

## Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

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

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

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

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** PA-500 - Philadelphia CoC

**1A-2. Collaborative Applicant Name:** City of Philadelphia

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

**1A-4. HMIS Lead:** City of Philadelphia

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

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	No	No	No
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	Yes	Yes	No
Non-CoC Funded Victim Service Providers	Yes	No	No
Street Outreach Team(s)	Yes	No	No
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

**1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

Any stakeholder interested in the goals of the CoC can join the Coc. This past year, following a listening tour with downtown businesses and residents who expressed concerns about people living outdoors, the Office of Homeless Services (collaborative applicant) worked closely with street outreach teams to review current practices and implement their recommendations for public messaging around street homelessness and panhandling, outreach schedules and functions, and more visible apparel. Also, the CoC has benefited from the expertise of youth providers over the past year. They created a Youth PIT Planning Committee that led youth-specific counts over the past year, including collaboration with the January count as well as the Voices of Youth Count; advocated for and gave testimony at a City Council hearing, for which OHS lent support and will administer a new City funding allocation; and lead 2 teams emerging from the Rapid Results Institute 100 Day Challenge Launch.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Youth Services, Inc.	Yes	No	No
Covenant House PA	No	Yes	Yes
Pathways PA	Yes	No	No
The Attic Youth Center	No	No	No
Valley Youth House	Yes	No	No

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member**

**or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Women Against Abuse	No	No
Dawn's Place	No	No
Congreso de Latinos Unidos, Inc	No	No
Lutheran Settlement House	No	No
Women in Transition	No	No
The Salvation Army	No	No

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)**

An annual Request for Proposals for new projects permits any non profit to apply, and is posted on the City's website. Extra efforts are made to notify the larger community, e.g. CoC Board & Advisory Committee, Coordinated Community Response team for Domestic Violence, Housing Counseling agencies, CDC's, emergency shelters, & community and faith-based "interested providers" mailing list. Questions regarding the RFP are accepted via email with responses posted online; an optional informational briefing is held. The process is very competitive, & financial/management capacity are required, so first time applicants or those with limited expertise are encouraged to partner. OHS posted the sign in sheet from the briefing publicly to facilitate coordination. Successful projects are those which score highest by independent review for soundness of proposal to meet housing and service needs of the target population; experience; and cost effectiveness.

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** Annually

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

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

"The City of Philadelphia's Division of Housing & Community Development (DHCD) is the City's applicant for HOME, CDBG, HOPWA, & ESG funding & prepares the Con Plan/CAPER; Office of Homeless Services (OHS) is the CoC Collaborative Applicant & administers ESG. DHCD & OHS collaborate at least monthly through the following planning activities: Con Plan public hearing; Con Plan/CAPER reporting; CoC Board & Advisory Committee; annual joint RFP for affordable housing development funding (including Special Needs/Homeless setaside); HIV/AIDS/HOPWA needs assessment & quarterly committee; Affirmatively Furthering Fair Housing Plan. Programmatically, all development activity with City funding is coordinated through DHCD/Phila Redevelopment Authority, including CoC projects; DHCD funds homeless activities through MOU with OHS for Housing Trust Fund, ESG & HOME/CDBG; both collaborate & problem-solve around programs with shared funding (e.g. CoC/HOME/HOPWA).

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

OHS, the CoC Collaborative Applicant, administers ESG funding through contracts with subrecipients and therefore is able to integrate program and performance with the larger CoC. ESG recipients are represented on the CoC Advisory Committee and Board, and the annual ESG spending plan and Con Plan narrative is presented for approval to the Advisory Committee and Board. OHS oversees the coordination of CoC and ESG resources using PIT, HMIS, and unmet need estimates to best meet the needs of individuals and families experiencing homelessness in Philadelphia. OHS monitors performance of ESG subrecipients of both Rapid Rehousing and Emergency Shelter activities through expectations defined in contract scope of services. OHS was designated by the CoC Board to lead the planning process to strengthen Coordinated Entry. ESG recipients are involved in Coordinated Entry Design Processes.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)**

Women Against Abuse (WAA) and partners (Congreso, Women in Transition,

Lutheran Settlement) operate the 24-hour hotline for victims of domestic and intimate partner violence. WAA operates the two DV shelters that provide 200 beds per night that are City, State and federally funded and staff are co-located at City shelter intake to complete DV assessments, safety plan, and coordinate options including ESG shelter. The City funds partners to serve LGBTQ, Latino, men in emergency hotel and RRH. DV victims have access to City and CoC funded transitional and rapid housing as well as PHA and all assessments include questions to support choice e.g. unsafe areas of the City. DOJ funds are used to provide legal services and teen dating violence supports. DV providers adhere to Federal law and do not disclose any identifying information without written consent. Housing applications are submitted through a secure website, physical address is not listed and access to records is limited.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Philadelphia Housing Authority	42.00%	Yes-Both

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

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)**

Since 2012, the City has operated a Permanent Supportive Housing Clearinghouse to facilitate access to affordable housing for individuals and families who are homeless and/or have special needs. In addition to nearly 600 CoC units and PHA conventional/HVC units (at least 500 committed annually), the Clearinghouse serves as the state-designated Local Lead Agency for Philadelphia for developers participating in the Low Income Housing Tax Credit Program, and will administer Section 811. All City-supported affordable rental housing projects with more than 20 units must Set-Aside 10% of the units for households with special needs, and the Clearinghouse refers to set-aside units

committed under HUD's Multifamily Initiative to End Homelessness. A total of 1764 units is managed through this centralized and automated referral system.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
Enforce Local Ordinance (Sidewalk Behavior Ordinance): The primary protection against criminalization of individuals experiencing homelessness in Philadelphia is the 1999 Sidewalk Behavior Ordinance, whose final version and City Council passage were influenced heavily by advocates for homeless individuals. The ordinance requires that prior to taking any legal action against an individual outdoors, police must first attempt to connect the individual with services via outreach. Ongoing collaboration with law enforcement officials and representatives concerned with the impact of homelessness on tourism and hospitality industries, especially in Center City, occurs monthly through the "Combined Outreach" meeting, where CoC, Business Improvement District, tourism, and street outreach representatives convene to openly address concerns, issues, trends, and events that require collaboration and coordination.	<input checked="" type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

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

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

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

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

Coordination with correctional facilities has been sporadic due to number of state/local institutions all with different protocols: developing a systemic strategy to prevent discharges into homelessness requires consistent focus. CoC began a process to improve coordination with Department of Behavioral Health & Criminal Justice Advisory Board (committee of top-level criminal justice and public health officials), including a CSH FUSE TA application. CoC responds to numerous requests for housing assistance pre-release; of >30,000 discharges annually, nearly 1000 persons enter emergency shelter, with just over half (554) coming within 90 days of leaving jail. Small efforts include a master-leasing project for individuals with behavioral health diagnoses exiting state correctional facilities, and SOAR assistance for individuals homeless at re-entry. CoC will develop a coordinated systemic response, increasing collaboration between system partners, and reviewing discharge planning policies.

## **1E. Centralized or Coordinated Assessment (Coordinated Entry)**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.  
(limit 1000 characters)**

For over 20 years the City has operated centralized intake sites for City-funded shelters & street outreach that's accessible 24hrs/day, 365 days/yr & covers all of Philadelphia. The Coordinated Entry System (CES) design includes the following: Expand role of Outreach to connect those on the street to CES & add more access points. CES will use a phased assessment process with a standardized tool assessing shelter needs & VISPDAT determining severity of service needs. CES will combine many referral processes into one referral management system (RMS) & by-name list in HMIS that prioritizes assistance using the Order of Priority in Notice CPD-16-11. The RMS will consider eligibility criteria ensuring households are only referred to projects they are eligible. Projects will fill vacancies only through the RMS. CoC scoring criteria & funding decisions incentivizes projects to reduce barriers. Philadelphia effectively ended Vet homelessness in 2015 & the by-name list was critical to success.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of**

**the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	101
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	6
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	94
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	98.95%

### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

<b>Performance outcomes from APR reports/HMIS:</b>	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
<b>Monitoring criteria:</b>	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

In local renewal competition, more points were awarded/ higher priority given to renewal projects for: adopting or moving toward adopting a Housing First Approach, majority of renewal project’s participants entered from literal homelessness, project dedicates or prioritizes beds for households experiencing chronic homelessness, majority of project participants are priority populations: chronically homeless, youth 18-24, veterans, and/or those experiencing domestic violence. In performance section of app, projects able to explain reasons for lower perf., such as subpopulation served, for 1-3 bonus pts. New projects were sought solely to serve chronically homeless in PSH; or RRH, described as a program to help people move as quickly as possible into PH without pre-conditions. Commitment to serving those with the longest time homeless and most severe needs was emphasized at the 7-29 new project RFP informational briefing and related materials posted publicly for new project applicants.

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

4/18: CoC emailed renewal application to CoC projects. 5/4: CoC emailed evaluation tool used to score renewal applications to CoC projects. 7/15: CoC emailed govt and non-profit agencies link to new project RFP, posted on City of Phila website on 7/14. CoC presented HUD's Policy Priorities and local scoring criteria to CoC projects at meetings on 4/26 and 7/13 and to CoC Advisory Committee in email (8/15). 8/4: Quality Improvement and Evaluation Subcommittee reviewed proposed rating strategy. 8/18: Advisory Committee provided input on proposed rating strategy. 8/30: Board-approved Review, Rating, and Selection process, including tools used to evaluate all projects,

emailed to CoC and posted to City of Phila website

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).** 09/12/2016

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)** Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)** 08/30/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?** Yes

# 1G. Continuum of Care (CoC) Addressing Project Capacity

## Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

CoC monitors performance via annual local renewal tool that heavily scores performance in most recently submitted APR against national & local standards for: utilization rates, housing stability/ exiting participants to PH, residence prior to entry/ participant eligibility, increase participant income, connect participants to mainstream benefits, % of grant expended, and unresolved HUD monitoring issues. Renewal projects describe plan to improve performance if not meeting standards. Ranking of project is based largely on project's APR performance. CoC monitors APR due dates, provides APR TA, and reviews APRs prior to HUD submission. CoC has access to LOCCS activity for the 35 Office of Homeless Services projects only and monitors activity annually to ensure compliance with funding and performance requirements. 2016 Planning grant to fund staff to monitor more frequently & intensely the non-OHS projects (2/3 of CoC funded projects) and 1 FTE for intensive grantee TA.

**1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?** Yes

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

**Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.** Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.** Pages 1-2: HMIS Governance Charter

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.** Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?** Yes

**2A-4. What is the name of the HMIS software** ClientTrack

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Eccovia Solutions

## 2B. Homeless Management Information System (HMIS) Funding Sources

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Select the HMIS implementation coverage area:** Single CoC

**\* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

### 2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$247,196
ESG	\$438,273
CDBG	\$0
HOME	\$0
HOPWA	\$0
<b>Federal - HUD - Total Amount</b>	<b>\$685,469</b>

### 2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
<b>Other Federal - Total Amount</b>	<b>\$0</b>

### 2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$917,613
County	\$0
State	\$0
<b>State and Local - Total Amount</b>	<b>\$917,613</b>

**2B-2.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$0
<b>Private - Total Amount</b>	<b>\$0</b>

**2B-2.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$0
<b>Other - Total Amount</b>	<b>\$0</b>

<b>2B-2.6 Total Budget for Operating Year</b>	<b>\$1,603,082</b>
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## 2C. Homeless Management Information System (HMIS) Bed Coverage

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 05/02/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	3,768	200	2,711	75.98%
Safe Haven (SH) beds	85	0	85	100.00%
Transitional Housing (TH) beds	1,905	107	1,646	91.55%
Rapid Re-Housing (RRH) beds	759	0	676	89.06%
Permanent Supportive Housing (PSH) beds	5,146	0	4,340	84.34%
Other Permanent Housing (OPH) beds	900	0	900	100.00%

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

The HMIS bed coverage rate for Emergency Shelter beds is 76% is mainly due to the non-participation of Faith-based and privately-funded shelters. The HMIS Bed Coverage rate for Permanent Supportive Housing beds is 84%. The only PSH beds not participating in HMIS are those funded through the HUD-VASH Program. Once the transition to a new HMIS is complete, the CoC HMIS Subcommittee will reengage with each non-participating provider to encourage HMIS Participation. Key to the reengagement process is first gaining the support and "buy-in" of the HMIS Participating community. Initial response from the community has been favorable.

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be**

**attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input checked="" type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input checked="" type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Semi-Annually

## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.**

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	2%
3.3 Date of birth	2%	0%
3.4 Race	10%	1%
3.5 Ethnicity	5%	1%
3.6 Gender	2%	0%
3.7 Veteran status	8%	0%
3.8 Disabling condition	21%	1%
3.9 Residence prior to project entry	27%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	60%	0%
3.15 Relationship to Head of Household	1%	0%
3.16 Client Location	33%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	68%	0%

**2D-2. Identify which of the following reports your HMIS generates. Select all that apply:**

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?**

0

**2D-4. How frequently does the CoC review data quality in the HMIS?**

Quarterly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.**

Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)**

PATH funded projects are projected to start participating in HMIS by Fall 2016.

## **2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable
- 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 05/02/2016

## 2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:**

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	<input type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
Other: Project – level surveys. The CoC distributed project-level surveys to each housing project included on the HIC. Prior to the night of the PIT count, the CoC distributed a letter to every homeless assistance provider to reiterate the importance of participating in the count & providing accurate & complete data. The standardized survey was distributed to identified PIT Count “leaders” at each project. The survey contained detailed instructions and definitions of each subpopulation. The survey was created in Excel and contained numerous formulas to identify inconsistent data as the providers completed the form. Providers were instructed to collect the required subpopulation data either through client records (case management files) to return the completed surveys by fax or email to the CoC Lead Agency within 3 days of the PIT count, where they were reviewed and analyzed for accuracy.	<input checked="" type="checkbox"/>

**2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)**

As in years past, the Philadelphia CoC conducted a complete census count of sheltered persons in all projects identified on the HIC. At the time of the 2016 PIT count, the CoC was without an HMIS; therefore, both population and subpopulation data for sheltered homeless persons was collected through project-level surveys. Due to consistent follow-up, 100% of all projects participated in the count by returning the surveys to the CoC lead agency.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

N/A

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?** Yes

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

The provider coverage in the 2016 sheltered count changed due to the following reasons: 1 VADOM Project was removed per HUD guidance; 2 Emergency Housing (EH) projects closed; 1 Transitional Housing (TH) project closed; 1 new EH project opened; Due to funding changes, 1 TH project transitioned to EH; 3 EH projects and 1 TH project that became recently known to the CoC were added, including 1 RHY funded project.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:**

Training:	<input type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)**

N/A

## **2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.**

**2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes

**2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/27/2016

**2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?** Not Applicable

**2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 05/02/2016

## 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:**

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

**2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)**

The CoC utilized the Night of the Count – Complete Coverage methodology to conduct the unsheltered PIT count. This method was chosen to expand knowledge of the unsheltered population beyond known hotspots and to better utilize the ever-increasing number of volunteers. On the night of the PIT count, volunteers were sent to 37 zones within Philadelphia. Volunteers canvassed block by block in some of the zones. In other zones, volunteers first counted at a known hotspot and then surveyed the remaining area as time allowed. To reach more homeless youth, additional volunteers paired with youth street outreach providers canvassed known hotspots in which unsheltered youth were likely to be encountered; additionally, indoor events were held at youth-friendly spaces. Hotspots were selected by utilizing data gathered through quarterly street counts, street outreach contact locations, public response calls to the Outreach Coordination Center, and the homeless death review database.

**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

In 2016, the CoC utilized the Complete Census methodology for the first time. In previous years, the CoC counted mostly at known locations.

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** Yes

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

N/A

## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)**

The Philadelphia CoC had a much higher survey response rate in 2016 than in 2015. This increase is mostly due to the use of electronic tablets and improved volunteer training. In addition to recording the number of persons encountered on a paper tally sheet, volunteers used electronic tablets for the first time to collect survey data. The use of tablets simplified the collection and analysis of the survey data. Training was offered to volunteers throughout January and on the night of the Point in Time count. All new volunteers were required to attend the training. A separate more in-depth training was developed for team leaders.

This year's training provided more detail on the goals and purpose of the Point in Time Count.

