costs are reasonable, allocable, and allowable</td>
<td>12 out of 20</td>
<td></td>
</tr>
<tr>
<td>PROJECT EFFECTIVENESS</td>
<td>34 out of 45</td>
<td></td>
</tr>
<tr>
<td>OTHER AND LOCAL CRITERIA</td>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL SCORE

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>30</td>
</tr>
<tr>
<td>Design of Housing &amp; Supportive Services</td>
<td>18</td>
</tr>
<tr>
<td>Timeliness</td>
<td>5</td>
</tr>
<tr>
<td>Financial</td>
<td>34</td>
</tr>
<tr>
<td>Project Effectiveness</td>
<td>5</td>
</tr>
<tr>
<td>Other and Local Criteria</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL SCORE:** 102 out of 125

**Weighted Rating Score:** 82 out of 100

### PROJECT FINANCIAL INFORMATION

- CoC funding requested: $95,212
- Amount of other public funding (federal, state, county, city): $60,000
- Amount of private funding: $60,000
- TOTAL PROJECT COST: $155,212
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: 2019 HACC RRH Bonus (10)  
Organization Name: The Housing Authority of Chester County  
Project Type: RRH  
Project Identifier: 10

Completed projects will be moved to the bottom of the list
If you would like to change the project type, please do so in the DIC and re-copy the data to the RAW DIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects Threshold Review Complete  100%

THRESHOLD REQUIREMENTS  YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year’s NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
   (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;
   (b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,
NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: 2019 HACC RRH Bonus (10)
Organization Name: The Housing Authority of Chester County
Project Type: RRH
Project Identifier: 10

Completed projects will be moved to the bottom of the list
If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in
the LIST OF PROJECTS TO BE REVIEWED.

New Projects
Threshold Review Complete

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.</td>
<td>Yes</td>
</tr>
<tr>
<td>12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

CoC THRESHOLD REQUIREMENTS

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

<table>
<thead>
<tr>
<th>CoC Threshold Requirements</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Name:</td>
<td>v 2019 HACC RRH Bonus (10)</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>The Housing Authority of Chester County</td>
</tr>
<tr>
<td>Project Type:</td>
<td>RRH</td>
</tr>
<tr>
<td>Project Identifier:</td>
<td>10</td>
</tr>
</tbody>
</table>

New Projects Threshold Review Complete

THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
**RENEWAL/EXPANSION PROJECT RATING TOOL**

**Project Name:** Recovery Supported Living (1)  
**Organization Name:** Holcomb Behavioral Health Systems  
**Project Type:** PSH  
**Project Identifier:** 1

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>90% remain in or move to PH</td>
<td>100%</td>
<td>25 out of 25</td>
<td></td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 12 months of exit to permanent housing</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>0%</td>
<td>25 out of 25</td>
<td></td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>≥ 23% of participants with zero earned income at entry</td>
<td>85%</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>≥ 45% of participants with more than one disability type</td>
<td>54%</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>≥ 15% of participants entering project from place not meant for human habitation</td>
<td>15%</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project has reasonable costs</td>
<td>Costs are within local average cost per person served for project type</td>
<td>31.48%</td>
<td>20 out of 20</td>
<td></td>
</tr>
<tr>
<td>Coordinated Entry Participation</td>
<td>≥ 100% of entries to project from CE referrals</td>
<td>N/A</td>
<td>3 out of 5</td>
<td></td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Commits to applying Housing First model</td>
<td>Limited</td>
<td>3 out of 5</td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT FINANCIAL INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CoC funding requested</td>
<td></td>
<td></td>
<td>$120,807</td>
<td></td>
</tr>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td></td>
<td></td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td></td>
<td></td>
<td>$220,807</td>
<td></td>
</tr>
<tr>
<td>CoC Amount Awarded Last Operating Year</td>
<td></td>
<td></td>
<td>$125,357</td>
<td></td>
</tr>
<tr>
<td>CoC Amount Expended Last Operating Year</td>
<td></td>
<td></td>
<td>$125,357</td>
<td></td>
</tr>
<tr>
<td>Percent of CoC funding expended last operating year</td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE**: 136 out of 150  
**Weighted Rating Score**: 91 out of 100
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Recovery Supported Living (1)

**Organization Name:** Holcomb Behavioral Health Systems

**Project Type:** PSH Saved!

**Project Identifier:** 1

**RENEWAL/EXPANSION THRESHOLD REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant has Active SAM registration with current information.</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Applicant has Valid DUNS number in application.</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</td>
<td></td>
</tr>
<tr>
<td>(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</td>
<td></td>
</tr>
<tr>
<td>(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Submitted the required certifications as specified in the NOFA.</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:</td>
<td></td>
</tr>
<tr>
<td>(a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:</td>
<td></td>
</tr>
</tbody>
</table>

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.
# RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Recovery Supported Living (1)

**Organization Name:** Holcomb Behavioral Health Systems

**Project Type:** PSH

**Project Identifier:** 1

---

**THRESHOLD REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) History of inadequate financial management accounting practices;</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**CoC THRESHOLD REQUIREMENTS**

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
<tr>
<td>THRESHOLD REQUIREMENTS</td>
<td>YES/NO</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Project Name: Recovery Supported Living (1)</td>
<td></td>
</tr>
<tr>
<td>Organization Name: Holcomb Behavioral Health Systems</td>
<td></td>
</tr>
<tr>
<td>Project Type: PSH</td>
<td></td>
</tr>
<tr>
<td>Project Identifier: 1</td>
<td></td>
</tr>
</tbody>
</table>

Renewal/Expansion Projects
Threshold Review Complete

100%
**RENEWAL/EXPANSION PROJECT RATING TOOL**

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>90% remain in or move to PH</td>
<td>95%</td>
<td>25 out of 25</td>
<td></td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>3%</td>
<td>25 out of 25</td>
<td></td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td>Performance Measures Subtotal</td>
<td></td>
<td>50 out of 50</td>
<td></td>
</tr>
</tbody>
</table>

| SERVE HIGH NEED POPULATIONS          |                  |             |                |                 |
| Permanent Supportive Housing         | ≥ 23% of participants with zero earned income at entry | 82% | 10 out of 10 |
| Permanent Supportive Housing         | ≥ 45% of participants with more than one disability type | 64% | 6 out of 6 |
| Permanent Supportive Housing         | ≥ 15% of participants entering project from place not meant for human habitation | 12% | 8 out of 8 |
| Serve High Need Populations Subtotal |                  |             |                |                 |

| PROJECT EFFECTIVENESS                |                  |             |                |                 |
| Project has reasonable costs         | Costs are within local average cost per person for project type | 31.48% | 20 out of 20 |
| Coordinated Entry Participation      | ≥ 100% of entries to project from CE referrals | 100% | 5 out of 5 |
| Housing First and/or Low Barrier Implementation | Committed to applying Housing First model | Yes | 5 out of 5 |
| Project Effectiveness Subtotal       |                  |             |                |                 |

| OTHER AND LOCAL CRITERIA            |                  |             |                |                 |
| PSH - CoC Standards                 | Project is operating in conformance with CoC standards | Yes | 10 out of 10 |
| PSH - Formerly Homeless             | Does the board or policy making equivalent include a formerly homeless or low-income person? | No | 0 out of 0 |
| PSH - Cross Systems                 | Demonstrated effectiveness of cross systems partnerships & collaborations? | Yes | 10 out of 10 |
| PSH - Data Quality                  | Does the project have >95% data completion rate in HMIS? | 95.00% | 10 out of 10 |
| PSH - Resource Utilization          | Previous grant spent 95% or greater | N/A | 4 out of 4 |
| Other and Local Criteria Subtotal   |                  |             |                |                 |

**TOTAL SCORE** 136 out of 150

**WEIGHTED RATING SCORE** 91 out of 100

**PROJECT FINANCIAL INFORMATION**

<table>
<thead>
<tr>
<th>CoC funding requested</th>
<th>$780,010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td>$324,182</td>
</tr>
<tr>
<td>Amount of private funding</td>
<td>$2,500</td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td>$1,106,692</td>
</tr>
</tbody>
</table>

**CoC Amount Awarded Last Operating Year** $744,946

**CoC Amount Expended Last Operating Year** $650,644

**Percent of CoC funding expended last operating year** 87%
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: Housing Options (7)  
Organization Name: Open Hearth, Inc.  
Project Type: PSH  
Project Identifier: 7

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Threshold Review Complete  
100%

RENEW. + EXP. THRESHOLD

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
6. Submitted the required certifications as specified in the NOFA.
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:
   (a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;
   (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   (c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:
   (a) Whether the project applicant’s financial expectations were met;
   (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   (c) The project applicant’s financial performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

Yes to all
### RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) History of inadequate financial management accounting practices;</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**CoC THRESHOLD REQUIREMENTS**

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects

Threshold Review Complete

100%
**RENEW + EXP. THRESHOLD**

**Project Name:** Housing Options (7)  
**Organization Name:** Open Hearth, Inc.  
**Project Type:** PSH  
**Project Identifier:** 7

### Renewal/Expansion Projects

**Threshold Review Complete**

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.
# RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:** Rapid Re-Housing 1 PA0729 (3)

**Organization Name:** Human Services, Inc.

**Project Type:** RRH

## RATING FACTOR PERFORMANCE GOAL 

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td>On average, participants are placed in housing 75 days after referral to RRH</td>
<td>66 days</td>
<td>15 out of 15</td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>Rapid Re-Housing</td>
<td>75% move to PH</td>
<td>94%</td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>Within 12 months of exit to permanent housing</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>2%</td>
</tr>
<tr>
<td><strong>New or Increased Income and Earned Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earned income for project leavers</td>
<td>8%+ of participants with new or increased income</td>
<td>37%</td>
<td>5.0 out of 5</td>
</tr>
<tr>
<td>Non-employment income for project leavers</td>
<td>10%+ of participants with new or increased income</td>
<td>15%</td>
<td>5.0 out of 5</td>
</tr>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>≥ 30% of participants with zero earned income at entry</td>
<td>52%</td>
<td>5 out of 5</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>≥ 8% of participants entering project from place not meant for human habitation</td>
<td>14%</td>
<td>5 out of 5</td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project has reasonable costs</td>
<td>Costs are within local average cost per positive housing exit for project type</td>
<td>66.56%</td>
<td>20 out of 20</td>
</tr>
<tr>
<td>Coordinated Entry Participation</td>
<td>≥ 100% of entries to project from CE referrals</td>
<td>100%</td>
<td>5 out of 5</td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Commits to applying Housing First model</td>
<td>Yes</td>
<td>5 out of 5</td>
</tr>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RRH - CoC Standards</td>
<td>Project is operating in conformance with CoC Standards</td>
<td>Yes</td>
<td>10.0 out of 10</td>
</tr>
<tr>
<td>RRH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td>Yes</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>RRH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td>Yes</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>RRH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td>Yes</td>
<td>10 out of 10</td>
</tr>
<tr>
<td>RRH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td>Yes</td>
<td>5.0 out of 5</td>
</tr>
<tr>
<td><strong>PERFORMANCE MEASURES</strong> Performance Measures Subtotal</td>
<td></td>
<td></td>
<td>80 out of 80</td>
</tr>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong> Serve High Need Populations Subtotal</td>
<td></td>
<td></td>
<td>10 out of 10</td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong> Project Effectiveness Subtotal</td>
<td></td>
<td></td>
<td>30 out of 30</td>
</tr>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong> Other and Local Criteria Subtotal</td>
<td></td>
<td></td>
<td>45 out of 45</td>
</tr>
</tbody>
</table>

### TOTAL SCORE

<table>
<thead>
<tr>
<th>WEIGHTED RATING SCORE</th>
<th>TOTAL PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>165 out of 165</td>
<td>$146,801</td>
</tr>
<tr>
<td>100 out of 100</td>
<td>$183,878</td>
</tr>
</tbody>
</table>

### PROJECT FINANCIAL INFORMATION

- CoC funding requested
- Amount of other public funding (federal, state, county, city)
- Amount of private funding
- TOTAL PROJECT COST

- CoC Amount Awarded Last Operating Year
- CoC Amount Expended Last Operating Year

Percent of CoC funding expended last operating year: 100%
### RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Rapid Re-Housing 1 PA0729 (3)

**Organization Name:** Human Services, Inc.

**Project Type:** RRH

**Project Identifier:** 3

**Threshold Requirements**

- Completed projects will be moved to the bottom of the list.
- If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>THRESHOLD REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.</td>
<td></td>
</tr>
<tr>
<td>HUD THRESHOLD REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>1. Applicant has Active SAM registration with current information.</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Applicant has Valid DUNS number in application.</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</td>
<td></td>
</tr>
<tr>
<td>(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</td>
<td></td>
</tr>
<tr>
<td>(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Submitted the required certifications as specified in the NOFA.</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:</td>
<td></td>
</tr>
<tr>
<td>(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:</td>
<td></td>
</tr>
</tbody>
</table>

---

Page 1 of 3
### RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Rapid Re-Housing 1 PA0729 (3)  
**Organization Name:** Human Services, Inc.  
**Project Type:** RRH  
**Project Identifier:** 3

**Renewal/Expansion Projects**  
Threshold Review Complete

#### THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) History of inadequate financial management accounting practices;</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>√ Rapid Re-Housing 1 PD0729 (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td>Human Services, Inc.</td>
</tr>
<tr>
<td>Project Type:</td>
<td>RRH</td>
</tr>
<tr>
<td>Project Identifier:</td>
<td>3</td>
</tr>
</tbody>
</table>

- **Completed projects will be moved to the bottom of the list.**

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

#### Renewal/Expansion Projects
- **Threshold Review Complete**

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Page 3 of 3
## RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:** Rapid Re-housing  PA0768 (8)

**Organization Name:** The Housing Authority [The County of Chester]

**Project Type:** RRH

**Project Identifier:** 8

### PERFORMANCE MEASURES

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Performance Goal</th>
<th>Performance</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length of Stay</strong></td>
<td>On average, participants are placed in housing 75 days after referral to RRH</td>
<td>33 days</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td><strong>Exits to Permanent Housing</strong></td>
<td>75% move to PH</td>
<td>86%</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Returns to Homelessness</strong></td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>6%</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td><strong>New or Increased Income and Earned Income</strong></td>
<td>8%+ of participants with new or increased income</td>
<td>24%</td>
<td>5.0</td>
<td>5</td>
</tr>
<tr>
<td><strong>Non-employment income for project leavers</strong></td>
<td>10%+ of participants with new or increased income</td>
<td>0%</td>
<td>0.0</td>
<td>5</td>
</tr>
</tbody>
</table>

**Performance Measures Subtotal:** 75 out of 80

### SERVE HIGH NEED POPULATIONS

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Performance Goal</th>
<th>Performance</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rapid Re-Housing</strong></td>
<td>≥ 30% of participants with zero earned income at entry</td>
<td>47%</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Rapid Re-Housing</strong></td>
<td>≥ 8% of participants entering project from place not meant for human habitation</td>
<td>0%</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

**Serve High Needs Populations Subtotal:** 5 out of 10

### PROJECT EFFECTIVENESS

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Performance Goal</th>
<th>Performance</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project has reasonable costs</strong></td>
<td>Costs are within local average cost per positive housing exit for project type</td>
<td>133.44%</td>
<td>14</td>
<td>20</td>
</tr>
<tr>
<td><strong>Coordinated Entry Participation</strong></td>
<td>≥ 100% of entries to project from CE referrals</td>
<td>100%</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Housing First and/or Low Barrier Implementation</strong></td>
<td>Commits to applying Housing First model</td>
<td>Yes</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Project Effectiveness Subtotal:** 24 out of 30

### OTHER AND LOCAL CRITERIA

<table>
<thead>
<tr>
<th>Rating Factor</th>
<th>Performance Goal</th>
<th>Performance</th>
<th>Points Awarded</th>
<th>Max Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RRH - CoC Standards</strong></td>
<td>Project is operating in conformance with CoC Standards</td>
<td>Yes</td>
<td>10.0</td>
<td>10</td>
</tr>
<tr>
<td><strong>RRH - Formerly Homeless</strong></td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td>Yes</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>RRH - Cross Systems</strong></td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td>Limited</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td><strong>RRH - Data Quality</strong></td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td>100%</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>RRH - Resource Utilization</strong></td>
<td>Previous grant spent 95% or greater</td>
<td>95%</td>
<td>5.0</td>
<td>5</td>
</tr>
</tbody>
</table>

**Other and Local Criteria Subtotal:** 40 out of 45

**TOTAL SCORE:** 144 out of 165

**Weighted Rating Score:** 87 out of 100

### PROJECT FINANCIAL INFORMATION

<table>
<thead>
<tr>
<th>Financial Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC funding requested</td>
<td>$369,915</td>
</tr>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td>$76,000</td>
</tr>
<tr>
<td>Amount of private funding</td>
<td>$221,000</td>
</tr>
<tr>
<td>TOTAL PROJECT COST</td>
<td>$266,915</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Amount Awarded Last Operating Year</td>
<td>$176,719</td>
</tr>
<tr>
<td>CoC Amount Expended Last Operating Year</td>
<td>$175,242</td>
</tr>
<tr>
<td>Percent of CoC funding expended last operating year</td>
<td>99%</td>
</tr>
</tbody>
</table>
**RENEWAL/EXPANSION THRESHOLD REQUIREMENTS**

**Project Name:** Rapid Re-housing  PA0768 (8)
**Organization Name:** The Housing Authority (The County of Chester)
**Project Type:** RRH
**Project Identifier:** 8

STAKEHOLDERS should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

### HUD REQUIREMENTS

1. Applicant has Active SAM registration with current information.  
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   - A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   - Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
6. Submitted the required certifications as specified in the NOFA.
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:
   - Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;
   - Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   - The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   - Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations.

If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant has Active SAM registration with current information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant has Valid DUNS number in application.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Applicant has no Outstanding Delinquent Federal Debts</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Applicant has no Debarments and/or Suspensions</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Disclosed any violations of Federal criminal law</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Submitted the required certifications as specified in the NOFA.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Agreed to Participate in HMIS</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Met HUD Expectations</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Met HUD financial expectations</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the List of Projects to Be Reviewed.

Renewal/Expansion Projects
Threshold Review Complete

100%

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) History of inadequate financial management accounting practices;</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

CoC THRESHOLD REQUIREMENTS

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Rapid Re-housing PA0768 (8)</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>The Housing Authority (The County of Chester)</td>
</tr>
<tr>
<td>Project Type:</td>
<td>RRH</td>
</tr>
<tr>
<td>Project Identifier:</td>
<td>8</td>
</tr>
</tbody>
</table>

**RENEW/EXPANSION THRESHOLD REQUIREMENTS**

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal/Expansion Projects</td>
<td>Threshold Review Complete</td>
</tr>
<tr>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
## RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:** Rapid Re-Housing 3 PA0877 (5)  
**Organization Name:** Human Services, Inc.  
**Project Type:** RRH  
**Project Identifier:** S

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td>On average, participants are placed in housing 75 days after referral to RRH</td>
<td>$37$ days</td>
<td>15 out of 15</td>
<td>15</td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>75% move to PH</td>
<td>$94$ %</td>
<td>30 out of 30</td>
<td>30</td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>N/A %</td>
<td>25 out of 25</td>
<td>25</td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td>8%+ of participants with new or increased income</td>
<td>$38$ %</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Non-employment income for project leavers</td>
<td>≥ 8% of participants with new or increased income</td>
<td>$25$ %</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SERVE HIGH NEED POPULATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>≥ 30% of participants with zero earned income at entry</td>
<td>$50$ %</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>≥ 8% of participants entering project from place not meant for human habitation</td>
<td>N/A %</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Serve High Need Populations Subtotal</td>
<td></td>
<td>$10$ out of 10</td>
<td>$10$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT EFFECTIVENESS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project has reasonable costs</td>
<td>Costs are within local average cost per person for project type</td>
<td>Pro-Rata</td>
<td>20 out of 20</td>
<td>20</td>
</tr>
<tr>
<td>Coordinated Entry Participation</td>
<td>≥ 100% of entries to project from CE referrals</td>
<td>$100$ %</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Commits to applying Housing First model</td>
<td>Yes</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Project Effectiveness Subtotal</td>
<td></td>
<td>$30$ out of 30</td>
<td>$30$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER AND LOCAL CRITERIA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RRH - CoC Standards</td>
<td>Project is operating in conformance with CoC Standards</td>
<td>Yes</td>
<td>10 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>RRH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td>Yes</td>
<td>10 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>RRH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td>Yes</td>
<td>10 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>RRH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td>Yes</td>
<td>10 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>RRH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td>N/A</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Other and Local Criteria Subtotal</td>
<td></td>
<td>$45$ out of 45</td>
<td>$45$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td></td>
<td>$165$ out of 165</td>
<td>$165$</td>
<td></td>
</tr>
<tr>
<td><strong>Weighted Rating Score</strong></td>
<td></td>
<td>$100$ out of 100</td>
<td>$100$</td>
<td></td>
</tr>
</tbody>
</table>

### PROJECT FINANCIAL INFORMATION

- **CoC funding requested:** $101,457  
- **Amount of other public funding (federal, state, county, city):** $100,000  
- **Amount of private funding:** $101,457  
- **TOTAL PROJECT COST:** $301,957  
- **CoC Amount Awarded Last Operating Year:** $97,761  
- **CoC Amount Expended Last Operating Year:** $101,457  
- **Percent of CoC funding expended last operating year:** 0%
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: Rapid Re-Housing 3  PA0877 (5)
Organization Name: Human Services, Inc.
Project Type: RRH
Project Identifier: 5
Completed projects will be moved to the bottom of the list.
Renewal/Expansion Projects Threshold Review Complete
100%

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
6. Submitted the required certifications as specified in the NOFA.
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:
   (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
   (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:
## RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Rapid Re-Housing 3  PA0877 [5]  
**Organization Name:** Human Services, Inc.  
**Project Type:** RRH  
**Project Identifier:** 5  

**Completed projects will be moved to the bottom of the list.**  
If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

### CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>THRESHOLD REQUIREMENTS</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>--------</td>
<td></td>
</tr>
</tbody>
</table>

**RENEWAL/EXPANSION THRESHOLD REQUIREMENTS**

- **Project Name:** Rapid Re-Housing 3 PA0877 (5)
- **Organization Name:** Human Services, Inc.
- **Project Type:** RRH
- **Project Identifier:** 5

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects Threshold Review Complete

100%
## RENEWAL/EXPANSION PROJECT RATING TOOL

**Project Name:** Rapid Re-Housing 2 for Families PA0802 (4)  
**Organization Name:** Human Services, Inc.  
**Project Type:** RRH  
**Project Identifier:** 4

### PERFORMANCE MEASURES

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Stay</td>
<td>On average, participants are placed in housing 75 days after referral to RRH</td>
<td>38 days</td>
<td>15 out of 15</td>
<td>S</td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>Rapid Re-Housing</td>
<td>75% move to PH</td>
<td>30 out of 30</td>
<td>H</td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td>Within 12 months of exit to permanent housing</td>
<td>≤ 8% of participants return to homelessness within 12 months of exit to PH</td>
<td>0%</td>
<td>25 out of 25</td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td>Earned income for project leavers</td>
<td>8%+ of participants with new or increased income</td>
<td>35%</td>
<td>5.0 out of 5</td>
</tr>
<tr>
<td></td>
<td>Non-employment income for project leavers</td>
<td>10%+ of participants with new or increased income</td>
<td>18%</td>
<td>5.0 out of 5</td>
</tr>
</tbody>
</table>

### SERVE HIGH NEED POPULATIONS

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid Re-Housing</td>
<td>≥ 30% of participants with zero earned income at entry</td>
<td>54%</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>≥ 8% of participants entering project from place not meant for human habitation</td>
<td>6%</td>
<td>4 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

### PROJECT EFFECTIVENESS

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project has reasonable costs</td>
<td>Costs are within local average cost per person for project type</td>
<td>Yes</td>
<td>20 out of 20</td>
<td></td>
</tr>
<tr>
<td>Coordinated Entry Participation</td>
<td>≥ 100% of entries to project from CE referrals</td>
<td>100%</td>
<td>5 out of 5</td>
<td></td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Commits to applying Housing First model</td>
<td>Yes</td>
<td>5 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

### OTHER AND LOCAL CRITERIA

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH - CoC Standards</td>
<td>Project is operating in conformance with CoC Standards</td>
<td>Yes</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>RRH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td>Yes</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>RRH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td>Yes</td>
<td>10 out of 10</td>
<td></td>
</tr>
<tr>
<td>RRH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td>100%</td>
<td>5.0 out of 5</td>
<td></td>
</tr>
<tr>
<td>RRH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td>100%</td>
<td>5.0 out of 5</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL PROJECT COST

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
</table>

### PROJECT FINANCIAL INFORMATION

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
</table>

CoC funding requested  
Amount of other public funding (federal, state, county, city)  
Amount of private funding  
TOTAL PROJECT COST $101,162

CoC Amount Awarded Last Operating Year $113,635  
CoC Amount Expended Last Operating Year $113,635  
Percent of CoC funding expended last operating year 100%
## RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Rapid Re-Housing 2 for Families PA0802 (4)  
**Organization Name:** Human Services, Inc.  
**Project Type:** RRH  
**Project Identifier:** 4

Completed projects will be moved to the bottom of the list.

Renewal/Expansion Projects  
Threshold Review Complete  
100%

### THRESHOLD REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant has Active SAM registration with current information.</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Applicant has Valid DUNS number in application.</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</td>
<td>Yes</td>
</tr>
<tr>
<td>(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</td>
<td></td>
</tr>
<tr>
<td>(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</td>
<td></td>
</tr>
<tr>
<td>4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Submitted the required certifications as specified in the NOFA.</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:</td>
<td>Yes</td>
</tr>
<tr>
<td>(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;</td>
<td></td>
</tr>
<tr>
<td>(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;</td>
<td></td>
</tr>
<tr>
<td>(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,</td>
<td></td>
</tr>
<tr>
<td>(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.</td>
<td></td>
</tr>
<tr>
<td>10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.
## Renewal/Expansion Threshold Requirements

### Threshold Requirements

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

### CoC Threshold Requirements

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

- Housing First and/or Low Barrier Implementation
  - Yes
- Documented, secured minimum match
  - Yes
- Project is financially feasible
  - Yes
- Applicant is active CoC participant
  - Yes
- Application is complete and data are consistent
  - Yes
- Acceptable organizational audit/financial review
  - Yes
- Documented organizational financial stability
  - Yes
- Bed/Unit Utilization at or above 70%
  - Yes
Project Name: Rapid Re-Housing 2 for Families PA0802 (4)
Organization Name: Human Services, Inc.
Project Type: RRH
Project Identifier: 4

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Review Complete

100%

YES/NO
### Project Name: Safe Haven (6)

#### Organization Name: Human Services, Inc.

#### Project Type: PSH Saved!

#### Project Identifier: 6

#### Instructions on Awarding Points

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERFORMANCE MEASURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Stay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exits to Permanent Housing</td>
<td>90% remain in or move to PH</td>
<td>100 %</td>
<td>25 out of 25</td>
<td>25</td>
</tr>
<tr>
<td>Returns to Homelessness</td>
<td></td>
<td>0 %</td>
<td>25 out of 25</td>
<td>25</td>
</tr>
<tr>
<td>New or Increased Income and Earned Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SERVE HIGH NEED POPULATIONS

| Performance Measures Subtotal                  | 50 out of 50                                                                     |             |                |                 |

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 23% of participants with zero earned income at entry</td>
<td>100 %</td>
<td>10 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 45% of participants with more than one disability type</td>
<td>50 %</td>
<td>5 out of 5</td>
<td>5</td>
</tr>
<tr>
<td>Permanent Supportive-Housing</td>
<td>≥ 15% of participants entering project from place not meant for human habitation</td>
<td>0 %</td>
<td>0 out of 10</td>
<td>10</td>
</tr>
</tbody>
</table>

#### PROJECT EFFECTIVENESS

| Project has reasonable costs                   | Costs are within local average cost per person for project type                   | Limited     | 10 out of 20   | 20              |
| Coordinated Entry Participation                | ≥ 100% of entries to project from CE referrals                                    | N/A         | 4 out of 5     | 5               |
| Housing First and/or Low Barrier Implementation | Commits to applying Housing First model                                           | N/A         | 4 out of 5     | 5               |

| Project Effectiveness Subtotal                  | 18 out of 30                                                                     |             |                |                 |

#### OTHER AND LOCAL CRITERIA

<table>
<thead>
<tr>
<th>RATING FACTOR</th>
<th>PERFORMANCE GOAL</th>
<th>PERFORMANCE</th>
<th>POINTS AWARDED</th>
<th>MAX POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSH - CoC Standards</td>
<td>Project is operating in conformance with CoC standards</td>
<td>-3</td>
<td>9 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>PSH - Formerly Homeless</td>
<td>Does the board or policy making equivalent include a formerly homeless or low-income person?</td>
<td>Yes</td>
<td>10 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>PSH - Cross Systems</td>
<td>Demonstrated effectiveness of cross systems partnerships &amp; collaborations?</td>
<td>Limited</td>
<td>7 out of 10</td>
<td>10</td>
</tr>
<tr>
<td>PSH - Data Quality</td>
<td>Does the project have &gt;95% data completion rate in HMIS?</td>
<td>100.00%</td>
<td>10.0 out of 5</td>
<td>10</td>
</tr>
<tr>
<td>PSH - Resource Utilization</td>
<td>Previous grant spent 95% or greater</td>
<td>87%</td>
<td>4 out of 5</td>
<td>5</td>
</tr>
</tbody>
</table>

| Other and Local Criteria Subtotal               | 40 out of 45                                                                     |             |                |                 |

#### TOTAL SCORE

| TOTAL SCORE                                    | 123 out of 150                                                                   |             |                |                 |

#### Weighted Rating Score

| Weighted Rating Score                          | 82 out of 100                                                                    |             |                |                 |

#### PROJECT FINANCIAL INFORMATION

<table>
<thead>
<tr>
<th>CoC funding requested</th>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of other public funding (federal, state, county, city)</td>
<td>$ 91,931</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of private funding</td>
<td>$ 22,983</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL PROJECT COST                             | $ 114,914                                                                      |             |                |                 |

<table>
<thead>
<tr>
<th>CoC Amount Awarded Last Operating Year</th>
<th>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Amount Expended Last Operating Year</td>
<td>NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent of CoC funding expended last operating year</td>
<td>$ 97,531</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 85,183</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Percent of CoC funding expended last operating year | 87% |
### RENEW/EXPANSION THRESHOLD REQUIREMENTS

**THRESHOLD REQUIREMENTS**

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

#### HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
   - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
   - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
6. Submitted the required certifications as specified in the NOFA.
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project’s prior grants:
   - (a) Whether the project applicant’s performance met the plans and goals established in the initial application, as amended;
   - (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
   - (c) The project applicant’s performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
   - (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

---

**Project Name:** Safe Haven (6)

**Organization Name:** Human Services, Inc.

**Project Type:** PSH Saved!

**Project Identifier:** 6

---

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.
### RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

**Project Name:** Safe Haven (6)
**Organization Name:** Human Services, Inc.
**Project Type:** PSH
**Project Identifier:** 6

**RENEWAL/EXPANSION THRESHOLD REQUIREMENTS**

Completed projects will be moved to the bottom of the list. If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

**Renewal/Expansion Projects**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Threshold Requirements</td>
<td></td>
</tr>
<tr>
<td>Housing First and/or Low Barrier Implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented, secured minimum match</td>
<td>Yes</td>
</tr>
<tr>
<td>Project is financially feasible</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant is active CoC participant</td>
<td>Yes</td>
</tr>
<tr>
<td>Application is complete and data are consistent</td>
<td>Yes</td>
</tr>
<tr>
<td>Acceptable organizational audit/financial review</td>
<td>Yes</td>
</tr>
<tr>
<td>Documented organizational financial stability</td>
<td>Yes</td>
</tr>
<tr>
<td>Bed/Unit Utilization at or above 70%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

(For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No.”)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Audit finding(s) for which a response is overdue or unsatisfactory;</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) History of inadequate financial management accounting practices;</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Evidence of untimely expenditures on prior award;</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) History of other major capacity issues that have significantly affected the operation of the project and its performance;</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and</td>
<td>Yes</td>
</tr>
<tr>
<td>(g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.
RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: Safe Haven (6)
Organization Name: Human Services, Inc.
Project Type: PSH
Project Identifier: 6

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Review Complete

Threshold Requirements

<table>
<thead>
<tr>
<th>THRESHOLD REQUIREMENTS</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

Page 3 of 3
Grant # Last Cycle
PA0145L3T051609
12/1/2017-11/30/2018

$59,808 HUD Award
$34,676 HUD $ Spent
$25,132 (+/-)
58% Award Spent

$382,142 Match
$441,950 Total Budget

Persons Served
8

Program Exits
2 Exits
1 Exit to PH
50% Exits to PH
87.5% Remained in program (stayers) or exited to PH

Bed Utilization

8 Proposed Beds in application

Last Wednesday in January - 7
Last Wednesday in April - 7
Last Wednesday in July - 6
Last Wednesday in October - 5

78.13% Overall Bed Utilization

$20,829.90 Local Avg. cost per person served*
265.21% of Local Avg.

*Note: Local average is skewing high due to the cost per person of this project. When excluding this project, the average cost per person served is $9,358.61 and this project would be 590.3% above the local average.

Performance Measures/ High Needs

0% Returns to Homelessness 12 months after exiting to PH

100% clients with zero earned income at entry
50% clients w/ more than 1 disability
N/A clients entering program from place not meant for human habitation

99% HMIS Data Completion Rate
Holcomb Recovery Supportive Living PA0152L3T051811

Grant # Last Cycle
PA0152L3T051710 4/1/2018-3/31/2019

$125,357 HUD Award
$125,357 HUD $ Spent
$0 (+ / - )
100% Award Spent

$32,000 Match
$157,357 Total Budget

Persons Served

24
Persons Served

19
Households Served

$6,556.54 Cost per person served

$8,281.54 Cost per household served

Program Exits

6 Exits (persons)
5 Exits to PH (persons)
100%* Exits to PH

*Note: 1 person was excluded from the calculation because their exit destination was hospital.

100% Remained in program (stayers) or exited to PH

$20,829.90 Local Avg. cost per person served

31.48% of Local Avg.

*Note: Local average is skewing high due to another project acting as an outlier. When excluding the outlier, the average cost per person served is $9,358.61 and this project would be at 70% of average.

Bed Utilization

21 Proposed Beds in application

Last Wednesday in January - 16
Last Wednesday in April - 16
Last Wednesday in July - 19
Last Wednesday in October - 19

83.33% Overall Bed Utilization

Performance Measures/ High Needs

0% Returns to Homelessness 12 months after exiting to PH

85% clients with zero earned income at entry

54% clients w/ more than 1 disability

15% clients entering program from place not meant for human habitation

99% HMIS Data Completion Rate
Open Hearth Housing Options PA0148L3T051811

Grant # Last Cycle
PA0148L3T051710
4/1/2018-3/31/2019

$744,946 HUD Award
$650,644 HUD $ Spent
$94,302 ( + / - )* 87% Award Spent*

$40,000 Match
$784,946 Total Budget

*Note: During the grant consolidation process HUD made an error in communicating the total amount of the grant. When HUD finally corrected this and notified DCD and the provider that additional funds were available, it was too late in the grant cycle for them to be spent down.

Program Exits
30 Exits (persons)
13 Exits to PH (persons)
62%* Exits to PH

*Note: 9 persons were excluded from the calculation (8 deceased + 1 nursing home destination).

95% Remained in program (stayers) or exited to PH

$5,064.17 Cost per person served
$20,829.90 Local Avg. cost per person served*

31.48% of Local Avg.

*Note: Local average is skewing high due to another project acting as an outlier. When excluding the outlier, the average cost per person served is $9,358.61 and this project would be at 54.11% of average.

Performance Measures/ High Needs
3% Returns to Homelessness 12 months after exiting to PH

82% clients with zero earned income at entry
44% clients w/ more than 1 disability
12% clients entering program from place not meant for human habitation

99% HMIS Data Completion Rate
Grant # Last Cycle
PA0729L3T051601
12/1/2017-11/30/2018

$140,505 HUD Award
$140,505 HUD $ Spent
$0 ( + / - )
100% Award Spent

$51,000 Match
$191,505 Total Budget

Persons Served

124

Households Served

44

$1,544.40 Cost per person served

$4,352.39 Cost per household served

Housing Obtained

78

Persons Obtained
Housing During the Grant Period

$2,455.19 Cost per person obtaining permanent housing

Program Exits

87 Exits (persons)
82 Exits to PH (persons)
94% Exits to PH
$2,335.43 Cost per person exiting to PH

$3,508.54 Local Avg. cost per Exit to PH
66.56% of Local Avg.

87 Exits to PH (households)
$6,603.62 Cost per household exit to PH

Performance Measures/ High Needs

66 Avg. # of Days to Obtain Housing
2% Returns to Homelessness 12 months after exiting to PH
2 persons returned to homelessness after exiting to PH

41% clients with zero earned income at entry
14% clients entering program from place not meant for human habitation

37% clients w/ new or increased earned income
15% clients w/ new or increased non-employment income

100% HMIS Data Completion Rate
Persons Served

61 Persons Served
$3,683.92 Cost per person served

24 Households Served
$9,363.29 Cost per household served

Housing Obtained

42 Persons Obtained Housing During the Grant Period
$5,350.45 Cost per person obtaining permanent housing

Program Exits

56 Exits (persons)
48 Exits to PH (persons)
86% Exits to PH
$4,681.65 Cost per person exiting to PH

$3,508.54 Local Avg. cost per Exit to PH
133.44% of Local Avg.

24 Exits to PH (households)
$9,363.29 Cost per household exit to PH

Performance Measures/ High Needs

33 Avg. # of Days to Obtain Housing
10% Returns to Homelessness 12 months after exiting to PH
5 persons returned to homelessness after exiting to PH

47% clients with zero earned income at entry
0% clients entering program from place not meant for human habitation

24% clients w/ new or increased earned income
0% clients w/ new or increased non-employment income

100% HMIS Data Completion Rate
Grant # Last Cycle
PA0802L3T051600
11/1/2017-10/31/2018

$113,635 HUD Award
$113,635 HUD $ Spent
$0 (+ / -)
100% Award Spent

$30,000 Match
$143,635 Total Budget

Persons Served
82
$1,751.65 Cost per person served

Households Served
28
$5,129.82 Cost per household served

Housing Obtained
66
Persons Obtained Housing During the Grant Period

$2,176.29 Cost per person obtaining permanent housing

Program Exits

30 Exits (persons)
27 Exits to PH (persons)
90% Exits to PH

Note: Cost per exit to permanent housing cannot be calculated for RRH projects in the first year of program as RRH can be used for up to 2 years and the sample size of exits is too small in year 1.

Performance Measures/ High Needs

38 Avg. # of Days to Obtain Housing
0% Returns to Homelessness 12 months after exiting to PH

51% clients with zero earned income at entry
6% clients entering program from place not meant for human habitation

35% clients w/ new or increased earned income
18% clients w/ new or increased non-employment income

100% HMIS Data Completion Rate
Grant # Last Cycle  
PA0153L3T051710  
4/1/2018-3/31/2019

$97,531 HUD Award  
$85,183 HUD $ Spent  
$12,348 (+/-)  
87% Award Spent

$34,311 Match  
$131,641 Total Budget

Persons Served  
8

Program Exits  
0 Exits

100% Remained in program (stayers) or exited to PH

Bed Utilization

8 Proposed Beds in application

Last Wednesday in January - 8  
Last Wednesday in April - 8  
Last Wednesday in July - 8  
Last Wednesday in October - 8  
100% Overall Bed Utilization

$20,829.90 Local Avg. cost per person served*

79% of Local Avg.

*Note: Local average is skewing high due to another project acting as an outlier. When excluding the outlier, the average cost per person served is $9,358.61 and this project would be at 175.82% of average.

Performance Measures/ High Needs

0% Returns to Homelessness 12 months after exiting to PH  
100% clients with zero earned income at entry  
50% clients w/ more than 1 disability  
0% clients entering program from place not meant for human habitation

99% HMIS Data Completion Rate
<table>
<thead>
<tr>
<th>Provider</th>
<th>FY2019 Grant</th>
<th>Grant # from last full cycle</th>
<th>Dates of last full grant cycle</th>
<th>HHS $ Amount Awarded</th>
<th>HUD $ Amount Awarded</th>
<th>(+/-)</th>
<th>Match</th>
<th>Total Budget</th>
<th>Persons served</th>
<th>HHs served</th>
<th>Cost per person served</th>
<th>Cost per HH served</th>
<th># of persons obtaining housing in cycle</th>
<th>Cost per person obtaining housing</th>
<th># of exits</th>
<th>% Exits to PH</th>
<th>% of exits to PH</th>
<th>Cost per person exits to PH</th>
<th>Cost per household exits to PH</th>
<th>Avg. Cost / exit to PH</th>
<th>% of average cost / exit to PH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSI RRH I/CTI</td>
<td>PA0729L3T051803</td>
<td>PA0729L3T051601</td>
<td>12/1/2017-11/30/2018</td>
<td>$140,505</td>
<td>$140,505</td>
<td>$0</td>
<td>$51,000</td>
<td>$191,505</td>
<td>124</td>
<td>44</td>
<td>$1,544.40</td>
<td>$4,352.39</td>
<td>78</td>
<td>$2,455.19</td>
<td>87</td>
<td>94%</td>
<td>82</td>
<td>$2,355.43</td>
<td>$6,603.62</td>
<td>$66.56%</td>
<td></td>
</tr>
<tr>
<td>HSI RRH (formerly II)</td>
<td>PA0802L3T051800</td>
<td>PA0802L3T051600</td>
<td>11/1/2017-10/31/2018</td>
<td>$113,635</td>
<td>$113,635</td>
<td>$0</td>
<td>$30,000</td>
<td>$143,635</td>
<td>82</td>
<td>28</td>
<td>$1,751.65</td>
<td>$5,129.82</td>
<td>66</td>
<td>$2,176.29</td>
<td>30</td>
<td>90%</td>
<td>27</td>
<td>$2,335.43</td>
<td>$3,508.54</td>
<td>$133.44%</td>
<td></td>
</tr>
<tr>
<td>HACC RRH</td>
<td>PA0768L3T051803</td>
<td>PA0768L3T051601</td>
<td>12/1/2017-11/30/2018</td>
<td>$176,719</td>
<td>$175,242</td>
<td>$1,477</td>
<td>$48,000</td>
<td>$224,719</td>
<td>61</td>
<td>24</td>
<td>$3,683.92</td>
<td>$9,363.29</td>
<td>42</td>
<td>$5,350.45</td>
<td>56</td>
<td>86%</td>
<td>48</td>
<td>$4,681.65</td>
<td>$9,363.29</td>
<td>$66.56%</td>
<td></td>
</tr>
<tr>
<td>HSI Forensic House</td>
<td>PA0145L3T051811</td>
<td>PA0145L3T051609</td>
<td>12/1/2017-11/30/2018</td>
<td>$59,808</td>
<td>$34,676</td>
<td>$25,132</td>
<td>$382,142</td>
<td>$441,950</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSI Safe Haven</td>
<td>PA0153L3T051811</td>
<td>PA0153L3T051710</td>
<td>4/1/2018-3/31/2019</td>
<td>$74,946</td>
<td>$650,644</td>
<td>$94,302</td>
<td>$40,000</td>
<td>$784,946</td>
<td>155</td>
<td>97</td>
<td>$5,064.17</td>
<td>$8,092.23</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20,829.90</td>
</tr>
<tr>
<td>Open Hearth Housing Options</td>
<td>PA0152L3T051811</td>
<td>PA0152L3T051710</td>
<td>4/1/2018-3/31/2019</td>
<td>$125,357</td>
<td>$125,357</td>
<td>$0</td>
<td>$32,000</td>
<td>$157,357</td>
<td>24</td>
<td>19</td>
<td>$6,556.54</td>
<td>$8,281.95</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$31.48%</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY
August 28, 2019

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

**Tier 1**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Weighted Score</th>
<th>2019 Funding Requested</th>
<th>Reallocated Amount</th>
<th>Final 2019 Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>County of Chester - PA0626</td>
<td>Coordinated Entry</td>
<td>SSO</td>
<td>N/A</td>
<td>$112,907</td>
<td></td>
<td>$112,907</td>
</tr>
<tr>
<td>2</td>
<td>County of Chester - PA0729</td>
<td>Human Services Inc. RRH-PH for CTI</td>
<td>RRH</td>
<td>100</td>
<td>$146,301</td>
<td>0</td>
<td>$146,301</td>
</tr>
<tr>
<td>3</td>
<td>County of Chester - PA0877</td>
<td>Human Services Inc. RRH Families &amp; Individuals</td>
<td>RRH</td>
<td>100</td>
<td>$101,457</td>
<td>0</td>
<td>$101,457</td>
</tr>
<tr>
<td>4</td>
<td>County of Chester - PA0919</td>
<td>Human Services Inc. RRH Families and Individuals</td>
<td>RRH</td>
<td>99</td>
<td>$101,162</td>
<td>0</td>
<td>$101,162</td>
</tr>
<tr>
<td>5</td>
<td>Holcomb Associates - PA0152</td>
<td>Recovery Supported Housing</td>
<td>PSH</td>
<td>97</td>
<td>$120,807</td>
<td>0</td>
<td>$120,807</td>
</tr>
<tr>
<td>6</td>
<td>County of Chester - PA0148</td>
<td>Open Hearth Housing Options</td>
<td>PSH</td>
<td>91</td>
<td>$780,010</td>
<td>0</td>
<td>$780,010</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>
<td>RRH</td>
<td>87</td>
<td>$169,915</td>
<td>21,711</td>
<td>$148,204</td>
</tr>
<tr>
<td>8</td>
<td>County of Chester - PA0153</td>
<td>Human Services Inc. Safe Haven</td>
<td>PSH</td>
<td>82</td>
<td>$91,931</td>
<td>48,349</td>
<td>$43,582</td>
</tr>
<tr>
<td>9</td>
<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
<td>PSH</td>
<td>80</td>
<td>$63,552</td>
<td>25,152</td>
<td>$38,400</td>
</tr>
</tbody>
</table>

**Tier 1 Total Amount** $95,212 $1,592,830

**Tier 2**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Weighted Score</th>
<th>2019 Funding Requested</th>
<th>Final 2019 Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><em>County of Chester</em></td>
<td>CoC Bonus - Coordinated Entry System</td>
<td>SSO</td>
<td>N/A</td>
<td>$93,856</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td><em>County of Chester</em></td>
<td>New Reallocation PSH - Chronically Homeless Individuals</td>
<td>PSH</td>
<td>100</td>
<td>$95,212</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><em>County of Chester</em></td>
<td>DV RRH Bonus</td>
<td>RRH</td>
<td>94</td>
<td>$187,713</td>
<td></td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>County of Chester - PA0768</td>
<td>HACC RRH-PH for Individuals and Families</td>
<td>RRH</td>
<td>87</td>
<td>$148,204</td>
</tr>
<tr>
<td>County of Chester - PA0153</td>
<td>Human Services Inc. Safe Haven</td>
<td>PSH</td>
<td>82</td>
<td>$43,582</td>
</tr>
<tr>
<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
<td>PSH</td>
<td>80</td>
<td>$38,400</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:

[Signature]
Michelle Kichline, Chair, Board of Commissioners

ATTEST:

[Signature]
Kara C. Rahn, Chief Clerk
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
### FUNDING ANALYSIS + RANKING

#### 1. CoC Bonus Funding
- Amount: $93,856

#### 2. DV Bonus Funding
- Amount: $187,713

#### 3. Tier 1 Funding
- Amount: $1,592,830

#### 4. Tier 2 Funding
- Amount: $376,780

#### Projects Exceeding ARD + CoC Bonus + DV Bonus
- Amount: $0

#### MANNUALLY EDIT!

| Priority Level | Weighted Rating Score | Renewal, New, or Expansion, Location | Grant Number | Organization Name | Project Name | CoC Funding Requested | CoC Amount Expended Last Operating Year | CoC Funding Recommendation (manual entry) | % of Ceilin | % of CoC Ceilin | % of DV Ceilin | Met All CoC Threshold Requirements | Met All HUD Threshold Requirements | Project ID |
|----------------|-----------------------|-------------------------------------|--------------|-------------------|---------------|----------------------|-----------------------------------------|----------------|----------------|----------------|-----------------------------|-----------------------------|------------|
| 1              | NOT RATED             | Renewal, PA0626L3T051803            | Coordinated Entry | County of Chester | 112,907       | 112,907               | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 No No No | 9 |
| 2              | Renewal               | Renewal, PA0729L3T051803            | RRH          | Human Services, Inc. | Rapid Re-Housing | 146,301         | 140,505               | 17 0 0 0 0 0 1 0 0 0 0 0 0 1 0 0 0 0 Yes Yes 3 |
| 3              | Renewal               | Renewal, PA0877L3T051801            | RRH          | Human Services, Inc. | Rapid Re-Housing | 101,457         | ‐                  | 16 0 0 0 0 0 2 0 0 0 0 0 0 2 0 0 0 0 Yes Yes 5 |
| 4              | Renewal               | Renewal, PA0919L3T051800            | PSW          | Holcomb Behavioral Health Recovery | 101,162 | | 8 0 0 0 0 0 2 0 0 0 0 0 0 2 0 0 0 0 Yes Yes 4 |
| 5              | Renewal               | Renewal, PA0152L3T051811            | PSW          | Holcomb Behavioral Health Recovery | 120,807 | | 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Yes Yes 2 |
| 6              | Renewal               | Renewal, PA0148L3T051811            | PSW          | Open Hearth, Inc. | Housing Options | 780,010         | 660,045               | 35 0 0 0 0 0 47 0 0 0 0 0 0 3 0 0 0 Yes Yes 7 |
| 7              | Renewal               | Renewal, PA0768L3T051803            | RRH          | The Housing Authority | Rapid Re-Housing | 169,915         | | 20 0 5 0 0 0 2 0 0 0 0 0 0 0 0 0 0 0 Yes Yes 8 |
| 8              | Renewal               | Renewal, PA0145L3T051811            | PSW          | Human Services, Inc. | Safe House | 63,552           | 81,246               | 18 0 0 0 0 0 8 0 0 0 0 0 0 0 0 0 0 0 Yes Yes 9 |
| 9              | Renewal               | Renewal, PA0153L3T051811            | PSW          | Human Services, Inc. | Permanent Support | 43,582           | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Yes Yes 10 |

#### Projects Not Selected For Funding

| Priority Level | Weighted Rating Score | Renewal, New, or Expansion, Location | Grant Number | Organization Name | Project Name | CoC Funding Requested | CoC Amount Expended Last Operating Year | CoC Funding Recommendation (manual entry) | % of Ceilin | % of CoC Ceilin | % of DV Ceilin | Met All CoC Threshold Requirements | Met All HUD Threshold Requirements | Project ID |
|----------------|-----------------------|-------------------------------------|--------------|-------------------|---------------|----------------------|-----------------------------------------|----------------|----------------|----------------|-----------------------------|-----------------------------|------------|
| 10             | Renewal               | Renewal, PA0145L3T051811            | PSW          | County of Chester | 95,212        | | 8 0 0 0 0 0 8 0 0 0 0 0 0 0 0 0 0 0 Yes Yes 16 | 10 |
| 11             | Renewal               | Renewal, PA0148L3T051811            | PSW          | County of Chester | 95,212        | | 8 0 0 0 0 0 8 0 0 0 0 0 0 0 0 0 0 0 Yes Yes 16 | 11 |

These are projects that were not selected for funding. The funding distribution and analysis are focused on the projects that were successfully selected.
AUTHORITY AND SIGNATURE

By signing our names below, we, the BOARD OF CHESTER COUNTY COMMISSIONERS, certify that we have read the above information. All of my questions have been discussed and answered satisfactorily.

Our signature certifies our understanding of the terms outlined herein and agreement with:

☐ The Memorandum of Understanding (MOU);

☐ The Resource Sharing Agreement; and

☐ The Infrastructure Funding Agreement (IFA).

By signing this document, we also certify that we have the legal authority to bind our agency (outlined below) to the terms of:

☐ The Memorandum of Understanding (MOU);

☐ The Resource Sharing Agreement; and

☐ The Infrastructure Funding Agreement (IFA).

We understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

COUNTY OF CHESTER

By: [Signature]
Michelle Kichline, Chair

By: [Signature]
Kathi Cozzone, Vice Chair

By: [Signature]
Chief Clerk

By: [Signature]
Terence Farrell, Commissioner

Date: 11-30-17
From: Bokowitz, Patrick E.
Sent: Friday, December 01, 2017 4:02 PM
To: Urban, Butch
Cc: Singleton, Lila L.
Subject: FW: RSAB Signature Pages

Butch:

Good news on the RSAB signatures – see below.

Patrick Bokowitz, Director
Chester County Department of Community Development
Chester County Workforce Development Board
601 Westtown Road, Suite 365
West Chester, PA 19380
Phone: (610) 344-6959
E-mail: pbokowitz@chesco.org

From: Duppsstadt, Brenda [mailto:brduppsstad@pa.gov]
Sent: Friday, December 01, 2017 3:42 PM
To: 005/095-Caplan, Debra; 015-Fogarty, Dan; 020- Flanagan, John; Bokowitz, Patrick E.; 035-Daly, John; 045-Thompson, William J.; 055-Turano, Virginia; 060-Rychalsky, Cathy; 070-Dischinat, Nancy; 075-Lenahan, Patricia; 080-Butler, Jennifer; 090-Clancy, Pat; 100-Whisler, Susan; 110-Fornataro, Fred; 125-Pamela Streich; 125-Snelick, Susie; 130-Thompson, Frank; 135-Sebelin, Joseph; 145-Dogan, Gregg K.; 145-Donahue, Debbie; 165- Gatts, Ami; 170- Anderson, Janet; 175-Mulberger, Erica; 180-McCree, Jesse
Cc: Bohanick, David; Burnham, Brandy; Pachay, Ruben; Johnson-Moser, Dayna; Reams, Jennifer J.; Bowman, Jesse; Strang, Erica
Subject: RSAB Signature Pages

Good Afternoon Local Workforce Development Area Directors and Fiscal Agents:

The Bureau of Workforce Development Administration and the Bureau of Workforce Partnership & Operations are authorizing the Local Workforce Development Boards to use the fully executed Notice of Obligations in-lieu of a Resource Sharing Agreement Budget Signature page for the following funding streams: Wagner-Peyser, Wagner-Peyser & Staff Development, Wagner-Peyser Regional Staff, Rapid Response, TRADE Adjustment Act (TAA), Disabled Veterans Outreach Program (DVOP), Local Veterans Employment Representative (LVER), Foreign Labor Certification (FLC), AdVet, Mediation, Department of Community and Economic Development (DCED), and Department of Human Services (DHS).

Sincerely,

Brenda Duppsstadt | Grants and Fiscal Division Chief
Bureau of Workforce Development Administration
PA Dept. of Labor & Industry
651 Boas Street, Room 1200 | Harrisburg, PA 17121
Phone: (717) 783-8042 | Fax: (717) 705-3799
www.dli.pa.gov
AUTHORITY AND SIGNATURE

By signing my name below, I, Veronica Brown, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

☐ The Memorandum of Understanding (MOU);
☐ The Resource Sharing Agreement; and
☐ The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

☐ The Memorandum of Understanding (MOU);
☐ The Resource Sharing Agreement; and
☐ The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

Signature: __________________________ Date: ____________

Veronica Brown, Project Director

Print Name and Title

AARP Foundation, SCSEP

Agency Name
AUTHORITY AND SIGNATURE

By signing my name below, I, Adrienne Parkmond, Esq., certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

✓ The Memorandum of Understanding (MOU);
✓ The Resource Sharing Agreement; and
✓ The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

✓ The Memorandum of Understanding (MOU);
✓ The Resource Sharing Agreement; and
✓ The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

[Signature]

Date

11/17/2017

Adrienne Parkmond, Esq., Chief Operating Officer
Print Name and Title

The WorkPlace
Agency Name
AUTHORIZED AND SIGNATURE

By signing my name below, I, Neil Weaver, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

Signature

Date

Neil Weaver, Executive Deputy Secretary
Print Name and Title

Department of Community & Economic Development
Agency Name

775022.2 23
AUTHORITY AND SIGNATURE

By signing my name below, I, Patrick Bakowski, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

__________________________  __________________________
Signature                    Date

Patrick Bakowski, Director

__________________________
Print Name and Title

Clerk County Workforce Development Board

__________________________
Agency Name
AUTHORITY AND SIGNATURE

By signing my name below, I, Janet LaQuintano, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- [ ] The Memorandum of Understanding (MOU);
- [x] The Resource Sharing Agreement; and
- [ ] The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- [x] The Memorandum of Understanding (MOU);
- [ ] The Resource Sharing Agreement; and
- [x] The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

Janet LaQuintano
Signature

Date
11-6-17

Janet LaQuintano Regional Director
Print Name and Title

Agency Name

Manpower
AUTHORITY AND SIGNATURE

By signing my name below, I, KEVIN SAND, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

☐ The Memorandum of Understanding (MOU);
☐ The Resource Sharing Agreement; and
☐ The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

☐ The Memorandum of Understanding (MOU);
☐ The Resource Sharing Agreement; and
☐ The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

Signature

KEVIN G. SAND DISTRICT ADMINISTRATOR
Print Name and Title

PA OFFICE OF VOCATIONAL REHABILITATION
Agency Name

10/12/2017
Date
AUTHORITY AND SIGNATURE

By signing my name below, I, NITA D'AGOSTINO, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Memorandum of Understanding (MOU);
- The One-Stop Operating Budget; and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Memorandum of Understanding (MOU);
- The One-Stop Operating Budget; and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

[Signature]

Date 7/25/2017

NITA D'AGOSTINO – SENIOR VICE PRESIDENT, DIRECT SERVICES (PA/NJ/VA)
Print Name and Title

PATHSTONE CORPORATION
Agency Name
AUTHORITY AND SIGNATURE

By signing my name below, I, [Name], certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

☐ The Memorandum of Understanding (MOU);
☐ The One-Stop Operating Budget; and
☐ The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

☐ The Memorandum of Understanding (MOU);
☐ The One-Stop Operating Budget; and
☐ The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination; or (iii) on June 30, 2020, whichever occurs earlier.

Signature: [Signature] Date: 7/21/2017

Print Name and Title: [Name], CFO

Agency Name: [Agency Name]
AUTHORITY AND SIGNATURE

By signing my name below, I, L. Joy Gates Black, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- [ ] The Memorandum of Understanding (MOU);
- [ ] The Resource Sharing Agreement; and
- [ ] The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- [ ] The Memorandum of Understanding (MOU);
- [ ] The Resource Sharing Agreement; and
- [ ] The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

L. Joy Gates Black, Ed.D., President
Print Name and Title

Delaware County Community College
Agency Name

Signature

August 17, 2017

Date
AUTHORITY AND SIGNATURE

By signing my name below, I, L. Joy Gates Black, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

[Signature]

Date: August 17, 2017

L. Joy Gates Black, Ed.D., President

Print Name and Title

Delaware County Community College

Agency Name
AUTHORITY AND SIGNATURE

By signing my name below, I, __________, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

[Signature]  
[Date]

[Print Name and Title]

[Agency Name]
AUTHORITY AND SIGNATURE

By signing my name below, I, Ruben A. Pachay, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The Memorandum of Understanding (MOU);
- The Resource Sharing Agreement; and
- The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

[Signature]
10/4/17
[Date]

[Print Name and Title]

[Agency Name]
AUTHORITY AND SIGNATURE

By signing my name below, I, ____________________________, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

☐ The Memorandum of Understanding (MOU);

☐ The Resource Sharing Agreement; and

☐ The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

☐ The Memorandum of Understanding (MOU);

☐ The Resource Sharing Agreement; and

☐ The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

__________________________
Date

Jennifer Duff, Chair
Print Name and Title

Chester County Workforce Development Board
Agency Name
AUTHORITY AND SIGNATURE

By signing my name below, I, ___________________________________________, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

☐ The Memorandum of Understanding (MOU);

☐ The Resource Sharing Agreement; and

☐ The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

☐ The Memorandum of Understanding (MOU);

☐ The Resource Sharing Agreement; and

☐ The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

_________________________  __________________________
Signature                  Date

Joyce Chester, President & CEO

Print Name and Title

Chesly County OIC

Agency Name
MEMORANDUM OF UNDERSTANDING

Chester County Workforce Development Board
Chester County Local Workforce Development Area

July 1, 2017 – June 30, 2020

PA CareerLink® Service Delivery System – A Proud Partner of the American Job Center Network
MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is entered into by and among the CHESTER COUNTY WORKFORCE DEVELOPMENT BOARD (“CCWDB”), the PA CareerLink® - Chester County ONE-STOP PARTNERS (individually, a “Partner” and collectively, the “Partners”) identified on Attachment 1, and the BOARD OF CHESTER COUNTY COMMISSIONERS (the “Commissioners”) (CCWDB, the Partners, and the Commissioners are sometimes individually called a “Party” and collectively, the “Parties”).