### 3A. Continuum of Care (CoC) System Performance

**Instructions**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.**

**\* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	5,998	6,112	114
Emergency Shelter Total	3,558	3,656	98
Safe Haven Total	109	77	-32
Transitional Housing Total	1,661	1,674	13
Total Sheltered Count	5,328	5,407	79
Total Unsheltered Count	670	705	35

**3A-1b. Number of Sheltered Persons Homeless - HMIS.**

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	11,633
Emergency Shelter Total	9,218
Safe Haven Total	59
Transitional Housing Total	2,747

**3A-2. Performance Measure: First Time Homeless.**

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

Diversion is practiced daily at the City's centralized intake, where households are assessed to determine homeless status & whether the household can safely return to a prior residence or with a family or friend. The City's homeless prevention program provides payment of back rent to avoid eviction, and/or security deposit to relocate to a new unit if possible, including those being evicted from PHA; coordinates with landlord/tenant court; and assists households involved in fire or City closure of dangerous residences to relocate rapidly without the use of shelter. A newly formed committee is reviewing prevention approaches in other cities, including Homebase in NYC; an RFQ for a firm to assist with data analysis and recommendations around family homeless is expected to help formulate risk identification & future strategies. Data will be essential & will now be available: in May 2016, HMIS went live for CoC & RHY after a year offline, in August, 2016 all legacy data was migrated in.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

Without the ability to generate data through HMIS this past year, measuring Length of Time Homeless performance has been limited, the System Performance report, generated for the 1st time in August, is a first step to tracking. Specific efforts underway to reduce the length of time homeless include: 1) Requiring shelter providers to initiate housing applications as soon as possible upon entry 2) Systematically tracking 10 "longest stayers" in City funded ES and TH to identify and resolve barriers 3) Limiting length of TH programs 4) Utilizing Rapid Re-Housing and/or SSVF funding to bridge people into housing 5) Using Rapid Re-Housing & SSVF to immediately enroll into housing 6) Using VISPDAT to more quickly assess and refer to most appropriate housing.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:**

**Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	434
Of the persons in the Universe above, how many of those exited to permanent destinations?	375
% Successful Exits	86.41%

**3A-4b. Exit To or Retention Of Permanent Housing:**  
**In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	3,898
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	3,755
% Successful Retentions/Exits	96.33%

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

Over the past 24 months, HMIS implementation problems hampered access to data, and the integration of coordinated entry. The CoC adopted the HUD's PSH Order of Priority and the VISPDAT as a common assessment tool. Previously, HMIS provided clients' history of homelessness as a basis for service planning to prevent future episodes; HMIS data was used for a Cloudburst analysis of RRH data and identified # of previous episodes as a risk factor for additional episodes. Applications for TH, RRH, and PSH include homeless history, which is used to assess intensity of services that may be needed to improve housing stability; and the by-name list for veterans tracks returns to homelessness following prevention or housing assistance.

**3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources. (limit 1000 characters)**

Most strategies to improve employment income are led by nonprofit CoC providers, and include a community-based Financial Opportunity Center operated by People's Emergency Center that provides employment support to

West Philadelphia CoC project participants. Project HOME's social enterprises (public library café, homemade gifts) employ more than 100 homeless/formerly homeless men and women. For non-employment assistance, HAP runs Philadelphia's SOAR project, achieving 1550 SSI/SSDI approvals since their start in 2005 in an average of 36 days. In addition to chronically homeless men and women, SOAR assists youth aging out, individuals homeless at reentry & veterans through SSVF. New leadership at OHS is re-establishing partnerships with PhillyWorks, the WIB, and private sector partners to develop more connections. The spring 100 Day Challenge to End Street Homelessness recruited City business and hospitality leaders active in identifying opportunities to serve the target population.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.  
(limit 1000 characters)**

Many Philadelphians experiencing homelessness are not able to access the level and type of support needed through the mainstream workforce development system. The CoC works with the Community Action Agency, the Mayor's Office of Community Empowerment and Opportunity (CEO) to address poverty. CEO leads the City's strategy to increase job opportunities and training for those with the greatest barriers to employment, and developing new career pathways toward family sustaining jobs. Three recipients (AchieveAbility, People's Emergency Center, Catholic Social Services) operate Financial Empowerment Centers, supported by Bloomberg Philanthropies and Living Cities CFE Fund, to assist in moving from debt to savings. CEO funded BenePhilly Centers screen and help residents apply for benefits/entitlements and services. Three of 6 Centers are operated by grantees (CSS, PEC, Project HOME). City funds residential employment programs through Doe/Ready, Willing and Able & Depaul Foundation."

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?  
(limit 1000 characters)**

Street outreach is overseen by Project HOME's Outreach Coordination Center (OCC) & funded by DBH. OCC coordinates 5 street outreach teams run by nonprofit organizations, which operate year-round, around the clock, with over 30 staff. The general public can call a 24-hour outreach hotline to request an outreach team to be dispatched anyplace in the City. The OCC coordinates with VA, youth, and additional community outreach organizations to provide targeted outreach to specific areas where homeless individuals reside who are least likely to access services. Teams work to connect individuals to shelter, services, and safe havens. Outreach contacts are tracked using a handheld device and information is used to identify individuals for the City's outreach priority list, a by-name list used to prioritize individuals with the longest outreach histories for "housing first" permanent housing placements.

**3A-7a. Did the CoC completely exclude** No

**geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?**

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?  
(limit 1000 characters)**

N/A

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.  
(mm/dd/yyyy)** 08/15/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.  
(limit 1500 characters)**

N/A

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

### Objective 1: Ending Chronic Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.**

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	829	853	24
Sheltered Count of chronically homeless persons	468	451	-17
Unsheltered Count of chronically homeless persons	361	402	41

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.  
 (limit 1000 characters)**

The total number of chronically homeless persons increased by 3% (24 people) in 2016 as compared to 2015; while the number of unsheltered chronically homeless persons increased by 11% (41 people). Changes to the unsheltered PIT count methodology likely contributed to the increase. In 2016, the unsheltered count included all areas of the City; not only known hotspots, as in years past. This year’s volunteer training provided more detail on the goals and purposes of the Point in Time Count. In addition, volunteers used electronic tablets to collect survey data for the first time, simplifying the collection and analysis of the data. All of these factors resulted in the ability to use the survey data collected during the night of the PIT count to report the number of unsheltered individuals in each subpopulation. In years past, volunteers had completed too few surveys for the data to be usable and the CoC relied on data collected by street outreach workers throughout the previous year.

**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	1,497	1,389	-108

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)**

The number of beds dedicated for use by chronically homeless persons decreased from 1497 to 1389 (decrease of 108 beds). In 2016, the VA reported 178 fewer chronic beds in the HUD VASH program than in 2015. Through better assessment of family situations and tracking methods, they determined that the families placed in HUD VASH units were not, in fact, chronically homeless. Therefore, the beds occupied by these families could no longer be considered dedicated for chronically homeless persons. Notwithstanding, 70 new dedicated beds were added to the CoC inventory as three new programs began operating in 2015.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?** Yes

**3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.** Pages 3-4

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?** Yes

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

In June, 2016 the CoC hosted 100 Day Street Homeless Challenge, out of which formed a leadership team and a community-led team to end chronic homelessness. The team is resolving long-standing data sharing problems, developing a by-name list of “high-flyers”, using case conferencing, compiling housing resources and referral sources, & will test the VISPDAT, with the goal to target those homeless longest and most in need. CoC was awarded funds for 60 additional Housing First units operated by Pathways to Housing PA in 2015, and adopted the Order of Priority as described in HUD’s Notice CPD-16-11, which is anticipated to provide greater access to turnover units in a priority manner for those who are experiencing chronic homelessness.

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

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

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

**3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)**

Strategies are to increase Rapid Rehousing, streamline assessment & housing application systems by putting them in HMIS. Success requires provider education as some family providers are skeptical about RR e.g. sharing of strong local outcome, discussions on the benefits of the program & the need for ES providers to participate in the RFP for new RR projects. OHS will expand RR by more than 100 units this FY, including the 55 funded in 2015 and TANF, locally funded TH conversion, a foundation-funded pilot & proposes to create 50 more through this competition. OHS has a pending state ESG RR request to serve 75 households. Data about who is in the system is critical. The new HMIS came online in spring 2016 with all legacy data migrated, % of housing application/matching process for TH & RR is live. In 2017, the CoC will adopt the VISPDAT. Previously, there were > 3 application processes for TH, RR, PH, and PSH. Families were on several waitlists with little/no coordination among them.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	147	118	-29

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input checked="" type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

**PIT Count of Homelessness Among Households With Children**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	906	885	-21
Sheltered Count of homeless households with children:	906	885	-21
Unsheltered Count of homeless households with children:	0	0	0

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Philadelphia has never counted unsheltered families in the January PIT count. In 2016, there were 21 fewer sheltered households than 2015. A small reduction last year can be attributed to more assertive diversion efforts at centralized shelter intake, and the continued partnership with the Philadelphia Housing Authority, which has a limited preference for homeless families. There was no change in the PIT methodology that would account for the decrease.

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	No
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input checked="" type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>

Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	6	8	2

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)**

N/A

**3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$6,652,045.00	\$7,241,651.00	\$589,606.00
CoC Program funding for youth homelessness dedicated projects:	\$850,718.00	\$728,711.00	(\$122,007.00)
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$5,801,327.00	\$6,512,940.00	\$711,613.00

**3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?**

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	3
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	10
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	14

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)**

School District of Philadelphia (SDP) McKinney Liaison meets regularly w/homeless service providers to ensure access to services and supports, & connects families & providers with designated staff in each school. SDP & CoC's Family Service Providers Network (FSPN) educate community about homeless children using data & materials. SDP teachers deliver afterschool programming in SDP administration building for all sheltered students, & plan to expand in shelters, to be identified with Ofc of Homeless Srvc, in 2016-17 school year. SDP provides Youth Risk Behavior Survey data to inform planning for youth homeless & those at risk of homelessness. Annually, FSPN launches a mass communication effort for ES/TH staff to contact the schools their children attend to foster service coordination. Children's Workgroup Committee works with SDP Head Start & other programs to increase access. SDP is in Rapid Results 100 Day Challenge with RHY, youth & service providers to improve the system for youth.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and**

**procedures that homeless service providers (CoC and ESG Programs) are required to follow.  
(limit 2000 characters)**

The School District of Philadelphia McKinney-Vento liaison convenes meetings with family homeless providers and offers special programming. CoC and OHS ensure each project has designated staff whose role is to connect families to educational services. Education Law Center conducts surveys and focus groups to identify and address barriers to access and school success among children experiencing homelessness. All families in City shelter, including ESG funded shelter, sign a Children's Services Agreement with their case manager and commit to school attendance and support for school performance. For the past 4 years, RHY and other youth providers have worked with CoC to conduct counts and surveys of young people experiencing homelessness and housing instability to find those in need. OHS collaborates with Dept. of Human Services (child welfare) to coordinate access to services. A City budget commitment and a spring 100-Day Challenge to End Youth Homelessness is increasing system coordination to identify youth eligible for programs and services, and create additional capacity to serve them. The PA Dept of Human Services' PA State Interagency Coordinating Council for Early Intervention is providing training to shelter staff re: access early intervention services under a new law.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?  
(limit 1000 characters)**

The CoC, through the Office of Homeless Services (OHS) collaborates regularly to coordinate Ages & Stages assessments to address developmental concerns in children 0-5; and is a partner in a William Penn Foundation grant with the aim of testing HHS Shelter Self Assessments and increasing the number of homeless children in early childhood education, where Head Start is a participating partner. Several individual programs have written agreements with Head Start grantees in close proximity to their programs, and a handful operate early childhood programs. OHS is a recipient of CACFP, used to provide nutritious meals and snacks in family shelters. In spring 2016, City Council approved a sugary sweetened beverage tax that will increase pre-K slots.

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

### Objective 3: Ending Veterans Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

**3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	337	293	-44
Sheltered count of homeless veterans:	327	276	-51
Unsheltered count of homeless veterans:	10	17	7

**3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

The number of veterans counted in 2016 (276 sheltered and 17 unsheltered) was 15% lower than 2015 (327 sheltered and 10 unsheltered). The reduction is due to the Philly Vets Home partnership, who in December 2015 celebrated an effective end to homelessness among veterans with 1400 veterans housed, 800 more than the number housed the year before. Although the 17 unsheltered individuals were self-reported veterans as identified through surveys, there were 14 unsheltered veterans on the by-name list at the end of January, and 223 in emergency/transitional housing.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)**

Veterans are identified through public advertising, street outreach/navigation efforts by City, VA & SSVF funded programs, and CoC data queries of street and shelter. VA determines eligibility & whether person is registered with the VA, and refers those with OTH/D discharges to privately funded legal services. VA's HOMES and SSVF risk assessment are used along with the by-name list & case conferencing to determine housing eligibility and priority. At case conferencing, veterans are assigned to outreach/navigators, who seek/ engage and offer an invite to come to the centralized intake CRRC (co-located VA, VASH, SSVF, & GPD funded day program) for assessment and enrollment in a housing program. VA operates Safe Haven, shelter, GPD and VASH (with PHA); CoC and other mainstream housing (PHA, tax credit) is accessed through a clearinghouse. CoC selected VISPDAT as system wide assessment tool in spring 2016. Veteran serving agencies will utilize when implemented.

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	350	293	-16.29%
Unsheltered Count of homeless veterans:	73	17	-76.71%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.** Yes

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)**

On December 15, 2015, Philadelphia effectively ended homelessness among veterans. Philly Vets Home continues its strong collaboration to regularly identify veterans for the by-name list, engage and assess them; and case conference to coordinate efforts through City and VA-funded street outreach and navigators, City and VA-funded Safe Haven and emergency shelter; VA

Medical Center; City's personal care home; City-funded transitional housing and VA GPD; SSVF; CoC-funded TH and PSH; PHA non-veteran specific resources; HUD multi-family housing, and VASH. Sustainability efforts include adding more housing resources, a representative payee program for rents, and analyzing risk factors for returns to homelessness.

## 4A. Accessing Mainstream Benefits

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** No

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	106
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	106
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

Health Care for the Homeless clinics & co-located care at intake and emergency shelter sites: 9,000 served annually; 980 assisted to enroll in insurance through the Marketplace. Horizon House Fairmount FQHC: 800 served annually, approximately 25% from homeless programs, 98% are connected to health insurance benefits; Project HOME's FQHC (Klein) connected 121 to new health insurance & provided care to 2000 more. Benefit access (Benephilly) at PHOME had 621 applications for all benefits resulting in enrollment, 128% of the enrollment target, incl health benefits. Community

Behavioral Health (CBH) – City’s behavioral health Medicaid (MA) MCO funds BH services in shelter & supportive services in CoC projects. Participants in CoC/CBH co-funded projects enroll in Medicaid as part of housing entry. New partnerships with Health Partners (MCO) & New Courtland LIFE centers for access to medical benefits/services and housing as part of CoC move-on strategy out of PSH.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input type="checkbox"/>
Transportation to medical appointments:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

## 4B. Additional Policies

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?**

### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	104
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	103
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	99%

**4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	104
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	98
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	94%

**4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?**

Direct outreach and marketing:	<input type="checkbox"/>
--------------------------------	--------------------------

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	534	452	-82

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?**

(limit 1000 characters)

N/A

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

**4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons**

**defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)**

N/A

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?**

No

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)**

N/A

**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.**

Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input checked="" type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
HMIS	12/01/2015	4
Coordinated Entry	12/01/2015	3

## 4C. Attachments

**Instructions:**

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Email to CoC with...	09/09/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Philadelphia CoC ...	09/09/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes		
05. CoCs Process for Reallocating	Yes		
06. CoC's Governance Charter	Yes	Philadelphia CoC ...	09/09/2016
07. HMIS Policy and Procedures Manual	Yes	Philadelphia CoC ...	09/09/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/09/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	Philadelphia CoC ...	09/12/2016
11. CoC Written Standards for Order of Priority	No	Philadelphia CoC ...	09/09/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX - System Perf...	09/09/2016
14. Other	No		
15. Other	No		

## Attachment Details

**Document Description:** Email to CoC with project ranking attached; email directing members to CoC website, where Project ranking is posted; emails and letters to rejected projects

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** Philadelphia CoC Rating and Review Procedure; Local Renewal Application Evaluation Tool; Local New Project Evaluation Tool; Email to community with new RFP; screenshot of new project RFP; new project RFPs; July 29th new project RFP briefing sign in sheets; new project RFP resources posted on CoC website; April 18th email to CoC renewals with application attached and May 4th email to providers with evaluation tool attached; April 26th Renewal Project Technical Assistance Briefing sign in sheets and powerpoint presentation; July 13th Provider meeting agenda, sign in sheets, powerpoint presentation; Quality Improvement and Evaluation Subcommittee meeting minutes

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** Philadelphia CoC Governance Charter

## Attachment Details

**Document Description:** Philadelphia CoC HMIS Policies and Procedures - HMIS Governance Charter, Security Plan, Privacy Plan, Data Quality Plan, Notice of Privacy Practices, User Agreement

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:** PHA Administration Plan: Table of Contents highlighting applicable sections; Special Housing Initiatives; Good Neighbors Make Good Neighbors; Limited Local Preference; Veterans Affairs Supportive Housing; Mod-Rehab SRO for Homeless Individuals

## **Attachment Details**

**Document Description:** Philadelphia CoC HMIS Governance Charter

## **Attachment Details**

**Document Description:** Philadelphia CoC PSH Prioritization Policy -  
Order of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** HDX - System Performance Measures

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page		Last Updated
1A. Identification		08/12/2016
1B. CoC Engagement		09/11/2016
1C. Coordination		09/07/2016
FY2016 CoC Application	Page 63	09/12/2016

<b>1D. CoC Discharge Planning</b>	09/01/2016
<b>1E. Coordinated Assessment</b>	09/11/2016
<b>1F. Project Review</b>	09/12/2016
<b>1G. Addressing Project Capacity</b>	09/12/2016
<b>2A. HMIS Implementation</b>	09/06/2016
<b>2B. HMIS Funding Sources</b>	09/12/2016
<b>2C. HMIS Beds</b>	09/12/2016
<b>2D. HMIS Data Quality</b>	09/12/2016
<b>2E. Sheltered PIT</b>	09/09/2016
<b>2F. Sheltered Data - Methods</b>	09/09/2016
<b>2G. Sheltered Data - Quality</b>	09/02/2016
<b>2H. Unsheltered PIT</b>	09/09/2016
<b>2I. Unsheltered Data - Methods</b>	09/06/2016
<b>2J. Unsheltered Data - Quality</b>	09/02/2016
<b>3A. System Performance</b>	09/11/2016
<b>3B. Objective 1</b>	09/11/2016
<b>3B. Objective 2</b>	09/12/2016
<b>3B. Objective 3</b>	09/11/2016
<b>4A. Benefits</b>	09/11/2016
<b>4B. Additional Policies</b>	09/12/2016
<b>4C. Attachments</b>	Please Complete
<b>Submission Summary</b>	No Input Required

**RE: Philadelphia CoC FY 2016 HUD CoC Competition Reduction, Reallocation, and Ranking Strategy**

Lauren Whiteleigh

Sent: Wednesday, August 31, 2016 3:27 PM

To: David Dunbeck [ddunbeck@phmc.org]; amoores@valleyyouthhouse.org; Shari Meacham [smeacham@valleyyouthhouse.org]; Sharon Mackrey [sharon.mackrey@ourturn.net]; David Jury [jury@RHD.org]; Beverly Roberts [broberts@dngrityhousing.org]; D. Michelson [dmichelson@familiesforwardphilly.org]; Nia Brown [nia.brown@phila.gov]; Amitra Sutton-Bey [amitra.sutton-bey@phila.gov]; Daniel C. Farrell [dcaffarel@helpusa.org]; Linda Mormando [lmormando@rhd.org]; Janlee Moshe [janlee@RHD.org]; Jayne Reuter [jayne@RHD.org]; Bill Stevens [bills@RHD.org]; Sue Smith [suesmith@projecthome.org]; Dr. Cheryl Pope [cheryl.pope@apmphil.org]; Nicole White [nicole.white@ourturn.net]; Darryl Parker [darryl.parker@hhinc.org]; Kathleen Salerno [Kathleen.Salerno@VMCenter.org]; Kathrine Martin [kmartin@methodistservices.org]; Bill Jones [bjones@comhar.org]; Jabbir Gill [JabbirGill@methodistservices.org]; Cassandra Paoli [CPaoli@voadv.org]; Steve Blackburn [sblackburn@cvca-pa.org]; Emille Richey [erichey@1260hdc.org]; Molly McAndrew [mollym@ecs1870.org]; Donald Price [donald.price@apmphil.org]; Deborah McMillan [deborah@phmc.org]; Susan Cahill [scahill@helpusa.org]; Lee Harrison [LEE@RHD.org]; Hans Reiser [hans@myplaceofsementown.org]; Victoria Bennett [victoriab@ecs1870.org]; Nicol Moody [nmoody@familiesforwardphilly.org]; Shelley Chatterjee [schatterjee@familiesforwardphilly.org]; Peter Valeily [pvaleily@womenagainstabuse.org]; Kathy Desmond [kdesmond@pec-cares.org]; Michael Lewis [MLewis@CATCHinc.com]; Willa Master [wmaster@familiesforwardphilly.org]; Christine Stevens [cstevens@womenagainstabuse.org]; Jeanne-Marie Hagan [jhagan@womenagainstabuse.org]; Diana McWilliams [dmcwilliams@familiesforwardphilly.org]; Joyce Alexander [joyce.alexander@hhinc.org]; abastista@helpusa.org; acollins@holyredeemer.com; ahoward@methodistservices.org; antoinettebull@yahoo.com; arice@methodistservices.org; Ashley Shearer [ashearer@dngrityhousing.org]; atumer@gaudenzia.org; Khadijah Aziz [azizkhadijah2407@gmail.com]; bhagan@actionaids.org; billmots@valleyyouthhouse.org; blivngston@use.salvationarmy.org; calvin.hall@apmphil.org; Carla Williams [carla.williams@hhinc.org]; crussell@voadv.org; csimringla@pathwaystohousingpa.org; csmith@frpinc.org; ddolan@northernchildren.org; dennism@rhd.org; dinorah.diaz@apmphil.org; drossi@bethesdaoproject.org; dwayne.durham@hhinc.org; dzippy@voadv.org; emma.magnus@vmcenter.org; esclosia@womenagainstabuse.org; ghanah@gaudenzia.org; D. Griffith [griffithd@ecs1870.org]; gschoenberg@comhar.org; gwilliams@voadv.org; habeebah57@aol.com; Hans Reiser [hreiser82@gmail.com]; Jamila.harris-morrison@achieveability.org; Jeff.Wilush@hhinc.org; Jerry.Skillings@hhinc.org; John.Karpinski [jkarpinski@comhar.org]; jllitski@womenagainstabuse.org; jnottingham@frpinc.org; Jose Nieves [jose.nieves@apmphil.org]; kburns@actionaids.org; kdurand@pec-cares.org; kims@ecs1870.org; kirablin@valleyyouthhouse.org; kmgrory@calcuttahouse.org; Mary Alice [maryalice@ecs1870.org]; Mark Butler [mbutler@cvca-pa.org]; Mary Swan-Holmes [mswanholmes@frpinc.org]; Nikla Ruiz [nikla.ruiz@apmphil.org]; patrikhouse@catchinc.com; Phil Lord [phil.lord@ourturn.net]; racheyoder@projecthome.org; Ralph Green [ralph.green@hhinc.org]; rasak.azeez@apmphil.org; Rcoobsfletcher@northernchildren.org; roberth@ecs1870.org; Sandra Guillory [Sandra.guillory@depaulusa.org]; sculbertson@impactservices.org; sfrisby@chs-adphila.org; shirley@phmc.org; sjohnson@frpinc.org; svanderburg@pathwaystohousingpa.org; tmonier@gaudenzia.org; tpagotto@bethesdaoproject.org; veta@comhar.org; vtercero@dngrityhousing.org; Wanda Mial [wanda.mial@achieveability.org]; woeklee@mnsr.com; yanatole@actionaids.org

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Greetings!

I hope you are well.

<https://mymail.phila.gov/owa/?ae=Item&t=IPM.Note&id=AMB.RgAAAAAFBzchyyOT5...> 9/8/2016

Please be advised that the following materials related to Philadelphia's FY 2016 Application to HUD for CoC Program funding are posted to the City of Philadelphia Office of Homeless Services' website <http://www.phila.gov/osh/aboutus/Pages/COC.aspx>:

- Philadelphia's FY 2016 Project Ranking/ Priority Listing
- Philadelphia's FY 2016 Review, Reallocation, and Rating Procedure

Best,  
Lauren

Lauren Whiteleigh, MSW  
Continuum of Care Program Manager  
Office of Homeless Services  
City of Philadelphia  
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From: Lauren Whiteleigh

Sent: Tuesday, August 30, 2016 4:05 PM

To: David Dunbeck; amoores@valleyyouthhouse.org; Shari Meacham; Sharon Mackrey; David Jury; Beverly Roberts; D. Michelson; Nia Brown; Amitra Sutton-Bey; Daniel C. Farrell; Linda Mormando; Janlee Moshe; Jayne Reuter; Bill Stevens; Sue Smith; Dr. Cheryl Pope; Nicole White; Darryl Parker; Kathleen Salerno (Kathleen.Salerno@VMCenter.org); Kathrine Martin; Bill Jones; Jabbir Gill; Cassandra Paoli; Steve Blackburn; Emille Richey; Molly McAndrew; Donald Price; Deborah McMillan; Susan Cahill; Lee Harrison; Hans Reiser; Victoria Bennett; Nicol Moody; Shelley Chatterjee; Peter Valeily; Kathy Desmond; Michael Lewis; Willa Master; Christine Stevens; Jeanne-Marie Hagan; Diana McWilliams [dmcwilliams@familiesforwardphilly.org]; Joyce Alexander; Dorothy Haug; abastista@helpusa.org; acollins@holyredeemer.com; ahoward@methodistservices.org; antoinettebull@yahoo.com; arice@methodistservices.org; Ashley Shearer; atumer@gaudenzia.org; Khadijah Aziz; bhagan@actionaids.org; billmots@valleyyouthhouse.org; blivngston@use.salvationarmy.org; calvin.hall@apmphil.org; Carla Williams; crussell@voadv.org; csimringla@pathwaystohousingpa.org; csmith@frpinc.org; ddolan@northernchildren.org; dennism@rhd.org; dinorah.diaz@apmphil.org; drossi@bethesdaoproject.org; dwayne.durham@hhinc.org; dzippy@voadv.org; emma.magnus@vmcenter.org; esclosia@womenagainstabuse.org; ghanah@gaudenzia.org; D. Griffith; gschoenberg@comhar.org; gwilliams@voadv.org; habeebah57@aol.com; Hans Reiser; Jamila.harris-morrison@achieveability.org; Jeff.Wilush@hhinc.org; Jerry.Skillings@hhinc.org; John.Karpinski; jllitski@womenagainstabuse.org; jnottingham@frpinc.org; Jose Nieves; kburns@actionaids.org; kdurand@pec-cares.org; kims@ecs1870.org; kirablin@valleyyouthhouse.org; kmgrory@calcuttahouse.org; Mary Alice; Mark Butler; Mary Swan-Holmes; Nikla Ruiz; patrikhouse@catchinc.com; Phil Lord; racheyoder@projecthome.org; Ralph Green; rasak.azeez@apmphil.org; Rcoobsfletcher@northernchildren.org; roberth@ecs1870.org; Sandra Guillory; sculbertson@impactservices.org; sfrisby@chs-adphila.org; shirley@phmc.org; sjohnson@frpinc.org; svanderburg@pathwaystohousingpa.org; tmonier@gaudenzia.org; tpagotto@bethesdaoproject.org; veta@comhar.org; vtercero@dngrityhousing.org; Wanda Mial; woeklee@mnsr.com; yanatole@actionaids.org; Cc: Michelle Butler; Roberta Cancelleri; Nicole Drake; David Holloman; Tara Gaudin; William McIntyre; Sara Pagni; Michele Mangan; Dorothy Haux; Chelsea Maxwell; Rob Harrison; Susan Sherman; John Ducoff; Stephanie Pastula; McCollum, Casey; Tim Sheahan; Jim Womer; Liz.Hersh; Mitchell Little; Sharee Heaven; Corner Clips; kchamp7@icloud.com; sheelaarmstrong8109@gmail.com; trac.nesmith@rhd.org; Zachary Weiss; Casey O'Donnell; Hugh Organ; Jennifer Bohnerberger; Adrienne Crain; Marcey Huggins; Robert Greco; Marcus Kellam; Carolyn R Brown; Gary Tumoko; Katrina Pratt-Roeback; Michele Weder; Janet Kroll; Jessica Blum; Jamila Harris-Morrison; Jim Plasecki; Richard McMillen; Steveanna Wynn; Rachel Falkove; Stephanie Pucella; Rev. Kathleen Jones; Francine Williams; Toni Monitor; Susan Brotherton; Lambert@pathwaystohousingpa.org; Syreeta Owens-Jones; Cheryl Mackey; Carrie Jacobs; Carolyn Haynes; Marsha Cohen; Jennifer Pokemper; Mary Ellen Graham; Brenda Dawson; James Amato; Paul Levy; Robin Ingram; David E. Thomas; Veronica Britto; ekeke@youthbuldphilly.org; landony@frpinc.org; edd@broadstreetministry.org; stewart@lutheransettlement.org

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**Subject:** Philadelphia CoC FY 2016 HUD CoC Competition Reduction, Reallocation, and Ranking Strategy

Dear Philadelphia CoC Providers:

Attached, please find the Philadelphia CoC Project Ranking for the FY 2016 HUD CoC Competition, approved by the CoC Board on Monday, August 29, 2016. In addition, please find attached a summary of the Philadelphia CoC reduction, reallocation, and ranking strategy for the FY 2016 HUD CoC Competition.

Please note that the Philadelphia CoC reduction and reallocation strategy was shared with the CoC Quality Improvement and Evaluation Subcommittee for input and recommendations on August 4th. The reduction, reallocation, and ranking strategy was presented to the Philadelphia CoC Advisory Committee on Thursday, August 18th for input and recommendations. The proposed strategies, as well as the input from the community, were presented to and approved by the Philadelphia CoC Board on Monday, August 29th.

Congratulations to all renewal and new projects recommended for inclusion in Philadelphia's FY 2016 Application to HUD for CoC Program funding!

Best,  
 Lauren  
 Lauren Whiteleigh, MSW  
 Continuum of Care Program Manager  
 Office of Homeless Services  
 City of Philadelphia  
 Phone: 215-686-7194  
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**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
1	City of Philadelphia	Homeless Management Information System (HMIS)	Renewal HMIS Project	\$247,196	\$247,196
2	The Veterans Multi-Service Center	Veterans Home Project	Renewal Permanent Supportive Housing Project	\$313,334	\$560,530
3	City of Philadelphia	Reunification	Renewal Permanent Supportive Housing Project	\$3,081,396	\$6,641,926
4	City of Philadelphia	Pathways Bonus	Renewal Permanent Supportive Housing Project	\$686,052	\$7,327,978
5	City of Philadelphia	St. John the Evangelist House SPC1	Renewal Permanent Supportive Housing Project	\$618,660	\$7,946,638
6	City of Philadelphia	1523 Fairmount	Renewal Permanent Supportive Housing Project	\$44,856	\$8,991,494
7	City of Philadelphia	Kairos House	Renewal Permanent Supportive Housing Project	\$248,400	\$9,239,894
8	City of Philadelphia	Kate's Place	Renewal Permanent Supportive Housing Project	\$281,700	\$9,521,594
9	Pathways to Housing PA Inc	Pathways Phila IVAST Project	Renewal Permanent Supportive Housing Project	\$500,149	\$10,021,743
10	Travelers Aid Society of Philadelphia	Chestnut Manor	Renewal Permanent Supportive Housing Project	\$238,019	\$10,259,762
11	My Place Germantown	My Place Germantown	Renewal Permanent Supportive Housing Project	\$231,106	\$10,490,868

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
12	City of Philadelphia	Integrated Supportive Housing	Renewal Permanent Supportive Housing Project	\$266,430	\$6,757,198
13	City of Philadelphia	Bainbridge	Renewal Permanent Supportive Housing Project	\$144,816	\$6,902,114
14	City of Philadelphia	Rowan Diamond	Renewal Permanent Supportive Housing Project	\$139,356	\$7,041,470
15	Bethesda Project	Sanctuary	Renewal Permanent Supportive Housing Project	\$164,670	\$7,206,140
16	City of Philadelphia	HOPIN I	Renewal Permanent Supportive Housing Project	\$817,728	\$8,023,868
17	AchleveAbility	Cecil Housing	Renewal Permanent Supportive Housing Project	\$42,000	\$8,065,868
18	Horizon House	Home First	Renewal Permanent Supportive Housing Project	\$932,721	\$8,998,589
19	City of Philadelphia	In Community/The Crossing/St. Elizabeth's	Renewal Permanent Supportive Housing Project	\$401,004	\$9,399,593
20	City of Philadelphia	Serenity Court	Renewal Permanent Supportive Housing Project	\$180,959	\$9,580,552
21	Horizon House	Welcome Home	Renewal Permanent Supportive Housing Project	\$665,267	\$10,245,819
22	Methodist Services	Fresh Start	Renewal Permanent Supportive Housing Project	\$173,383	\$10,419,202