BACKGROUND

Section 121(c)(1) of the Workforce Innovation and Opportunity Act (as amended, the “WIOA”) requires the local board, with the agreement of the chief elected official, to develop and enter into a memorandum of understanding between the local board and the one-stop partners, consistent with WIOA §121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the WIOA; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA §121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200 (the “Uniform Guidance”).

This MOU is developed to confirm the understanding of the Parties regarding the operation and management of PA CareerLink® - Chester County, which includes a single PA CareerLink® center in the Chester County Local Workforce Development Area (the “Area”). CCWDB provides local oversight of workforce programming for the Area.

CCWDB, with the agreement of the Commissioners, has competitively selected PathStone Corporation, a New York corporation (the “Operator”) as the one-stop operator for PA CareerLink® - Chester County, as further outlined in Section 2.2 (One-Stop Operator).

The Resource Sharing Agreement and Infrastructure Funding Agreement establish a financial plan, including terms and conditions, to fund the services and operating costs of PA CareerLink® - Chester County. The Parties agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain PA CareerLink® - Chester County.

The Vision, Mission, Values, System Structure, Terms and Conditions, Resource Sharing Agreement, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seekers, workers, and business customers, as well as to the overall success of the PA CareerLink® - Chester County.

1. Introduction. Changing labor markets and advances in technology have revolutionized how businesses find talent and jobseekers look for work. Social media, online talent platforms,
and professional networking sites are evolving rapidly, perpetuating shifts in labor market dynamics. Additionally, rising consumer expectations and global competition have transformed how business is conducted in most industries. Employers must move faster and more efficiently in order to stay ahead of (or at least keep up with) competitors. This makes it imperative for the public workforce system to continuously adapt and reframe strategies and policies designed to support employers and job seekers.

CCWDB seeks to establish a system that stands in stark contrast to the “traditional”/historical transaction-based model, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this MOU is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Area create a seamless, customer-focused service delivery system that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

1.1. Vision. PA CareerLink® - Chester County’s objective is to be the labor exchange system for both employers and job seekers; the recognized authoritative source for access to labor market information and career services; and the center from which the Area’s workforce development services operate.

1.2. Mission. PA CareerLink® - Chester County has been established to provide high-quality, value added workforce development services to its customers through an integrated service model that promotes career opportunities, economic growth, and financial stability.

1.3. Values. The Parties value a team-based, quality-driven, high performance structure with a focus on customer satisfaction. We design our processes to meet customers’ needs and we consistently strive to exceed performance goals. We act with integrity, work hard, respect individual differences, and strive to deserve each other’s trust. We understand the importance of collaboration and accept the full responsibility of partnership.

2. System Structure.

2.1. PA CareerLink® Center. The Area has one (1) PA CareerLink® center, also known as a one-stop center, that is designed to provide a full range of assistance to job seekers, workers, and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the WIOA, the Area’s PA CareerLink® center offers a comprehensive array of services designed to match talent with opportunities.
2.2. **One-Stop Operator.** CCWDB selected the Operator as the one-stop operator through a competitive process in accordance with the Uniform Guidance, the WIOA and its implementing regulations, and local procurement laws and regulations. The Commonwealth of Pennsylvania requires that the one-stop operator is re-competed at least every three (3) years and no later than every four (4) years. It may be re-competed more frequently. Functional details are outlined in Section 3.2.5 (Operator).

2.3. **Partners.** The Partners are identified on Attachment 1.

3. **Terms and Conditions.**

3.1. **Partner Services.** WIOA §121(b) lists the minimum responsibilities of all Required Partners under WIOA. “Required Partners” are those Partners not identified as “Additional Partners” in Attachment 1. In addition, the Partners will make the services set forth on Attachment 2 available, as applicable to the program, consistent with and coordinated via the PA CareerLink® system, and provide on-site representation in accordance with the Staffing Survey attached hereto as Attachment 4. Additional services may be provided on a case by case basis and with the approval of CCWDB and the Commissioners.

3.2. **Roles and Responsibilities of Parties.** The Parties will work closely together to ensure that the Area PA CareerLink® center is a high-performing work place with staff who will ensure quality of service.

3.2.1. **All Parties.** All Parties shall comply with:

3.2.1.1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR part 38; Final Rule, published December 2, 2016);

3.2.1.2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352);

3.2.1.3. Section 504 of the Rehabilitation Act of 1973, as amended;

3.2.1.4. The Americans with Disabilities Act of 1990 (Public Law 101-336);
3.2.1.5. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;

3.2.1.6. Training and Employment Guidance Letter (“TEGL”) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA §188;

3.2.1.7. The Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. §1232g; 34 CFR part 99);

3.2.1.8. The confidentiality requirements governing the protection and use of personal information held by the State Vocational Rehabilitation (“VR”) agency (34 CFR 361.38);

3.2.1.9. The confidentiality requirements governing the use of confidential information held by the State Unemployment Insurance (“UI”) agency (20 CFR part 603);

3.2.1.10. All amendments to each; and

3.2.1.11. All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services, or other benefits provided by Federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

3.2.1.12. Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in Section 3.1 (Partner Services);

3.2.1.13. Agree that the provisions contained herein are made subject to all applicable Federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers; and

3.2.1.14. Agree that all equipment and furniture purchased by any Party for purposes described herein shall remain the property of the purchaser after the termination of this MOU.

3.2.2. Commissioners. The chief elected official for the Area are the Commissioners. The Commissioners will, at a minimum:
3.2.2.1. In partnership with CCWDB and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Area workforce development boards and their partners, and that incorporates plans for the Area in the planning region;

3.2.2.2. Approve CCWDB’s budget and workforce center cost allocation plan;

3.2.2.3. Approve the selection of the one-stop operator following the competitive procurement process; and

3.2.2.4. Coordinate with CCWDB to oversee the operations of PA CareerLink® - Chester County.

3.2.3. CCWDB. CCWDB ensures the workforce-related needs of employers, workers, and job seekers in the Area are met, to the maximum extent possible with available resources. CCWDB will, at a minimum:

3.2.3.1. In partnership with the Commissioners and other applicable Partners within the Area, develop and submit an Area plan that includes a description of the activities that shall be undertaken by CCWDB and its partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy;

3.2.3.2. In partnership with the Commissioners and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by all Area workforce development boards and their partners, and that incorporates plans for the Area in the planning region;

3.2.3.3. In collaboration and partnership with the Commissioners and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies;

3.2.3.4. In cooperation with Commissioners and any other Area workforce development boards within the regional area, design and approve the PA CareerLink® system structure. This includes, but is not limited to:

3.2.3.4.1. Adequate, sufficient, and accessible one-stop center locations and facilities;

3.2.3.4.2. Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities);

3.2.3.4.3. A holistic system of supporting services; and

3.2.3.4.4. One or more competitively procured one-stop operators.
3.2.3.5. In collaboration with the Commissioners, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator;

3.2.3.6. Determine the role and day-to-day duties of the Operator;

3.2.3.7. Approve annual budget allocations for operation of PA CareerLink® - Chester County;

3.2.3.8. Help the Operator recruit operational partners and negotiate MOUs with new partners;

3.2.3.9. Leverage additional funding for PA CareerLink® - Chester County to operate and expand one-stop customer activities and resources; and

3.2.3.10. Review and evaluate performance of the Area and the Operator.

3.2.4. **CCWDB Staff.** Specific responsibilities include, at a minimum:

3.2.4.1. Assist the Commissioners and CCWDB with the development and submission of a single regional plan;

3.2.4.2. Support CCWDB with the implementation and execution of the regional vision, goals, objectives, and workforce-related policies, including all duties outlined above;

3.2.4.3. Provide operational and grant-specific guidance to the Operator;

3.2.4.4. Investigate and resolve elevated customer complaints and grievance issues;

3.2.4.5. Prepare regular reports and recommendations to CCWDB; and

3.2.4.6. Oversee negotiations and maintenance of the MOU with the Partners.

3.2.5. **Operator.** The Operator will supervise one (1) center Administrator (see Section 2.1) who will act as a “functional leader”. As such, he or she will have the authority to organize and supervise Partner staff, in order to optimize and streamline service delivery efforts. Formal leadership, supervision, and performance responsibilities will remain with each staff member’s employer of record. The Operator, through the center Administrator, will, at a minimum, provide the services set forth in Attachment 3.

The Operator will not assist in the development, preparation, and submission of Area plans. It cannot manage or assist in future competitive processes for
selecting one-stop operators or select or terminate one-stop operators, career services providers, or youth providers. The Operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of CCWDB. CCWDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring). The Operator will not assist with any duties are not permitted by law or regulation.

3.2.6 Partners. Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. The center’s workforce development front line staff will strive to achieve Certified Workforce Development Professional (CWDP) certification. Partners will further promote system integration to the maximum extent feasible through:

3.2.6.1 Effective communication, information sharing, and collaboration with the one-stop operator;

3.2.6.2 Joint planning, policy development, and system design processes;

3.2.6.3 Commitment to the joint mission, vision, goals, strategies, and performance measures;

3.2.6.4 The design and use of common intake, assessment, referral, and case management processes;

3.2.6.5 The use of common and/or linked data management systems and data sharing methods, as appropriate;

3.2.6.6 Leveraging of resources, including other public agency and non-profit organization services;

3.2.6.7 Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction; and

3.2.6.8 Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

3.3 Data Sharing. Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers’ interaction with the integrated system and allows information collected from customers at intake to be captured once. Partners further agree that the collection, use, and disclosure of customers’ personally identifiable information (“PII”) is subject to various requirements set forth in Federal and Pennsylvania privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:
3.3.1. Customer PII will be properly secured in accordance with CCWDB’s policies and procedures regarding the safeguarding of PII;

3.3.2. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable Pennsylvania privacy laws;

3.3.3. All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603;

3.3.4. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38;

3.3.5. Customer data may be shared with other programs, for those programs’ purposes, within PA CareerLink® - Chester County only after the informed written consent of the individual has been obtained, where required;

3.3.6. Customer data will be kept confidential, consistent with Federal and Pennsylvania privacy laws and regulations; and

3.3.7. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794 (d)).

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

3.4. Confidentiality. All Parties expressly agree to abide by all applicable Federal, Pennsylvania, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR part 603, 45 CFR §205.50, 20 U.S.C. §1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable Pennsylvania and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.
To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties’ performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR part 603, including, but not limited to, requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. §1232g and 34 CFR part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

3.5. Referrals. The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

3.5.1. Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners’ programs represented in PA CareerLink® - Chester County;

3.5.2. Develop materials summarizing their program requirements and making them available for Partners and customers;

3.5.3. Develop and utilize common intake, eligibility determination, assessment, and registration forms;

3.5.4. Provide substantive referrals – in accordance with the Area Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs;

3.5.5. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;

3.5.6. Commit to robust and ongoing communication required for an effective referral process; and

3.5.7. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

3.6. Accessibility. Accessibility to the services provided by the PA CareerLink® centers and all Partner agencies is essential to meeting the requirements and goals of the local service delivery system. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender,
age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or Federal law.

3.6.1. Physical Accessibility. One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an “equal and meaningful” manner providing access for individuals with disabilities.

3.6.2. Virtual Accessibility. CCWDB will work with the Pennsylvania Workforce Development Board to ensure that job seekers, workers, and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that Federal agencies use “clear Government communication that the public can understand and use” and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media, or work out a separate agreement with CCWDB to post content through its website.

3.6.3. Communication Accessibility. Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including, but not limited to, individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

3.6.4. Programmatic Accessibility. All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or Federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable Federal and Pennsylvania laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the local service delivery system.
3.7. Outreach. CCWDB and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

3.7.1. Specific steps to be taken by each Partner;

3.7.2. An outreach plan to the region’s human resources professionals;

3.7.3. An outreach and recruitment plan to the region’s job seekers, including targeted efforts for populations most at-risk or most in need;

3.7.4. An outreach and recruitment plan for out-of-school youth;

3.7.5. Sector strategies and career pathways;

3.7.6. Connections to registered apprenticeship;

3.7.7. A plan for messaging to internal audiences;

3.7.8. An outreach tool kit for Partners;

3.7.9. Regular use of social media;

3.7.10. Clear objectives and expected outcomes; and

3.7.11. Leveraging of any statewide outreach materials relevant to the region.

3.8. Monitoring. CCWDB, or its designated staff, officials from the Pennsylvania and Chester County administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

3.8.1. Federal awards are used for authorized purposes in compliance with law, regulations, and Pennsylvania policies;

3.8.2. Those laws, regulations, and policies are enforced properly;

3.8.3. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;

3.8.4. Outcomes are assessed and analyzed periodically to ensure that performance goals are met;

3.8.5. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and

3.8.6. All MOU terms and conditions are fulfilled.

All Parties should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.
3.9. **Non-Discrimination and Equal Opportunity.** All Parties certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. §12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR parts 37 and 38.

3.10. **Indemnification.** All Parties recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. Each Party shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other Party for the consequences of any act or omission of any third party. The Parties acknowledge CCWDB and the Operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of CCWDB or the Operator.

3.11. **Severability.** If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

3.12. **Drug and Alcohol-free Workplace.** All Parties certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. §702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR part 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

3.13. **Certification Regarding Lobbying.** All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352), 29 CFR part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby Federal entities using Federal funds and will disclose lobbying activities as required by law and regulations.

3.14. **Debarment and Suspension.** All Parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR part 3485.
3.15. **Priority of Service.** All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. §4215 and its implementing regulations and guidance, and WIOA §134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

3.16. **Buy American Provision.** Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. §49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

3.17. **Salary Compensation and Bonus Limitations.** Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, WIOA Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year ("PY") 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, §105) and 114-223, and WIOA §194(15)(A), restricting the use of Federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

3.18. **Non-Assignment.** Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without the prior written consent of all other Parties.

3.19. **Governing Law.** This MOU will be construed, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania. All Parties shall comply with all applicable Federal and Pennsylvania laws and regulations, and local laws to the extent that they are not in conflict with Federal or Pennsylvania requirements.

3.20. **Steps to Reach Consensus.**

3.20.1. **Notification of Partners.** The CCWDB Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

3.20.2. **Kickoff Meeting.** The CCWDB Chair (or designee) is responsible for convening all required and optional PA CareerLink® - Chester County Partners to formally kick-off negotiations, and to ensure that, at a minimum, all Partners within the Area are appropriately represented. The kickoff meeting should take place no later than within four (4) weeks after notification as it must be hosted in a timely manner to allow for all steps to be conducted in good faith and in an open and transparent environment. At the kickoff meeting, the CCWDB Chair (or
designee) must provide a detailed review of all relevant documents, facts, and information and ensure all Parties have sufficient time to ask questions or voice concerns and are fully aware of expectations and the overall process.

3.20.3. Negotiations. Over the course of the eight (8) weeks following the formal kickoff meeting, Partners must submit all relevant documents to the CCWDB Chair (or designee) to begin the drafting of the MOU. During this time frame, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

3.20.4. Draft MOU. Within eight (8) weeks after the kickoff meeting, the CCWDB Chair (or designee) must email a complete draft of the MOU to all Parties.

3.20.5. Review and Comments. Within three (3) weeks after receipt of the draft MOU, all Parties must review and return feedback to the CCWDB Chair (or designee). It is advised that each Party also use this time to allow their respective legal departments to review the MOU for legal sufficiency. It is the responsibility of the CCWDB Chair (or designee) to ensure all Partners to the MOU are aware of the comments and revisions that are needed.

3.20.6. Finalized Draft. The CCWDB Chair (or designee) must circulate the finalized MOU and make good faith efforts to secure Partner signatures within four (4) weeks after receipt of feedback. The WIOA MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Parties. If determined that a Partner is unwilling to sign the MOU, then the CCWDB Chair (or designee) must ensure that the dispute resolution process is followed.

3.21. Dispute Resolution. The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the CCWDB Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any Party may seek resolution under this process.

3.21.1. All Parties are advised to actively participate in local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.

3.21.2. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CCWDB Chair (or designee) and all Parties regarding the conflict within ten (10) business days.

3.21.3. The CCWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the CCWDB’s Executive Committee (the “Executive Committee”). The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3.21.4. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable Federal and Pennsylvania laws or regulations governing the Partner agencies.

3.21.5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.

3.21.6. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties.

The CCWDB Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.


3.22.1. Notification. When a Partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

3.22.2. Discussion/Negotiation. Upon notification, the CCWDB Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate. Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the CCWDB Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed. If the modification involves substitution of a Party that will not impact any of the terms of the agreement, it can be accomplished by the original Party and the new party entering into an MOU that includes CCWDB, wherein the new party assumes all of the rights and obligations of the original Party. Upon execution, the CCWDB Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed. If determined that a Partner is unwilling to agree to the MOU modification, the CCWDB Chair (or designee) must ensure that the process in Section 3.21 (Dispute Resolution) is followed.

3.22.3. Signatures. The CCWDB Chair (or designee) shall circulate the MOU modification and make good faith efforts to secure Partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed. The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the CCWDB Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party’s signature to all the other Parties.

3.23. Effective Period. This MOU is entered into on July 1, 2017. This MOU will become effective as of July 1, 2017 and must terminate on June 30, 2020, unless any of the reasons in the Section 3.24 (Termination) apply.

3.24. Termination. This MOU will remain in effect until the end date specified in Section 3.23 (Effective Period), unless:
3.24.1. All Parties mutually agree to terminate this MOU prior to the end date;

3.24.2. Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any Party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the Party has knowledge that funds may be unavailable for the continuation of activities under this MOU;

3.24.3. WIOA is repealed or superseded by subsequent Federal law;

3.24.4. Local area designation is changed under WIOA; or

3.24.5. A Party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the CCWDB Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching Party(s) shall have the right to terminate this MOU by giving written notice thereof to the Party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed. Any Party may request to terminate its inclusion in this MOU by following the modification process identified in Section 3.22 (Modification Process). All Parties agree that this MOU shall be reviewed and renewed not less than once every three (3) years to ensure appropriate funding and delivery of services.

4. Resource Sharing Agreement.

4.1. The purpose of this Section 4 is to establish a financial plan, including terms and conditions, to fund the services and operating costs of PA CareerLink® - Chester County. The Parties agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the Resource Sharing Agreement is to develop a funding mechanism that:

4.1.1. Establishes and maintains the Area workforce delivery system at a level that meets the needs of the job seekers and businesses in the Area;

4.1.2. Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program’s effectiveness);

4.1.3. Reduces overhead costs for any one Partner by streamlining and sharing financial, procurement, and facility costs; and

4.1.4. Ensures that costs are appropriately shared by PA CareerLink® partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.
The Partners consider this Resource Sharing Agreement the master budget that is necessary to maintain PA CareerLink® - Chester County. Furthermore, the Resource Sharing Agreement Budget (the “RSAB”) will be the actual document that assigns each Partner’s shared cost, or contribution, of funding the Area’s PA CareerLink® center pursuant to the provisions of this MOU and its subparts. The RSAB and the Staffing Survey will be recognized as an addendum to this MOU and attached hereto as Attachment 4, and that all Parties may announce their consensus of the RSAB and the Staffing Survey through the exchange of correspondence between CCWDB and Partners or by some other agreed upon procedure. Such agreed upon amendments, or modifications, will become part of this MOU. The RSAB includes the following cost categories, as required by WIOA and its implementing regulations: (i) infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (the “IFA”)) and (ii) additional costs (career services and shared services).

All costs will be allocated according to Partners’ proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The PA CareerLink® - Chester County RSAB is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

<table>
<thead>
<tr>
<th>COMPLETION DATE</th>
<th>REQUIRED ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - February</td>
<td>CCWDB or its fiscal agent will provide the Operator preliminary shared costs based upon actual figures from the prior year or sound estimates. The Pennsylvania Bureau of Workforce Development Administration (“BWDA”) should be contacted to estimate available state partner funds.</td>
</tr>
<tr>
<td>February - March</td>
<td>CCWDB or its fiscal agent will help the Operator collect, compile, and analyze a preliminary statement of benefits as it relates to the RSAB and the identification of all shared costs at each PA CareerLink® center.</td>
</tr>
<tr>
<td>March - April</td>
<td>CCWDB or its fiscal agent will work with the Operator to assign dollar values and validate appropriate methodologies for assigning a fair share of allocable PA CareerLink® center costs.</td>
</tr>
<tr>
<td>April - May</td>
<td>The finalized shared costs will then be entered into the RSAB and approved by the Operator (the Partners must sign the RSAB) and attached to the MOU as an Addendum.</td>
</tr>
<tr>
<td>May - June</td>
<td>The RSAB must be submitted to BWDA once executed.</td>
</tr>
</tbody>
</table>
4.2. Cost Allocation Methodology. Within the one-stop system, a variety of allocation methods may be used as agreed upon by the Partners, which reflect the best measure of benefit received by the Partner programs. The methods used in this MOU are outlined in Section 4.2.1 (Methods of Allocation). Attachment 4 identifies those Partners that are physically co-located in the Area’s PA CareerLink® center. Those Partners who are not physically co-located in the Area’s PA CareerLink® center are linked virtually through online service access to a program staff member via PA CareerLink® center resource rooms and through cross-trained front desk staff and other, physically co-located, Partner staff who can provide information and referrals.

CCWDB selected three (3) different allocation bases, as outlined in Section 4.2.1 (Methods of Allocation) to determine overall Partner contributions assigned on the RSAB. This was done in an effort: (i) to remedy the imbalance of non-physically represented Partners and (ii) to comply with the requirement of Partners’ contributions having to be in proportion to the Partners’ use of the PA CareerLink® - Chester County center and relative benefit received. Attachment 4 shows each Partner’s percent allocation (broken down by methodology), which determines their annual contribution to the cost of operating the PA CareerLink® - Chester County center. These methodologies are primarily based on partner full time equivalents (FTEs), as provided on the PA CareerLink® Staffing Survey accompanying the RSAB.

4.2.1. Methods of Allocation.

4.2.1.1. The following three (3) allocation methods will be used:

4.2.1.1.1. FTE Model for “Full” Partners. “Full” Partners are those Partners that utilize office and classroom space at the Area’s PA CareerLink® center. Costs are allocated to each “Full” Partner based on a cost per FTE (hereinafter defined) for each of such Partner’s employees located at the Area’s PA CareerLink® center. “FTE” means the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as 8 hours per day or 40 hours per work week.

4.2.1.1.2. Square Footage Model for “Member” Partners. “Member” Partners are those Partners that only utilize classroom space at the Area’s PA CareerLink® center. Costs are allocated to each “Member” Partner based on a square footage cost for the Area’s PA CareerLink® center.

4.2.1.1.3. Cost Allocation Methodology for Required Partners Not Physically Co-Located. Costs are allocated to each Required Partner that is not physically located at the Area’s PA CareerLink® center in one of the following ways:

4.2.1.1.3.1. In-Kind Contribution: provide staff coverage in the Area’s PA CareerLink® center’s compute resource center area for one day per week (8 hours per day) or 0.20 FTE; or
4.2.1.1.3.2. Contribute to the overall Operating Costs: contribution at a level of 1.5% of the overall operating costs; or

4.2.1.1.3.3. Contribute to the overall Technology Costs: contribution at a level of 8% of the overall computer resource center technology costs for the Area’s PA CareerLink® center.

4.2.1.2. Attachment 4 shows how much each Partner will contribute each year (broken down by allocation and by cost category) to the cost of operating the Area’s PA CareerLink® center.

4.3. Cost Reconciliation and Allocation Base Update. All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

4.3.1. Partners will provide CCWDB with the following information no later than thirty (30) days after the end of each quarter, as applicable:

4.3.1.1. Quarterly cost information and documentation of the actual costs;

4.3.1.2. Updated staffing information (per the 1st day of the 1st month of each quarter); and

4.3.1.3. Actual customer participation numbers (per the last day of the last month of each quarter).

4.3.2. Upon receipt of the above information, CCWDB or its fiscal agent will provide a RSAB – Financial Status Report on or before forty-five (45) days after the end of the quarter.

5. Infrastructure Funding Agreement.

5.1. These costs are part of the RSAB described in Section 4. PA CareerLink® center infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the PA CareerLink® - Chester County center, including, but not limited to: (i) rental of the facilities; (ii) utilities and maintenance; (iii) equipment, including assessment-related products and assistive technology for individuals with disabilities; and (iv) technology to facilitate access to the PA CareerLink® center, including technology used for the center’s planning and outreach activities. All Parties recognize that infrastructure costs are applicable to all “required” Partners, whether they are physically located in the PA CareerLink® - Chester County center or not. Each Partner’s contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs’ authorizing laws and regulations and the Uniform Guidance.

5.2. Steps to Reach Consensus. All Parties agree that the steps to reach consensus for this IFA will be the same as described in the Section 3.20 (Steps to Reach Consensus). Partners
will make a concerted effort to negotiate this IFA along with the remainder of this MOU, including the RSAB, for the Area’s PA CareerLink® center.

5.3. **Dispute and Impasse Resolution.** All Parties will actively participate in IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in Section 3.21 (Dispute Resolution) must be followed. If the Parties have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to this IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered.

5.3.1. **Step 1: Notice of failure to reach consensus given to the Governor.** If the Parties cannot reach consensus on methods of sufficiently funding a one-stop center’s infrastructure costs and the amounts to be contributed by each Partner program, CCWDB is required to notify the Governor. Notification must be given to the Governor by March 31 of each year the MOU is negotiated.

5.3.2. **Step 2: Negotiation materials provided to the Governor.** The CCWDB Chair (or designee) must provide the appropriate and relevant materials and documents used in the negotiations to the Governor, preferably at the time of the notification of failure to reach consensus, but no later than ten (10) business days thereafter. At a minimum, the CCWDB Chair (or designee) must provide to the Governor:

   5.3.2.1. The local WIOA plan,
   5.3.2.2. The cost allocation methodology or methodologies proposed by the Partners to be used in determining the proportionate share,
   5.3.2.3. The proposed amounts or budget to fund infrastructure costs,
   5.3.2.4. The amount of Partner funds included,
   5.3.2.5. The type of funds (cash, non-cash, and third-party in-kind contributions) available (including all documentation on how Partners valued non-cash and third-party in-kind contributions consistent with 2 CFR 200.306),
   5.3.2.6. Any proposed or agreed upon (or partially agreed upon) RSAB, and
   5.3.2.7. Any partially agreed upon, proposed, or draft IFAs.

The CCWDB may also provide the Governor with additional materials that they or the Governor find to be appropriate.

5.3.3. **Step 3: Governor Determinations and Calculations.** The Governor will:

   5.3.3.1. Determine one-stop center infrastructure budget(s),
5.3.3.2. Establish cost allocation methodology(s),

5.3.3.3. Determine Partners’ proportionate shares,

5.3.3.4. Calculate statewide caps,

5.3.3.5. Assess the aggregate total of infrastructure contributions as it relates to the statewide cap, and

5.3.3.6. Adjust allocations.

Once all determinations and calculations are completed, the Governor will notify the CCWDB Chair (or designee) of the final decision and provide a revised IFA for execution by the Parties.

5.3.4. **Step 4: Infrastructure Funding Agreement Execution.** The IFA becomes effective as of the date of signing by the final signatory. Programs may appeal the Governor’s determinations of their infrastructure cost contributions in accordance with the process established under 20 CFR 678.750, 34 CFR 361.750, and 34 CFR 463.750.

5.4. **Modification Process.** All Parties agree to abide by the process for modification, as outlined in Section 3.22 (Modification Process).

5.5. **Effective Period.** This IFA is entered into on July 1, 2017. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020, unless any of the reasons in the Section 3.24 (Termination) apply.

6. **Miscellaneous.**

6.1. **WIOA Definitions.** Any term used in this MOU and not otherwise defined herein, shall have the meaning as provided in the WIOA.

6.2. **Commonwealth Required Terms and Conditions.** The Commonwealth Required Terms and Conditions are set forth in Attachment 5.

6.3. **Facility and Lease Requirements.** At all times while a Party or its employee is on-site at the center, such Party or employee shall comply with the following: the Facility Operating Procedures and Rules set forth in Attachment 6 and the Rules and Regulations for Building set forth in Attachment 7.

6.4. **Incorporation by Reference; Other Documents.** All Attachments hereto are hereby incorporated by reference herein and made a part hereof. This Agreement includes the following Attachments, which have been reviewed and approved by the Parties before signing this Agreement:

- **Attachment 1** Partners
- **Attachment 2** Partner Services
- **Attachment 3** Operator Services
Attachment 4  Resource Sharing Agreement Budget and Staffing Survey
Attachment 5  Commonwealth Required Terms and Conditions
Attachment 6  Facility Operating Procedures and Rules
Attachment 7  Rules and Regulations for Building

[INTENTIONALLY BLANK – SIGNATURE PAGE FOLLOWS]
By signing my name below, I, ________________________________, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

- [ ] The Memorandum of Understanding (MOU);
- [ ] The Resource Sharing Agreement; and
- [ ] The Infrastructure Funding Agreement (IFA).

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- [ ] The Memorandum of Understanding (MOU);
- [ ] The Resource Sharing Agreement; and
- [ ] The Infrastructure Funding Agreement (IFA).