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
23	City of Philadelphia	Rowan Judson	Renewal Permanent Supportive Housing Project	\$488,160	\$10,907,362
24	Episcopal Community Services	FAST Housing	Renewal Permanent Supportive Housing Project	\$602,128	\$11,509,490
25	Resources for Human Development, Inc.	SALT: Supported Adult Living Teams	Renewal Permanent Supportive Housing Project	\$239,167	\$11,748,657
26	People's Emergency Center	Imani Homes II	Renewal Permanent Supportive Housing Project	\$217,480	\$11,966,137
27	Volunteers Of America Delaware Valley Inc	Station House Supportive Housing	Renewal Permanent Supportive Housing Project	\$114,744	\$12,080,881
28	City of Philadelphia	Hope Haven I	Renewal Permanent Supportive Housing Project	\$149,520	\$12,230,401
29	Impact Services Corporation	HomeBase 2015	Renewal Permanent Supportive Housing Project	\$640,126	\$12,870,527
30	ActionAIDS, Inc.	Circle of Care Supportive Housing for Persons with Disabilities	Renewal Permanent Supportive Housing Project	\$142,885	\$13,013,412
31	City of Philadelphia	Tloga Arms	Renewal Permanent Supportive Housing Project	\$364,992	\$13,378,404
32	Horizon House	Journey Home	Renewal Permanent Supportive Housing Project	\$210,864	\$13,589,268
33	Methodist Services	Monument Village	Renewal Permanent Supportive Housing Project	\$238,975	\$13,828,243

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
34	Drueding Center	New Neighbors	Renewal Permanent Supportive Housing Project	\$314,452	\$14,142,695
35	1260 Housing Development Corporation	Reed Preston Housing	Renewal Permanent Supportive Housing Project	\$38,409	\$14,181,104
36	City of Philadelphia	Calcutta House Apartments	Renewal Permanent Supportive Housing Project	\$43,296	\$14,224,400
37	Pathways to Housing PA Inc	PTH Phila Integrated Services Project SHP	Renewal Permanent Supportive Housing Project	\$702,942	\$14,927,342
38	Asociacion Puertorriquenos en Mercha, Inc.	SERA	Renewal Permanent Supportive Housing Project	\$217,154	\$15,144,496
39	COMHAR	SHP 2	Renewal Permanent Supportive Housing Project	\$496,728	\$15,641,224
40	Methodist Services	Fairway Commons	Renewal Permanent Supportive Housing Project	\$553,734	\$16,194,958
41	City of Philadelphia	Salvation Army Consolidated	Renewal Permanent Supportive Housing Project	\$351,216	\$16,546,174
42	COMHAR	COMPASS 1 - 2015	Renewal Permanent Supportive Housing Project	\$304,608	\$16,850,782
43	City of Philadelphia	Hogar de Esperanza	Renewal Permanent Supportive Housing Project	\$104,280	\$16,955,062
44	City of Philadelphia	CTT	Renewal Permanent Supportive Housing Project	\$205,200	\$17,160,262

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
45	The Salvation Army, a New York Corporation	Reed House and Mid-City Apartments	Renewal Permanent Supportive Housing Project	\$278,869	\$17,439,131
46	City of Philadelphia	DOEH Housing First Project	Renewal Permanent Supportive Housing Project	\$361,080	\$17,800,211
47	Resources for Human Development, Inc.	SALT 10	Renewal Permanent Supportive Housing Project	\$118,721	\$17,918,932
48	City of Philadelphia	Patriot House	Renewal Permanent Supportive Housing Project	\$62,393	\$17,981,325
49	Travelers Aid Society of Philadelphia	RSVP	Renewal Permanent Supportive Housing Project	\$882,914	\$18,864,239
50	Gaudenzia Inc.	Tloga Arms Apartments	Renewal Permanent Supportive Housing Project	\$243,570	\$19,107,809
51	1260 Housing Development Corporation	Thompson Street Housing	Renewal Permanent Supportive Housing Project	\$260,604	\$19,368,413
52	People's Emergency Center	Imani Homes III	Renewal Permanent Supportive Housing Project	\$224,166	\$19,592,579
53	Resources for Human Development, Inc.	Project Advantage	Renewal Permanent Supportive Housing Project	\$250,281	\$19,842,860
54	ActionAIDS, Inc.	Casa Nueva Vida	Renewal Permanent Supportive Housing Project	\$183,696	\$20,026,556
55	People's Emergency Center	Bernice Elza	Renewal Permanent Supportive Housing Project	\$76,272	\$20,102,828

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
56	City of Philadelphia	Belfield Townhomes	Renewal Permanent Supportive Housing Project	\$64,048	\$20,186,876
57	City of Philadelphia	Escalera	Renewal Permanent Supportive Housing Project	\$72,720	\$20,259,596
58	ActionAIDS, Inc.	Positive Living	Renewal Permanent Supportive Housing Project	\$266,892	\$20,526,488
59	City of Philadelphia	Philadelphia Rapid Rehousing	Renewal Permanent Supportive Housing Project	\$192,335	\$20,718,823
60	People's Emergency Center	Fattah Homes II	Renewal Permanent Supportive Housing Project	\$78,294	\$20,797,117
61	Gaudenzia Inc.	Harbor House	Renewal Permanent Supportive Housing Project	\$74,787	\$20,871,904
62	1260 Housing Development Corporation	Pennsgrave	Renewal Permanent Supportive Housing Project	\$130,410	\$21,002,314
63	1260 Housing Development Corporation	Center West Walnut Access	Renewal Permanent Supportive Housing Project	\$22,400	\$21,024,714
64	City of Philadelphia	Independence Place	Renewal Permanent Supportive Housing Project	\$118,919	\$21,143,633
65	Gaudenzia Inc.	Thompson Street/Shelton Court Apartments	Renewal Permanent Supportive Housing Project	\$72,855	\$21,216,488
66	Asociacion Puertorriquenos en Marcha, Inc.	Abriendo Caminos	Renewal Permanent Supportive Housing Project	\$149,711	\$21,366,199

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
67	City of Philadelphia	HOPIN II	Renewal Permanent Supportive Housing Project	\$733,872	\$22,100,071
68	People's Emergency Center	Bigham Homes	Renewal Permanent Supportive Housing Project	\$88,528	\$22,188,599
69	City of Philadelphia	FRP CoC Rapid Re-Housing	Renewal Permanent Supportive Housing Project	\$629,026	\$22,817,625
70	City of Philadelphia	Hope Bridge	Renewal Permanent Supportive Housing Project	\$218,950	\$23,036,575
71	City of Philadelphia	Housing First and Community Integration	Renewal Permanent Supportive Housing Project	\$975,269	\$24,011,844
72	City of Philadelphia	St. Raymond's House	Renewal Permanent Supportive Housing Project	\$328,179	\$24,340,023
73	Horizon House	Supports to Achieve Self-Sufficiency (SASS)	Renewal Permanent Supportive Housing Project	\$333,979	\$24,674,002
74	Valley Youth House Committee, Inc.	Rap4Youth	NEW Rapid Re-Housing Project created through Voluntary Reallocation	\$725,972	\$25,399,974
75	Bethesda Project	Safe Haven - My Brother's House	Renewal Safe Haven Project	\$223,761	\$25,623,735
76	Project HOME	Women of Change / St Columba	Renewal Safe Haven Project	\$773,964	\$26,397,699
77	HELP Development Corporation	HELP Philadelphia II	Renewal Transitional Housing Project	\$487,622	\$26,885,321

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
78	Drueding Center	Project Rainbow	Renewal Transitional Housing Project	\$1,081,411	\$27,966,732
79	Women Against Abuse, Inc.	Sojourner House	Renewal Transitional Housing Project	\$179,786	\$28,146,518
80	Travelers Aid Society of Philadelphia	Families In Transition	Renewal Transitional Housing Project	\$359,948	\$28,506,466
81	Catholic Social Services	Visitation Homes	Renewal Transitional Housing Project	\$202,085	\$28,708,551
82	AchieveAbility	Haddington Housing	Renewal Transitional Housing Project	\$161,700	\$28,870,251
83	Travelers Aid Society of Philadelphia	Melville Way	Renewal Transitional Housing Project	\$131,428	\$29,001,679
84	AchieveAbility	Appletree Housing	Renewal Transitional Housing Project	\$210,000	\$29,211,679
85	Committee For Dignity and Fairness For the Homeless Housing	Dignity II Transitional Housing	Renewal Transitional Housing Project	\$122,253	\$29,333,932
86	Committee For Dignity and Fairness For the Homeless Housing	Dignity III - Better Options for Self-Sufficiency (BOSS)	Renewal Transitional Housing Project	\$30,569	\$29,364,501
87	People's Emergency Center	Rowan House	Renewal Transitional Housing Project	\$248,181	\$29,612,682
88	Project HOME	Willard School	NEW Permanent Supportive Housing Project created through Reallocation	\$211,701	\$29,824,383

**FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking**

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
89	Calcutta House	Independence Place Expansion	NEW Permanent Supportive Housing Project created through Reallocation	\$153,683	\$29,978,066
<b>Tier 1 ends at 30,347,491</b>					
90	HELP Social Service Corporation	HELP Philadelphia Rapid Rehousing	NEW Rapid Re-Housing Project created through Reallocation	\$510,580	\$30,458,046
91	City of Philadelphia	CES HMIS	NEW HMIS Project created through Reallocation	\$214,200	\$30,702,246
92	People's Emergency Center	Imani II Leasing	Renewal Permanent Supportive Housing Project	\$16,328	\$30,718,574
93	City of Philadelphia	Assisted Living Project II	Renewal Permanent Supportive Housing Project	\$323,748	\$31,042,322
94	Horizon House	HORIZON HOUSE PERMANENT HOUSING INITIATIVE PROGRAM	Renewal Permanent Supportive Housing Project	\$108,305	\$31,151,227
95	Asociacion Puertorriquenos en Marcha, Inc.	Latino Homeless Services Initiative	Renewal Permanent Supportive Housing Project	\$116,801	\$31,268,028
96	Committee For Dignity and Fairness For the Homeless Housing	Enhanced Services Project (ESP)	Renewal Permanent Supportive Housing Project	\$218,034	\$31,486,062
97	City of Philadelphia	Shelton Court	Renewal Permanent Supportive Housing Project	\$108,755	\$31,594,817
98	Impact Services Corporation	Hancock Manor	NEW Permanent Supportive Housing Project created through Voluntary Reallocation	\$111,177	\$31,705,994

### FY 2016 HUD CoC Competition - Philadelphia CoC Project Ranking

Rank	Applicant Name	Project Name	Grant and Project Type	Requested Amount	RUNNING TOTAL
99	People's Emergency Center	Cloisters III	Renewal Permanent Supportive Housing Project	\$98,188	\$31,804,182
100	City of Philadelphia	HOPIN IV	Renewal Permanent Supportive Housing Project	\$429,600	\$32,233,782
101	City of Philadelphia	New Generations	Renewal Permanent Supportive Housing Project	\$80,943	\$32,314,725
102	People's Emergency Center	3902 Transitional Housing	Renewal Transitional Housing Project	\$241,083	\$32,555,808
103	1260 Housing Development Corporation	Sheila Brown Women's Center	Renewal Transitional Housing Project	\$67,685	\$32,623,494
104	Episcopal Community Services	ECS Rapid Housing	NEW Rapid Re-Housing Project created through Bonus Funding	\$599,286	\$33,222,780
105	UESF	Rapid Rehousing/Housing Stabilization	NEW Rapid Re-Housing Project created through Bonus Funding	\$534,961	\$33,757,741
106	Covenant House	Invisibility to Independence I2I	NEW Rapid Re-Housing Project created through Bonus Funding	\$505,556	\$34,263,297

### FY 2016 Notification of Rejection for Funding (Voluntary Reallocation) for Phila Transitional Support

Lauren Whiteleigh

Sent: Wednesday, August 31, 2016 4:23 PM  
 To: Tom Harrington [tharrington@valleyyouthhouse.org]  
 Cc: Michelle Butler; Roberta Cancellier; kkrablin@valleyyouthhouse.org  
 Attachments: Rejection- Voluntary Reali~ L.pdf (449 KB)

Good Afternoon Tom:

As required in the HUD Notice of Funding Availability for the FY 2016 CoC Competition, the Philadelphia CoC must notify every project as to whether they will be included, rejected, or reduced in the CoC's Application to HUD for CoC Program funding.

On Monday, August 29<sup>th</sup>, 2016 the CoC Board accepted our recommended ranking and funding strategy, which includes rejecting Valley Youth House's Philadelphia Transitional Support project application, a transitional housing project serving youth ages 18-24. Attached, please find the formal letter of rejection for said transitional housing project.

The CoC is pleased that Valley Youth House elected to voluntarily reallocate its transitional housing project, and that the proposed Rap4Youth Rapid Re-Housing project has been recommended for new funding in the FY 2016 competition.

Best,  
 Lauren

Lauren Whiteleigh, MSW  
 Continuum of Care Program Manager  
 Office of Homeless Services  
 City of Philadelphia  
 Phone: 215-686-7194  
 Fax: 215-686-7142  
[lauren.whiteleigh@phila.gov](mailto:lauren.whiteleigh@phila.gov)



## CITY OF PHILADELPHIA

OFFICE OF HOMELESS SERVICES  
1401 JFK Boulevard  
10th Fl.  
Philadelphia, PA 19102

August 29, 2016

Thomas Harrington  
President/CEO  
Valley Youth House Committee, Inc.  
829 Linden Street  
Allentown, PA 18102

**RE: Notification of Elimination (Voluntary Reallocation) of the Philadelphia Transitional Support Project**

Dear Mr. Harrington:

This letter is to notify you that on August 29, 2016 the Continuum of Care (CoC) Board of Directors approved the recommended ranking and funding scenario for the 2016 CoC competition. This includes the rejection of Valley Youth House's Philadelphia Transitional Support Project, a transitional housing project serving youth ages 18-24. This means that as of November 1, 2017, HUD funding will no longer be available for this project.

The CoC is pleased that VYH elected to voluntarily reallocate its transitional housing project, and that the proposed Rap4Youth Rapid Re-housing project has been recommended for new funding in the 2016 competition.

As required in the HUD Notice of Funding Availability for the 2016 Continuum of Care competition, the CoC must notify any project that is rejected in the local competition, with an explanation for the decision to reject the project. Per HUD (24 CFR 578.35(e)), project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may appeal the rejection directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 14, 2016 by 7:59:59 p.m. eastern time.

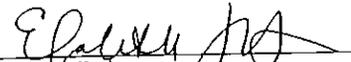
This is the link to the Notice of Funding Availability -- the requirements about appeals are on pages 46-49. Valley Youth House Committee, Inc. would be appealing as a "Solo Applicant"

<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

Below is the link to the information about how to appeal the decision.

<https://www.hudexchange.info/resource/4065/project-application-appeal-process-instructional-guide/>

Sincerely,

  
Elizabeth G. Hersh  
Co-Chair, Philadelphia CoC Board

8/30/16  
Date

  
Steve Culbertson  
Co-Chair, Philadelphia CoC Board

8/30/16  
Date

**FY16 Notification of Rejection of Funding for CVCA Transitional Housing**

Michelle.Butler

Sent: Tuesday, August 30, 2016 4:24 PM  
 To: Mark Butler [mbutler@cvca-pa.org]; dkiddy@cvca-pa.org  
 Cc: Steve Blackburn [sblackburn@cvca-pa.org]; Roberta Cancellier; Lauren Whiteleigh; Nicole Drake  
 Attachments: CVCA Notification of Rejec~1.pdf (92 KB); CoC Application.pdf (880 KB); CoC Evaluation Tool.pdf (653 KB)

Good afternoon Mark, on Monday, August 29<sup>th</sup>, 2016 the CoC Board accepted our recommendation to defund CVCA Transitional Housing, which means that at the end of the current grant term, CVCA will no longer receive CoC funding for the Transitional Housing program. The notification, as well as the CoC Application and Evaluation Tool is attached for your review and as we shared during our meeting, we encourage CVCA to continue their efforts on assisting young people because we know that they are a vulnerable population that requires support. We appreciate every effort that CVCA put forth to align with HUD regulations and although this was a tough decision, we had to be strategic about funding renewals given cost effectiveness and outcomes. If we can be of any assistance to you and your team during the transition time, please do not hesitate to reach out to us. We wish you the best as you continue to serve young adults in Philadelphia.