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either: (i) in three (3) years, (ii) upon amendment, modification, or termination, or (iii) on June 30, 2020, whichever occurs earlier.

__________________________________________  __________________________
Signature                                          Date

______________________________________________
Print Name and Title

______________________________________________
Agency Name
<table>
<thead>
<tr>
<th>ATTACHMENT 1 PARTNERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Partner Program</strong></td>
</tr>
<tr>
<td>Adult Education and Literacy Activities</td>
</tr>
<tr>
<td>Employment and Training Activities Carried out under Community Service Block Grant</td>
</tr>
<tr>
<td>Jobs for Veterans State Grant</td>
</tr>
<tr>
<td>Migrant and Seasonal Farmworker Program</td>
</tr>
<tr>
<td>Native American Programs</td>
</tr>
<tr>
<td>Postsecondary Career &amp; Technical Education – Programs Authorized under Carl D. Perkins Act of 2006</td>
</tr>
<tr>
<td>Senior Community Service Employment Program Employment and Training Activities</td>
</tr>
<tr>
<td>Senior Community Service Employment Program Employment and Training Activities</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF) Program</td>
</tr>
<tr>
<td>Trade Adjustment Assistance (TAA)</td>
</tr>
<tr>
<td>Unemployment Compensation Programs</td>
</tr>
<tr>
<td>Vocational Rehabilitation State Grant Programs</td>
</tr>
<tr>
<td>Wagner-Peyser Employment Services, Rapid Response, and Foreign Labor Certification</td>
</tr>
<tr>
<td>Youth, Adult, and Dislocated Worker Employment and Training Activities</td>
</tr>
<tr>
<td>EARIN Program</td>
</tr>
<tr>
<td>GED Test Center</td>
</tr>
<tr>
<td>Full Circle Computing, Inc.</td>
</tr>
<tr>
<td>ManpowerGroup, Inc.</td>
</tr>
<tr>
<td>Sector Partnership</td>
</tr>
</tbody>
</table>
ATTACHMENT 2
PARTNER SERVICES

Chester County Opportunities Industrialization Centers, Inc.

Adult Education and Literacy Activities

Description of Services:

Chester County Opportunities Industrialization Centers, Inc. (“Chester County OIC”) will provide services as Title II Adult Education provider:

1. Adult Basic Literacy Education
2. Title II Referral Services

The names of the programs/services being made available:

1. Adult Basic Literacy/Community GED Preparation Class
2. Adult Education Services Referral Service

The funding sources supporting those programs/services

1. PA Department of Education, Div of Adult Education; United Way of Chester County and the UWCC Financial Stability Center
2. PA Department of Education, Div of Adult Education; United Way of Chester County

The manner in which the services and programs will be provided:

1. The class will operate Monday through Thursdays from 9AM to 3PM, excluding scheduled holidays and breaks. This education service is provided by Chester County OIC and includes: assessment (TABE Test), intake, interview to set goals, and scheduling classroom instruction, progress testing (every 50-60 hours of instruction) and GED READY testing to determine readiness to take the GED exam. The instructor is the main contact with the student in providing adult basic and secondary-level instruction.

2. Referral service for clients to get real time access to adult basic education program information while at the CareerLink-Chester County. These adult basic education options would include: Adult Basic Literacy, English as a Second Language, EL/Civics, Integrated Education and Training, GED Prep, etc. This information would include classroom based services, one to one or small group tutoring, distance learning, and information on how to access these options, etc.
   A. This service could be provided by having a Chester County OIC staff person on-site at the CareerLink-Chester County to provide information to clients regarding adult basic education programs at CareerLink-Chester County or other locations in Chester County.
   B. This service might also be provided by direct linkage by telephone to a Chester County OIC staff person in our main office to provide information and services about adult basic education services available at CareerLink-Chester County or other locations in Chester County.
According to PDE and WIOA, all PDE partners must provide access to their services at the one-stop. As the PDE Contracted Title II provider in Chester County, Chester County OIC is required to provide the above-mentioned referral service during CareerLink-Chester County regular business hours. At this time, Chester County OIC has not decided which option would be the best or most effective way to meet this requirement, therefore both options are presented and a decision will be rendered following discussion with PA CareerLink-Chester County.
Pennsylvania Department of Community and Economic Development

Employment and Training Activities Carried out under Community Service Block Grant

Description of Services and Contributions:

The Pennsylvania Department of Community and Economic Development (“DCED”) is the Commonwealth agency that represents the required one-stop (PA CareerLink® partner) representing employment and training activities carried out under the Community Services Block Grant Act (42. U.S.C. 9901 et seq.) at the state level.

The mission of the Community Services Block grant (CSBG) is to provide a full range of services and activities having a measurable impact on the causes of poverty in a community or those areas of a community where poverty is a particularly acute problem. Only federally designated Community Action Agencies (CAA) receive funding, therefore in Pennsylvania, there are 44 CAAs that cover all 67 PA counties.

Ameliorating the causes and conditions of poverty take on a variety of community engagement activities and collaborative activism to remove obstacles that block the achievement of self-sufficiency; i.e. employment and training resources; community stakeholder collaboration; literacy activities; obtaining adequate housing; grassroots activities that provide intervention to the causes of poverty; addressing the needs of youth through programming or coordination; and increased engagement in community planning and improvement activities.

CSBG has been in existence since 1965, always with the same mission: to improve the causes and conditions of poverty. Initiatives have included, but are not limited to: neighborhood linkages, leverage of community resources, conduction of Volunteer Income Tax Assistance sites, building housing capacity, provision of family self-sufficiency and case management, facilitation of Results-Oriented Management and Accountability. For every $1 of CSBG funds, the PA network leveraged $16.82 from other federal, state, local and private sources, including the calculated value of volunteer hours.

DCED will participate in the local workforce service delivery system via the local CSBG agencies. CBSG agencies located in this local workforce development area may:

- Participate on local and regional planning groups;
- Engage in Business Service Teams activities;
- Have print materials available in the PA CareerLink® centers;
- Be linked to local workforce websites on computers;
- Potentially hold meetings at PA CareerLink® centers;
- Conduct joint employer outreach sessions as necessary; and
- Seek to leverage grant funding opportunities.
DCED will contribute financial assistance to be applied to the infrastructure and other operating costs of the PA CareerLink® sites annually and to the extent funding exists. It is DCED’s commitment that CSBG, as a required partner, will become part of the fabric of the public workforce system in a much more formalized way than in the previous years.
Pennsylvania Department of Labor & Industry,
Bureau of Workforce Programs and Operations

Jobs for Veterans State Grant (JVSG)

Description of Services:

Jobs for Veterans State Grant (“JVSG”) is a Bureau of Workforce Programs and Operations (“BWPO”) administered program which assures the Commonwealth will be able provide special individualized services to disabled veterans. Disabled Veteran Outreach Program (DVOP) staff work in conjunction with PA CareerLink® partners to identify veterans and establish an appropriate plan to meet the individuals’ employment and training needs. These specialized counselors work directly with disabled veterans in the provision of labor exchange services, securing appropriate training services and obtaining appropriate employment at a family sustaining wage. In addition, the JVSG allows for Local Veterans Employment Representatives to do employer outreach and promote veterans as job seekers who have highly marketable skills and experience.

Access to Services:

Veterans are advised of their priority of service status when they connect with the PA CareerLink® system by staff and through signs and documentation posted throughout PA CareerLink® centers.

- Veterans qualifying for priority of service designation who require services and/or training are ensured the next available spot as a result of their priority of service status. Local Veterans Employment Representatives (LVERs) and Disabled Veteran Outreach Program (DVOP) staff work in conjunction with PA CareerLink® partners to identify veterans and establish an appropriate plan to meet the individuals’ needs.

- LVERs will conduct face-to-face contact with employers, plan and participate in job and career fairs and conduct job development with employers. LVERs will facilitate employment, training, and placement services furnished to veterans, promote the benefits of employing veterans, and facilitate employer training. LVER’s will work with other partners and workforce development provided to communicate employer outreach and job openings.

- Veterans with significant barriers to employment such as, but not limited to, long-term unemployment, previous incarceration, and low-income status are able to see the DVOP. A DVOP will be able to provide one-on-one assistance and develop an Individual Employment Plan that will address the specific barriers for the eligible veteran.

- DVOP specialists will coordinate supportive services with applicable providers, deliver technical assistance to community-based organizations for employment and training services to veterans, and assist PA CareerLink® partners in providing services to veterans on a priority basis.
• Veterans, ages 18-24 and transitional service members are eligible to meet with the DVOP to receive one-on-one case management services.

BWPO is the State Workforce Agency (SWA) responsible for administering and staffing the JVSG grant positions in accordance with federal regulations.

Agreement on funding the costs:

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO’s proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Methods for referral:

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

• Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.

• Review materials summarizing BWPO program requirements and make them available for Partners and customers.

• Develop and utilize intake, eligibility determination, assessment, and registration processes.

• Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.

• Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.

• Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

Methods to ensure those with barriers to employment are served:

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or based on any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will
cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

Miscellaneous Provisions:

Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® center. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and its resources; the commonwealth retains responsibility for its programs.

The Commonwealth is committed toward achieving innovation, service integration and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes or enhancements to service integration, etc. In cases where ‘significant’ changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.
PathStone Corporation
Migrant and Seasonal Farmworkers Program

Description of Services:

The National Farmworker Jobs Program (NFJP) is a nationally-directed, locally-administered program of services for migrant and seasonal farmworkers (MSFWs). In Pennsylvania, the NFJP is administered by PathStone Corporation. This program partners with community organizations and state agencies to counter the chronic unemployment and underemployment experienced by farmworkers who depend primarily on jobs in agricultural labor performed within Pennsylvania and other states. The NFJP is an integral part of the public workforce system and a required partner in the nationwide network of One-Stop Career Centers. In addition, NFJP partners with State Monitor Advocates to provide services to farmworkers and their families working in agricultural employment.

Under the Workforce Innovation Opportunity Act (WIOA) Title 1- Section 167, an individual must meet on the date of application the following criteria to be eligible for NFJP services:

First MSFW’s must be an:

· Eligible seasonal farmworker or
· Eligible migrant farmworker or
· Eligible MSFW Youth
· Be a United States Citizen or Work Authorized
· Selective Service Registered

Second MSFW’s must be:

· A low income individual who faces multiple barriers to economic self-sufficiency.
· A dependent of an eligible farmworker may also qualify if they are a United States citizen or work authorized and selective service registered.

The NFJP provides job training programs including: Career Services; Training Services – OJT; OST and Agricultural Up-Grade Training; Related Services for stabilization in Agriculture and other Supportive Services in coordination with Training.

PathStone Corporation has targeted areas where the highest numbers of eligible farmworkers reside. Chester County is one of the targeted areas. PathStone will provide a toll free number 1-800-425-0053 that is accessible 24 hours a day, 7 days per week. Should a farmworker be eligible for services following contact through the toll free phone line, PathStone will provide
services and/or may, when necessary, provide a staff person on site to assure services are rendered. Further, PathStone will provide dollars as stipulated and negotiated as in our current Resource Sharing Agreement.
Description of Services:

Delaware County Community College will provide a range of information on education, training, and services to support the clients at the Chester County PA CareerLink. They will include: at least a weekly presence by a College representative to meet with clients to discuss services available at the College’s locations; information on education and training opportunities that lead to employment and economic self sufficiency; information on financial aid; and no cost supportive services such as the New Choices Career Development Program, adult literacy classes, the KEYS program to assist individuals meeting income requirements established by the Pennsylvania Department of Human Services. Brochures, program fliers, and other information to assist CareerLink clients will be available. Information on upcoming events, tours, open houses, career panels, and job fairs will also be provided.
AARP Foundation

Senior Community Service Employment Program Employment and Training Activities

Description of Services:

AARP Foundation’s SCSEP provides both community service and work-based training.

Working an average of 20 hours a week, older job seekers are paid the highest of federal, state or local minimum wage and are compensated by SCSEP directly. The job seekers are placed in a wide variety of community service activities at non-profit and public facilities like day care centers, senior centers, schools and hospitals. This on-the-job training experience can then be used as a bridge to find employment opportunities outside of the program.

To participate, you must be:
- age 55 or older
- unemployed
- economically disadvantaged and
- have an income not more than 125% of the established federal poverty guidelines.
The Workplace
Senior Community Service Employment Program Employment Training Activities

Description of Services:

The U.S. Department of Labor awarded The WorkPlace $5.1 million to provide job training and employment services statewide through the Senior Community Service Employment Program, with DOL expected to make additional grants in the coming three years.

SCSEP is intended to foster economic self-sufficiency for low-income people age 55 and older by providing part-time job training at nonprofit and public facilities. To qualify, participants must be currently unemployed and have annual family income no higher than 125 percent of federal poverty income guidelines.
Department of Human Services – Chester County Assistance Office

Temporary Assistance for Needy Families

Description of Services:

The Department of Human Services – Chester County Assistance Office, provides social services such as:

- The Temporary Assistance for Needy Families cash assistance program, also referred to as TANF;
- Medical Assistance, often referred to as Medicaid;
- Supplemental Nutrition Assistance Program, known as SNAP, which is the new name for the food stamp program;
- Home heating assistance, known formally as the LIHEAP program;
- Employment and training services:
- Child support / Child Care Referrals:
- Long Term Care Assistance
- Supportive Services for People with Disabilities

These programs are Federally and State funded.

To apply for these programs, Chester County residents can either complete a paper application or go online to the COMPASS website (https://www.compass.state.pa.us).

Caseworkers conduct in person interviews with clients at the County Assistance Office in Thorndale as well as at the Chester County PA CareerLink, when needed.

Caseworkers also conduct orientation with TANF recipients at the PA CareerLink.

Many benefits do not require an in person interview and can be completed with either a telephone interview, or just by submitting the required verifications, which will be reviewed by a caseworker to determine eligibility.

Applicants receive written notices informing them of their eligibility determination.
Pennsylvania Department of Labor & Industry,
Bureau of Workforce Programs and Operations

Trade Adjustment Assistance

Description of Services:

Trade Act programs are focused on getting participants reemployed and ensuring those individuals maintain employment. The TAA Program includes training, employment and case management services, job search allowances, relocation allowances, Trade Readjustment Allowances (TRA), Reemployment Trade Adjustment Assistance (RTAA) and Alternative Trade Adjustment Assistance (ATAA), and the Health Coverage Tax Credit (HCTC) (a benefit available to eligible TAA recipients which is administered by the Internal Revenue Service (IRS)).

The TAA program was first established at the USDOL by the Trade Act of 1974, and has been amended several times. Individual workers who are members of the certified worker group apply for benefits and services at a PA CareerLink® center. Individual workers who meet the qualifying criteria may receive: job training; income support in the form of Trade Readjustment Allowances (TRA); job-search and relocation allowances; Health Coverage Tax Credit (HCTC) as determined by the Internal Revenue Service (IRS); and for workers age 50 and older, a wage supplement in the form of Re-Employment Trade Adjustment Assistance (RTAA; ATAA)). Additionally, all workers covered by a certification are eligible for employment and case-management services, including basic and individualized career services either through the TAA program or through and in coordination with the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act (reference TEGL No. 3-15).

Access to Services:

Access to Trade Act Services will be provided within the local workforce development system through physical and programmatic resources outlined below.

- The Commonwealth will emphasize and reinforce case management services as a means to maintain performance levels for Trade Act participants. Re-employment services will also be enhanced as a component of case management services for participants who have completed Trade Act training prior to exiting the program. This will ensure that participants are receiving the necessary assistance to enter the workforce with suitable employment in place. These services are provided by the Bureau of Workforce Development & Operations Trade staff located in Central office and PA CareerLink® staff located throughout the state.

- The Commonwealth implemented an online application for TAA training, job-search and relocation allowances, the Alternative Trade Adjustment Assistance (ATAA) and Reemployment Trade Adjustment Assistance (RTAA) programs. This online application is accessed via the Internet, and dislocated workers, PA CareerLink® Merit staff and training providers add information online. PA CareerLink® Merit staff helps trade-affected workers complete their applications, and assess workers’ skills and experiences.
- The Commonwealth uses Wagner-Peyser resources to provide career services for all job seekers. Pennsylvania’s service delivery system provides greater choice and focuses resources where dislocated workers most need them. Dislocated workers receive all WIOA services in a comprehensive PA CareerLink® center. Pennsylvania co-enrolls all TAA-eligible workers in the WIOA program to ensure that all Trade participants receive the full range of assistance available to dislocated workers. These services are provided by our partner network, which includes Title 1 Contractors and local Workforce Development Boards.

Agreement on funding the costs:

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO’s proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Methods for referral:

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

Methods to ensure those with barriers to employment are served:

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or based on any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such
policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

Miscellaneous Provisions:

Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® center. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and its resources; the Commonwealth retains responsibility for its programs.

The Commonwealth is committed toward achieving innovation, service integration and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes or enhancements to service integration, etc. In cases where ‘significant’ changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.
Services to be provided:

In accordance with WIOA, the Unemployment Compensation (UC) Program is responsible to provide meaningful assistance to individuals seeking assistance in filing an unemployment claim in PA CareerLink® centers. The meaningful assistance will be provided at PA CareerLink® centers by offering claimants dedicated access to UC service center staff as well as access to important UC information.

Staff from the Bureau of Workforce Partnership and Operations (BWPO) provide some direct assistance to UC claimants and employers at the PA CareerLink® centers. BWPO staff are required to keep records of time spent assisting UC claimants and employers and there are certain identified personnel services that BWPO staff provide that are reimbursed by the UC Program. The reimbursable services and requirements are defined in a separate document entitled Memorandum of Cooperation Between the Unemployment Compensation Programs and Workforce Development Within the Department of Labor & Industry. BWPO staff will continue their processes for referral with approved activities they conduct on UC’s behalf. This would include opportunities for referral through partner collaboration.

The UC Board of Review utilizes space in certain PA CareerLink® centers for UC appeal hearings. For the UC appeal hearings, the PA CareerLink® sites shall provide a room with a minimum of 300 square feet, where that size exists within the site, provide access to a copier a networked computer and provide a telephone in the hearing room with conferencing and speaker capabilities. Additionally, UC Tax Services utilizes space in certain PA CareerLink® centers for UC Tax staff. Any change to physical PA CareerLink® centers utilized by the UC Board of Review or UC Tax must be communicated to the Deputy Secretary of UC no less than 90 days prior to any changes occurring including, but not limited to, PA CareerLink® closure, relocation, or proposed mobile concepts.

The cost of the space utilized for the UC courtesy telephones and computers (25 square feet for each device) and for the space utilized by the UC Board of Review, where applicable, will be negotiated and detailed in separate Resource Sharing Agreements. Invoices shall be submitted by the 15th day following the end of the quarter by email to the UC Program Fiscal Management Specialist. Each PA CareerLink® shall submit separate invoices for the phone, computer, and UC Board of Review. Invoices will be processed upon UC Program approval.

Manner in which those services will be provided:

Assistance to individuals filing an unemployment claim will be provided by offering a courtesy telephone at PA CareerLink® centers which is dedicated to serving one-stop customers in a timely manner. In addition, a computer may also be provided to allow one-stop customers access to unemployment compensation services online along with informational UC postings, signs, pamphlets, and forms for UC claimants and employers.
Physical accessibility of PA CareerLink® centers and services will be assured in collaboration with the local board. In addition to physical accessibility, UC provides programmatic accessibility through TTY on its dedicated courtesy telephones, as well as bilingual translation and sign language interpretation when needed. Partner collaboration locally will ensure all special populations can be served via referral to partner program supports.
Description of Services:

As a core partner, the Office of Vocational Rehabilitation (“OVR”) provides Vocational Rehabilitation services for people with disabilities. Eligible OVR customers receive multiple services that may include but not be limited to; diagnostic, vocational counseling and guidance, vocational evaluation, restoration, training, job placement and pre-employment training services for eligible and potentially eligible high school students with disabilities. These individualized services are designed to prepare OVR customers to become qualified trained members of the workforce. OVR provides multiple services to the business community designed to assist businesses with onboarding pre-screened qualified employees with disabilities. OVR on-boarding supports for a qualified new hire can include; reasonable accommodation consultation, initial probationary period wage reimbursement (On-the Job Training-OJT), referral on tax credits or deductions. OVR also offers no-cost consultation on the Americans with Disability Act (ADA), accessibility standards and helping a business to retain current employees following an accident, injury or disability. Our statewide business services staff can identify resources to assist any organization on how to improve access compliance and steps to diversify their workforce to include citizens with a disability.

Agreement on funding the costs:

All One-Stop Operating Budget costs must be included in the MOU, allocated according to OVR’s proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The One-Stop Operating Budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Methods to ensure those with barriers to employment are served:

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or based on any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-
reading software programs (*e.g.*, JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility to all customers within the PA CareerLink®.

**Miscellaneous Provisions:**

Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® center. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and its resources; the Commonwealth retains responsibility for its programs.

The Commonwealth is committed toward achieving innovation, service integration and process improvement at the local level. The Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes or enhancements to service integration, etc. In cases where ‘significant’ changes or enhancements would impact commonwealth programs, staff or resources, the Operator must communicate such plans to District Administrators at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.
Pennsylvania Department of Labor & Industry, 
Bureau of Workforce Programs and Operations

Wagner-Peyser Employment Services

Description of Services:

Wagner-Peyser staff provides employment services to job seekers and employers through PA CareerLink® centers. Services to job seekers include, but are not limited to: job search and job placement assistance; career counseling; needs and interest assessments; proficiency testing; workshops; development of an individual employment plan; and case management. Services to employers include assistance in developing and posting job orders, referral of qualified job seekers to job openings and organizing job fairs. Both job seekers and employers are also provided with labor market information to help inform their activities.

Access to Services:

Access to Wagner-Peyser Act Services will be provided within the local workforce development system through physical and programmatic resources described below. Bureau of Workforce Development Partnership & Operations (BWPO) is the State Workforce Agency (SWA) responsible for administering Wagner-Peyser Act services in accordance with federal regulations.

- Wagner-Peyser service focuses on providing a variety of employment related labor-exchange services including, but not limited to: job-search assistance, job referral, and placement help for job seekers, re-employment services to unemployment insurance claimants and recruitment services to employers with job openings. Services are delivered in one of three modes: self-service, facilitated self-help services and staff-assisted service delivery.

- Depending on the needs of the labor market, other services – such as assessment of job-seekers’ skills, abilities and aptitudes, career guidance when appropriate; job-search workshops and referral to training may be necessary.

- The services offered to employers, in addition to referring job seekers to available job openings, include: help developing job-order requirements, matching job seekers’ experience with job requirements, skills and other attributes, helping employers with special recruitment needs, arranging for job fairs, helping employers analyze hard-to-fill job orders, helping restructure jobs and helping employers deal with layoffs.

- Job seekers who are veterans receive priority referral to jobs and training, as well as veteran-specific employment services. PA CareerLink® delivers specialized services to individuals with disabilities, migrant and seasonal farm-workers, ex-offenders, youth, minorities and older workers.

Agreement on funding the costs:
All one-stop operating budget costs must be included in the MOU, allocated according to BWPO’s proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

**Methods for referral:**

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

**Methods to ensure those with barriers to employment are served:**

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or based on any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-
reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

**Miscellaneous Provisions:**

Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® center. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and its resources; the commonwealth retains responsibility for its programs.

The Commonwealth is committed toward achieving innovation, service integration and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes or enhancements to service integration, etc. In cases where ‘significant’ changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of Commonwealth programs and services.
Rapid Response Services

Description of Services:

Rapid Response is an early intervention business service that assists workers and employers during the entire business cycle. Rapid Response coordinates layoff aversion and outplacement services for employers and workers affected by layoffs, plant closures, or natural disasters. It is not always event-driven; it is a pro-active approach to planning for and managing economic transitions. At its best, Rapid Response assist employers with their layoffs by coordinating outplacement services prior to layoff, while supporting the business by working with other state and local stakeholders who can then assist in job expansion. Rapid Response provides an introduction to the Workforce and Economic Development Systems and helps workers and employers navigate the Commonwealth's system of user-friendly resources and information to help transition workers into reemployment, and assist businesses.

The primary objective of rapid response is to provide workers with the resources and services necessary to allow them to find new jobs or get the training and education needed for new careers so they can return to work quickly.

Rapid Response Services (RRS) also helps communities develop proactive and coordinated strategies to access Pennsylvania’s economic development systems that help businesses at risk of closing to keep their doors open.

Access to Services:

Access to Rapid Response Services will be provided within the local workforce development system through physical and programmatic resources outlined below.

- Rapid Response activities are triggered when the Department of Labor and Industry learns of a planned closure or layoff either by receiving a notice as required by the Worker Adjustment and Retraining Notification (WARN) Act, through the media, or by contacts in the local area. Services may also be offered when Pennsylvania experiences mass job dislocation as the result of a disaster. There is no charge to the employer or employee for these services and they are provided regardless of the reason for the layoff. These resources are provided by Bureau of Workforce Development & Operations Rapid Response Staff throughout the state.

- Fact Findings and Rapid Response Informational Meetings, which includes presentations and organized activities, are led by Bureau of Workforce Development & Operations Rapid Response Staff throughout all phases of the layoff/closure business cycle.

- Rapid Response Staff are responsible for organizing the necessary partners to present information on the PA CareerLink® system, Unemployment Compensation, and Social Service Agency Support Systems, as well as serving as an intermediary during the employee’s transition. Rapid Response provides an introduction to the workforce system and helps workers and employers navigate the system. Convening, facilitating, and brokering connections, networks, and partners.
Communication of Rapid Response services will be coordinated through its partner network, which includes Economic Development, Business Service Teams, Title 1 Operators and local Workforce Development Boards.

Agreement on funding the costs:

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO’s proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Methods for referral:

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

- Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.
- Review materials summarizing BWPO program requirements and make them available for Partners and customers.
- Develop and utilize intake, eligibility determination, assessment, and registration processes.
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.
- Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

Methods to ensure those with barriers to employment are served:

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran’s status, or based on any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programatically accessible.
and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

**Miscellaneous Provisions:**

Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and its resources; the commonwealth retains responsibility for its programs.

The Commonwealth is committed toward achieving innovation, service integration, and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes, or enhancements to service integration, etc. In cases where ‘significant’ changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.
Foreign Labor Certification Services

Description of Services:

The H2A (Temporary Agricultural Program) and H2B (Temporary Non-Agricultural Program) help U.S. employers fill jobs while protecting U.S. and foreign workers.

Hiring foreign workers for employment in the U.S. normally requires approval from several government agencies. First, employers must seek labor certification through the U.S. Department of Labor (DOL). Once the application is certified (approved), the employer must petition the U.S. Citizenship and Immigration Services (CIS) for a visa. Approval by DOL does not guarantee a visa issuance. The Department of State (DOS) will issue an immigrant visa number to the foreign worker for U.S. entry. Applicants must also establish that they are admissible to the U.S. under the provisions of the Immigration and Nationality Act (INA).

Although each foreign labor certification program is unique, there are similar requirements that the employer must complete prior to the issuance of a labor certification. In general, the employer will be required to complete these basic steps to obtain a labor certification:

- The employer must ensure that the position meets the qualifying criteria for the requested program.
- The employer must complete the ETA form designated for the requested program. This may include the form and any supporting documentation (e.g., job description, resume of the applicant, etc.).
- The employer must ensure that the wage offered equals or exceeds the prevailing wage for the occupation in the area of intended employment.
- The employer must ensure that the compliance issues affected upon receipt of a foreign labor certification are completely understood.
- The completed ETA form is submitted to the designated Department of Labor office for the requested program (e.g., SWA, processing center or the national office).
- The employer is notified of the determination of the Department of Labor.

Access to Services:

Access to H2A Foreign Labor Certification services will be provided within the local workforce development system through the Bureau of Workforce Partnership & Operations (BWPO). BWPO is the State Workforce Agency (SWA) responsible for helping Pennsylvania employers hire foreign workers in accordance with federal regulations.

- BWPO is in partnership with the PA CareerLink® network of one-stop service centers. These centers are located throughout the state and help employers recruit qualified U.S. workers through the automated, self-service Job Gateway.
• The Foreign Labor Certification Unit (FLC), a work unit within BWPO Central Office, provides employers with other U.S. Department of Labor (USDOL) mandated foreign labor certification process services, and helps employers complete the SWA related segments of the temporary foreign labor H-2A and H2B.

• PA CareerLink® staff assist in administering an internet based labor exchange called Job Gateway®. This self-service, automated system enables employers, attorneys or agents to submit job postings and search for workers, while job seekers search the job postings and submit their resumes or job applications to the employers or their Points of Contact (POC). In addition to enabling employers or their POCs to independently submit and manage job postings, the self-serve system permits employers or their POCs to obtain job posting “My Candidates” lists 24 hours a day, seven days a week at www.jobgateway.pa.gov.

• PA CareerLink® staff also offer a variety of other employer services including education and training services to help employers build a quality workforce.

• PA CareerLink® staff help employers fulfill part of the USDOL requirements for FLC by helping them recruit U.S. workers and determine whether or not there are any qualified job applicants available to fill their job postings. The goal, as required, is to find U.S. workers for all positions.

Agreement on funding the costs:

All one-stop operating budget costs must be included in the MOU, allocated according to BWPO’s proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

Methods for referral:

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners will agree to:

• Familiarize themselves with the basic eligibility and participation requirements of all BWPO programs, as well as with the available services and benefits offered.

• Review materials summarizing BWPO program requirements and make them available for Partners and customers.

• Develop and utilize intake, eligibility determination, assessment, and registration processes.
• Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs.

• Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys.

• Commit to robust and ongoing communication required for an effective referral process, and to actively follow up on the results of referrals.

Methods to ensure those with barriers to employment are served:

All Partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or based on any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all PA CareerLink® programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the PA CareerLink®.

Miscellaneous Provision:

Pennsylvania state personnel laws and collective bargaining agreements must govern all state merit staff in a PA CareerLink® site. No activity shall infringe upon any collective bargaining agreement. The Commonwealth retains authority over its employees and its resources; the commonwealth retains responsibility for its programs.