*Michelle N. Butler MSW*  
 Director, Long-Term Housing Unit  
 Office of Homeless Services  
 1401 JFK Boulevard - 10th Floor  
 Philadelphia, PA 19102  
 215-686-7834 (desk)  
 267-324-0117 (mobile)

**CITY OF PHILADELPHIA**

OFFICE OF HOMELESS SERVICES  
 1401 JFK Boulevard  
 10th Fl, Suite 1030  
 Philadelphia, PA 19102  
 (215) 686-7100  
 lz.hersh@phila.gov

ELIZABETH G. HERSH  
 DIRECTOR

August 29, 2016

Diane Kiddy, CEO  
 Carson Valley Children's Aid  
 1419 Bethlehem Pike  
 Flourtown, PA 19031

RE: Notification of Rejection of Funding for CVCA Transitional Housing

Dear Ms. Kiddy:

We regret to inform you that the renewal project submitted by Carson Valley for \$353,396 in the 2016 HUD Continuum of Care competition was not recommended for funding by the CoC Board of Directors on August 29, 2016. This means that the HUD grant starting July 1, 2017 will not be awarded.

In the local renewal competition conducted in May 2016 in preparation for the 2016 HUD Continuum of Care application, CVCA Transitional Housing scored an average of 81.9 out of 105 points. Each project requesting renewal funding is reviewed by 5 independent volunteer reviewers. Points are given in accordance with HUD and local performance standards. At a mandatory meeting for renewing grantees held on April 26, 2016, the Office of Homeless Services (OHS) reviewed and distributed the renewal application along with the scoring tool that is provided to each reviewer. (Please see attached)

This year, the Quality Improvement and Evaluation Committee carefully reviewed the performance and cost effectiveness of all renewal projects, as well as the history of projects with low average scores over the past three years. With an average score of 78.6, CVCA Transitional Housing was among the 3 lowest scoring projects of any project in the CoC. (Prior years: 2015: 72, 2014: 82)

As discussed at our face-to-face meeting on August 29, 2016, and as required in the HUD Notice of Funding Availability for the 2016 Continuum of Care competition, the CoC must notify any project that is rejected in the local competition, with an explanation for the decision to reject the project. Per HUD (24 CFR 578.35(c)), project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were

rejected or reallocated by the CoC may appeal the rejection directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 14, 2016 by 7:59:59 p.m. eastern time.

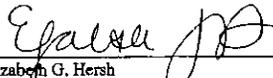
This is the link to the Notice of Funding Availability – the requirements about appeals are on pages 46-49. Women of Excellence would be appealing as a "Solo Applicant"

<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

Below is the link to the information about how to appeal the decision.

<https://www.hudexchange.info/resource/4065/project-application-appeal-process-instructional-guide/>

Sincerely,

  
\_\_\_\_\_  
Elizabeth G. Hersh  
Co-Chair, Philadelphia CoC Board

8/29/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Steve Culbertson  
Co-Chair, Philadelphia CoC Board

8/30/16  
\_\_\_\_\_  
Date

Attachments

Co: Mark Butler, Steve Blackburn

FY16 Notification of Rejection for Funding for VSHI

Page 1 of 1

### FY16 Notification of Rejection for Funding for VSHI

Michelle.Butler

Sent: Tuesday, August 30, 2016 4:39 PM  
To: codonnell@impactservices.org  
Cc: sculbertson@impactservices.org; Roberta Cancellor; Lauren Whiteleigh; Nicole Drake  
Attachments: Impact Notification of Rej~1.pdf (94 KB); CoC Application.pdf (880 KB); CoC Evaluation Tool.pdf (653 KB)

Good afternoon Chris, on Monday, August 29<sup>th</sup>, 2016 the CoC Board accepted our recommendation to defund Impact's VSHI Transitional Housing, which means that at the end of the current grant term, Impact will no longer receive CoC funding for the Transitional Housing program. The notification, as well as the CoC Application and Evaluation Tool is attached for your review and as we shared during our meeting, we encourage Impact to continue their efforts on assisting homeless Veterans because we know that they are a vulnerable population that requires support. We appreciate every effort that Impact has put forth to align with HUD regulations and although this was a tough decision, we had to be strategic about funding renewals given cost effectiveness and outcomes. If we can be of any assistance to you and your team during the transition time, please do not hesitate to reach out to us. We wish you the best as you continue to serve homeless Veterans in Philadelphia.

  
Michelle N. Butler, MBA  
Director, Long-Term Housing Unit  
Office of Homeless Services  
1401 JFK Boulevard - 10th Floor  
Philadelphia, PA 19102  
215-686-7834 (desk)  
267-324-4017 (mobile)





## CITY OF PHILADELPHIA

OFFICE OF HOMELESS SERVICES  
1401 JFK Boulevard  
10th fl. Suite 1030  
Philadelphia, PA 19102  
(215) 686-7106  
kz.hersh@phila.gov

ELIZABETH G. HERSH  
DIRECTOR

August 29, 2016

Casey O'Donnell  
President/CEO  
Impact Services Corporation  
1952 E. Allegheny Avenue  
Philadelphia, PA 19124

RE: Notification of Rejection of Veterans Shared Housing Initiative (VSHI) Transitional Housing Project

Dear Mr. O'Donnell

We regret to inform you that the renewal project submitted by Impact Services Corporation for \$268,304 in the 2016 HUD Continuum of Care competition was not recommended for funding by the CoC Board of Directors on August 29, 2016. This means that the HUD grant starting April 1, 2017 will not be awarded.

In the local renewal competition conducted in May 2016 in preparation for the 2016 HUD Continuum of Care application, VSHI scored an average of 76.5 out of 105 points. Each project requesting renewal funding is reviewed by 5 independent volunteer reviewers. Points are given in accordance with HUD and local performance standards. At a mandatory meeting for renewing grantees held on April 26, 2016, the Office of Homeless Services (OHS) reviewed and distributed the renewal application along with the scoring tool that is provided to each reviewer. (Please see attached)

This year, the Quality Improvement and Evaluation Committee carefully reviewed the performance and history of projects with low average scores over the past three years. With an average score of 74.2, VSHI's score was among the lowest average of any project in the CoC. (Prior years: 2015: 67, 2014: 79)

As required in the HUD Notice of Funding Availability for the 2016 Continuum of Care competition, the CoC must notify any project that is rejected in the local competition, with an explanation for the decision to reject the project. Per HUD (24 CFR 578.35(e)), project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may appeal the rejection directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 14, 2016 by 7:59:59 p.m. eastern time.

This is the link to the Notice of Funding Availability -- the requirements about appeals are on pages 46-49. Impact would be appealing as a "Solo Applicant"

<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

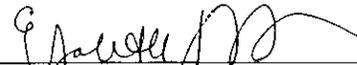
Below is the link to the information about how to appeal the decision.

<https://www.hudexchange.info/resource/4065/project-application-appeal-process-instructional-guide/>

OHS appreciates the efforts Impact Services has made over the past several years to address the CoC performance deficiencies for this transitional housing project that provides funding to support veterans in your VA Grant and Per Diem-funded programs. We are aware that the project performs well from the VA treatment standpoint. However, from a CoC performance standpoint, the project does not help participants gain income, become connected to mainstream benefits, and exit to permanent housing.

The CoC also voted to accept Impact's proposal to voluntarily reallocate a portion of this project to a new Permanent Supportive Housing Program serving veterans experiencing chronic homelessness.

Sincerely,

  
Elizabeth G. Hersh  
Co-Chair, Philadelphia CoC Board

8/29/16  
Date

**FY16 Notification of Rejection of Funding for Project Restoration**

Michelle.Butler

Sent: Tuesday, August 30, 2016 4:35 PM  
 To: MILDRED.MS KEE [ywoek@msn.com]  
 Cc: hcpemell@aol.com; cnkgrudermd@comcast.net; Roberta Cancellor; Lauren Whiteleigh; Nicole Drake  
 Attachments: WOE Notification of Reject-1.pdf (104 KB) ; CoC Application.pdf (880 KB) ; CoC Evaluation Tool.pdf (653 KB)

Good afternoon Rev. Kee, on Monday, August 29<sup>th</sup>, 2016 the CoC Board accepted our recommendation to defund WOE's Project Restoration Program, which means that at the end of the current grant term, WOE will no longer receive CoC funding for the Permanent Supportive Housing program. The notification, as well as the CoC Application and Evaluation Tool is attached for your review and as we shared during our meeting, we encourage WOE to develop a strategic plan, along with Office of Homeless Services (OHS), to assist the current clients in transitioning to stable housing. We will no longer make referrals to WOE in order to ensure that the current clients are addressed. We are willing to work with members of the Board and staff to discuss the current clients and work on a timeline prior to the end of the grant to help WOE decide their next steps. You have been given the information for an appeal to HUD. However, in any case, we request that the Board begin to consider their next steps to address the Restrictive Covenant on the property. We discussed WOE considering a TH model, which requires private funding to sustain the new model or allowing another housing provider to utilize the space in order to meet the 20 year requirement of the facility being used as a housing facility. Either way, once we submit this year's CoC application on September 14<sup>th</sup>, 2016, we hope to begin discussions on these plans. Thank you for all that you have done and are willing to do to assist the homeless population in Philadelphia.

*Michelle N. Butler MSW*  
 Director, Long-Term Housing Unit  
 Office of Homeless Services  
 1401 JFK Boulevard - 10th Floor  
 Philadelphia, PA 19102  
 215-686-7834 (desk)  
 267-324-4017 (mobile)

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 Philadelphia, PA 19102  
 (215) 686-7108  
 liz.hersh@phila.gov

ELIZABETH G. HERSH  
 DIRECTOR

August 29, 2016

Reverend Mildred Kee  
 Executive Director  
 Women of Excellence  
 2848 N. 9<sup>th</sup> Street  
 Philadelphia, PA 19124

RE: Notification of Rejection of Funding for Project Restoration

Dear Rev. Kee:

We regret to inform you that the renewal project submitted by Women of Excellence for \$345,091 in the 2016 HUD Continuum of Care competition was not recommended for funding by the CoC Board of Directors on August 29, 2016. This means that the HUD grant starting April 1, 2017 will not be awarded.

In the local renewal competition conducted in May 2016 in preparation for the 2016 HUD Continuum of Care application, Project Restoration scored an average of 75.7 out of 105 points. Each project requesting renewal funding is reviewed by 5 independent volunteer reviewers.

Points are given in accordance with HUD and local performance standards. At a mandatory meeting for renewing grantees held on April 26, 2016, the Office of Homeless Services (OHS) reviewed and distributed the renewal application along with the scoring tool that is provided to each reviewer. (Please see attached)

This year, the Quality Improvement and Evaluation Committee carefully reviewed the performance and cost effectiveness of all renewal projects, as well as the history of projects with low average scores over the past three years. With an average score of 70.6, Project Restoration had the lowest average of any project in the CoC. (Prior years: 2015: 55, 2014: 81)

On August 24, 2016, in a face-to-face meeting with you and members of your Board of Directors, OHS notified Women of Excellence of our intent not to recommend this project for

funding. As required in the HUD Notice of Funding Availability for the 2016 Continuum of Care competition, the CoC must notify any project that is rejected in the local competition, with an explanation for the decision to reject the project. Per HUD (24 CFR 578.35(e)), project applicants that believe they were denied the opportunity to participate in the local CoC planning process in a reasonable manner and were rejected or reallocated by the CoC may appeal the rejection directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 14, 2016 by 7:59:59 p.m. eastern time.

This is the link to the Notice of Funding Availability – the requirements about appeals are on pages 46-49. Women of Excellence would be appealing as a “Solo Applicant”

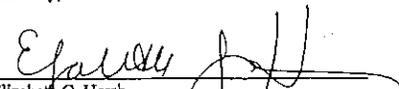
<https://www.budexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

Below is the link to the information about how to appeal the decision.

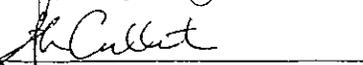
<https://www.budexchange.info/resource/4065/project-application-appeal-process-instructional-guide/>

As you know, HUD funding was originally awarded in 2004, and included funds for rehabilitation of the property. There is a recorded Declaration of Restrictive Covenant on the property requiring it to be maintained and operated as supportive housing for twenty years from initial occupancy. Please know the City is available to work with you and your Board members to review and identify options going forward.

Sincerely,

  
Elizabeth G. Hersh  
Co-Chair, Philadelphia CoC Board

8/29/16  
Date

  
Steve Culbertson  
Co-Chair, Philadelphia CoC Board

8/30/16  
Date

Attachments

Cc: Carla McGruder, Richard Pernell

**Roberta Cancellor**

From: Roberta Cancellor  
Sent: Wednesday, August 24, 2016 7:08 PM  
To: 'wookee@msn.com'; 'ricpernell@aol.com'; 'cmcgrudermd@comcast.net'  
Cc: Michelle.Butler; Basil Chukwunenye; James Malloy; Beverly Kelly; Lauren Whittleigh  
Subject: Information about Appealing CoC Decision

Rev Kee, Ms. McGruder, Mr. Pernell --- As we discussed today, Project Restoration is not being recommended for renewal funding in the 2016 HUD Continuum of Care competition. The CoC Board meets Monday August 29 to approve the CoC funding strategy for this year's grant application. By August 30, 2016 we will give you formal notice of the Board's decision.

This is the link to the Notice of Funding Availability—the requirements about appeals are on pages 46-49. Women of Excellence would be appealing as a “Solo Applicant”

<https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf>

Below is the link to the information about how to appeal the decision.

<https://www.hudexchange.info/resource/4065/project-application-appeal-process-instructional-guide/>

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia  
215-686-7105





## CITY OF PHILADELPHIA

OFFICE OF HOMELESS SERVICES  
1401 JFK Boulevard  
10th Flr.  
Philadelphia, PA 19102  
August 25, 2016

Ms. Mary Steed  
Founder and CEO  
House of Roses in Bloom, Inc.  
3816 N. 18<sup>th</sup> Street  
Philadelphia, PA 19140

**RE: 2016 Continuum of Care New Project Competition  
House of Roses In Bloom Transitional Housing**

Dear Ms. Steed:

Thank you for submitting your proposal in response to the Request for Proposals for Permanent Supportive Housing projects for Individuals and Families Experiencing Chronic Homelessness in the 2016 Continuum of Care competition.

We are unable to include your proposal for further review in the competition, as the proposal doesn't meet the threshold requirements as identified on page 15 of the Request for Proposals, which state that the applicant must be eligible to respond to the RFP on the basis of demonstrated financial and management capacity and experience to carry out the project; and that the activities proposed and clients proposed to be served must be eligible under the RFP.

Regarding experience: on page 4 of the RFP, proposers must have five years organizational experience providing services to homeless individuals or families with disabilities, and at least three years experience successfully providing housing and case management services to the target population. While the individuals involved in the project have a breadth of experience in the human service and health care fields, it's not clear how long the organization has been in existence, nor its track record of operating housing and services.

Regarding eligible beneficiaries and activities: page 5 of the RFP describes that people to be served in the program must be chronically homeless with a disability; and that the housing must be permanent supportive housing. The proposal submitted by House of Roses in Bloom describes the project as "transitional" housing, as lasting "up to 24 months as needed per participant" and doesn't identify disabilities of people to be served. Unfortunately, HUD Continuum of Care funding in this competition cannot be used for transitional housing, but rather only for permanent supportive housing for people meeting the HUD definition of chronically homeless.

This is the first time we have received a proposal from your agency to provide housing to people experiencing homelessness, and we acknowledge this is a difficult and competitive process. Following

Page 2: 2016 Continuum of Care New Project Competition  
House of Roses In Bloom Transitional Housing

the competition closing in mid September, we are available to schedule a face to face meeting to review strengths and weaknesses in your proposal.

If you wish to schedule a face to face debriefing, please contact Ceclia Jones at (215) 686-7165 of my office to find a mutually agreeable date and time.

We thank you so much for participating in this year's process.

Sincerely,

Roberta Cancellier  
Deputy Director

Cc: Liz Hersh, Michelle Butler, Lauren Whiteleigh

Attachment

**CoC New Project Requests**

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:18 PM  
To: phil.lord@ourturn.net; nicole.white@ourturn.net  
Cc: Michele.Butler; Nicole Drake; Lauren Whiteleigh; Bruce K. Johnson

Phil and Nicole - this is to notify you that the two PCRC projects - TURN Permanent Supportive Housing and TURN Rapid Rehousing, submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, were not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposals.

We were so pleased to see so many new project requests, and we're grateful for your partnership and work to address homelessness in Philadelphia.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

**CoC New Project Requests**

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:21 PM  
To: jnottingham@rpinc.org  
Cc: Michele.Butler; Nicole Drake; Lauren Whiteleigh; Bruce K. Johnson

Jena - this is to notify you that the Friends Rehabilitation Program's proposed project- CoC Rapid Rehousing Project for Individuals and Families - submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, was not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposals.

We were so pleased to see so many new project requests, and we're grateful for your leadership in the Rapid Rehousing model and your partnership to address homelessness in Philadelphia.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

**CoC New Project Requests**

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:30 PM  
To: sculbertson@impactservices.org; codonnell@impactservices.org  
Cc: Michelle.Butler; Nicole Drake; Lauren Whiteleigh; Bruce K. Johnson

Steve and Casey - this is to notify you that Impact Services Corporation's proposed projects- Kensington Counts Rapid Rehousing and Kensington Counts PSH, submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, were not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposals.

We were so pleased to see so many new project requests, and we're grateful for your leadership on homelessness among veterans and in strategies to address and reduce homelessness in Kensington.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

**CoC New Project - ECS PSH/FAST**

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:24 PM  
To: Mary Alice Duff [maryaliced@ecs1870.org]; David Griffith [griffithd@ecs1870.org]; Molly McAndrew [mollym@ecs1870.org]; Shirley Warner [shirleyw@ecs1870.org]  
Cc: Michelle.Butler; Bruce K. Johnson; Lauren Whiteleigh; Nicole Drake

ECS colleagues - this is to notify you that Episcopal Community Service's proposed project- ECS PSH/FAST - submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, was not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposal.

We were so pleased to see so many new project requests, and we're grateful for your innovation and your partnership to address homelessness in Philadelphia.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

### CoC New Project Requests

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:26 PM

To: amonber@gaudenzia.org

Cc: Michelle Butler; Nicole Drake; Lauren Whiteleigh; Bruce K. Johnson

Toni - this is to notify you that Gaudenzia's proposed project- Gaudenzia Rapid Rehousing - submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, was not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposals.

We were so pleased to see so many new project requests, and we're grateful for your partnership to address homelessness in Philadelphia.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia  
215-686-7105



### CoC New Project Requests

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:32 PM

To: kdesmond@pec-cares.org; kdurand@pec-cares.org

Cc: Michelle Butler; Nicole Drake; Lauren Whiteleigh; Bruce K. Johnson

Kathy and Kelly - this is to notify you that People's Emergency Center's proposed projects- 644 Apartments and Your Rare Home, submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, were not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposals.

We were so pleased to see so many new project requests, and we're grateful for your partnership as we work together to improve systems and programs to serve young people and families experiencing homelessness in Philadelphia.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

**CoC New Project Request**

Roberta Cancellor

Sent: Tuesday, August 30, 2016 5:42 PM

To: smallockturner@uac.org

Cc: Michelle.Stubler; Nicole Drake; Lauren Whittelgh; Bruce K. Johnson

Sharmain - this is to notify you that UAC/ODAAT's proposed project- ODAAT Rapid Rehousing Project- submitted in response to the 2016 Continuum of Care New Projects Request for Proposals, was not selected for funding in the 2016 CoC competition.

This year we received 19 proposals in response to the RFPs, requesting over \$13M in funding. With \$3.5M available for new projects, we couldn't fund all new requests.

Following the competition's close on September 14, we are willing to schedule a debriefing phone call at your request to share with you the strengths and weaknesses identified by reviewers of the proposals.

We were so pleased to see so many new project requests, including yours, and appreciate your partnership to address homelessness in Philadelphia.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Review, Rating and Ranking Procedure

**Project Rating and Review Process:**

**Renewal Projects**

In order to be considered for inclusion in Philadelphia's Continuum of Care Consolidated Application, local organizations must submit the local 2016 Continuum of Care Program Renewals Application Proposal, which includes submitting performance data from their most recently submitted APR. Organizations are given 6 weeks to complete and submit the CoC Renewals Application to the City of Philadelphia Office of Homeless Services. The Office of Homeless Services provides organizations the evaluation tool to be used to score their proposals and hosts a technical assistance briefing for organizations. Proposals received are first reviewed by City of Philadelphia Office of Homeless Services staff to establish whether they pass threshold requirements. All 2016 CoC Program Renewals Proposals that pass threshold requirements are reviewed by the CoC Program Renewals Review Panel, a volunteer panel convened to review and score project proposals. Members of the Review Panel are responsible for independently reviewing and scoring proposals using the 2016 CoC Program Renewal Project Proposal Review Instrument, found in Appendix A. Members of the Review Panel are trained on using the review instrument to score renewal project proposals.

**Proposal Evaluation and Scoring**

All renewal project applications, except for first time renewals, are independently reviewed and scored by 5 individuals using the local review instrument, developed by members of the CoC Quality Improvement and Evaluation Subcommittee. The review instrument includes the scoring criteria described in the table below and is found in Appendix A. The performance data used to review renewal project proposals is from the project's most recently submitted APR. Once all reviewer scores are submitted to the Office of Homeless Services, renewal project proposals scores are analyzed to identify any proposals with a significantly wide range in scores. The Review Panel is brought together for a session to discuss and potentially adjust outlier scores for said proposals. Once reviewer scores are finalized, the reviewer scores are averaged, which forms the basis for the preliminary ranking of projects within the local priorities.

Criteria	Max Points
Project Description and Participant Information	10
Case Study	10
Housing First Approach and Prioritizing Households Most In Need	10
Data Quality: Standard is less than 10% "Don't Know/Refused" and "Missing" values	10
Unit Utilization Rates: Local standard is 90% or above for the 4 points in time	10
Residence Prior to Entry: Participants entering from appropriate locations; majority from literally homeless situations	10
Change in Earned Income: Local standard: 10% of adults increase or gain earned income	5

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Review, Rating and Ranking Procedure

Change in Other Cash Income: Local standard: 35% of adults increase or gain other income	5
Non-Cash Benefits: Local standard: 82% of participants connected to 1+ mainstream benefit	10
Housing Stability: Local Standard for PSH: 93% retain or exit to permanent, RRH:80% leavers exit to PH, TH:80% of leavers exit to PH, SH:55% of leavers exit to PH	10
Overall responsiveness, strength, and completeness of application	15
<b>Total</b>	<b>105</b>

In addition to the evaluation tool, proposals lose 1 point if at least two members from the applicant's organization did not participate in the January 2016 unsheltered PIT count. *Ten points are removed from proposals received after the submission deadline.*

**New Projects**

In order to be considered for inclusion in Philadelphia's Continuum of Care Consolidated Application, local organizations must respond to the City of Philadelphia RFP for new CoC projects. Proposals received are first reviewed by City of Philadelphia Office of Homeless Services staff to establish whether they pass threshold requirements. All proposals that pass threshold requirements are then independently reviewed and scored by 3 individuals using the local evaluation tool created by the City of Philadelphia Office of Homeless Services, found in Appendix B. Individual reviewer scores are averaged, which forms the basis for preliminary ranking within the local priorities.

**Conflicts of Interest**

Every effort is made to avoid conflict, or the appearance thereof, when assigning proposals to reviewers. Before reviewers score proposals, they are asked to determine whether a conflict of interest exists with any application that has been assigned to them. If a conflict or the appearance of a conflict exists, the proposal will be assigned to another reviewer and a replacement proposal will be provided. Renewal project proposals are anonymized so that reviewers are unaware of the name of the organization and the project whose proposal they are reviewing.

A conflict of interest can be defined as: an actual or perceived interest by a review committee member in an action which results or appears to result in personal, organizational, or professional gain. This may involve a direct or indirect financial or other interest in a decision of the planning body. Examples of possible conflicts of interest include cases where a reviewer:

- Is employed or has a formal association with an agency that has submitted an application;
- Has recently served as a consultant for an applicant agency;
- Is named as a potential consultant or subcontractor in the application; or
- Has extensive knowledge about the application or proposed project and is unable to objectively review the application.

### Confidentiality

Adherence to confidentiality is critical to the integrity of the review process and the protection of reviewers evaluating proposals. All reviewers must agree to abide by the following confidentiality requirements before, during, and after the review process:

- All information related to the proposals should be kept in strict confidence;
- Impressions or judgments concerning the proposals are not to be discussed or shared with anyone prior to, during, or after the review panel's deliberations (exceptions: discussions with other review panel members during panel deliberations and staff discussions during CoC Advisory Committee and CoC Board meetings);
- The proposals, as well as the ideas, concepts, methods, or techniques included in the proposals are to be considered proprietary, and all rights thereby implied are to be respected;
- Proposals, in part or whole, are not to be photocopied; and
- Questions about any specific proposals are not to be directed to the applicant organization, or to a consultant who assisted in the preparation of the application.

Reviewers must adhere to the following requirements during and after the Review Panel meeting:

- Statements and notes of the reviewers should not be shared with anyone outside the review panel;
- Discussions concerning any specific application are to be confined to the review panel meeting room;
- Proceedings of the review panel are to be kept in strict confidence; and
- Proposals and review materials are to be left with the Office of Homeless Services (Collaborative Applicant) staff at the conclusion of the review session.

### Philadelphia Ranking Order

Projects are grouped according to program type (PH, SH, and TH) and are ranked according to the average score received during the renewal proposal review process. The Philadelphia CoC has a long-standing commitment to rank permanent housing renewal projects higher than safe haven and transitional housing renewal projects, with the exception of low-scoring permanent housing projects. Because the primary basis for reviewing and scoring renewal proposals is performance data from the Annual Performance Reports (APRs), first time renewal projects not operating long enough to have a year of performance data are not reviewed by the Renewals Review Committee. These projects are ranked below the reviewed renewal PH projects, but above safe haven renewal projects. To emphasize the importance of project performance, new projects created through reallocation are ranked above the lowest scoring renewal projects.

The Philadelphia CoC project applications included in the 2016 consolidated application are ranked as follows:

1. Renewal HMIS project
2. Renewal permanent housing (PSH and RRH) projects that scored 82 and above
3. First Time Renewal PH projects not operating long enough to have a year of performance data

4. New permanent supportive housing (PSH) project voluntarily reallocating from a TH project
5. Renewal safe haven (SH) projects
6. Renewal transitional housing (TH) projects that scored 82 and above
7. New permanent supportive housing (PSH) project for Chronic – created through reallocation
8. New permanent supportive housing (PSH) project for Chronic and HIV/AIDS – created through reallocation
9. New rapid re-housing (RRH) project for families fleeing domestic violence - created through reallocation (This project straddles Tier 1 and Tier 2.)
10. New HMIS project for Coordinated Entry -- created through reallocation
11. Lowest scoring renewal permanent housing (PH) projects scoring 81 and below
12. Lowest scoring transition housing (TH) projects scoring 81 and below
13. New rapid re-housing (RRH) project for youth and families - created through Bonus funds
14. New rapid re-housing (RRH) project for singles - created through Bonus funds
15. New rapid re-housing (RRH) project for youth - created through Bonus funds

### Selection and Ranking Approval Process

On Thursday, August 18, 2016, the City of Philadelphia Office of Homeless Services presented the proposed ranking strategy to the Philadelphia CoC Advisory Committee for their input. On Monday, August 29, 2016, the Office of Homeless Services presented the proposed project selection and ranking order to the CoC Board, along with the input of the CoC Advisory Committee. The CoC Board approved the proposed project selection and ranking order for the FY 2016 CoC Consolidated Application on Monday, August 29, 2016.

APPENDIX A

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Renewal Project Proposal Review Instrument

All FY 2016 renewal project applications with at least one year of performance data were de-identified/ anonymized and scored by 5 individual reviewers using the following evaluation tool.

	Scoring Criteria	Max Points
Project Description and Participant Information	Clear and comprehensive project description that describes the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), supportive services provided and coordination with other source(s)/partner(s). The project participant chart is fully consistent with the description. If not, a sound explanation was provided.	8-10
	Project description provides a limited description of the population served and services provided. The project participant chart is somewhat consistent with the description.	5-7
	Project description is lacking in content and does not present a clear picture of the project for reviewer. The project participant chart is not consistent with the description.	0-4
<b>Comments</b>		
Case Study	One case study of client challenges was provided. The individual described is representative of the target population. The case clearly and completely illustrates efforts made by the housing and service providers to address the client's identified issues/needs. The outcome is clear.	8-10
	Case study briefly highlights efforts made by both the housing and service providers to address the client's identified issues/needs and client's outcomes are clear.	5-7
	Case study is lacking in content and does not present a clear picture of client challenges and staff interventions.	0-4
<b>Comments</b>		
Housing First Approach (PSH, RRH, and TH only). Award SH projects full 5 points	Project follows a "Housing First" approach (met ALL three conditions)	5
	Project does not follow a "Housing First" approach, but met 2 conditions	3
	Project does not follow a "Housing First" approach (met 1 or none of the conditions)	0
	<b>Bonus points:</b> A sound explanation for why the project does not follow "Housing First" Approach was provided. Examples of sound explanations include: - Other funding sources require project to follow certain processes or criteria	1-3

APPENDIX A

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Renewal Project Proposal Review Instrument

	- Project is a recovery program and commits to maintaining a sober living environment for participants																									
<b>Comments</b>																										
Prioritizing Households Most in Need	51% or more of project participants are HUD's priority populations: chronically homeless individuals or families, veterans, youth (ages 24 and below), and/or victims of domestic violence	5	5																							
	50% or less of project participants are HUD's priority populations: chronically homeless individuals or families, veterans, youth (ages 24 and below), and/or victims of domestic violence	0																								
<b>Comments</b>																										
Data Quality HUD/Local Standard:	There are a total of 22 data elements. For each data element to be considered meeting HUD's standard, BOTH "Don't Know/Refused" and "Missing Values" must each be less than 10%.																									
	<table border="1"> <thead> <tr> <th>Points</th> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td># of data elements with less than 10% "Don't Know/Refused" and less than 10% "Missing Values" for each data element.</td> <td>0</td> <td>1-2</td> <td>3-4</td> <td>5-6</td> <td>7-8</td> <td>9-10</td> <td>11-12</td> <td>13-16</td> <td>17-19</td> <td>20-21</td> <td>22</td> </tr> </tbody> </table>	Points	0	1	2	3	4	5	6	7	8	9	10	# of data elements with less than 10% "Don't Know/Refused" and less than 10% "Missing Values" for each data element.	0	1-2	3-4	5-6	7-8	9-10	11-12	13-16	17-19	20-21	22	0-10
Points	0	1	2	3	4	5	6	7	8	9	10															
# of data elements with less than 10% "Don't Know/Refused" and less than 10% "Missing Values" for each data element.	0	1-2	3-4	5-6	7-8	9-10	11-12	13-16	17-19	20-21	22															
	<b>Bonus points:</b> A sound explanation and plan to cure the missing data was supplied if there are data elements with more than 10% of "Don't Know/Refused" or "Missing" values.	1-3																								
<b>Comments</b>																										
Unit Utilization Rates	Local standard: 90% or above for the 4 points in time																									
	<table border="1"> <thead> <tr> <th>Point Value for each Point-in-Time</th> <th>0</th> <th>1</th> <th>2</th> <th>2.5</th> </tr> </thead> <tbody> <tr> <td>Utilization Rate</td> <td>Below 75%</td> <td>75 - 79%</td> <td>80 - 89%</td> <td>90% and above</td> </tr> </tbody> </table>	Point Value for each Point-in-Time	0	1	2	2.5	Utilization Rate	Below 75%	75 - 79%	80 - 89%	90% and above	0-10	10													
Point Value for each Point-in-Time	0	1	2	2.5																						
Utilization Rate	Below 75%	75 - 79%	80 - 89%	90% and above																						
	Add up the scores for each Point in Time to calculate the overall score: January ___ + April ___ + July ___ + October ___ = Overall Score: ___																									
	<b>Bonus points:</b> A sound explanation of any extenuating circumstances or challenges faced in achieving higher utilization rates, and plan to address them was provided.	1-3																								
<b>Comments</b>																										

APPENDIX A

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Renewal Project Proposal Review Instrument

Residence Prior to Program Entry -- Permanent Supportive Housing	<i>Local / HUD Standard:</i> BOTH of the following conditions must be met: • 100% of participants MUST enter from either literally homeless situations (20a) or institutional settings (20b); AND • 51% or more of participants MUST enter from literally homeless situations (20a).		
	Project met local standard (met both conditions)	10	10
	Project met the following condition ONLY: 51% or more of participants enter from literally homeless situations (20a).	5	
	Project met no conditions of the local standard	0	
Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided.	1-3		
Residence Prior to Program Entry -- Transitional Housing	<i>Local Standard:</i> • 51% or more of participants MUST enter from literally homeless situations (20a). • TH Projects serving youth under 25 or domestic violence survivors may have participants enter from other locations (20c), such as their own rental housing, family or friends.		
	51% or more of participants enter from literally homeless situations (20a).	10	10
	50% or less of participants enter from literally homeless situations (20a).	0	
	Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided.	1-3	
<i>Local / HUD Standard:</i> BOTH of the following conditions must be met: • 100% of participants MUST enter from either literally homeless situations (20a) or institutional settings (20b); AND • 51% or more of participants MUST enter from literally homeless situations (20a).			
Residence Prior to Program Entry -- Rapid Re-Housing	Project met local standard (met both conditions)	10	10
	Project met the following condition ONLY: 51% or more of participants enter from literally homeless situations (20a).	5	
	Project met no conditions of the local standard	0	
	Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided.	1-3	