The Commonwealth is committed toward achieving innovation, service integration and process improvement at the local level. One-stop Operator shall coordinate monthly or bi-monthly meetings to update core partners on operational concerns, problems, anticipated changes or enhancements to service integration, etc. In cases where ‘significant’ changes or enhancements would impact commonwealth programs, staff or resources, the One-stop Operator must communicate such plans to Regional managers at least 60 days prior to implementation to ensure continuity and stability of commonwealth programs and services.
Chester County Department of Community Development

Young, Adult, and Dislocated Worker Employment and Training Activities

Services Provided:  WIOA eligibility and assessment, career guidance, educational and work based learning opportunities, job development, placement and retention services, employer services

Educational Data Systems, Inc. has an agreement with the Chester County Department of Community Development to manage the WIOA Title I Workforce Development Services during the Program Year 2017-18 (July 1, 2017 to June 30, 2018). These funds will be used to support the efforts of WIOA eligibility and assessment, career guidance, educational and work based learning opportunities, training, job development, placement and retention services and employer engagement services.

During Program Year 2017-18, (July 1, 2017 – June 30, 2018), EDSI will carry-out the following actions:

- EDSI will have a transition team by July 1, 2017 to ensure a smooth transition of current WIOA Title I services to EDSI and EDSI will be fully staffed by August 1, 2017.

- When fully staffed, EDSI will have at least five staff members involved in the delivery of WIOA Title I services in Chester County. In addition, EDSI will always have at least one staff present and working at the PA CareerLink® - Chester County center during open hours.

- EDSI will coordinate and work interdependently with other organizations in PA CareerLink® - Chester County to ensure the employment and training needs of customers are being met and job seekers are qualified to join the workforce.

- EDSI staff will enter all job seeker information and follow-up services for all Title I customers including dually enrolled participants at PA CareerLink® - Chester County partners into the Commonwealth Workforce Development System (CWDS).

- EDSI will coordinate and assimilate all functions including specific planned activities in support of the PA CareerLink® - Chester County, which will include weekly orientations and offering at least six workshops a month.

- EDSI will coordinate with the Operator and Administrator in the preparation and distribution of all outreach materials about Title I services. All outreach materials will need to be reviewed and approved by CCWDB staff.

- EDSI will participate in at least six community awareness events, identified by the CCWDB staff, during the program year.
• EDSI will coordinate and manage two monthly employer engagement events at the PA CareerLink® - Chester County center for all job seekers. EDSI staff will be responsible for managing these events by ensuring that employers are registered in PA JobGateway and that the Job Seekers apply for positions in Job Gateway prior to meeting with the employers.

• EDSI will determine customer eligibility and conduct intakes by the Career Navigators through the Welcome Center at PA CareerLink® - Chester County.

• EDSI will also assist in the staffing of the Computer Resource Center (CRC) and Front Desk as necessary in the PA CareerLink® - Chester County center.

• EDSI will conduct an initial assessment of job seeker’s skill sets, provide case management services, develop Individual Employment Plans with customers, conduct career counseling, provide easy access to services that are responsive to job seeker’s needs and makes them competitive in the local and regional labor market.

• EDSI will assist unemployed and underemployed job seekers with job development, job placement and job retention services; and will follow up with participants in accordance to WIOA regulations.

• EDSI will coordinate programmatic activities in accordance with the various funding streams, as applicable and as amended. These funding streams include but are not limited to: Title I Adult and Dislocated Worker, Rapid-Response, and other federal, state and discretionary funds.

• EDSI will act as an active member of the Business Services Team and will conduct outreach and engagement to employers for job fairs, job opportunities, placement, and develop a relationship with employers.

• EDSI will respond to all requests from the CCWDB to assist employers with Rapid Response visits in response to WARN notices and any employer staff reductions.

• Through partnerships with the regional Industry Partnerships and the Hire One initiative, EDSI will recruit and engage an average of 20 new employers each month for a total of 250 new employers engaged in workforce activities for the 2017 program year.

• EDSI will manage and promote the Individual Training Account funds for eligible job-seekers. EDSI will provide CCWDB will with a monthly report, which contains the ITA’s issued by funding stream, training provider, and course. The report needs to also have the amount of funds expended from the ITA allocation to training providers.

• EDSI will manage and promote On-The-Job Training (OJT) contracts. EDSI will provide CCWDB will with a monthly report, which contains the OJT’s issued by funding
stream and employer. The report needs to also have the amount of funds obligated and expended from the OJT allocation to employers.

- EDSI will provide monthly reports to the CCWDB using the templates provided by CCWDB. These reports will include, but are not limited to, reports on the Individual Training Account program, On-the Job Training program. In addition to monthly submissions, reports are also due two weeks before every CCWDB meeting.

- As the Title I Workforce Development service provider, EDSI with comply with all federal WIOA regulations and any directives issued by the US Department of Labor and the PA Department of Labor and Industry.
Chester County Department of Community Development

EARN Program

Description of Services:

The Employment, Advancement and Retention Network (EARN) Program was created in 1987 in order to address the needs of welfare recipients with barriers to employment and to better coordinate the existing employment and training programs available for them. EARN is currently operating in all 67 Pennsylvania Counties.

The purpose of EARN is to address the needs of welfare and low income individuals with serious barriers to gaining and maintaining employment by providing comprehensive case management, remediation, education with special emphasis on individuals with limited English proficiency, skills training, work activities, job placement and retention activities, as well as providing supportive services, including payment for childcare. Included in EARN are services especially designed to meet the needs of out-of-school pregnant and parenting youth between the ages of 18 to 22, as well as non-assistance custodial or non-custodial fathers. Work activities in EARN include unsubsidized employment, subsidized employment, paid work experience, and community service.

The EARN program unites the services of local Workforce Investment Area (WIA) staff, Bureau of Workforce Development Partnership (BWDP) representatives, educational institutions, and County Assistance Office (CAO) staff. The Department of Human Services provides funding to the Department of Labor and Industry through a Memorandum of Understanding. The Department of Labor and Industry contracts with the WIA fiscal agents who arrange for services in accordance with program rules. A Local Management Committee (LMC) jointly manages EARN at the local level. The LMC is comprised of representatives from each of the above agencies and an economic development representative. Direct Service Teams comprised of CAO, BWDP, and WIA staff provides the primary intervention for all EARN participants. Enrollment for the program is done through the local County Assistance Office and programming is provided on site at the PA CareerLink – Chester County.
Description of Services:

Chester County OIC is a non-profit organization dedicated to providing FREE adult basic literacy education and life skills programs that prepare individuals for employment leading to economic self-sufficiency. In operation since 1979, CCOIC assists over 800 students per year.

With funding provided under Title II of the WIOA, the Chester County OIC will provide GED preparation services for individuals enrolled in the GED Preparation Program at PA CareerLink Chester County.

As an authorized PearsonVue Testing Center, the PA CareerLink provides GED testing services to individuals on Thursdays and Fridays. The Chester County OIC has been selected by the Department of Community Development to serve as the GED Testing Administrator.
Full Circle Computing, Inc.

Additional Partner

Description of Services:

Independent Training Accounts; Workshops

Name of the Programs/Services Available:

Independent Training Accounts; Workshops

Funding Sources:

Funding to support, as approved by Workforce Development Board

Manner in which the Services and Programs will be Provided:

Hands-on live, virtual, and self-paced training
Manpower Group, Inc.

Additional Partner

Description of Services:

Manpower is multinational human resource consulting firm that provides recruitment, assessment, training, development, and career management. Manpower has various tools to assist candidates with ultimately fulfilling their career aspirations in a variety of different industries and skill sets. We believe in matching good people with good companies and have various tools geared to support both candidates and companies through this process. Some of the services that Manpower offers include:

1. Personality assessment to help individuals discover what type of job they are most interested in.
2. Skills evaluations.
3. Various training modules to help individuals improve their computer skills.
4. Certification programs.
5. Resume writing and interviewing guidance.
6. Free College tuition program offered to associates on assignments with Manpower.
ATTACHMENT 3
OPERATOR SERVICES

The Operator shall be responsible for the supervision of the PA CareerLink® - Chester County Administrator and the CareerLink Administrative Assistant (front desk receptionist). The Operator will also be responsible for the submission of all reports and accountable for all negotiated performance measures.

The Operator must work cooperatively with the CCWDB staff, as well as with all staff located at the PA CareerLink® - Chester County and United Way Financial Stability center. The Operator, as the one-stop operator, will operate under the name and direction of the PA CareerLink® as a fully integrated partner.

The duties of the Operator include:

- Serve as an intermediary with all of the partners at PA CareerLink® - Chester County.

- Establishes and communicates specific and measurable PA CareerLink® performance standards in conjunction with CCWDB, the State Workforce Development Board, and input from PA CareerLink® - Chester County staff.

- Create and implement an outreach plan for the community and employers about the resources at the PA CareerLink® - Chester County. This plan must include, but not be limited to: flyers, social media, PA CareerLink® - Chester County website maintenance, e-newsletters, meeting attendance, and promotional materials.

- Perform offsite presentations to employers and potential new or existing partners and job seeker groups.

- Develop, distribute, and compile customer satisfaction and interest surveys. Assess customer needs and feedback to make recommendations to Partners and the CCWDB for continuous improvement.

- The Operator will work with the Title I provider (EDSI) to ensure that an effective partner referral mechanism is in place and utilized for the benefit of individual clients and the Partners’ performance.

- In collaboration with the Title I provider, the Operator will follow a customer flow to include, but not be limited to, triage of all customers to determine their needs and their applicable Priority of Service status, and ensure service delivery based on that status.

- Ensure a quality service delivery to customers with special needs with an ongoing enhancement plan.
• Constantly assure compliance with the Americans with Disabilities Act and Equal Employment Opportunity within PA CareerLink® - Chester County.

• Understand the parameters under which the Partners provide services and each Partner’s performance measurement goals.

• Manage the technological needs of PA CareerLink® - Chester County.

• Maintain the PA CareerLink® - Chester County calendar and maintain the schedule of the facility rooms in coordination with the PA CareerLink® - Chester County providers.

• Schedule workshops and events at the PA CareerLink® - Chester County center and coordinate representation by Partner staff at outside events such as job fairs and career fairs.

• Facilitate quarterly meetings with all staff, Partners, and providers at PA CareerLink® - Chester County.

• Ensure the involvement, inclusion, and integration of services with the Title I provider, Youth provider, EARN and Work Ready Program provider, the United Way Financial Stability Center providers, and all other programs at PA CareerLink® - Chester County.

• Maintain relationships with human service providers and educational / training providers.

• Recruit additional PA CareerLink® - Chester County partners.

• Supervision of the PA CareerLink® Administrator and Administrative Assistant.

• In collaboration with the Title I provider and the WDB staff, participate in the Business Service Team to ensure the sharing of employer outreach efforts among all service partners.

• Submit all new employers participating in workforce initiatives to CCWDB for inclusion in the Commissioners’ Strategic Business Plan.

• Ensure compliance with One Stop / CareerLink certification criteria.

• Ensure that CCWDB’s mission and objectives are carried out and met.

Program Deliverables and Summary

The Operator, as the one-stop operator, will be tracked, monitored, and reported in the following ways:
Counting and reporting of all visitors to the PA CareerLink® - Chester County center, including a complete count and a breakdown by zip code.

Tracking and summarizing of workshop registrations and attendees.

Completion of customer satisfaction surveys from workshop participants.

Tracking and reporting on mutual referrals and dual enrollments among service partner programs.

Completion of a monthly performance report from CWDS with statistics for the One Stop.

A participating partner survey will be conducted by CCWDB - twice a year. This document will be developed by the CCWDB’s PA CareerLink® committee that allows each partner to evaluate the efficiency and effectiveness of PA CareerLink® - Chester County and to identify areas of improvement.

Responsible for Performance Reports for all partnering agencies within the PA CareerLink® - Chester County such as Office of Vocational Rehabilitation (OVR), PA Labor Exchange and United Way Financial Stability Center programs.

Staffing:

Site Administrator

The Operator shall utilize Walter Urban, as the Administrator for PA CareerLink® - Chester County. Mr. Urban shall remain an employee of Chester County and the County will serve as his employer of record. The Operator will be his supervisor and exercise all functional control. The Administrator shall be responsible for directing and coordinating all functions and operations of the PA CareerLink® - Chester County center in alignment with the State Workforce Development Board’s strategic plan, the CCWDB’s strategic plan and the PA CareerLink® - Chester County Site Plan.

Essential duties and tasks include:

- Organize and direct PA CareerLink® operations and activities such as job seeker and business services.

- Implement and maintain a service delivery system that meets the needs of job seekers and business customers and includes all state requirements. Develops and implements procedures that facilitate efficient customer flow through the appropriate sections that impact PA CareerLink® - Chester County.

- Establishes and/or enforces and communicate PA CareerLink® - Chester County policies and procedures that define operations such as hours of operation, data confidentiality, service delivery, proper equipment use, health and safety, office closings and emergencies to all partners and users.
• Responds to requests for information from external and internal customers, the media and the general public.

• Collaborate with the CCWDB One Stop Oversight Committee.

• Coordinate the activities of the PA CareerLink® - Chester County staff. Create a high performance work environment and organize the PA CareerLink® - Chester County site by function so that staff is assigned to and identify themselves with services (such as outreach, assessment, training, etc.) as opposed to agencies or programs.

• Facilitation of meetings every-other month of administrative leadership of all MOU partners.

• Work cooperatively with WDB staff.

• Oversee the fiscal management and budget for the PA CareerLink® - Chester County facility.

• Maintains a thorough knowledge of the terms of the building lease in order to ensure compliance and acts as liaison to the landlord, Chester County. In addition to maintaining the inventory, assess and ensure the adequate supply of equipment tools, materials, supplies, and assistive technologies.

• Explores others sources of funding for additional revenue to reduce partner costs and/or expand PA CareerLink® - Chester County services.

• Management and implementation of the Resource Sharing Agreement and associated Memoranda of Understanding with all service Partners operating at PA CareerLink® – Chester County.

• Bi-monthly meetings with the Workforce Development Board Fiscal Coordinator for budgetary updates and maintenance.

• General facility upkeep (set up for public rooms, etc.)

• Provides day-to-day functional supervision over all PA CareerLink® - Chester County staff.

• Perform other duties, tasks and special projects, as required.

In the event, Mr. Urban is no longer available to serve in the role of Administrator, the selected contractor shall select an Administrator for the PA CareerLink® - Chester County to perform the above described functions.

Administrative Assistant/Support Staff
The Operator will utilize Carolyn Marchesani as the Administrative Assistant/Support Staff for the PA CareerLink® - Chester County and the United Way Financial Stability Center. Ms. Marchesani shall remain an employee of Chester County and the County shall be her employer of record. The Operator will supervise and exercise all functional control. The Administrative Assistant/Support Staff shall be responsible for providing administrative support for the PA CareerLink® - Chester County and United Way Financial Stability Center while performing receptionist and front desk duties and other duties assigned to assist in the operation of daily activities at the PA CareerLink® - Chester County and United Way Financial Stability Center. The Administrative Assistant performs a variety of administrative support tasks. This position may include higher-level duties and in some cases advanced software while completing daily duties and/or assigned tasks.

Essential tasks and duties shall include:

- Work with Title 1 Provider on Triage of Services.
- Workshop Tracking and Scheduling.
- Perform administrative duties (e.g., write, type, or enter information into computer; prepare correspondence, or other documents, etc.).
- Perform receptionist duties (e.g., answer telephone, direct phone calls, make outbound calls, convey messages, and run errands).
- Manage Office Email and direct messages to staff.
- Manage room reservations for events (e.g., workshops, recruitment events), including setup of rooms for events.
- Assist with management of workshop registrations for customers.
- Manage/track foot traffic using a data base method of sharing information.
- Stock front displays and maintain signage.
- Sort and file records.
- Manage incoming and outgoing mail (Address envelopes or packages, stuff envelopes, stamp, sort, and distribute mail).
- Photocopy/Fax documents.
- Assist with coverage of the Computer Resource Center and other technical assistance as necessary.
- Perform special projects, as assigned.
- Perform other duties, tasks and office functions, as required.
• Assist clients with the navigation of services for the One-Stop Site
• Understand the Priority of Service for the One-Stop job seekers
• Become familiar with CWDS and data entry services for all workforce programs for the reset of passwords for job seekers and employers.

In the event, Ms. Marchesani is no longer available to serve in the role of Administrative Assistant/Support Staff; the selected contractor shall select an Administrative Assistant/Support Staff for the PA CareerLink® - Chester County and United Way Financial Stability Center to perform the above described functions.

The Operator shall supervise the Administrator and Administrative Assistant and immediately inform CCWDB of any personnel issues related to these two positions. The Operator shall be ultimately responsible for their performance and all functions and tasks assigned.
ATTACHMENT 4
RESOURCE SHARING AGREEMENT BUDGET AND STAFFING SURVEY

[to be attached in accordance with Section 4.1.4]
### Part 3: Shared Annual Costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Item</th>
<th>State / Non State</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Annual Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WCAD - BWPO Leased Copier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone/Voicemail/Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Infrastructure Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Additional Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSA Narrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RSAB Contact Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification Effective Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Administrator Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part 4: Annual Allocation to Partners

<table>
<thead>
<tr>
<th>Sector Partnership</th>
<th>Partner Name / Acronym</th>
<th>Rent (shared), Rent-UC, Site Administrator, Program Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.81967%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part 5: Comments

- Line items increased: Signage, Operator, Office Supplies (Non State), Customer satisfaction measurement, Business services, Wagner Peyser.
- PA CAREERLINK RESOURCE SHARING AGREEMENT BUDGET for Adult & EARNFull Circle.
- LWDA CHESTER COUNTY #SE030 WIOA-Title I, DHS (TANF) OVR.
- RSAB Contact Phone: 610-280-1010 (WIOA-Title I).
- Modification Effective Date: 6/1/2017.
- Site Administrator Phone: 610-280-1010.
<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Office #</th>
<th>PA CareerLink ® Office</th>
<th>Staff Name</th>
<th>Job/Position Name/Title</th>
<th>Funding/Affiliation</th>
<th>E-MAIL Address</th>
<th>Phone Number</th>
<th>FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
<td>0104</td>
<td>Chester County</td>
<td>Walter Urban, Jr.</td>
<td>Site Administrator</td>
<td>WIOA</td>
<td><a href="mailto:burban@chesco.org">burban@chesco.org</a></td>
<td>610-280-1010</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Carolyn Marchesani</td>
<td>Receptionist</td>
<td>WIOA</td>
<td><a href="mailto:cmarchesani@chesco.org">cmarchesani@chesco.org</a></td>
<td>610-280-1010</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Ritchie</td>
<td>WIOA Title I Supervisor - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:litchi@edsisolutions.com">litchi@edsisolutions.com</a></td>
<td>610-280-1042</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Paige Futs</td>
<td>WIOA Title I Staff - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:pfuts@edsisolutions.com">pfuts@edsisolutions.com</a></td>
<td>610-280-1029</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Robin Spaltschia</td>
<td>WIOA Title I Staff - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:rspaltschia@edsisolutions.com">rspaltschia@edsisolutions.com</a></td>
<td>610-280-1030</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hope Selig</td>
<td>WIOA Title I Staff - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:heselig@edsisolutions.com">heselig@edsisolutions.com</a></td>
<td>610-280-1031</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chante Allen</td>
<td>WIOA Title I Staff - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:callen@edsisolutions.com">callen@edsisolutions.com</a></td>
<td>610-280-1032</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jeannette Roman/Lisa Singleton</td>
<td>WIOA Title I Staff - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:romansingleton@edsisolutions.com">romansingleton@edsisolutions.com</a></td>
<td>610-280-1029</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lisa Ritchie</td>
<td>Open Hearth - United Way Financial Stability Center Navigator</td>
<td>WIOA</td>
<td><a href="mailto:jroman@chesco.org">jroman@chesco.org</a></td>
<td>610-280-1017</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Carolyn Marchesani</td>
<td>Open Hearth - United Way Financial Stability Center Navigator</td>
<td>WIOA</td>
<td><a href="mailto:cmarchesani@chesco.org">cmarchesani@chesco.org</a></td>
<td>610-280-1023</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ashley Thronton</td>
<td>WIOA Title I Staff - EDSI</td>
<td>WIOA</td>
<td><a href="mailto:ashley.openhearth@verizon.net">ashley.openhearth@verizon.net</a></td>
<td>610-280-1023</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>United Way FSC Providers</td>
<td>Family Service of Chesco - Life Transforming Ministries</td>
<td>WIOA</td>
<td><a href="mailto:financialstability@unitedwaychestercounty.org">financialstability@unitedwaychestercounty.org</a></td>
<td>610-280-1024</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>United Way FSC Providers</td>
<td>Maternal Child Health Consortium, Legal Aid of SEPA, Goodwill</td>
<td>WIOA</td>
<td><a href="mailto:financialstability@unitedwaychestercounty.org">financialstability@unitedwaychestercounty.org</a></td>
<td>610-280-1025</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>United Way FSC Providers</td>
<td>Chester County Library, Wings for Success, Volunteer English Program</td>
<td>WIOA</td>
<td><a href="mailto:financialstability@unitedwaychestercounty.org">financialstability@unitedwaychestercounty.org</a></td>
<td>610-280-1033</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jason Foster</td>
<td>CL Supervisor</td>
<td>Wagner-Peyser (BWPO)</td>
<td><a href="mailto:jasfoster@pa.gov">jasfoster@pa.gov</a></td>
<td>610-280-1019</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kenneth Costello</td>
<td>CL Specialist</td>
<td>(BWPO)</td>
<td><a href="mailto:kostello@pa.gov">kostello@pa.gov</a></td>
<td>610-280-1040</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Donna Acker</td>
<td>DVOP</td>
<td>VETS</td>
<td><a href="mailto:stacker@pa.gov">stacker@pa.gov</a></td>
<td>610-280-1037</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Brian Hoerz</td>
<td>OVR Counselor</td>
<td>OVR</td>
<td><a href="mailto:bhoerz@pa.gov">bhoerz@pa.gov</a></td>
<td>610-280-1018</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Denise Brown</td>
<td>OVR Counselor</td>
<td>OVR</td>
<td><a href="mailto:dbs@pa.gov">dbs@pa.gov</a></td>
<td>610-280-1018</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tiffany Miller</td>
<td>OVR Counselor</td>
<td>OVR</td>
<td><a href="mailto:tmm@pa.gov">tmm@pa.gov</a></td>
<td>610-280-1021</td>
<td>0.333</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pat Farnis</td>
<td>OVR Counselor</td>
<td>OVR</td>
<td><a href="mailto:pmcaufield@pa.gov">pmcaufield@pa.gov</a></td>
<td>610-280-1021</td>
<td>0.333</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mary (Eileen) Moore</td>
<td>OVR Counselor</td>
<td>OVR</td>
<td><a href="mailto:mmcaufield@pa.gov">mmcaufield@pa.gov</a></td>
<td>610-280-1021</td>
<td>0.333</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Viannette Torres-Rivera</td>
<td>CAO Caseworker</td>
<td>DHS</td>
<td><a href="mailto:sttorresrivera@pa.gov">sttorresrivera@pa.gov</a></td>
<td>610-280-1042</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Autumn Wright</td>
<td>CAO Caseworker</td>
<td>DHS</td>
<td><a href="mailto:awright@pa.gov">awright@pa.gov</a></td>
<td>610-280-1034</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TBO</td>
<td>CAO Caseworker</td>
<td>DHS</td>
<td>TBO</td>
<td>610-280-1041</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alicia Willamis</td>
<td>President - Full Circle Computing</td>
<td>Full Circle</td>
<td><a href="mailto:swillamis@fullcirclecomputing.com">swillamis@fullcirclecomputing.com</a></td>
<td>610-280-1026</td>
<td>0.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evelyn Rodriguez / Tracey Jones</td>
<td>Migrant Farmworker Program</td>
<td>Palffirst</td>
<td><a href="mailto:evelyn@palffirst.org">evelyn@palffirst.org</a> and <a href="mailto:tracey@palffirst.org">tracey@palffirst.org</a></td>
<td>610-280-1025</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Janet LaQuintana</td>
<td>ManpowerGroup</td>
<td>ManpowerGroup</td>
<td><a href="mailto:enet.laquintana@manpower.com">enet.laquintana@manpower.com</a></td>
<td>610-280-1030</td>
<td>0.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bill O'Brien</td>
<td>Business Services Representative</td>
<td>Educational Data Systems Inc. (EDSI)</td>
<td><a href="mailto:bobrien@edsisolutions.com">bobrien@edsisolutions.com</a></td>
<td>610-280-1034</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>P2E Program and Jim Lauckner</td>
<td>Program Manager</td>
<td>Sector Partnership - Hire One</td>
<td><a href="mailto:lauckner@cdccpa.com">lauckner@cdccpa.com</a></td>
<td>610-458-5700</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Full Circle FTEs: 0.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Full Circle FTEs: 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total FTEs: 24.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-FTE Partners:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Claire Gavin</td>
<td>GED Instructor - Chester County OIC</td>
<td>GED, Work Ready Program Services</td>
<td><a href="mailto:cagavin@cc-oic.org">cagavin@cc-oic.org</a></td>
<td>610-280-1052</td>
<td>rent only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Evelyn Rodriguez and EARN Staff</td>
<td>Devices Only</td>
<td>Unemployment Compensation (contact Karen Campbell)</td>
<td><a href="mailto:karencam@pa.gov">karencam@pa.gov</a></td>
<td>717-763-7101</td>
<td>rent only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>County of Chester - CDC</td>
<td>GED Testing Center</td>
<td>50 sq. ft @ $25.00 (3 days/week)</td>
<td><a href="mailto:cdc@chesco.org">cdc@chesco.org</a></td>
<td>610-344-6900</td>
<td>rent only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Community Service Team Member</td>
<td>Program Coordinator - CSBG</td>
<td>8,290 sq ft @ $25.00 (3 days/week)</td>
<td><a href="mailto:cdc@chesco.org">cdc@chesco.org</a></td>
<td>610-344-6900</td>
<td>rent only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The Workplace SCSEP</td>
<td>CRC staffing -- in-kind contribution</td>
<td><a href="mailto:sparkmond@workplace.org">sparkmond@workplace.org</a></td>
<td>203-610-8506</td>
<td>in-kind</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AARP Foundation SCSEP</td>
<td>CRC staffing -- in-kind contribution</td>
<td><a href="mailto:vbrown@aarp.org">vbrown@aarp.org</a></td>
<td>610-375-2576</td>
<td>in-kind</td>
<td></td>
</tr>
</tbody>
</table>
1. **COMMONWEALTH HELD HARMLESS**
   
a. The Parties shall hold the Commonwealth harmless from and indemnify the Commonwealth against any and all third party claims, demands and actions based upon or arising out of any activities performed by the Parties and their employees and agents under this Agreement, provided the Commonwealth gives the Parties prompt notice of any such claim of which it learns. Pursuant to the Commonwealth Attorneys Act (71 P.S. Section 732-101, et seq.), the Office of Attorney General (OAG) has the sole authority to represent the Commonwealth in actions brought against the Commonwealth. The OAG may, however, in its sole discretion and under such terms as it deems appropriate, delegate its right of defense. If OAG delegates the defense to a Party, the Commonwealth will cooperate with all reasonable requests of the Party made in the defense of such suits.

   b. Notwithstanding the above, no party shall enter into any settlement without the other parties written consent, which shall not be unreasonably withheld. The Commonwealth may, in its sole discretion, allow a Party to control the defense and any related settlement negotiations.

   c. No provision in this Agreement shall be construed to limit the sovereign immunity of the Commonwealth.

2. **NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

   The Parties agree:

   a. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Agreement or any subcontract, the Party, each subcontractor, or any person acting on behalf of a Party or subcontractor shall not discriminate in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

   b. No Party nor any subcontractor nor any person on their behalf shall in any manner discriminate in violation of the PHRA and applicable federal laws against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under this Agreement.

   c. The Parties and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
d. The Parties and each subcontractor shall not discriminate in violation of PHRA and applicable federal laws against any subcontractor or supplier who is qualified to perform the work to which the Agreement relates.

e. The Parties and each subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. Each Party and each subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. Each Party and each subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO), for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

f. Each Party shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.

g. Each Party’s and each subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the Agreement through the termination date thereof. Accordingly, each Party and each subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

h. The Commonwealth may cancel or terminate the Agreement and all money due or to become due under the Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place a Party in the Contractor Responsibility File.

3. CONTRACTOR INTEGRITY PROVISIONS

For purposes of these provision, “Contractor” means the individuals or entities that have entered into this Agreement with the Commonwealth and “contract” means this Agreement.

It is essential that those who seek to contract with the Commonwealth of Pennsylvania (“Commonwealth”) observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

a. DEFINITIONS. For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:
1) "Affiliate" means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.

2) "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.

3) "Contractor" means the individuals or entities, that have entered into this Agreement with the Commonwealth.

4) "Contractor Related Parties" means any affiliates of the Contractor and the Contractor’s executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.

5) "Financial Interest" means either:
   a) Ownership of more than a five percent interest in any business; or
   b) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

6) "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor’s Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.

7) "Non-bid Basis" means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

b. In furtherance of this policy, Contractor agrees to the following:

1) Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.

2) Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously
in easily-accessible and well-lighted places customarily frequented by employees and at or near
where the contract services are performed shall satisfy this requirement.

3) Contractor, its affiliates, agents, employees and anyone in privity with
Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer,
directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt
to influence any person in violation of any federal or state law, regulation, executive order of the
Governor of Pennsylvania, statement of policy, management directive or any other published
standard of the Commonwealth in connection with performance of work under this contract,
extcept as provided in this contract.

4) Contractor shall not have a financial interest in any other contractor,
subcontractor, or supplier providing services, labor, or material under this contract, unless the
financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents
to Contractor’s financial interest prior to Commonwealth execution of the contract. Contractor
shall disclose the financial interest to the Commonwealth at the time of bid or proposal
submission, or if no bids or proposals are solicited, no later than Contractor’s submission of the
contract signed by Contractor.