APPENDIX A

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Renewal Project Proposal Review Instrument

Residence Prior to Program Entry -- Safe Haven	<i>Local / HUD Standard:</i> 100% of participants enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b). 100% of participants enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b). Less than 100% of participants enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b). Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided.								
						10	10		
						0			
						1-3			
<b>Comments</b>									
Change in Earned/ Employment Income	<i>Local Standard:</i> 10% or more of all adults (Leavers and Stayers) will have more earned income than at entry.						0-5	5	
	Points	0	1	2	3	4			5
	% of adults with more earned income than at program entry	5% and below	6%	7%	8%	9%			10% and above
Bonus Points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of adults improving their income, and plan to address them was supplied. Please consider the project's target population and potential challenges the population would have when seeking employment.						1-3			
Change in Other Income	<i>Local Standard:</i> 35% or more of all Adults (Leavers + Stayers) will have more income than at entry from sources other than employment.						0-5	5	
	Points	0	1	2	3	4			5
	% of adults with more income from sources other than employment	23% and below	24-25%	26-28%	29-31%	32-34%			35% and above
	Bonus Points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of adults improving their income, and plan to address them was supplied. Please consider the project's target population and potential challenges the population would have when seeking employment.								1-3

APPENDIX A

Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Renewal Project Proposal Review Instrument

Comments														
Non-Cash Benefit Sources	Local Standard: 82% or more of Leavers and Stayers (adults + children) will be connected to at least one mainstream benefit.											0-10	10	
	Points	0	1	2	3	4	5	6	7	8	9			10
	% of participants with at least one non-cash benefit	69% and below	70%	71%	72%	73%	74%	75%	76-77%	78-79%	80-81%			82% and above
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of connection to benefits or better appropriateness, and plan to address them was provided.											1-3			
Comments														
Housing Stability -- Permanent Supportive Housing	Local Standard: 93% or more of all participants (Leavers and Stayers) remain in the program at the end of the operating year or exit to a different permanent housing destination.											0-10	10	
	Points	0	1	2	3	4	5	6	7	8	9			10
	% participants remaining in program or exiting to permanent housing	69% and below	70%	74%	77%	78%	79%	80%	83%	86%	89%			93% and above
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of participants remaining or exiting to a different permanent housing destination, and plan to address them was provided.											1-3			
Comments														
Housing Stability -- Transitional Housing	HUD/ Local Standard: 80% or more of leavers will exit to a permanent housing destination. If no leavers, score "0".											0-10	10	
	Points	0	1	2	3	4	5	6	7	8	9			10
	% of leavers who exit to permanent housing	64% and below	65%	66%	67%	68-69%	70-71%	72-73%	74-75%	76-77%	78-79%			80% and above
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of leavers exiting to a permanent housing destination, and plan to address them was supplied											1-3			

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Philadelphia Continuum of Care (PA-500)  
2016 CoC Program Renewal Project Proposal Review Instrument

Housing Stability -- Rapid Re-Housing	HUD/ Local Standard: 80% or more of leavers will exit to a permanent housing destination.											0-10	10	
	Points	0	1	2	3	4	5	6	7	8	9			10
	% of leavers exiting to permanent housing	64% and below	65%	66%	67%	68-69%	70-71%	72-73%	74-75%	76-77%	78-79%			80% and above
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of participants exiting to a permanent housing destination, and plan to address them was supplied.											1-3			
Comments														
Housing Stability - Safe Haven	Local Standard: 55% or more of leavers will exit to permanent housing. If no leavers, score "0".											0-10	10	
	Points	0	1	2	3	4	5	6	7	8	9			10
	% of leavers exiting to permanent housing	41% and below	42%	43%	44%	45%	46%	47-48%	49-50%	51-52%	53-54%			55% and above
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of participants exiting to a permanent housing destination, and plan to address them was supplied.											1-3			
Comments														
Overall responsiveness to RFP /Explanation and plans to address deficiencies	All sections of proposal (budget, tables and narratives) are clear and complete – program structure is easy to understand, population served is explicit. Data is complete and if there are narrative explanations, they are clear and convincing. If participants exited the program, most destinations are positive. Those who remained appeared to be on track for positive outcomes (same/increased income, connected to mainstream benefits).											11-15	15	
	Fairly clear proposal. Complete with some details.											6-10		
	Proposal unclear, sections or responses missing, hard to understand program or population to be served.											0-5		
Comments														
<b>TOTAL SCORE</b>												<b>105</b>		

APPENDIX B

2016 CoC Program New Rapid Re-Housing Project Proposal Review Instrument

NEW RRH PROJECT PROPOSAL REVIEW INSTRUMENT

**Score, Rank, and Overall Evaluation / Comments:**

This review tool is divided into 5 sections, each with its own point value. Please enter your score for each section on the lines below. Each section contains a series of questions to consider when scoring. Please read through all questions and assign a total score for that section based on your answers to the questions. Space is provided for notes, if needed.

1. \_\_\_\_\_ Housing component: appropriateness and effectiveness (25 points maximum)
2. \_\_\_\_\_ Services component: appropriateness and effectiveness (20 points maximum)
3. \_\_\_\_\_ Experience of the applicant agency and other involved agencies (25 points maximum)
4. \_\_\_\_\_ Budget, financial resources, and leveraging (20 points maximum)
5. \_\_\_\_\_ Responsiveness to RFP and Local Needs (10 points maximum)
- \_\_\_\_\_ Total (100 points maximum)

**OVERALL COMMENTS:**

1. **Housing Component**

[Maximum Score: 25 points      Reviewer Score: \_\_\_\_\_]

- a. Does the applicant clearly and completely respond to *all* applicable content areas;
- b. How well does the applicant demonstrate an understanding of the housing needs of the target population, the neighborhoods and markets in which the project(s) will be located?
- c. How strong and reasonable are the methods used for determining type, amount, and duration of assistance (RRH uses the Sufficiency Assessment to create Self Sufficiency Plans and financial assistance not to exceed \$5,000 per household)?
- d. How appropriate is the proposed method of providing housing through the program for meeting participants' housing needs?
- e. How well will the proposed program meet participants' "community amenity" needs -- housing in proximity to shopping, schools, public transportation, health care, recreation, social services, etc.?

**COMMENTS:**

2. **Services Component**

[Maximum Score: 20 points      Reviewer Score: \_\_\_\_\_]

- a. How well does the applicant demonstrate an understanding of the service needs of the target population when they enter the program, and as they change over time?
- b. How well will the proposed services meet the needs of participants (consider types of services, how often/long they will be provided, location of services, transportation

APPENDIX B

2016 CoC Program New Rapid Re-Housing Project Proposal Review Instrument assistance, who/what agency is providing the services, who/if anyone is coordinating services received from multiple entities)

- c. How effective will the proposed services program be to serve the required population, (homeless individuals and/or families, including youth)?
- d. How effectively will the program, as described, assist participants in "increasing their incomes and maximizing their ability to live independently"?
- e. Does the applicant provide sufficient detail on the proposed supportive services partnerships and proposed coordination among the participating entities?

**COMMENTS:**

3. **Experience of the Applicant Agency and Other Involved Agencies: Section E**  
[Maximum Score: 25 points      Reviewer Score: \_\_\_\_\_]

- a. How *exceptional* and/or *extensive* is the organization's experience [per RFP, 5 years providing services to homeless households, 3 years providing housing and case management services, established partnerships, financial and administrative capacity, equal opportunity employer]; how *comprehensive* and *compelling* is the justification for why the applicant is appropriate entity to receive funding for the proposed project?
- b. How experienced is the applicant organization (and any other entities identified in the proposal) in providing housing and supportive services to homeless persons?
- c. How experienced is the applicant organization (and any other participating entities identified in the proposal) in providing housing and supportive services to the particular priority population to be served by this new program (consider length and type of experience they described, and measures of success if they were provided)?
- d. How well does the proposed program "fit" with the past / current experience of the applicant organization -- a wholly new endeavor, an increase in capacity to serve a population already being served in this way, or an additional "next step" project to serve a population already being served but in a new way?
- e. Does the applicant organization have the capacity in terms of current and proposed staffing and workload to deliver the services as described in the proposal? Among other points, consider the information provided in the "HUD grant table".
- f. What is the applicant's track record in administering rental subsidies and carrying out projects in a timely manner? Does the applicant demonstrate ability to calculate annual income/tenant rent and work with landlords?
- g. How well does the applicant organization describe its responsibilities and the responsibilities of its partners in administering the proposed project (if applicable)

**COMMENTS:**

APPENDIX B

2016 CoC Program New Rapid Re-Housing Project Proposal Review Instrument

4. Budget, Financial Resources, and Leveraging: Section F

[Maximum Score: 20 points Reviewer Score: \_\_\_\_\_]

- a. Is the proposed budget *reasonable* for the level of services provided, based on the type of project, population served, and number of households to be served?
- b. Did the applicant provide *clear* and *accurate* calculations on Budget Forms Attachment ?
- c. Has the applicant secured commitments beyond the required 25% (projects approaching leverage/match of 150% are more competitive)? Is this level of additional cash more substantial than that of other proposals you have reviewed under this competition? If the cash has not been secured, is the explanation of the agency's efforts sufficient to convince you that it will be secured in the future?
- d. Are there non-CoC program sources of services identified and secured that will be sufficient to meet participants' services needs? (This is preferable, but only if the sources are secured or clearly will be secured.)
- e. How much of an impact will leveraged services, for which the agency has secured commitments, have on the effectiveness of the proposed program? Consider this particularly as it relates to projects that require rehabilitation of the property prior to utilizing the rental assistance/leasing/service funding. (more=better)

COMMENTS: \_\_\_\_\_

5. Responsiveness to RFP

[Maximum Score: 10 points Reviewer Score: \_\_\_\_\_]

- a. How well did the applicant respond to the RFP? Was the response sufficiently detailed to allow you to adequately understand the proposed program?
- b. Based on written descriptions, how well does the applicant understand the population to be served – where they come from, what their housing and services needs are?
- c. How well does the applicant demonstrate they understand concepts like housing first, rapid rehousing, and operating projects with lower barriers.
- d. How well does the applicant demonstrate a commitment to serving individuals and families who have barriers, including more severe service needs?
- e. How well will program the identified supportive services and housing needs of the participants? Is the project reasonable and achievable?

COMMENTS: \_\_\_\_\_

APPENDIX C

2016 CoC Program New Permanent Supportive Housing Project Proposal Review Instrument

NEW PSH PROJECT PROPOSAL REVIEW INSTRUMENT

Score, Rank, and Overall Evaluation / Comments:

This review tool is divided into 5 sections, each with its own point value. Please enter your score for each section on the lines below. Each section contains a series of questions to consider when scoring. Please read through all questions and assign a total score for that section based on your answers to the questions. Space is provided for notes, if needed.

- 1. \_\_\_\_\_ Housing component: appropriateness and effectiveness (25 points maximum)
- 2. \_\_\_\_\_ Services component: appropriateness and effectiveness (20 points maximum)
- 3. \_\_\_\_\_ Experience of the applicant agency and other involved agencies (25 points maximum)
- 4. \_\_\_\_\_ Budget, financial resources, and leveraging (20 points maximum)
- 5. \_\_\_\_\_ Responsiveness to RFP and meeting local needs (10 points maximum)
- \_\_\_\_\_ Total (100 maximum points)

OVERALL COMMENTS: \_\_\_\_\_

6. Housing Component Section C

[Maximum Score: 25 points Reviewer Score: \_\_\_\_\_]

- f. Does the applicant clearly and completely respond to *all* applicable content areas;
- g. How well does the applicant demonstrate an understanding of the housing needs of the target population, the neighborhoods and markets in which the project(s) will be located?
- h. How appropriate is the proposed method of providing housing through the program (scattered-site or identified sites) for meeting participants' housing needs?
- i. How reasonable is the proposed schedule of activities for program implementation, (especially if the proposal includes rehabilitation or a new construction)?
- j. How well will the proposed program meet participants' "community amenity" needs -- housing in proximity to shopping, schools, public transportation, health care, recreation, social services, etc.?

COMMENTS: \_\_\_\_\_

7. Services Component: Section D

[Maximum Score: 20 points Reviewer Score: \_\_\_\_\_]

- a. How well does the applicant demonstrate an understanding of the service needs of the target population when they enter the program, and as they change over time?
- b. How well will the proposed services meet the needs of participants (consider types of services, how often/long they will be provided, location of services, transportation

APPENDIX C

2016 CoC Program New Permanent Supportive Housing Project Proposal Review Instrument assistance, who/what agency is providing the services, who/if anyone is coordinating services received from multiple entities)

- c. How effective will the proposed services program be to serve the required population, (chronically homeless individuals)?
- d. How effectively will the program, as described, assist participants in "increasing their incomes and maximizing their ability to live independently"?
- e. Does the applicant provide sufficient detail on the proposed supportive services partnerships and proposed coordination among the participating entities?

COMMENTS:

8. Experience of the Applicant Agency and Other Involved Agencies: Section E  
[Maximum Score: 25 points Reviewer Score: \_\_\_\_\_]

- a. How *exceptional and/or extensive* is the organization's experience [per RFP, 5 years providing services to homeless households with disabilities, 3 years providing housing and case management services, established partnerships, financial and administrative capacity, equal opportunity employer]; how *comprehensive* and *compelling* is the justification for why the applicant is appropriate entity to receive funding for the proposed project?
- b. How experienced is the applicant organization (and any other entities identified in the proposal) in providing housing and supportive services to homeless persons?
- c. How experienced is the applicant organization (and any other participating entities identified in the proposal) in providing housing and supportive services to the particular priority population to be served by this new program (consider length and type of experience they described, and measures of success if they were provided)?
- d. How well does the proposed program "fit" with the past / current experience of the applicant organization – a wholly new endeavor, an increase in capacity to serve a population already being served in this way, or an additional "next step" project to serve a population already being served but in a new way?
- e. Does the applicant organization have the capacity in terms of current and proposed staffing and workload to deliver the services as described in the proposal? Among other points, consider the information provided in the "HUD grant table".

COMMENTS:

9. Budget, Financial Resources, and Leveraging: Section F

[Maximum Score: 20 points Reviewer Score: \_\_\_\_\_]

- f. Is the proposed budget *reasonable* for the level of services provided, based on the type of project, population served, and number of households to be served?
- g. Did the applicant provide *clear* and *accurate* calculations on Budget Forms Attachment ?
- h. Has the applicant secured commitments beyond the required 25% (projects approaching leverage/match of 150% are more competitive)? Is this level of

APPENDIX C

2016 CoC Program New Permanent Supportive Housing Project Proposal Review Instrument additional cash more substantial than that of other proposals you have reviewed under this competition? If the cash has not been secured, is the explanation of the agency's efforts sufficient to convince you that it will be secured in the future?

- i. How much of an impact will leveraged services, for which the agency has secured commitments, have on the effectiveness of the proposed program? Consider this particularly as it relates to projects that require rehabilitation of the property prior to utilizing the rental assistance/leasing/service funding. (more=better)

COMMENTS:

10. Responsiveness to RFP

[Maximum Score: 10 points Reviewer Score: \_\_\_\_\_]

- f. How well did the applicant respond to the RFP? Was the response sufficiently detailed to allow you to adequately understand the proposed program?
- g. Based on written descriptions, how well does the applicant understand the population to be served – where they come from, what their housing and services needs are?
- h. How well does the applicant demonstrate they understand concepts like housing first, chronically homeless, and severe service needs?
- i. How well does the applicant demonstrate a commitment to serving individuals and families who have barriers, including more severe service needs and those with long histories of homelessness?
- j. How well will program the identified supportive services and housing needs of the participants? Is the project reasonable and achievable?