5) Contractor certifies to the best of its knowledge and belief that within the
last five (5) years Contractor or Contractor Related Parties have not:

a) been indicted or convicted of a crime involving moral turpitude or
business honesty or integrity in any jurisdiction;

b) been suspended, debarred or otherwise disqualified from entering
into any contract with any governmental agency;

c) had any business license or professional license suspended or
revoked;

d) had any sanction or finding of fact imposed as a result of a judicial
or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement,
misrepresentation or anti-trust; and

e) been, and is not currently, the subject of a criminal investigation by
any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation
by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or
contract a written explanation of why such certification cannot be made and the Commonwealth
will determine whether a contract may be entered into with the Contractor. The Contractor’s
obligation pursuant to this certification is ongoing from and after the effective date of the
contract through the termination date thereof. Accordingly, the Contractor shall have an
obligation to immediately notify the Commonwealth in writing if at any time during the term of
the contract if becomes aware of any event which would cause the Contractor’s certification or
explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

6) Contractor shall comply with the requirements of the *Lobbying Disclosure Act* (65 Pa.C.S. §13A01 et seq.) regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code* (25 P.S. §3260a).

7) When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor’s Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.

8) Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor’s compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor’s suspension or debarment.

9) Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.
10) For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

4. CONTRACTOR RESPONSIBILITY PROVISIONS

For purposes of these provision, “Contractor” means the individuals or entities that have entered into this Agreement with the Commonwealth and “contract” means this Agreement.

a. The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.

b. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

c. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

d. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.

e. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be
responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

f. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at http://www.dgs.state.pa.us/ or contacting the:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138

5. AMERICANS WITH DISABILITIES ACT

a. Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. § 35.101 et seq., the Contractor understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Contract or from activities provided for under this Contract on the basis of the disability. As a condition of accepting this contract, the Contractor agrees to comply with the “General Prohibitions Against Discrimination,” 28 C.F.R. § 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to all benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania through contracts with outside contractors.

b. Each Party shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania as a result of a Party’s failure to comply with the provisions of subparagraph a above.

6. APPLICABLE LAW

This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. Each Party consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. Each Party agrees that any such court shall have in personam jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

7. RIGHT TO KNOW LAW

a. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”) applies to this Agreement. For the purpose of these provisions, the term “the Commonwealth” shall refer to the contracting Commonwealth agency.
b. If the Commonwealth needs a Party’s assistance in any matter arising out of the RTKL related to this Agreement, it shall notify the Party using the legal contact information provided in this Agreement. The Party, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

c. Upon written notification from the Commonwealth that it requires a Party’s assistance in responding to a request under the RTKL for information related to this Agreement that may be in the Party’s possession, constituting, or alleged to constitute, a public record in accordance with the RTKL (“Requested Information”), the Party shall:

1) Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Party’s possession arising out of this Agreement that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and

2) Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Agreement.

d. If a Party considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Party considers exempt from production under the RTKL, the Party must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Party explaining why the requested material is exempt from public disclosure under the RTKL.

e. The Commonwealth will rely upon the written statement from the Party in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the Party shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth’s determination.

f. If a Party fails to provide the Requested Information within the time period required by these provisions, the Party shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Party’s failure, including any statutory damages assessed against the Commonwealth.

g. The Commonwealth will reimburse the Party for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

h. The Party may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Party shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for
any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Party’s failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. The Party agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth’s disclosure of Requested Information pursuant to the RTKL.

i. The Party’s duties relating to the RTKL are continuing duties that survive the expiration of this Agreement and shall continue as long as the Party has Requested Information in its possession.

8. OFFSET PROVISION

Each Party agrees that the Commonwealth of Pennsylvania (Commonwealth) may set off the amount of any state tax liability or other obligation of the Party or its subsidiaries to the Commonwealth against any payments due the Party under any contract with the Commonwealth.
Facility Operating Procedures and Rules
479 Thomas Jones Way, Suite 500
Exton, PA 19341-2580
(610) 280-1010

I. CUSTOMER REGISTRATION WITH RECEPTIONIST
All PA CareerLink® customers must enter and exit through the main entrance (Suite 500). When arriving at the facility, customers will be greeted by the Reception Staff and then directed to the appropriate staff person or location in the facility.

II. SMOKING POLICY
The County Commissioners and the Fire Marshall have prohibited smoking in all County Buildings. Additionally, smoking is prohibited within 100 feet of all entrances and exits to the PA CareerLink® - Chester County facility. A designated smoking has been identified and is located outside the staff entrance on the opposite of the parking lot. There are 3 picnic tables in the grass which are to be used for smoking. Smoking is not permitted in any other area.

III. CHILDREN
We need to maintain a quiet, professional office environment for all customers. To the extent appropriate, please ask your customers to limit the instances of having their children accompany them to their appointments.

In instances where customers cannot arrange for appropriate daycare, we understand there may be a need for children to accompany customers to PA CareerLink® - Chester County. We kindly ask that the children are supervised by an adult and are not disturbing other customers or staff. If customers cannot control their children’s behavior, they may be asked to leave.

Under no circumstances, are children are permitted in the Computer Resource Center (CRC), workshops, assessment areas or classrooms. There are no exceptions.

IV. INTERNET CONNECTION PROVIDED TO NON-COUNTY and/or NON-COMMONWEALTH STAFF AND WIRELESS CONNECTIVITY
For Partner and member staff that utilize County of Chester provided computers, computer files, email system, computer software and internet and wireless connections – please be advised that county-provided resources and equipment are intended for business usage only. To ensure compliance with this policy, the County of Chester reserves the right to monitor such usage of their property.
The County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the County of Chester prohibits the use of their computers and email system in ways that are disruptive, offensive to others, disrespectful to the workplace or harmful to morale. Additionally, County of Chester provided computer equipment and resources may not be used for commercial ventures, religious or political causes, outside organizations or other non-business matters.

Abuse and/or misuse of county provided internet access and equipment is prohibited and may lead to Partner termination. Partners and their staff who are found to be in violation of this policy will be held personally liable for any violations of this policy.

V. BREAK OUT ROOM USAGE (Rooms in CRC area)
Three Break Out Rooms are available for all partner staff to utilize to meet individually with customers. Rooms may be utilized for one-on-one consultations, job search assistance, counseling services, etc. Staff are required to utilize these rooms for the appointments as opposed to the Conference Rooms.

Rooms are available on a first-come, first serve basis. There are no reservation requirements for usage of the Break Out Rooms

All rooms are equipped with a computer, along with a county-provided internet connection.

VI. CONFERENCE ROOM RESERVATION – SCHEDULING
There are 2 conference rooms, one located in the public area across from the Reception Area, and one located in the Staff Area. Staff may use these rooms for their meetings with staff, team members, committees, etc. Please note, staff should not use these rooms for their private appointments. The only exception is when the Break-Out Rooms are in use.

Both rooms are available on a first-come, first-serve basis. Staff must register for usage of these rooms by reserving the rooms in advance. A weekly reservation schedule will be posted in the room for staff to reserve the meeting room.

Staff are asked to be mindful of the schedule when utilizing the rooms, particularly when there is an adjoining appointment for the room. Staff will need to vacate the room in the event that another staff member has reserved the room for a particular time/timeframe.

VII. MULTI-PURPOSE ROOM RESERVATION
Two multi-purpose rooms are available for various events, including Orientations, Workshops, Trainings, Job Fairs, etc. The room itself can be transformed into
one large room for larger events (PREP, REA, and Job Fairs) by retracting the room dividing panels.

Rooms are available on a first-come, first-serve basis and must be reserved in advance by submitting an email request to the PA CareerLink® Administrator or designee. Requests for room usage must include: 1) Event Name, 2) Start/End Time of Event, 3) Room Set-up Style (# of tables/chairs), and 4) Need for AV equipment.

Approval of room usage will be provided by return email.

VIII. FOOD OR DRINK IN COMMON AREA
Food and/or drink is prohibited in the common office areas, classrooms, assessment rooms, testing rooms, multi-purpose rooms, computer resource center and conference rooms.

Food and drink must be contained to the break room adjacent to the Computer Resource Center. Food and drink cannot leave this area.

Staff may have the usual drink at the workstation or desk, however, all food should be contained to the staff break area.

IX. COUNTY PROVIDED FURNITURE
The County of Chester has purchased specific cubicles/workstations, specific private office furniture, specific conference room furniture, specific multipurpose room furniture and specific break room furniture for usage in those appropriate areas and/or rooms. Staff are asked not to move or utilize such furniture for their own personal use without authorization from the Administrator.

Staff are asked to take appropriate care of county provided furniture. Any requests for cleaning and/or repairs of furniture should be directed back to the Administrator.

X. ALTERATIONS TO WORKSPACE - WORKSPACE RECONFIGURATION POLICY
Staff and Customers are prohibited from making alterations to their private office area and/or workstation. This would include any alterations to paint/wallpaper, drywall, and carpet, in their private office or workstation area.

Staff may hang posters to walls, however, with items that require fastening, requests should be submitted to the PA CareerLink® Administrator or designee for approval. This would include items that require screws, nails, anchors, etc.

Staff are prohibited from hanging items in common office areas (hallways, conference rooms, break rooms) without approval from the PA CareerLink® Administrator.
XI. REQUEST FOR MAINTENANCE REQUESTS and FACILITY REPAIRS
Requests for repairs and/or facility issues should be submitted to the PA CareerLink® Administrator through email.

Additionally damage to facility items or the facility itself should be reported the PA CareerLink® Administrator immediately.

XII. USAGE AREA FOR CUSTOMER APPOINTMENTS
Staff are required to use the facility’s Break Out/Meeting Rooms for one-on-one appointments with their customers. In instances when Break Out Rooms are unavailable, staff may utilize their private office(s) in the Staff area to for their appointments. In these instances, the customer(s) need to be escorted by the appropriate staff member when in the Staff Area.

Because of confidentiality issues, staff will not be permitted to meet with their customers at their individual cubes/workstations in the Staff Area.

XIII. UNAUTHORIZED USE OF A STAFF MEMBERS WORK SPACE
As a Partner with PA CareerLink® - Chester County, each partner pays an annual cost for the usage of a cubicle/private office. Under no circumstances are staff permitted to utilize another staff member’s work space without their authorization.

Should staff require an additional space whether it be to meet customers, complete paperwork, make a personal phone call, etc. they should seek out one of the designated meeting rooms for such usage. Additionally staff are prohibited from storing any supplies or personal items at another staff member’s workspace.

Unauthorized usage of another Partner / Partner Staff’s work space is strictly prohibited.

XIV. COMPUTER RESOURCE CENTER (CRC) USAGE POLICY
Staff should advise their customers that the computers located in the Computer Resource Center (CRC) are for accessing and utilizing the JobGateway system, job search, training research, job research, UC and for checking e-mail.

Customers who use these computers for other purposes (including but not limited to personal business, work on sideline business, personal social media sites, inappropriate sites, surfing the internet) will be asked to stop using the computer to access these sites. If customers do not follow the rules after being reminded, the Security staff will remove them from the CRC area.

XV. CELL PHONE USAGE POLICY (ON SILENCE)
Staff and customers should keep their personal mobile devices and cell phones on silence.

Staff should make or take their calls in the Staff Area.

Customers should make or take their calls in the public break room or outside the facility.

XVI. FACILITY OPERATING HOURS and DESIGNATED HOLIDAYS
Facility operating hours are Monday through Friday – 8:30 am to 4:30 pm.

On an as needed basis staff may request usage of the facility for extend hours on Wednesday evening until 6:30 pm, but must provide the Administrator 48 hours written notice in order to procure security guard service.

During the extended hour days, all partner services may not be available to the public. The security guard will maintain a sign-in/out log. All customers will be required to sign in and out during the extended hours’ time period.

PA CareerLink® - Chester County will observe the following Holidays:

- New Year’s Day –
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

PA CareerLink® - Chester County will be open on the following days designated as County Floating Holidays/Holidays: Good Friday, Flag Day and Election Day. Please note, these holidays are subject to change.

XVII. VISITORS
To prevent instances of disruption of business and because of safety and confidentiality risks, staff may not receive personal visitors during work time or in work areas. The exception to this matter is in the event of an emergency, or with authorization received from the Site Administrator. Staff who must conduct personal business involving PA CareerLink® - Chester County offices are expected to confine such activity to non-working time.

XVIII. ID BADGES
All staff will be provided with identification badges which will be required to be worn/displayed at all times when in the facility.

Staff should inform the PA CareerLink® Administrator or designee of any lost or misplaced ID badges.

XIX. PARKING
The office park provides ample parking within the complex. To accommodate our customers, staff is asked to not park in the store front parking spaces. These spaces should be left for our customers to utilize.

Staff should also be mindful of the scheduling of large scale events and the impact that it could have on the availability of parking within the complex. Staff may schedule large scale events, but they are asked to be mindful of the neighboring offices ‘busy times’ so as to not create an insufficient parking situation for everyone.

XX. INCLEMENT WEATHER POLICY
As a Commonwealth-chartered PA CareerLink®, we have a designated inclement weather policy in place. The decision to have a delayed opening or closure is based on two major factors:

- road conditions as determined by Chester County Emergency Services through contact with local officials, and
- Current and projected weather forecasts.

It is important to note that PA CareerLink® - Chester County’s decision to open late or close is not necessarily based on the same factors taken into account by area school districts or county government as ultimately approval must be received by the PA Department of Labor and Industry – Bureau of Workforce Partnership and Operations.

When weather dictates a change in office status, notification will be provided via the following outlets:

- **E-mail:** All partner staff will receive an email of any changes in office operating hours.
- **Voice Mail:** The PA CareerLink Administrator will leave a recorded message on the Center voice mail system. The general public and staff may call the main office phone number.
- **www.pacareerlinkchesco.org:** an alert bar will be placed on our local webpage indicating any change in office status
- **Twitter and Facebook:** notification of any change in status will be posted on our Facebook and Twitter pages.
A full inclement weather policy will be provided to all Partners and Partner Staff.

XXI. FIRE SAFETY
To provide a safe work environment and to comply with public safety rules and regulations, the County will conduct fire drills for the facility. Participation in all drills is mandatory. Employees are expected to be familiar with exits, location of nearest fire extinguisher, location of nearest fire alarm signals and proper procedures and evacuation procedures.

In the event of a fire:
- Pull the nearest fire alarm switch
- Notify Emergency Services by dialing 9-1-1
- Attempt to extinguish minor fires with available equipment if properly trained
- Evacuate the building and meet at the designated meeting spot

A full evacuation procedure will be provided to all Partners and Partner Staff.

XXII. PROHIBITION OF PERSONAL ELECTRICAL APPLIANCES
Staff are prohibited from having electrical appliances in their private offices or workstations or classrooms. This includes personal coffee makers, space heaters, etc. There are no exceptions to this rule.

Within the Staff Break Area, staff will be able to utilize facility approved electrical appliances.

XXIII. BOMB THREAT
In the event of a bomb threat, the person receiving the call must:
- Listen to what the caller making the threat is saying and write down as much as possible
- Immediately call 9-1-1 and provide the dispatcher with information on the bomb threat.
- Immediately inform the PA CareerLink® Administrator or designee
- The evacuation process will be initiated by the sounding of an alarm.
- Evacuate the building according to pre-arranged procedures
- After evacuation, the person who received the call should report to the mobile communications vehicle to inform officials of the details noted regarding the bomb threat.

XXIV. BUSINESS CASUAL vs. PROFESSIONAL DRESS ATTIRE
While staff should follow their home office dress attire policy, all Staff are asked to maintain professional and business appropriate dress attire.
On designated days, the office may participate in dress-down day events for a designated charity. Such events will be announced to staff at the appropriate time.
ATTACHMENT 7

RULES AND REGULATIONS FOR BUILDING

1. The sidewalks, entrances, and stairways of the Building shall not be obstructed or used as a waiting or lounging place by tenants, and their agents, servants, employees, invitees, licensees and visitors. The sidewalks, entrances, halls, corridors, elevators and stairways are not for the use of the general public, and Landlord reserves the right in all cases to control and prevent access to any part of the Building of all persons whose presence, in the sole judgment of Landlord, its agents, servants or employees, may be prejudicial to the safety, character, reputation or interests of the Building or the tenants thereof. All entrance doors leading from any Premises to the hallways are to be kept closed at all times.

2. Landlord will furnish each tenant with two (2) keys to each entrance or exit door lock on the Premises. Landlord may make a reasonable charge for any additional keys requested by any tenant. Tenant shall not alter any lock or install new or additional locks or bolts on any door without the prior written approval of Landlord. Each tenant, upon the expiration or termination of its tenancy, shall deliver to Landlord all keys furnished to the tenant for all locks and bolts in the Building, and in the event of the loss of any keys by any tenant, the tenant shall pay to Landlord the replacement cost of same.

3. Tenants will see that (i) the doors securely locked, and (ii) all water faucets and other utilities are shut off (so as to prevent waste or damage), each day before leaving the Premises.

4. Landlord reserves the right to prescribe the date, time, method and conditions that any personal property, equipment, trade fixture, merchandise and other similar items shall be delivered to or removed from the Building. No iron safe or other heavy or bulky object shall delivered to or removed from the Building, except by experienced safe movers, or riggers approved in writing by Landlord. Landlord reserves the right to inspect all personalty, fixtures and equipment to be brought into the Building and to exclude any of the same in violation of these rules or the provisions of the Lease. Landlord shall act reasonably in setting the times and dates for such delivery and inspection.

5. The walls, partitions, skylights, window, doors and transoms that reflect or admit light into passageways or into any other part of the Building shall not be covered or obstructed by any of the tenants.

6. No sign, insignia, advertisement, object, notice or other lettering shall be exhibited, inscribed, painted or affixed by any tenant on any part of the exterior of the premises or Building without the prior written approval of Landlord. In the event of any violation of this requirement by any tenant, Landlord may remove the same without any liability and charge the expense incurred in such removal to the tenant that violated same.

7. No signaling, telegraphic or telephonic instruments or devices, or other wires, instruments or devices that require the boring or cutting of Building wiring, shall be installed in connection with any Premises without the prior written approval of Landlord. Such
installations, and the boring or cutting for wires, shall be made at the sole cost and expense of the tenant and under the control and direction of Landlord. Landlord retains in all cases the right to require (i) the installation and use of such electrical protecting devices that prevent the transmission of excessive currents of electricity into or through the Building, (ii) the changing of wires and of their installation and arrangement under ground or otherwise as Landlord may direct, and (iii) compliance on the part of all using or seeking access to such wires with such rules as Landlord may establish relating thereto. All such wires used by tenants must be clearly tagged at the distribution boards and junction-boxes and elsewhere in the Building, with (i) the number of the Premises to which said wires lead, (ii) the purpose for which said wires are used, and (iii) the name of the company operating same.

8. Tenant, their agents, servants or employees, shall not (a) make any improper noises or disturbances that is not in the ordinary course of business of any kind in the Building, (b) make or defile any part of the Building, Land or Premises, (c) interfere in any way with (i) the use and occupancy of common area other tenants of the Building, and (ii) the management and operation of the Building by Landlord, its agents, servants or employees, (d) go upon the roof of the Building, (e) use any additional method of heating or air conditioning the Premises (f) sweep or throw and dirt or other substance form the Premises into any of the sidewalks, parking areas of the Building, (g) bring in or keep in or about the Premises any, boats, tractor-trailer, animals, birds or fish of any kind, (h) install any radio or television antennae or any other device or item on the roof, exterior walls, windows or window-sills of the Building without written permission from Landlord, (i) place objects against glass partitions, doors or windows which would be unsightly from the interior or exterior of the Building, and (j) use any Premises (ii) for lodging, sleeping, or for any illegal purposes, (iii) for cooking (except as permitted by the provisions of the Lease; provided however, that odors of cooking shall not be permitted to emanate from the Premises), (iv) for an employment agency, or for securing employees other than those to be employed by tenants at the Building, or for the payment of salaries or wages to employees or persons who are not employed in the Building, (v) for the business of stenography, typewriting or any similar business, (vi) for the possession, storage, manufacture, or sale of liquor, narcotics, dope, tobacco in any form, or as a barber, or manicure shop, (vii) for the sale at auction of merchandise or other property of any kind, and (viii) for the selling of any goods, items or merchandise, either at wholesale or retail of walk up nature.

9. Tenants shall not (i) fasten articles to, drill or make holes in, or drive nails or screw into the floors, ceilings, or doors of any demised premises, and (ii) mark, break, paint, paper, or otherwise cover the floors, walls, ceilings, doors and partitions, of any demised premises, without the prior written consent of Landlord. The expense of repairing any damage resulting from a from a violation if this rule shall be borne by the tenant by whom, or by whose agent, servants, employees, invitees, licensees, or visitors, such damage shall have been caused.

10. No canvassing, soliciting, distribution of handbills or other written material, or peddling shall be permitted in the Building, and tenants shall cooperate with Landlord in the prevention and elimination of same.

11. Landlord may change, with ninety (90) days’ notice to Tenant, the name or address of the Building at any time without notice and without liability to any tenant. Tenants
shall not use the name of the Building in any way in connection with their respective businesses, except as the address of same. Landlord may prohibit any advertising by any tenant, which in Landlord’s opinion, tends to impair the reputation of the Building or the desirability of same as a Building for offices; and upon written notice from Landlord, any tenant shall refrain from or discontinue such advertising.

12. Landlord may waive any one or more of the Rules and Regulations herein set forth for the benefit of a particular tenant or tenants, and no such waiver by Landlord shall (i) the construed as a waiver of such waived Rule(s) or Regulations(s) in favor of other tenants, or (ii) prevent the enforcement of same by Landlord against such other tenants. Notice of any such waiver should be provided to the tenant, and if such waiver has an adverse impact on tenant’s operations, the waiver should not be granted.

13. Landlord reserves the right to make reasonable amendments, modifications, deletions and additions to the Rules and Regulations, and to make additional reasonable Rules and Regulations, as in Landlord’s sole judgment may from time to time to needed for the safety, care, cleanliness, reputation, appearance and preservation of good order of the Building.

14. No tenant shall do or permit anything to be done in said Premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said Building, or on the Land kept therein, or obstruct or interfere with the rights of other tenants, or in any other way injure or annoy them, or conflict with the laws relating to fires, or with the regulations of the Fire Department, or with any insurance policy upon said Building or any part thereof, or conflict with any of the rules and ordinances of the Board of Health and any other constituted authorities.

15. No smoking is permitted in the Building or the Premises.

16. At Landlord’s election, Landlord may install a work-out room and certain exercise equipment in the Building (collectively, the work-out room and exercise equipment is the “Work-out Room”). Only Tenants and their employees may utilize the Work-out Room, and may do so only in accordance with all rules, regulations, notices and conditions posted in the Work-out Room.

17. No firearms or explosives of any type or nature are permitted anywhere within the Complex.

If these Rules and Regulations conflict with the terms of the Lease, the terms of the Lease shall govern.
Background

This report was produced by the Chester County Continuum of Care (CoC) in an effort to understand racial and ethnic disparities in homelessness systems in Chester County. This report will seek to answer the following questions:

1. Do racial disparities exist in the occurrence of homelessness in Chester County?
2. Do racial disparities exist in the provision of homeless services in Chester County?
3. Do racial disparities exist in the outcomes of homeless services in Chester County?
4. If disparities exist, are the causalities known?
5. What strategies can be implemented in the CoC to reduce any of these disparities?

Chester County Racial and Ethnic Distribution

Using data from the U.S. Department of Housing and Urban Development (HUD) CoC Racial Equity Analysis Tool from the American Community Survey (ACS) 2011-2015 5-yr estimates, Chester County has a total population of 509,797 (see Figure 1). The population is comprised of 86% White, 6% Black, 4% Asian or Pacific Islander, and 3% Other or Multi-Racial. The county is less racially diverse than the state of Pennsylvania, where the White population of 82% is lower (-4% vs. county) and the Black population is 11% is higher (+5% vs. county). However, ethnic diversity in the county is slightly higher than that of the state. The county’s population of people of Hispanic origin is 7%, whereas the state reports 6%.

Figure 1: Racial breakdown of Chester County, PA, from ACS 2011-2015 5-yr estimates and HUD’s CoC Racial Equity Analysis Tool
Racial Distribution of Those Experiencing Poverty

To provide further context, it is helpful to start by looking at racial/ethnic breakdowns among those experiencing poverty and compare that to the racial/ethnic distribution in the county population at large. Then, this can be contrasted with racial breakdowns of those experiencing homelessness.

Of Chester County’s 509,797 residents, 35,053 (7%) are estimated to be living in poverty according to ACS 2011-2015 5-yr estimates (Figure 2). Of those in poverty, 76% are White, 15% are Black, 3% are Asian or Pacific Islander, and 5% are Other or Multi-Racial. Those Hispanic origin make up of 20% of people experiencing poverty. With the exception of Asian or Pacific Islanders, a clear disparity exists in every category of race/ethnicity. While whites are underrepresented in the poverty composition (-10%), Blacks are overrepresented at nearly the same rate (+9%). Those identified as Other or Multi-Racial are only slightly overrepresented (+2%). The largest disparity exists in those of Hispanic origin being extremely overrepresented (+13%).

Figure 2: Racial breakdown of population and those experiencing poverty in Chester County, PA, from ACS 2011-2015 5-yr estimates and HUD’s CoC Racial Equity Analysis Tool

<table>
<thead>
<tr>
<th>CoC Data</th>
<th>All (ACS)</th>
<th>All (ACS)</th>
<th>In Poverty (ACS)</th>
<th>In Poverty (ACS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>440,588</td>
<td>86%</td>
<td>371,070</td>
<td>88%</td>
</tr>
<tr>
<td>Black</td>
<td>50,146</td>
<td>6%</td>
<td>21,851</td>
<td>5%</td>
</tr>
<tr>
<td>Native American/Alaskan</td>
<td>538</td>
<td>0%</td>
<td>413</td>
<td>0%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>22,905</td>
<td>4%</td>
<td>21,207</td>
<td>5%</td>
</tr>
<tr>
<td>Other/Multi-Racial</td>
<td>15,625</td>
<td>3%</td>
<td>8,095</td>
<td>2%</td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>55,579</td>
<td>7%</td>
<td>28,246</td>
<td>7%</td>
</tr>
<tr>
<td>Non-Hispanic</td>
<td>474,218</td>
<td>93%</td>
<td>894,390</td>
<td>93%</td>
</tr>
</tbody>
</table>

Overall, persons of color experience poverty at a proportionally higher rate than that of whites in Chester County, particularly Black and Hispanic populations of all races. The next step is determining the relationship between poverty and homelessness.

Occurrences of Homelessness

Now that a disparity had been identified in those experiencing poverty in Chester County it is necessary to next examine how that compares with those experiencing homelessness in Chester County. HUD’s CoC Racial Equity Analysis Tool uses data from the annual Point-In-Time (PIT) Count of sheltered and unsheltered persons experiencing homelessness conducted by the CoC and reported to HUD. In 2017, Chester County reported 578 sheltered and unsheltered persons the
night of the PIT Count (Figure 3). This is one way to quantify the number of persons experiencing homelessness. Of the 578, 53% were White 43% were Black, 1% were Asian and 3% Other or Multi-Racial.

Figure 3: Racial breakdown of population and those experiencing poverty and/or homelessness in Chester County, PA, from ACS 2011-2015 5-yr estimates and HUD’s CoC Racial Equity Analysis Tool

<table>
<thead>
<tr>
<th>CoC Data</th>
<th>All (ACS)</th>
<th>In Poverty (ACS)</th>
<th>Experiencing Homelessness (PIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All</td>
<td>In Families with Children</td>
<td>All</td>
</tr>
<tr>
<td>All People</td>
<td>503,797</td>
<td>422,636</td>
<td>35,053</td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>440,588</td>
<td>371,070</td>
<td>26,766</td>
</tr>
<tr>
<td>Black</td>
<td>30,146</td>
<td>21,851</td>
<td>5,540</td>
</tr>
<tr>
<td>Native American/Alaskan</td>
<td>533</td>
<td>413</td>
<td>75</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>22,905</td>
<td>21,207</td>
<td>1,029</td>
</tr>
<tr>
<td>Other/Multi-Racial</td>
<td>15,525</td>
<td>8,095</td>
<td>1,842</td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>35,579</td>
<td>28,246</td>
<td>7,154</td>
</tr>
<tr>
<td>Non-Hispanic</td>
<td>474,218</td>
<td>294,390</td>
<td>27,899</td>
</tr>
</tbody>
</table>

White individuals are underrepresented among those experiencing homelessness (-33%), while Black individuals are overrepresented (+37%). The key issue here is the extreme rate of the disproportionality compared to those experiencing poverty. White individuals make up 86% of the population, but only 76% of those experiencing poverty and 53% of those experiencing homelessness. Conversely, Black individuals only make up 6% of the county’s population but 15% of those experiencing poverty and 43% of those experiencing homelessness. The CoC needs to conduct further analysis to identify why Black individuals are more likely to experience homelessness than White individuals and why this is so outpaced with the rate both groups experience poverty (see Figure 4).

Figure 4: Racial distribution of population and those experiencing poverty and/or homelessness in Chester County, PA, from ACS 2011-2015 5-yr estimates and HUD’s CoC Racial Equity Analysis Tool
In Chester County, those of Hispanic origin only represent 5% of those experiencing homelessness, while making up 7% of the population and 20% of those experiencing poverty. The CoC believes that this is largely due to this population’s reluctance to accept assistance from mainstream homeless providers or a fear of being recorded in a government database, such as HMIS. The CoC is making efforts to collaborate with organizations, particularly in the southern end of the county where there is a greater concentration of Hispanic and Latino individuals, to better serve persons from this group.

Provision and Outcomes in Homeless Services
To determine if disparities exist in the provision of homeless services, the CoC looked at racial distribution of those experiencing homeless compared to (a) racial distribution of those accessing the system but whom were still homeless (those in Emergency Shelter (ES) and Transitional Housing (TH), and (b) racial distribution in the those obtaining permanent housing through Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH). Figure 5, from HUD’s Longitudinal Statistical Analysis (LSA) Stella P Module for FY2018, shows racial and ethnic distribution among those in ES/TH, RRH, and PSH.

Figure 5: Racial distribution in ES/TH, RRH, & PSH Chester County, PA, from HUD’s LSA Stella P Module FY2018

<table>
<thead>
<tr>
<th>CoC Code: PA-505</th>
<th>Name: FY2019 To Date</th>
<th>Report Period: 10/01/2018 - 09/30/2019</th>
<th>Submission Type: local</th>
</tr>
</thead>
</table>

Race and Ethnicity of HoH and Adults

To determine if disparities existed in access to the system, racial distribution among individuals served in an ES or TH program (and would still be considered homeless) was compared with the racial distribution of both sheltered and unsheltered homeless individuals discussed in the previous section. It was found that the distribution among those in ES/TH was almost identical to those experiencing homelessness overall. White households of all ethnicities made up 53% of those experiencing homelessness overall, matching exactly 53% of those served in ES/TH. Similarly, Black households represented 44% in both categories. Hispanic households of any race were represented in 4% of the ES/TH population, slightly down from 5% of the overall persons.
experiencing homelessness. The CoC will look further at this decrease in access in the Hispanic population. However the data, in general, does not seem to indicate any significant disparities in access to homeless services as the racial/ethnic distributions in persons experiencing homelessness virtually matches that of those in ES/TH.

The CoC also wanted to determine how those experiencing homelessness were placed into permanent housing programs within the CoC, such as RRH and PSH. In a system free of disparity, one would expect the racial/ethnic distribution of RRH and PSH to roughly mirror that of those in ES/TH. In the Chester County CoC, however, that is not the case. Black individuals represented 44% of the sheltered homeless population, 45% of those in RRH, but only 21% of those in PSH. Conversely, White individuals represented 53% of the sheltered homeless population, 45% of RRH, but 69% of those in PSH. The CoC needs to do further analysis of the underrepresentation of Black Individuals and the overrepresentation of White individuals in PSH.

To determine if there were any disparities in the outcomes of homeless assistance, data from the LSA FY2018 was analyzed using HUD’s Stella P module.

Figure 6: Permanent Exit Destinations by Population Group in Chester County, PA, from HUD’s LSA Stella P Module FY2018

Exits by Population Group

<table>
<thead>
<tr>
<th>All Households</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>51% Exited to Permanent Destinations</td>
<td>51%</td>
</tr>
<tr>
<td>All Exiting HH 924 HH</td>
<td>50%</td>
</tr>
<tr>
<td>AO 55+ 37%</td>
<td>339 HH</td>
</tr>
<tr>
<td>AC Parenting 18-24 year old 2%</td>
<td>23 HH</td>
</tr>
<tr>
<td>AC 3+ children 4%</td>
<td>54 HH</td>
</tr>
<tr>
<td>White, Non-Hispanic/Non-Latino 48%</td>
<td>442 HH</td>
</tr>
<tr>
<td>White, Hispanic/Latino 3%</td>
<td>32 HH</td>
</tr>
<tr>
<td>Black or African American 45%</td>
<td>419 HH</td>
</tr>
<tr>
<td>Asian 1%</td>
<td>51 HH</td>
</tr>
<tr>
<td>American Indian or Alaska Native 1%</td>
<td>5 HH</td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander 1%</td>
<td>6 HH</td>
</tr>
<tr>
<td>Multiple Races 1%</td>
<td>9 HH</td>
</tr>
<tr>
<td>33%</td>
<td>3 HH</td>
</tr>
</tbody>
</table>
White households of all ethnicities had a combined 47% rate of exits to permanent destinations with a total of 224 permanent exits per 474 total exits. This is slightly less than the overall rate of 51% of exits to permanent destinations. Conversely, Black households had a 55% rate of exits to permanent destinations with 232 of 419 positive exits. Hispanic/Latino households exited at a 59% rate to permanent destinations, also somewhat higher than the overall rate of 51%. It should be noted, however, that the sample size was smaller due to reasons discussed earlier with 19 out of 32 households reported as having a positive outcome. Native American, Asian, and those of multiple races had too small a sample size to draw meaningful conclusions.

Conclusions, Strategies, and Action Steps
Through this assessment, the CoC has identified several areas where action is warranted or further analysis is necessary to and has developed the following action steps to address each issue.

- **Conclusion:** Disparity among Black households experiencing homelessness at a greater rate than that of any other group. Black households also experience homelessness at a disproportionate rate compared to the rate they experience poverty.
  
  **Next Steps:**
  1. The CoC must collect additional data to assess what factors are contributing specifically to the experience of homelessness in this population.
  2. The CoC will convene a focus group to determine if greater outreach is needed to provide homeless prevention and diversion services to this community.
  3. Chester County is one of 49 jurisdictions with a HUD approved Assessment of Fair Housing (AFH). The CoC will reference the AFH action plan to inform future steps to ameliorate racial disparities in the county.

- **Conclusion:** The CoC did not see disparities in access to the homeless system, with the possible exception of Hispanic/Latino households who may be underrepresented. Anecdotally, this may also be due to the tendency in this community to “double-up” and a plausible conclusion could be drawn that while Hispanic/Latino households in Chester County are prevented from becoming literally homeless, they are instead unstably housed.
  
  **Next Steps:**
  1. Further analysis and monitoring is necessary to establish if this continues to be a trend in FY2019 and FY2020.
  2. The CoC will further conduct an analysis using data from non-HMIS sources (i.e. school districts, non-HMIS providers) to determine if it aligns with PIT data on the propensity of homelessness among Hispanic/Latino Households.
• **Conclusion:** While disparities existed in those experiencing homelessness, this did not seem to have a negative impact on outcomes for households of color who had slightly better rates of positive exit destinations than that of the overall.

**Next Steps:**
1. The CoC will continue to monitor these exits in FY2019 and FY2020 to determine if this is a continuing trend.

• **Conclusion:** While significant disparities were not present in the outcomes of homeless services, there were disparities in the placement of households into housing programs. Black households were underrepresented in PSH placement at a disproportionate rate to sheltered homelessness.

**Next Steps:**
1. The CoC will undertake an analysis of the Service Prioritization Decision Assistance Tool (SPDAT) scores used to assist in permanent housing program placement to determine if there are any biases in the tool or application thereof.
2. Intakes into permanent housing will be analyzed for the last 5 fiscal years to determine if trends exist.
3. Additional training of frontline staff or reexamination of the CoC’s assessment tool will be undertaken pursuant to the outcomes of steps 1 & 2.
The Chester County Department of Community Development (DCD) is seeking proposals from organizations who are interested in providing Coordinated Entry, Diversion, and Outreach Services in Chester County beginning on January 1, 2020. This Request for Proposals will be open until Thursday, August 29, 2019 at 3:00 p.m.

Please note that ConnectPoints is the name of the Coordinated Entry System in Chester County and will be utilized by the provider selected under this RFP.

Questions and Application Workshop:
The Coordinated Entry System Application Workshop will be held on Wednesday, July 31, 2019 at 9:00 a.m. at the Chester County Government Services Center, 601 Westtown Road, Room 171, West Chester, PA 19380. Please RSVP to cccdcd@chesco.org if your organization plans to attend.

• Questions emailed to cccdcd@chesco.org by 3:00 p.m. on Thursday, August 15, 2019 will be answered and posted on the DCD website (www.chesco.org/ccdcd) by Thursday, August 22, 2019. Any programmatic questions received after 3:00 p.m. on Thursday, August 15, 2019, will not be answered.
• Submission Format: DCD will use an online application, available on DCD’s website https://www.chesco.org/1924/Apply-for-Grants. Applicants are encouraged to study the information about DCD’s priorities and objectives for funding prior to starting the application process. DCD staff will be available for technical assistance.
• Scoring: Scores will be based on the following categories: Statement of Need, Organizational Capacity, Program Design and Service Strategy, and Performance Management.
• Due date: Applications are due by 3:00 p.m. on Thursday, August 29, 2019.
• Start Date: All program operations will be expected to commence no later than January 1, 2020.
• Contract Period: The original contract period will be for 12 months, with optional one (1) year renewals for a total period of five (5) years.
• Attachments: Attachments can be accessed at DCD’s Apply for Grants page. Applications will not be accepted by the electronic system without the required attachments.
• Technical assistance with the online application can be directed to Trish Hennessy at phennessy@chesco.org or 610-344-5412, or Shaun Bollig at sbollig@chesco.org or 610-344-6776.

Required Attachments for ALL Applications
• Audit or Financial Statements (most recent)
• Budget Forms (template provided on website)
• Evidence of Liability Insurance
• Fair Housing Compliance Certification (template provided on website)
• Identification of Other Funds Form (template provided on website)
• Implementation Timeline
• Job Descriptions/Resumes of All Personnel
• List of Board or Council Members
• Organizational Chart
• Sample Customer Workflow Chart
Optional Attachments:

- Miscellaneous
- Support Letters
- Proof of Nonprofit Status (required for new providers)

**Strategic Alignment**

DCD strongly encourages all applicants to align the proposed activities with one or more of the following DCD-adopted documents as noted on the Funding Opportunities section of our website:

- Decade to Doorways, Chester County’s 10-Year Plan to Prevent and End Homelessness
- Consolidated Plan (2018-2022) Strategies & Goals
- Chester County Assessment of Fair Housing (2018-2022)
- Department of Community Development’s Strategic Business Plan
- Southeast PA Regional and Local Workforce Innovation & Opportunity Act Plans

**Reference Documents**

- [2018-2020 Decade to Doorways Operational Plan](#)
- [Department of Community Development Coordinated Entry Policies & Procedures](#)
- [CPD Notice 17-01](#)
- [National Alliance to End Homelessness Recommendations for Decade to Doorway Homeless Response System](#)
- [HUD Coordinated Entry Core Elements Guidebook](#)
- [HUD Coordinated Entry Self-Assessment](#)
- [Decade to Doorways Advisory Team Presentation](#)

**County Requirements:**

1. **Monitoring:** As a recipient of public funds, all successful applicants who sign a contract with DCD will be required to fully comply with ongoing reporting, fiscal effectiveness and organizational capacity, uniform guidance, and other monitoring requirements.
2. **Certifications and Reservations:** Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of federal, state, or local funding must certify compliance with applicable funding regulations and adhere to applicable definitions described in the Application Instructions & Guidelines. Additional certifications may be required depending on the specific program.
3. **Meetings:** Attendance and participation at regularly-scheduled meetings, included Coordinated Entry System meetings and the Coordinated Entry Planning and Oversight Committee
4. **Reporting:** Submission of Annual Performance Reports (APRs), any other required reports to be submitted through the Chester County Client Information Management System (CCCIMS)
5. **Point In Time:** Participation in the Annual Point In Time Count
6. **MOU:** Memorandum of Understanding between the County of Chester and selected organizations under this RFP, or between the lead applicant under this RFP and any additional community partners providing services.
Coordinated Entry Street Outreach Program Specifications

The Chester County Department of Community Development seeks a qualified provider to manage the ConnectPoints Coordinated Entry System Street Outreach Program. The Street Outreach Program is responsible for engaging, verifying and providing access to emergency shelter (or diversion to other temporary housing when shelter space is not immediately available) for any family or individual reporting street homelessness within 24 hours of their first call to the ConnectPoints Call Center.

Calls to ConnectPoints are answered by Call Center Specialists who conduct intake and referral for anyone experiencing homelessness or at imminent risk of homelessness. Specialists will first conduct safety planning and warm transfer to people in danger, including people fleeing Domestic Violence or human trafficking. After identifying the nature of a caller’s housing crisis, Specialists will enter their basic household and demographic information into CCCIMS. Literally homeless households will be engaged in a brief problem-solving conversation called diversion to help them remaining temporarily and safely housed with friends or family. If the diversion attempt is not successful, the household will be referred to the County’s Street Outreach program. Households at imminent risk of homelessness will be referred directly to appropriate public or community-based services, including prevention, food security, health, legal, mental health, among others.

The Street Outreach Program should be able to address the immediate physical, mental and behavioral health concerns to ensure the safety of people living on the street and other places not intended for human habitation. The Street Outreach Program should have the capacity to successfully engage families, single adults, veterans, and unaccompanied youth (including LGBTQ youth) in a trauma-informed and culturally responsive way.

Street Outreach Services:

The ConnectPoints Street Outreach Program will receive approximately 300 referrals per year for intake, homeless verification, VI-SPDAT screening, diversion and/or referral to Emergency Shelter. Of those, approximately 20% will require ongoing case management and progressive engagement. Referrals may vary by season, availability of homeless prevention and subsidized housing resources and/or an unexpected natural or human-made disaster.

- Deliver mobile, countywide and team-based homeless street outreach, verification and screening services in response to Call Center referrals as follows:
  - Same day engagement Monday through Friday from 8:00 am to 5:00 pm
  - Engagement within 24 hours for referrals made after hours and on weekends
  - Same day engagement during County-determined Code Blue extremely cold days in winter
- Verify homelessness by witnessing the household actually sleeping outside. If that is not possible, verify homelessness by meeting the household at the location where they are sleeping overnight.
- Conduct the Family, Single Adult and Transitional Age Youth VI-SPDAT screening tools in CCCIMS for anyone verified as literally homeless.
- Attempt to divert homeless families and individuals to temporary housing (e.g., hotel, friends, family, landlord negotiations and use of flexible funding as resources allow).
- Refer households to Emergency Shelter using a community-defined order of prioritization.
- Distribute hotel vouchers if shelter is not available or appropriate (as resources allow).
- Distribute emergency goods (e.g., blankets, gloves, hats, first aid kits, food, etc. as private donations allow).
- Case manage street homeless families and individuals until they are 1) enrolled in Emergency Shelter, 2) find permanent housing (including enrollment in Rapid Re-Housing or Permanent Supportive Housing), 3) enter a treatment facility, 4) self-resolve their homelessness for more than seven consecutive nights or 5) unable to contact the household for over two weeks.
• Accurately input client information into CCCIMS within 24 hours.
• Regularly and consistently document all outreach, engagement, and case management efforts and attempts within 24 hours.
• Maintain a “Be on the Look Out” (BOLO) list of individuals who have been reported as street homeless but have not engaged with Coordinated Entry.
• Participate in By Name List (BNL) meetings with shelter and housing providers.
• Establish and maintain working relationships with local police departments, Veterans service providers, Domestic Violence providers, prisons/jails, recovery facilities, hospitals, and the existing Critical Time Intervention team.
• Provide a gradual, warm hand-off to shelter and housing providers.
• Identify and routinely visit “hotspots” where concentrations of high-need individuals congregate frequently (e.g., encampments, abandoned buildings)
• Participate in Point-In-Time Count (PIT) planning and train PIT volunteers in safe engagement of homeless individuals.

General Expectations

• Compliance with CPD Notice 17-01 Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System
• Utilization of the Chester County Client Information Management System (CCCIMS)
• Compliance with DCD administrative and Coordinated Entry policies and procedures
• Ongoing coordination with the homeless response system and DCD
• Administrative capacity to track, process, and record participant information
• Referral to appropriate homeless system providers based on client needs

Staffing Requirements

• Dedicated Full or Part-Time Street Outreach Team Supervisor to serve as primary point of contact and: 1) manage day-to-day operations and train/supervise staff, 2) oversee quality improvement, 3) generate project budgets and reports, 4) address client and referral partner grievances, and 5) actively participate in the Decade to Doorways’ Coordinated Entry and Ending Chronic Homelessness Committees.
• All team members skilled in open communications and strengths-based, person-centered approaches to case management.
• All team members are or will be trained or experienced in motivational interviewing, implicit bias, cultural responsiveness, mental health first aid, trauma-informed care, harm reduction, diversion, and progressive engagement.
• At least one team member trained or experienced in:
  o LGBTQ engagement
  o Homeless youth engagement (ex. through social media communications)
  o Spanish-speaking team member
• Medical and mental/behavioral health training and certification either on staff or through partnerships with health providers.
• All staff must have Child Abuse History Clearance (CY113), Pennsylvania State Police Criminal Record Checks for Employment (SPA-164) or Volunteers (SPA-164A) and Federal Bureau of Investigation (FBI) Fingerprinting.
**Infrastructure Requirements**

- Smartphones and tablets/laptops with high-speed Internet service for all team members
- Dedicated vehicle(s)
- Telephone access for 24/7 response to referrals from the ConnectPoints Call Center

**Expected Performance and Outcomes**

- Diversion success rate
- Length of time for those non-diverted between intake and placement into temporary or permanent housing
- Success rate for placement of those non-diverted into temporary or permanent housing
- Length of time between referral from Coordinated Entry to first contact with households experiencing homelessness
- Length of time between first contact and homeless verification & screening completed
- Accuracy of homeless verification, screening results, and CCCIMS data entry
- Number of outreach attempts
- Percentage of call center referrals addressed

**Evaluation and Selection and Review Criteria:**

Proposals will be reviewed, scored and evaluated through a review committee. The Review Committee will make recommendations to the Chester County Commissioners who will select the providers and make final decisions.

**Scoring**

Proposals are to be divided into the following categories when submitted through the online grants management system. Please note that only the narrative submitted electronically, and not additional narrative attachments, will be scored. All proposals will be scored based on these categories:

- **Program Management and Organizational Capacity – 30 Points**
  - Describe relevant organizational experience in delivering homeless outreach services
  - Describe relevant organizational experience in working with people in crisis, including approaches to providing diversion services, trauma-informed care, safety planning and culturally responsive service delivery
  - Provide the qualifications, training/certification and expertise of the Street Outreach Program Supervisor (attachment of a resume or CV preferred)
  - Describe the typical qualifications, training/certification and expertise of staff who will serve as Street Outreach workers
  - Describe measures by the organization to ensure the protection of Personal Identifying Information
  - Please provide at least one (1) reference for which you have provided outreach services. Include length of relationship and a brief overview of services provided

- **Program Design and Service Strategy – 50 Points**
  - Provide a detailed description of how your organization will deliver the proposed Street Outreach services
  - Describe the strategies your organization will use to partner with the following systems of care:
    - Aging and older adults
    - Child and youth
    - Criminal justice (police, courts, prisons)
    - Health systems and providers (physical, mental, behavioral)
    - Veterans
Describe the strategies your organization will use to engage the following populations:
  - People with disabilities
  - People with Serious Mental Illness and/or are actively using/addicted to alcohol, prescription medication or illegal drugs
  - Survivors of domestic violence and abuse
  - Survivors of human trafficking
  - Youth and adults who identify as LGBTQ

Describe the strategies your organization will use to deliver emergency medical and mental health services, either through Street Outreach workers or in partnership with other health providers.

Describe how your organization would partner with other organizations providing some form of street outreach in Chester County to cover the entire geography of Chester County and/or serve the needs of populations with unique needs (e.g., Serious Mental Illness, youth, veterans, etc.)

Describe your approach to staffing Street Outreach after hours and on weekends (same day response to referrals received Saturday mornings are not required but are preferred)

Describe how a Street Outreach worker would handle a situation in which Emergency Shelter or publicly funded hotel vouchers were not available for a given household verified as street homeless through a) diversion and/or b) securing temporary housing

Describe your commitment to Housing First

Complete, detailed, and cost-effective budget for initial set-up, training, custom programming and/or reporting, dedicated PT/FT Supervisor and dedicated ConnectPoints Street Outreach workers, as well as administrative and overhead expenses

Timeline for initial set-up, training and custom programming and/or training

Indicate whether or not your organization would be able to launch ConnectPoints Street Outreach Program operations within two (2) months of receiving the DCD contract award and describe any challenges to successful start-up and launch

Describe any applicable collaboration with other organizations, including any organizations that may be responding to DCD’s concurrent homeless Call Center RFP

Identify additional funding sources to be leveraged and strategies for utilizing those funds to serve this population (i.e. funds for hotel/motel stays, diversion, medical expenses, etc.)

Performance Management – 20 Points

Indicate an average estimated cost per street outreach engagement

Describe technology capacity for entering data and notes into Chester County Client Information Management System (CCCIMS)

Explain the organization’s approach to training and continual quality improvement

Describe how your organization communicates outcomes and success stories with the public and elected officials

Describe how your street outreach workers will enter accurate data into CCCIMS in real-time or at least within 24 hours of contact with a client

Describe your quality assurance and improvement plan to maximize the successful achievement of the following performance measures:
  - Diversion success rate
  - Length of time for those non-diverted between intake and placement into temporary or permanent housing
  - Success rate for placement of those non-diverted into temporary or permanent housing
  - Length of time between referral from Coordinated Entry to first contact with households experiencing homelessness
  - Length of time between first contact and homeless verification & screening completed
  - Number of outreach attempts
  - Percentage of call center referrals addressed
GLOSSARY OF TERMS AND REGULATIONS

**Affirmative Marketing:** Actions to provide information and attract eligible persons, particularly those not likely to apply for housing without special outreach, to affordable housing units.

**Americans with Disabilities Act:** For major rehabilitation or conversion, the recipient of funding must comply with the Americans with Disabilities Act (42 U.S.C. 12131 through 121134, regulations at 28 CFR Part 35) and accessibility guidelines. The Act also prohibits discrimination based on disability in the provision of goods, services, privileges, advantages or accommodations in any place of public accommodation, including homeless shelters and social service center establishments. Section 504 of the Rehabilitation Act of 1973 also prohibits discrimination based on disability in activities or programs receiving federal assistance and the Fair Housing Amendments Act (FHAA) prohibits discrimination in housing based on a person’s disability.

1. The ADA, Section 504, and the FHAA all follow the same definition of disability:
2. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
3. A record of such an impairment; or
4. Being regarded as having such an impairment.
5. The phrase physical or mental impairment means —
   a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine;
   b. Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities;
   c. The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
   d. The phrase physical or mental impairment does not include psychoactive substance use disorders resulting from current illegal use of drugs.

NOTE: This definition of disability differs from the definition for “severely disabled person” (defined below), a class of people presumed under CDBG regulations to be low- or moderate-income.

**Audit:** Local government and private non-profit subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

**Bonding and Insurance:** Agencies are required to adhere to the standards of OMB Circular A-110, regarding bid guarantees, performance bonds, payment bonds and insurance.

**Certification Regarding Drug Free Workplace:** In accordance with the requirements of the Drug Free Workplace Act of 1988, all recipients of federal funding through HUD are required to comply with and execute the certification regarding the provision of a drug-free workplace.

**Individual Experiencing Chronic Homelessness:** An unaccompanied 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 a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

**Family Experiencing Chronic Homelessness:** A chronically homeless family is a household with at least one adult member who has a disabling condition and 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. Disabling condition is defined 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.

**Coordinated Entry System:** A centralized or coordinated process designed to coordinate program participant intake, assessment,
and provision of referrals. A Coordinated Assessment System covers Chester County is easily accessed by individuals, families and community organizations seeking emergency housing or supportive services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Conflict of Interest:** In addition to conflict of interest requirements in OMB Circular A-110 and 24 CFR Part 85, no person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, of any designated public agency, or of a subrecipient that receives federal funding from the County and who exercises or has exercised any functions or responsibilities with respect to funded activities or who is in a position to participate in a decision process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to the activities, or with respect to the proceeds of the activities, either for themselves or for those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

**Debarred, Suspended, or Ineligible Contractors:** Engagement of services and awarding of contracts or funding of any contractors or subcontractors during any period of debarment, suspension, or placement in ineligibility status is strictly prohibited, in accordance with the provisions at 24 CFR Part 24.

**Decade to Doorways:** Chester County’s 10-year plan to prevent and end homelessness. This is a strategic planning initiative that will align funding resources with identified priorities that make progress toward ending homelessness.

**Person With Disabilities:** See the definition for "severely disabled person" or the Americans with Disabilities Act, as applicable.

**Diversion:** Through communication, a strategy that prevents homelessness for people seeking shelter by helping these households to identify immediate and safe housing options they may already have and, if necessary, connecting them with services and financial assistance to help them stay in their current housing or quickly return to permanent housing without entering shelter whenever it is safe and appropriate to do so.

**Emergency Shelter:** Any facility, the primary purpose of which is to provide temporary shelter for persons experiencing homelessness.

**Employment and Contracting Opportunities:** Contractors and subcontractors of federal or federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship.

In addition, compliance is required with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and the implementing regulations in 24 CFR part 135. This law requires that to the greatest extent feasible, opportunities for training and employment be given to low- and very low- income persons who reside within the local area in which the project is located, and where possible, work contracts should be awarded to eligible local business concerns. No person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of federally assisted construction contracts.

Compliance is required with Executive Orders 11625 and 12432 on Minority Business Enterprise, and Executive Order 12138 on Women's Business Enterprise. These orders require recipients to take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

**Emergency Solutions Grant Program:** On November 15, 2011, the U.S. Department of Housing and Urban Development (HUD) released an interim rule for the new Emergency Solutions Grant (ESG) program, which was officially published in the Federal Register on December 5. The interim rule implements changes made by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

Formerly known as the Emergency Shelter Grants Program, the Emergency Solutions Grant Program is federal entitlement funding authorized by the Stewart B. McKinney Homeless Assistance Act, as amended (42 U.S.C. 11371-78) and implemented under 24 CFR Part 576. Eligible activities include funding for street outreach, emergency shelter, homelessness prevention, rapid re-housing, and Homeless Management Information System (HMIS) implementation costs, and coordination/planning expenses related to the Continuum of Care.

**Fair Housing Act:** Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status
(including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

**Faith-based Initiatives:** Efforts by the federal government to strengthen and expand the role of faith-based and community organizations in addressing the nation’s social problems. The goal is to ensure faith-based organizations can compete equally with other groups to provide government or privately-funded services.

**Faith-based Organization:** Faith-based organizations (FBO) are of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Family:** All persons living in the same household who are related by blood, marriage, or adoption.

**HEARTH Act:** Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009. Amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

- A consolidation of HUD’s competitive grant programs;
- The creation of a Rural Housing Stability Assistance Program;
- A change in HUD’s definition of homelessness and chronic homelessness;
- A simplified match requirement;
- An increase in prevention resources; and,
- An increase in emphasis on performance.

**Homeless Management Information Systems (HMIS):** The local information technology systems that HUD recipients and subrecipients use for homeless assistance programs authorized by the HEARTH Act.

**Homelessness:** HUD has issued the final regulation to implement changes to the definition of homelessness contained in the Homeless Emergency Assistance and Rapid Transition to Housing Act. The definition affects who is eligible for various HUD-funded homeless assistance programs. The new definition includes four broad categories of homelessness:

- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they exiting an institution where they resided for up to 90 days (it was previously 30 days), and were in shelter or a place not meant for human habitation immediately prior to entering that institution.
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The proposed regulation also describes specific documentation requirements for this category.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

**Person Experiencing Homelessness:** A person is considered homeless if they 1) lack a fixed, regular, and adequate nighttime residence; and 2) have a primary nighttime residence that is -

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Anyone imprisoned or otherwise detained pursuant to an Act of Congress or State law is *not* considered homeless according to HUD guidelines.
**Homelessness Prevention:** Activities including:

- intervention, coaching, and case management;
- short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
- security deposits or first month’s rent to permit a homeless family to move into their own apartment;
- mediation programs for landlord-tenant disputes;
- legal services programs for the representation of indigent tenants in eviction proceedings;
- payments to prevent foreclosure on a home; and
- other innovative programs and activities designed to prevent the incidence of homelessness.

**Household:** All persons occupying the same housing unit, regardless of their relationship to each other.

**Housing First:** A nationally-recognized method of addressing homelessness where permanent housing is immediately provided to individuals experiencing homelessness. This method is considered as an alternative to the emergency shelter and transitional housing models, as “wrap around” social services are delivered to the client in the setting of permanent housing.

**Low- or moderate-income household:** A household in which the total income of all of the household members is equal to or less than 80% of median family income for the Philadelphia Metropolitan Statistical Area.

**Low- or moderate-income person:** A member of a family having an income equal to or less than 80% of median family income for the Philadelphia Metropolitan Statistical Area.

**Permanent Supportive Housing:** Long-term, community-based housing that includes supports whether through a program or the community for persons or families experiencing homelessness who have a disability that impedes upon their ability for gainful employment

**Rapid Re-housing:** Program type involving individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

**Transitional housing:** Project that is temporary and is not permanent. It provides emergency type shelter and is designed to provide supportive services. It is the program’s job to move individuals and families to permanent housing as quickly as possible.

**Service Prioritization Decision Assistance Tool (SPDAT):** An evidence-informed approach to assessing an individual’s or family’s acuity. The tool, across multiple components, prioritizes who to serve next and why, while concurrently identifying the areas in the person/family’s life where support is most likely necessary in order to avoid housing instability.

**Street Outreach:** Activities related to the provision of essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT):** An assessment that helps identify who should be recommended for each housing and support intervention, moving the discussion from simply who is eligible for a service intervention to who is eligible and in greatest need of that intervention. While the SPDAT is an assessment tool, the VI-SPDAT is a survey that anyone could complete, to help prioritize clients.
The Chester County Department of Community Development (DCD) is seeking proposals from organizations who are interested in providing Coordinated Entry, Diversion, and Outreach Services in Chester County beginning on January 1, 2020. This Request for Proposals will be open until Thursday, August 29, 2019 at 3:00 p.m.

Please note that ConnectPoints is the name of the Coordinated Entry System in Chester County and will be utilized by the provider selected under this RFP.

Questions and Application Workshop:
The Coordinated Entry System Application Workshop will be held on **Wednesday, July 31, 2019 at 9:00 a.m. at the Chester County Government Services Center, 601 Westtown Road, Room 171, West Chester, PA 19380.** Please RSVP to ccdcd@chesco.org if your organization plans to attend.

- Questions emailed to ccdcd@chesco.org by 3:00 p.m. on Thursday, August 15, 2019 will be answered and posted on the DCD website (www.chesco.org/ccdcd) by Thursday, August 22, 2019. Any programmatic questions received after 3:00 p.m. on Thursday, August 15, 2019, will not be answered.
- Submission Format: DCD will use an online application, available on DCD’s website https://www.chesco.org/1924/Apply-for-Grants. Applicants are encouraged to study the information about DCD’s priorities and objectives for funding prior to starting the application process. DCD staff will be available for technical assistance.
- Scoring: Scores will be based on the following categories: Statement of Need, Organizational Capacity, Program Design and Service Strategy, and Performance Management.
- Due date: Applications are due by 3:00 p.m. on Thursday, August 29, 2019.
- Start Date: All program operations will be expected to commence **no later than January 1, 2020.**
- Contract Period: The original contract period will be for **12 months**, with optional one (1) year renewals for a total period of five (5) years.
- Attachments: Attachments can be accessed at DCD’s Apply for Grants page. Applications will not be accepted by the electronic system without the required attachments.
- Technical assistance with the online application can be directed to Trish Hennessy at phennessy@chesco.org or 610-344-5412, or Shaun Bollig at shollig@chesco.org or 610-344-6776.

**Required Attachments for ALL Applications**
- Audit or Financial Statements (most recent)
- Budget Forms (template provided on website)
- Evidence of Liability Insurance
- Fair Housing Compliance Certification (template provided on website)
- Identification of Other Funds Form (template provided on website)
- Implementation Timeline
- Job Descriptions/Resumes of All Personnel
- List of Board or Council Members
- Organizational Chart
- Workflow/Customer Flow charts
- Sample Call Center report
Optional Attachments:
- Miscellaneous
- Support Letters
- Certifications
- *Proof of Nonprofit Status (required for new providers)*

**Strategic Alignment**

DCD strongly encourages all applicants to align the proposed activities with one or more of the following DCD-adopted documents as noted on the [Funding Opportunities](#) section of our website:

- Decade to Doorways, Chester County’s 10-Year Plan to Prevent and End Homelessness
- Consolidated Plan (2018-2022) Strategies & Goals
- Chester County Assessment of Fair Housing (2018-2022)
- Department of Community Development’s Strategic Business Plan
- Southeast PA Regional and Local Workforce Innovation & Opportunity Act Plans

**Reference Documents**

- [2018-2020 Decade to Doorways Operational Plan](#)
- [CPD Notice 17-01](#)
- [Department of Community Development Coordinated Entry Policies & Procedures](#)
- [National Alliance to End Homelessness Recommendations for Decade to Doorways Homeless Response System](#)
- [HUD Coordinated Entry Core Elements Guidebook](#)
- [HUD Coordinated Entry Self-Assessment](#)
- [Decade to Doorways Advisory Team Presentation](#)

**County Requirements:**

1. **Monitoring:** As a recipient of public funds, all successful applicants who sign a contract with DCD will be required to fully comply with ongoing reporting, fiscal effectiveness and organizational capacity, uniform guidance, and other monitoring requirements.

2. **Certifications and Reservations:** Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of federal, state, or local funding must certify compliance with applicable funding regulations and adhere to applicable definitions described in the Application Instructions & Guidelines. Additional certifications may be required depending on the specific program.

3. **Meetings:** Attendance and participation at regularly-scheduled meetings, included Coordinated Entry System meetings and the Coordinated Entry Planning and Oversight Committee

4. **Reporting:** Submission of Annual Performance Reports (APRs), any other required reports to be submitted through the Chester County Client Information Management System (CCCIMS)

5. **Point In Time:** Participation in the Annual Point In Time Count

6. **MOU:** Memorandum of Understanding between the County of Chester and selected organizations under this RFP, or between the lead applicant under this RFP and any additional community partners providing services.
Evaluation and Selection and Review Criteria:

Proposals will be reviewed, scored and evaluated through a review committee. The Review Committee will make recommendations to the Chester County Commissioners who will select the providers and make final decisions.

Scoring

Proposals are to be divided into the following categories when submitted through the online grants management system. Please note that only the narrative submitted electronically, and not additional narrative attachments, will be scored. All proposals will be scored based on these categories:

- **Program Management and Organizational Capacity – 40 Points**
  - Describe relevant organizational experience in delivering professional Call Center operations for community-based health, housing/homelessness or human services (and note if any of these services are delivered in Chester County)
  - Describe relevant organizational experience in working with people in crisis, including approaches to providing trauma-informed care, safety planning and culturally responsive service delivery.
  - Describe fiscal controls in place for auditing and accountability
  - Describe technology and systems for making outbound and inbound calls, including the ability to make warm transfers
  - Describe any Cloud-based or digital Call Centers services that may be utilized to deliver Call Center services (e.g., text messaging, videoconferencing, social media, real-time reporting dashboards, ability to record and archive calls digitally, etc.)
  - Provide the qualifications, training/certification and expertise of the Call Center Supervisor (attachment of a resume or CV preferred)
  - Describe the typical qualifications, training/certification and expertise of operators who will serve as dedicated Call Center Specialists
  - Please provide a sample of your typical Call Center reports
  - Describe measures by the organization to ensure the protection of Personal Identifying Information
  - Please list any organizational Call Center certifications
  - Please provide at least one (1) reference for which you have provided inbound intake & referral services. Include length of relationship and a brief overview of services provided.

- **Program Design and Service Strategy – 40 Points**
  - Include a detailed description of the services and activities proposed
  - Explain the activity and service delivery strategy
  - Identify any proprietary or publicly accessible databases the organization will use to make referrals to community services in Chester County (e.g., child care, food, health, job training, legal, etc.)
  - Complete, detailed, and cost-effective budget for initial set-up, training, custom programming and/or reporting, dedicated PT/FT ConnectPoints Call Center Supervisor, dedicated ConnectPoints Call Center Specialists, after hours shared call center operators and overhead.
  - Timeline for initial set-up, training and custom programming and/or training.
  - Indicate whether or not your organization would be able to launch ConnectPoints Call Center operations within two (2) months of receiving the DCD contract award and describe any challenges to successful start-up and launch.
  - Describe any applicable collaboration with other organizations, including any organizations that may be responding to DCD’s concurrent homeless Street Outreach RFP.
  - Identify additional funding sources to be leveraged
  - Describe approach to coordinated entry and diversion
Coordinated Entry Specifications

The Chester County Department of Community Development seeks a qualified provider to manage the ConnectPoints Coordinated Entry System Call Center, which oversees access, assessment, referral, and placement into the homeless response system for all households and populations within the County experiencing homelessness or at imminent risk of homelessness. The ConnectPoints Coordinated Entry System includes assessment, intake, diversion, and referral services. An effective Coordinated Entry System follows the Five C’s as referenced in the NAEH Recommendations for Decade to Doorways Homeless Response System Report.

Call Center Services:

ConnectPoints should be easily accessible throughout the County by telephone to anyone experiencing a housing crisis, regardless of their real or perceived race, ethnicity, gender, sexual orientation, disability, income, immigrant status or family composition. Language translation services must be available for anyone who speaks English as a second language and for people who are Deaf or Hard of Hearing.

ConnectPoints should be staffed by assessment workers who are trained in trauma-informed and culturally responsive triage, assessment, eligibility of existing programs, diversion, and follow established Decade to Doorways Partnership wide protocols for referrals to appropriate programs.

Calls to ConnectPoints are answered by Call Center Specialists who conduct intake and referral for anyone experiencing homelessness or at imminent risk of homelessness. Specialists will first conduct safety planning and warm transfer to people in danger, including people fleeing Domestic Violence or human trafficking. After identifying the nature of a caller’s housing crisis, Specialists will enter their basic household and demographic information into CCCIMS. Literally homeless households will be engaged in a brief problem-solving conversation called diversion to help them remaining temporarily and safely housed with friends or family. If the diversion attempt is not successful, the household will be referred to the County’s Street Outreach program. Households at imminent risk of homelessness will be referred directly to appropriate public or community-based services, including prevention, food security, health, legal, mental health, among others.
The ConnectPoints Call Center receives approximately 12 to 14 calls per day and 3,200 calls per year. The average length of each call is approximately 15 minutes. A full intake is required on an estimated 33% of all calls. Call volume may vary by season, availability of homeless prevention and subsidized housing resources and/or an unexpected natural or human-made disaster.

**General Expectations**

- Compliance with [CPD Notice 17-01](#) Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System
- Coordinated Entry through the ConnectPoints call center
- Dedicated FT/PT Call Center Supervisor to: 1) manage day-to-day Call Center operations and train/supervise Coordinated Entry (CE) Specialists, 2) oversee quality improvement, 3) generate project budgets and reports, 4) address client and referral partner grievances, and 5) actively participate in CoC/Coordinated Entry Committee/DCD/Decade to Doorways meetings
- Dedicated ConnectPoints Call Center operators conducting live Coordinated Entry intake and referral to Street Outreach program and community-based housing stability services available Monday through Friday 8:00 AM – 5:00 PM
- Live operator(s) familiar enough with CES to provide appropriate information and make emergency referrals after hours and on weekends and Federal holidays
- Easy and clear prompt if number is for multiple information and referral (I&R) services (ex. "Press 1 if you are homeless in Chester County")
- Ability to leave a call back number instead of waiting on hold
- Administrative capacity to track, process, and record calls and referrals
- Provide toll-free call center services county-wide in English and Spanish and be able to connect to translation services for other languages when needed
- Description of alternate methods of contact, utilizing technology (e.g., text messaging, video chat, social media, etc.)
- Utilization of the Chester County Client Information Management System (CCCIMS)
- Compliance with DCD policies and procedures
- Ongoing coordination with the homeless response system and DCD
- Administrative capacity to track, process, and record participant information
- Referral to appropriate homeless system providers based on client needs

**Staffing Requirements**

- Exceptional interpersonal and arbitration skills
- At least one bilingual staff person (English/Spanish)
- All staff under this proposal must be trained in and able to practice diversion
**Expected Performance and Outcomes**

- Daily/weekly/monthly call volume
- Caller demographics (e.g., Gender, race/ethnicity, reason for calling, current location/zip code)
- Average call wait time
- Call abandon rate
- Average CE intake and referral process time
- Call resolution (by category)
- Average call back response time
- Customer satisfaction score
- Number of client grievances filed
- Number of referrals made to homeless prevention, emergency services, and community-based housing stability services, respectively
- % of appropriate referrals made to Street Outreach
- % of messages from callers returned within 24 hours
- % of CCCIMS records completed or updated with accuracy
- Number of complaints less than 2 per week
- Percentage of clients successfully diverted from needing a referral to Street Outreach/Emergency Shelter
GLOSSARY OF TERMS AND REGULATIONS

Affirmative Marketing: Actions to provide information and attract eligible persons, particularly those not likely to apply for housing without special outreach, to affordable housing units.

Americans with Disabilities Act: For major rehabilitation or conversion, the recipient of funding must comply with the Americans with Disabilities Act (42 U.S.C. 12131 through 121134, regulations at 28 CFR Part 35) and accessibility guidelines. The Act also prohibits discrimination based on disability in the provision of goods, services, privileges, advantages or accommodations in any place of public accommodation, including homeless shelters and social service center establishments. Section 504 of the Rehabilitation Act of 1973 also prohibits discrimination based on disability in activities or programs receiving federal assistance and the Fair Housing Amendments Act (FHAA) prohibits discrimination in housing based on a person's disability.

1. The ADA, Section 504, and the FHAA all follow the same definition of disability:
2. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
3. A record of such an impairment; or
4. Being regarded as having such an impairment.
5. The phrase physical or mental impairment means --
   a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine;
   b. Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities;
   c. The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
   d. The phrase physical or mental impairment does not include psychoactive substance use disorders resulting from current illegal use of drugs.

NOTE: This definition of disability differs from the definition for "severely disabled person" (defined below), a class of people presumed under CDBG regulations to be low- or moderate-income.

Audit: Local government and private non-profit subrecipients are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

Bonding and Insurance: Agencies are required to adhere to the standards of OMB Circular A-110, regarding bid guarantees, performance bonds, payment bonds and insurance.

Certification Regarding Drug Free Workplace: In accordance with the requirements of the Drug Free Workplace Act of 1988, all recipients of federal funding through HUD are required to comply with and execute the certification regarding the provision of a drug-free workplace.

Individual Experiencing Chronic Homelessness: An unaccompanied 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 a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

Family Experiencing Chronic Homelessness: A chronically homeless family is a household with at least one adult member who has a disabling condition and 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. Disabling condition is defined 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.

Coordinated Entry System: A centralized or coordinated process designed to coordinate program participant intake, assessment,
and provision of referrals. A Coordinated Assessment System covers Chester County is easily accessed by individuals, families and community organizations seeking emergency housing or supportive services, is well advertised, and includes a comprehensive and standardized assessment tool.

**Conflict of Interest:** In addition to conflict of interest requirements in OMB Circular A-110 and 24 CFR Part 85, no person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, of any designated public agency, or of a subrecipient that receives federal funding from the County and who exercises or has exercised any functions or responsibilities with respect to funded activities or who is in a position to participate in a decision process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to the activities, or with respect to the proceeds of the activities, either for themselves or for those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

**Debarred, Suspended, or Ineligible Contractors:** Engagement of services and awarding of contracts or funding of any contractors or subcontractors during any period of debarment, suspension, or placement in ineligibility status is strictly prohibited, in accordance with the provisions at 24 CFR Part 24.

**Decade to Doorways:** Chester County's 10-year plan to prevent and end homelessness. This is a strategic planning initiative that will align funding resources with identified priorities that make progress toward ending homelessness.

**Person With Disabilities:** See the definition for "severely disabled person" or the Americans with Disabilities Act, as applicable.

**Diversion:** Through communication, a strategy that prevents homelessness for people seeking shelter by helping these households to identify immediate and safe housing options they may already have and, if necessary, connecting them with services and financial assistance to help them stay in their current housing or quickly return to permanent housing without entering shelter whenever it is safe and appropriate to do so.

**Emergency Shelter:** Any facility, the primary purpose of which is to provide temporary shelter for persons experiencing homelessness.

**Employment and Contracting Opportunities:** Contractors and subcontractors of federal or federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship.

In addition, compliance is required with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and the implementing regulations in 24 CFR part 135. This law requires that to the greatest extent feasible, opportunities for training and employment be given to low- and very low- income persons who reside within the local area in which the project is located, and where possible, work contracts should be awarded to eligible local business concerns. No person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of federally assisted construction contracts.

Compliance is required with Executive Orders 11625 and 12432 on Minority Business Enterprise, and Executive Order 12138 on Women's Business Enterprise. These orders require recipients to take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

**Emergency Solutions Grant Program:** On November 15, 2011, the U.S. Department of Housing and Urban Development (HUD) released an interim rule for the new Emergency Solutions Grant (ESG) program, which was officially published in the Federal Register on December 5. The interim rule implements changes made by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

Formerly known as the Emergency Shelter Grants Program, the Emergency Solutions Grant Program is federal entitlement funding authorized by the Stewart B. McKinney Homeless Assistance Act, as amended (42 U.S.C. 11371-78) and implemented under 24 CFR Part 576. Eligible activities include funding for street outreach, emergency shelter, homelessness prevention, rapid re-housing, and Homeless Management Information System (HMIS) implementation costs, and coordination/planning expenses related to the Continuum of Care.

**Fair Housing Act:** Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status
(including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

**Faith-based Initiatives:** Efforts by the federal government to strengthen and expand the role of faith-based and community organizations in addressing the nation’s social problems. The goal is to ensure faith-based organizations can compete equally with other groups to provide government or privately-funded services.

**Faith-based Organization:** Faith-based organizations (FBO) are of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

**Family:** All persons living in the same household who are related by blood, marriage, or adoption.

**HEARTH Act:** Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009. Amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:
- A consolidation of HUD’s competitive grant programs;
- The creation of a Rural Housing Stability Assistance Program;
- A change in HUD’s definition of homelessness and chronic homelessness;
- A simplified match requirement;
- An increase in prevention resources; and,
- An increase in emphasis on performance.

**Homeless Management Information Systems (HMIS):** The local information technology systems that HUD recipients and subrecipients use for homeless assistance programs authorized by the HEARTH Act.

**Homelessness:** HUD has issued the final regulation to implement changes to the definition of homelessness contained in the Homeless Emergency Assistance and Rapid Transition to Housing Act. The definition affects who is eligible for various HUD-funded homeless assistance programs. The new definition includes four broad categories of homelessness:
- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were in shelter or a place not meant for human habitation immediately prior to entering that institution.
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The proposed regulation also describes specific documentation requirements for this category.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

**Person Experiencing Homelessness:** A person is considered homeless if they 1) lack a fixed, regular, and adequate nighttime residence; and 2) have a primary nighttime residence that is -
- a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Anyone imprisoned or otherwise detained pursuant to an Act of Congress or State law is not considered homeless according to HUD guidelines.
**Homelessness Prevention**: Activities including:

- intervention, coaching, and case management;
- short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
- security deposits or first month’s rent to permit a homeless family to move into their own apartment;
- mediation programs for landlord-tenant disputes;
- legal services programs for the representation of indigent tenants in eviction proceedings;
- payments to prevent foreclosure on a home; and
- other innovative programs and activities designed to prevent the incidence of homelessness.

**Household**: All persons occupying the same housing unit, regardless of their relationship to each other.

**Housing First**: A nationally-recognized method of addressing homelessness where permanent housing is immediately provided to individuals experiencing homelessness. This method is considered as an alternative to the emergency shelter and transitional housing models, as “wrap around” social services are delivered to the client in the setting of permanent housing.

**Low- or moderate-income household**: A household in which the total income of all of the household members is equal to or less than 80% of median family income for the Philadelphia Metropolitan Statistical Area.

**Low- or moderate-income person**: A member of a family having an income equal to or less than 80% of median family income for the Philadelphia Metropolitan Statistical Area.

**Permanent Supportive Housing**: Long-term, community-based housing that includes supports whether through a program or the community for persons or families experiencing homelessness who have a disability that impedes upon their ability for gainful employment

**Rapid Re-housing**: Program type involving individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

**Transitional housing**: Project that is temporary and is not permanent. It provides emergency type shelter and is designed to provide supportive services. It is the program’s job to move individuals and families to permanent housing as quickly as possible.

**Service Prioritization Decision Assistance Tool (SPDAT)**: An evidence-informed approach to assessing an individual’s or family’s acuity. The tool, across multiple components, prioritizes who to serve next and why, while concurrently identifying the areas in the person/family’s life where support is most likely necessary in order to avoid housing instability.

**Street Outreach**: Activities related to the provision of essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT)**: An assessment that helps identify who should be recommended for each housing and support intervention, moving the discussion from simply who is eligible for a service intervention to who is eligible and in greatest need of that intervention. While the SPDAT is an assessment tool, the VI-SPDAT is a survey that anyone could complete, to help prioritize clients.
Before Starting the Project Listings for the CoC Priority Listing

The FY 2019 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2019 CoC Program Competition NOFA.

The FY 2019 CoC Priority Listing includes the following:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2019 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation, the CoC Bonus, and DV Bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2019 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- YHDP Project Listing – lists the eligible YHDP renewal project for the CoC that must be approved and ranked or rejected by the CoC.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- All new, renewal, and YHDP projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected; however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on the CoC Training page of the HUD Exchange at: https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/
1A. Continuum of Care (CoC) Identification

Instructions:
Submit technical question to the HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/program-support/my-question/.

Collaborative Applicant Name: Chester County Department of Community Development
2. Reallocation

Instructions:
Submit technical question to the HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/program-support/my-question/.

2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2020 into one or more new projects? Yes

Applicant: Chester County-COC
Project: 505 CoC Registration FY2019

COC_REG_2019_170630

09/24/2019
CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2019 CoC Program Competition NOFA – may do so by eliminating one or more expiring eligible renewal projects. CoCs that are eliminating eligible renewal projects entirely must identify those projects on this form.

<table>
<thead>
<tr>
<th>Eliminated Project Name</th>
<th>Grant Number Eliminated</th>
<th>Component Type</th>
<th>Annual Renewal Amount</th>
<th>Type of Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This list contains no items
4. Reallocation - Grant(s) Reduced

CoCs that are reallocating eligible renewal project funds to create a new project application – as detailed in the FY 2019 CoC Program Competition NOFA – may do so by reducing one or more expiring eligible renewal projects. CoCs that are reducing eligible renewal projects entirely must identify those projects on this form.

<table>
<thead>
<tr>
<th>Reduced Project Name</th>
<th>Reduced Grant Number</th>
<th>Annual Renewal Amount</th>
<th>Amount Retained</th>
<th>Amount available for new project</th>
<th>Reallocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services, I...</td>
<td>PA0153L3T051811</td>
<td>$91,931</td>
<td>$43,582</td>
<td>$48,349</td>
<td>Regular</td>
</tr>
<tr>
<td>Human Services, I...</td>
<td>PA0145L3T051811</td>
<td>$63,552</td>
<td>$38,400</td>
<td>$25,152</td>
<td>Regular</td>
</tr>
<tr>
<td>HACC RRH-PH for I...</td>
<td>PA0768L3T051803</td>
<td>$169,915</td>
<td>$148,204</td>
<td>$21,711</td>
<td>Regular</td>
</tr>
</tbody>
</table>

Amount Available for New Project
(Sum of All Reduced Projects)

$95,212
4. Reallocation - Grant(s) Reduced Details

Instructions:

4-1. Complete the fields below for each eligible renewal grant that is being reduced during the FY 2019 reallocation process. Collaborative Applicants should refer to the FY 2019 Grant Inventory Worksheet to ensure all information entered here is accurate.

- **Reduced Project Name:** Human Services, Inc. - Safe Haven
- **Grant Number of Reduced Project:** PA0153L3T051811
- **Reduced Project Current Annual Renewal Amount:** $91,931
- **Amount Retained for Project:** $43,582
- **Amount available for New Project(s):** $48,349
  (This amount will auto-calculate by selecting "Save" button)

4-2. Describe how the CoC determined that this project should be reduced and include the date the project applicant was notified of the reduction. (limit 750 characters)

Based on the CoC NOFA Review Team’s evaluation and the weighted score of 82 (using the HUD Renewal/Expansion Project Rating Tool - see attachments) this project ranked 8 out of 9 eligible renewal projects. The applicant was notified via telephone call and e-mail on September 10, 2019.
4-1. Complete the fields below for each eligible renewal grant that is being reduced during the FY 2019 reallocation process. Collaborative Applicants should refer to the FY 2019 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: Human Services. Inc. - Forensic House
Grant Number of Reduced Project: PA0145L3T051811
Reduced Project Current Annual Renewal Amount: $63,552
Amount Retained for Project: $38,400
Amount available for New Project(s): $25,152
(This amount will auto-calculate by selecting "Save" button)

4-2. Describe how the CoC determined that this project should be reduced and include the date the project applicant was notified of the reduction. (limit 750 characters)

Based on the CoC NOFA Review Team’s evaluation and the weighted score of 80 (using the HUD Renewal/Expansion Project Rating Tool - see attachments) this project ranked 9 out of 9 eligible renewal projects. The applicant was notified via telephone call and e-mail on September 10, 2019.

4. Reallocation - Grant(s) Reduced Details

Instructions:

4-1. Complete the fields below for each eligible renewal grant that is being reduced during the FY 2019 reallocation process. Collaborative Applicants should refer to the FY 2019 Grant Inventory Worksheet to ensure all information entered here is accurate.

Reduced Project Name: HACC RRH-PH for Individuals and Families
Grant Number of Reduced Project: PA0768L3T051803
Reduced Project Current Annual Renewal Amount: $169,915
Amount Retained for Project: $148,204
Amount available for New Project(s): $21,711
(This amount will auto-calculate by selecting "Save" button)

4-2. Describe how the CoC determined that this project should be reduced and include the date the project applicant was notified of the reduction. (limit 750 characters)

Based on the CoC NOFA Review Team’s evaluation and the weighted score of 87 (using the HUD Renewal/Expansion Project Rating Tool - see attachments) this project ranked 7 out of 9 eligible renewal projects. The applicant was notified via telephone call and e-mail on September 10, 2019.
Continuum of Care (CoC) New Project Listing

Instructions:
Prior to starting the New Project Listing, Collaborative Applicants should carefully review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide, both of which are available at: https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

EX1_Project_List_Status_field

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date Submitted</th>
<th>Comp Type</th>
<th>Applicant Name</th>
<th>Budget Amount</th>
<th>Grant Term</th>
<th>Rank</th>
<th>PH/Realloc</th>
<th>PSH/RRH</th>
<th>Expansión</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Domestic Violence...</td>
<td>2019-08-30</td>
<td>PH</td>
<td>Chester County CoC</td>
<td>$187,713</td>
<td>1 Year</td>
<td>D12</td>
<td>DV Bonus</td>
<td>RRH</td>
<td></td>
</tr>
<tr>
<td>2019 Realloc...</td>
<td>2019-08-30</td>
<td>PH</td>
<td>Chester County CoC</td>
<td>$95,212</td>
<td>1 Year</td>
<td>10</td>
<td>Reallocati</td>
<td>PSH</td>
<td></td>
</tr>
<tr>
<td>2019 Coordinated...</td>
<td>2019-09-04</td>
<td>SSO</td>
<td>Chester County CoC</td>
<td>$93,856</td>
<td>1 Year</td>
<td>11</td>
<td>PH Bonus</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Continuum of Care (CoC) Renewal Project Listing

Instructions:
Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.

EX1_Project_List_Status_field List Updated Successfully

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date Submitted</th>
<th>Grant Term</th>
<th>Applicant Name</th>
<th>Budget Amount</th>
<th>Rank</th>
<th>PSH/RR</th>
<th>Comp Type</th>
<th>Consolidation Type</th>
<th>Expansion Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Forensic House</td>
<td>2019-08-30 11:47:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$38,400</td>
<td>9</td>
<td>PSH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019 HACC PA0768 RRH</td>
<td>2019-08-30 11:51:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$148,204</td>
<td>7</td>
<td>RRH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Start Date</td>
<td>End Date</td>
<td>Duration</td>
<td>Applicant</td>
<td>Funding</td>
<td>Priority</td>
<td>Type</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>----------</td>
<td>----------</td>
<td>-----------</td>
<td>---------</td>
<td>----------</td>
<td>------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>RRH-PA0919</td>
<td>2019-08-30 12:04:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$101,162</td>
<td>4</td>
<td>RRH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RRH-PA0877</td>
<td>2019-08-30 12:02:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$101,457</td>
<td>3</td>
<td>RRH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recovery Support</td>
<td>2019-07-23 09:30:...</td>
<td>1 Year</td>
<td>Holcomb Associates</td>
<td>$120,807</td>
<td>5</td>
<td>PSH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Haven</td>
<td>2019-08-30 12:07:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$43,582</td>
<td>8</td>
<td>PSH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Options</td>
<td>2019-08-30 11:55:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$780,010</td>
<td>6</td>
<td>PSH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTI RRH-PH</td>
<td>2019-08-30 11:40:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$146,301</td>
<td>2</td>
<td>RRH</td>
<td>PH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinated ...</td>
<td>2019-08-30 11:31:...</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$112,907</td>
<td>1</td>
<td>SSO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide," both of which are available at: https://www.hudexchange.info/e-snaps-guides/coc-program-competition-resources.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Only one CoC Planning project application can be submitted by a Collaborative Applicant and must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date Submitted</th>
<th>Grant Term</th>
<th>Applicant Name</th>
<th>Budget Amount</th>
<th>Comp Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Planning Pro...</td>
<td>2019-08-30</td>
<td>1 Year</td>
<td>Chester County CoC</td>
<td>$56,314</td>
<td>CoC Planning Proj...</td>
</tr>
</tbody>
</table>
Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide, both of which are available at: https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/

To upload all new project applications that have been submitted to this CoC Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date Submitted</th>
<th>Applicant Name</th>
<th>Budget Amount</th>
<th>Comp Type</th>
<th>Grant Term</th>
<th>Rank</th>
<th>PSH/RRH</th>
</tr>
</thead>
</table>
| This list contains no items

Applicant: Chester County-COC
Project: 505 CoC Registration FY2019

COC_REG_2019_170630

159889922

09/24/2019
Funding Summary

Instructions
For additional information, carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Priority Listing Instructional Guide", both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

<table>
<thead>
<tr>
<th>Title</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Amount</td>
<td>$1,592,830</td>
</tr>
<tr>
<td>Consolidated Amount</td>
<td>$0</td>
</tr>
<tr>
<td>New Amount</td>
<td>$376,781</td>
</tr>
<tr>
<td>CoC Planning Amount</td>
<td>$56,314</td>
</tr>
<tr>
<td>YHDP Renewal</td>
<td>$0</td>
</tr>
<tr>
<td>Rejected Amount</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL CoC REQUEST</td>
<td>$2,025,925</td>
</tr>
</tbody>
</table>
Attachments

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification of Consistency with the Consolidated Plan</td>
<td>Yes</td>
<td>HUD 2991</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>FY 2017 Rank (from Project Listing)</td>
<td>No</td>
<td>FY2019 Rank</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment Details

Document Description: HUD 2991

Attachment Details

Document Description: FY2019 Rank

Attachment Details

Document Description:
Submission Summary

WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Starting</td>
<td>No Input Required</td>
</tr>
<tr>
<td>1A. Identification</td>
<td>09/04/2019</td>
</tr>
<tr>
<td>2. Reallocation</td>
<td>09/04/2019</td>
</tr>
<tr>
<td>3. Grant(s) Eliminated</td>
<td>No Input Required</td>
</tr>
<tr>
<td>4. Grant(s) Reduced</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>5A. CoC New Project Listing</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>5B. CoC Renewal Project Listing</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>5D. CoC Planning Project Listing</td>
<td>09/23/2019</td>
</tr>
<tr>
<td>5E. YHDP Renewal Project Listing</td>
<td>No Input Required</td>
</tr>
<tr>
<td>Funding Summary</td>
<td>No Input Required</td>
</tr>
<tr>
<td>Attachments</td>
<td>09/24/2019</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
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.

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 Name: Michelle Kichline

Title: Chair, Chester County Board of Commissioners

Signature: [Signature]

Date: 9.12.2019
## 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>Rank</td>
<td>Applicant Name</td>
<td>Project Name</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 Heart Housing Options</td>
</tr>
<tr>
<td>7</td>
<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
</tr>
<tr>
<td>8</td>
<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
</tr>
<tr>
<td>9</td>
<td>County of Chester - PA0153</td>
<td>Human Services Inc. Safe Haven</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 Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Chester - PA0768</td>
<td>HACC RRH-PH for Individuals and Families</td>
<td>RRH</td>
<td>87</td>
<td>$148,204</td>
</tr>
<tr>
<td>County of Chester - PA0153</td>
<td>Human Services Inc. Safe Haven</td>
<td>PSH</td>
<td>82</td>
<td>$43,582</td>
</tr>
<tr>
<td>County of Chester - PA0145</td>
<td>Human Services Inc. Forensic House</td>
<td>PSH</td>
<td>80</td>
<td>$38,400</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*