COMMENTS:

## City of Philadelphia RFP for New CoC Permanent Supportive Housing and Rapid Re-Housing Projects

Lauren Whiteleigh

Sent: Friday, July 15, 2016 12:33 PM  
To: Liz Hersh; Eva Gladstein; Michael DiBerardinis; Arthur C Evans; David T Jones; Sandy Vasko; Allan Domb; Jannie L Blackwell; Helen Gyn; Gary D Williams; Timene L Farlow; Francis Healy; sharold@septia.org; Superintendent@philasd.org; esampleates@philasd.org; Blanche Carney; Terrell Bagby; psbeldeman@avenueofthearts.org; stephanie.thomas@ctbre.com; Shorjones39@gmail.com; Ssherman@independencefoundation.org; pramos@philafound.org; dmzsq1@aol.com; egrose@gpha.us; tim@discoverPHL.com; fritz@visithilly.com; Theresa.Singleton@phil.frb.org; maari@philanthropy.network.org; jmcnichol@paconvention.com; Jane.Vincent@hud.gov; Nadab.Bynum@hud.gov; k.lyn.kirshenbaum@hud.gov; Plevy@centercity.org; bhughes@centercityphila.org; jberndel@fhib-pgh.com; David.Buches@fhib-pgh.com; culhane@sp2.uporn.edu; bhudson@PHFA.org; Mitchell.Little; kkiphorn@BOMAPHILA.COM; J5trite@AllanIndustries.com; Kelvin.Jeremiah@pha.phila.gov; Celeste.Fields@pha.phila.gov; Benita P Williams; Linda Ricci; Lauren Whiteleigh; Cynthia L Pace; Delethine Coleman [ddcoleman@philasd.org]; Hugh Organ [horgan@covenanthousepa.org]; Alecia Marley [amanley@mazonicenter.org]; tharrington@valleyyouthhouse.org; amoore@vyhphila.org; hrighter@vyhphila.org; gballcy@yysiphila.org; Brenda Dawson [bdawson@pathwayspa.org]; mmcinerney@ekc-pa.org; Deborah Ferrell; snatarajan@ekc-pa.org; Stephanie.pastula@pha.phila.gov; mmanling@pathwayspa.org; CarolynCrouch-robinson@projecthome.org; confirm\_email\_address [cjohnson@covenanthousepa.org]; William McIntyre; Nancy M Guarino; tmassaquoi@yysiphila.org; Carrie Jacobs [carrie@attycouthcenter.org]; Rachael Pritzler; Shanee Garner; abquarles@philasd.org; Kamilah Jackson; Maria Dobnik; Nsheli@mazonicenter.org; hillcoles.tyrone332@gmail.com; jducciff@covenanthousepa.org; maari@philanthropy.network.org; David Holloman; Sara Pagnl; Ebonye Williams; Michele Mangani; Angela Foreman; Bridgette Tobler; Ben Lambertsen; Sue Smith [suesmith@projecthome.org]; Misty Sparks [mspark@bethesda.project.org]; csimilriglia@pathwaystohousingpa.org; Bret.holden@pha.phila.gov; Jenniferp.odaat@gmail.com; Carla Williams [carla.williams@hhinc.org]; ryoder@projecthome.org; michael@broadstreetministry.org; Timothy Shoahan; tbakerjr44@gmail.com; Joseph Harper; Misty Sparks [mspark@bethesda.project.org]; ryoder@projecthome.org; David.Buches@fhib-pgh.com; k.lyn.kirshenbaum@hud.gov; tim@discoverPHL.com; Fegreen1@gmail.com; Margaret.Brannan; scuibertson@impactservices.org; gov [rose.julius@phila]; Deanna Lear; Michele Wexler; Dick McMillen [dcmillen@sundaybreakfast.org]; stephanie.sosar@tenethealth.com; lewis@selfincorp.org; DavidS.odaat@gmail.com; Dwayne Durham [DWAYNA.DURHAM@hhinc.org]; cthomas@projecthome.org; Katrina Pratt-Roebuck; jose@ppponline.org; lauraweinbaum@projecthome.org; broderick.green@depa.usa.org; robinbonfield@projecthome.org; Carmena Green [carmenagreen@projecthome.org]; Dorothy Haug; Owen.camuso@rhd.org; marsha@haglegal.org; silvana@ppponline.org; Theresa.Singleton@phil.frb.org; fritz@visithilly.com; Tara Gaudin; Melwells.odaat@gmail.com; shoffman@philaworks.org; wodarskij@selfincorp.org; robinsons@selfincorp.org; Bruce K. Johnson

Attachments: 2016 New Projects Announce-1.doc (72 KB); 2016 New Projects Announce-2.doc (74 KB)

Good Afternoon and Happy Friday!

The City of Philadelphia has issued Requests for Proposals (RFP) for new Permanent Supportive Housing projects for people experiencing chronic homelessness; and/or Rapid Re-Housing projects for individuals and families, including youth 18-24, to be included in Philadelphia's 2016 application for HUD Continuum of Care (CoC) Program funding.

Proposals are due Friday, August 12, 2016. There is an informational briefing scheduled for Friday, July 29th, 2:30-3:30pm at the Municipal Services Building, 1401 JFK Boulevard, 16th Floor, Room Z.

The RFPs and additional information can be found at the following link:  
<http://www.phila.gov/rfp/Pages/default.aspx>.

Please share with your networks.

Best,  
Lauren

Lauren Whiteleigh, MSW  
Continuum of Care Program Manager

<https://my.mail.phila.gov/owa/?ae=Item&t=IPM.Note&id=AMB.RgAAAAAFBZtchytWOT...> 8/31/2016

## City of Philadelphia RFP for New CoC Permanent Supportive Housing and Rapid Re-Housing Projects

Ashley M. Johnson

Sent: Friday, July 15, 2016 10:54 AM  
To: Darlene Morris [Darlenemorris38@msn.com]; David Stier [DStier@CHS-ADPHILA.org]; Diana McWilliams [dmcwilliams@familiesforwardphilly.org]; Dwayne Durham [dwayne.durham@hhinc.org]; Guillaume Stewart [gstewart@lutheransettlement.org]; Jason Roskowski [jroskowski@bethesda.project.org]; Jim Piasecki [jimp@rhd.org]; Joyce Jackson [JoyJackson@pec-cares.org]; Julius Jackson [Julius@rhd.org]; Karmen Patton-Faucett [kpattonfaucett@stentonfm.org]; Katherine White [KatherineW@chphila.org]; Kathryn Baranackie [kbaranackie@familiesforwardphilly.org]; Michele Burris [Michele.Burris@RHD.ORG]; Monique Wilson-Johnson [monique.wilson@rhd.org]; Omar Baye [acts104@aol.com]; Rob Harrison [R Harrison@stentonfm.org]; Robin Ingram [RobinI@chphila.org]; Sharon Robinson [robinsons@selfincorp.org]; Shawn Jones [sjones@familiesforwardphilly.org]; Shirley Robinson [shirley@phmc.org]; Shirley Warner [shirleyw@ecs1870.org]; Steven Johnson [StevenJ@chphila.org]; Susan Brotherton [susan.brotherton@use.salvationarmy.org]; Toni Montler [Amontler@gaudenzia.org]; Victoria Bennett [victoriab@ecs1870.org]; Abayomi Odeinde [abayomi@selfincorp.org]; Angela Griffin [angela.griffin@hhinc.org]; Barry Martin [bmartin@CHS-ADPHILA.ORG]; Cassie Pustilnik [cpustilnik@pec-cares.org]; Cherman Ramey [ramey@gaudenzia.org]; Corlette Monroe [Cmonroe@stentonfm.org]; Hillary Coulter [HCoulter@bethesda.project.org]; Janel Davis [j.davis@phmc.org]; Joanne Wodarski [wodarskj@selfincorp.org]; Katherine White [KatherineW@chphila.org]; Malkia Singleton Ofori-Agyekum [malkias@ecs1870.org]; Marcia Cedeno [mcedeno@chphila.org]; Megan Parkinson [mparkinson@lutheransettlement.org]; MICHAEL FERREE [mferree@ixmail.com]; Monique Wilson [Monique.Wilson@RHD.ORG]; Sheena High [sheena.high@rhd.org]; Sonya Jackson [jacksons@selfincorp.org]; Steve Walenta [swalenta@CHS-ADPHILA.ORG]; Vivian Hill [vivian\_hill@use.salvationarmy.org]

Cc: Linda Ricci; Margaret Brannan; Tara Gaudin; Lauren Whiteleigh  
Importance: High  
Attachments: 2016 New Projects Announce-1.doc (75 KB); 2016 New Projects Announce-2.doc (77 KB)

Good Morning Providers,

The City of Philadelphia has issued Requests for Proposals (RFP) for new Permanent Supportive Housing projects for people experiencing chronic homelessness; and/or Rapid Re-Housing projects for individuals and families, including youth 18-24, to be included in Philadelphia's 2016 application for HUD Continuum of Care (CoC) Program funding.

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The RFPs and additional information can be found at the following link:  
<http://www.phila.gov/rfp/Pages/default.aspx>.

Have a great weekend!

Ashley M. Johnson  
Emergency Housing Project Manager  
Office of Supportive Housing  
1401 JFK Boulevard - 10th Floor  
Philadelphia, PA 19102  
Phone: (215) 686-6797  
Fax: (215) 686-7187  
Email: [ashley.m.johnson@phila.gov](mailto:ashley.m.johnson@phila.gov)

<https://my.mail.phila.gov/owa/?ae=Item&t=IPM.Note&id=AMB.RgAAAAAFBZtchytWOT...> 8/31/2016

Requests for Proposals for New 2016 CoC Projects

Roberta Cancellor

Sent: Tuesday, July 26, 2016 12:27 PM

To: Lauren Whiteleigh; talfonso@valleyyouthhouse.org; tanthony@frpinc.org; sheilaarmstrong8109@gmail.com; vito@kbertl.org; stephen.bennett@hansonline.org; denise.boches@uphs.upenn.edu; beth@phmc.org; owen.camuso@rhd.org; marsha@haplegal.org; acallins@holyredeemer.org; sarah.cotton4@gmail.com; sculbertson@mpactservices.org; Brenda Dawson [bdawson@pathwayspa.org]; hannahdickey1@gmail.com; jducoff@covenantanhousepa.org; David Dunbeck [ddunbeck@phmc.org]; bnaifoyd@uesfacts.org; starienegarett@gmail.com; ageyer@youthbuildphilly.org; Japbir Gill [japbirgill@projecthome.org]; tim@dscoverphl.com; tharrington@valleyyouthhouse.org; jamiawharriswriter@gmail.com; Rob Harrison [tharrison@stentonfm.org]; Sharee Heaven; dniggin@doe.org; hillcoles.tyron6332@gmail.com; bret.hokler@pha.phila.gov; mudson@chs-adphila.org; stevenj@phmc.org; sjohnson@frpinc.org; patriohouse@catchinc.org; klyn.kirshenbaum@hud.gov; carrie@brotherstreetministry.org; Michelle Martin [mmartin@bethesdaproject.org]; silvana@pponline.org; rmonillen@sundaybreakfast.org; Diana McWilliams [dmcwilliams@familiesforwardphilly.org]; Tina Pagotto [tpagotto@bethesdaproject.org]; stephanie.pastula@pha.phila.gov; Jim Piasacki [jimp@rhd.org]; arandall@voadv.org; hrighter@valleyyouthhouse.org; Pemi Roberts; Katrina Pratt-Roebuck; Johnrowe@uesfacts.org; ssocksarom@frpinc.org; rsalters@doe.org; ksmith@columbuspm.org; Sue Smith [suesmith@projecthome.org]; Misty Sparks [msparks@bethesdaproject.org]; dspears@youthbuildphilly.org; mspeeding12@gmail.com; davids.odaat@gmail.com; Bridgette Tobler; btrombeta@bethesdaproject.org; Syreeta Vereen [svereen@actionaids.org]; lweinbaum@projecthome.org; Michele Wecker; Joe Willard [jwillard@pec-cares.org]; tm.williams@vmcenter.org; Jim Worner [jw148@gmail.com]; Rachel Yoder [rachelyoder@projecthome.org]

Cc: Liz Harsh; Tara Gaudin; Nancy M Guanno; Dorothy Haug; Charlotte Harrison; Sara Pagni; Linda Ricci; Linda White; Ebonye Williams; Michelle Butler; William McIntyre

Apologies if you have received this information already.

The City of Philadelphia has issued Requests for Proposals (RFP) for new Permanent Supportive Housing projects for people experiencing chronic homelessness; and/or Rapid Re-Housing projects for individuals and families, including youth 18-24, to be included in Philadelphia's 2016 application for HUD Continuum of Care (CoC) Program funding.

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Please share with your networks.

Roberta Cancellor, Deputy Director  
Office of Homeless Services  
City of Philadelphia  
215-686-7105



City of Philadelphia RFP for New CoC Permanent Supportive Housing and Rapid Re-Housing Projects

Lauren Whiteleigh

Sent: Thursday, July 21, 2016 10:28 AM

To: jsweeney@chs-adphila.org; wilgonzalez@celbaphiladelphia.org; beth@cdesignc.org; dfreedman@cisphila.org; finj@delcohsa.org; Liz@ccasavesenergy.org; atucker@fsabc.org; bmack@familyservice.us; mliebman@fsmontco.org; Aanderson@frpinc.org; Jena Nottingham [jnottingham@frpinc.org]; mharle@gaudenzia.org; glinderwels@keystonecare.com; Andrew Friskoff [Afriskoff@isc.org]; rpowers@mazzoncenter.org; nsheln@mazzoncenter.org; mncarville@Pennhort.org; jsauer@pacdc.org; David A. Thomas; asantos@philalegal.org; Joan.reilly@muralarts.org; Brian.Abernathy; swoods@phillyvp.org; Simran.Skhu [sskhu@youthbuildphilly.org]; weber@phmc.org; dyann@rhd.org; Karen Buck [KBuck@SeniorLAWCenter.org]; dennis@rhd.org; smturner@ucac.org; johnrowe@uesfacts.org; kbogos@ahcopa.org; rose.gray@apmphil.org; Nikda.ruz@apmphil.org; lharris@Centerinthepark.org; phasson@clarifi.org; figueroa@congreso.net; dbullock@dcspshila.org; Mbrown@dcspshila.org; ekim@opassa.org; mgonzalez@haccedc.org; dbolin@intercommunityaction.org; swyland@intercommunityaction.org; evelyn.hidalgo@finc.org; jhy@koreancenter.org; thomascare@libertyresources.org; sbair@mtalyusa.org; SSaltzman@nkcdc.org; pdcarl@nscaphila.org; mewis@mwinc.org; mianorelli@esperanza.us; phil.lord@ourturn.net; Nicole White [nicole.white@ourturn.net]; jeffrey@philapca.org; mbolken@phasenforcenter.org; donna@southwestcdc.org; erodiquez@philaup.org; JDoddsPUP@aol.com; FrancisCarney@ucspa.org; smturner@ucac.org; mncpherson@urbanleaguephila.org; gpollard@urbanleaguephila.org; tsbford@carphilly.org

Cc: Roberta Cancellor; Michelle Butler  
Attachments: 2016 New Projects Announce-1.doc (72 KB); 2016 New Projects Announce-2.doc (74 KB).

Good Morning!

The City of Philadelphia has issued Requests for Proposals (RFP) for new Permanent Supportive Housing projects for people experiencing chronic homelessness; and/or Rapid Re-Housing projects for individuals and families, including youth 18-24, to be included in Philadelphia's 2016 application for HUD Continuum of Care (CoC) Program funding.

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The RFPs and additional information can be found at the following link: <http://www.phila.gov/rfp/Pages/default.aspx>.

Please share with your networks.

Best,  
Lauren

Lauren Whiteleigh, MSW  
Continuum of Care Program Manager  
Office of Homeless Services  
City of Philadelphia  
Phone: 215-686-7194  
Fax: 215-686-7142  
[lauren.whiteleigh@phila.gov](mailto:lauren.whiteleigh@phila.gov)

Requests for Proposals for New HUD CoC Projects - Questions and Answers Posted

Lauren Whitleigh  
Sent: Wednesday, August 03, 2016 10:50 AM  
To:

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Cc: Liz Hersh; Tara Gaudin; Nancy M. Guarino; Dorothy Haug; Charlette Harrison; Sara Pagni; Linda Ricci; Linda White; Ebony Williams; Michelle Butler; William McIntyre

Good Morning!

The City of Philadelphia has posted the questions and answers and additional information for the Requests for Proposals (RFP) for new Permanent Supportive Housing projects for people experiencing chronic homelessness; and Rapid Re-Housing projects for individuals and families, including youth 18-24, to be included in Philadelphia's 2016 application for HUD Continuum of Care (CoC) Program funding at the following link: <http://www.phila.gov/rfp/Pages/default.aspx>.

Proposals are due to the City of Philadelphia Office of Homeless Services on Friday, August 12, 2016. Please share with your networks.

Best,  
Lauren

Lauren Whiteleigh, MSW  
Continuum of Care Program Manager  
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City of Philadelphia  
Office of Supportive Housing  
Request for Proposals for Permanent Supportive Housing  
for People Experiencing Chronic Homelessness; and/or Rapid Re-housing for Individuals and Families,  
Including Youth

The City of Philadelphia Office of Supportive Housing is hosting an informational briefing for the Request for Proposals (RFP) for new permanent supportive housing projects for people experiencing chronic homelessness; and/or Rapid Re-housing for individuals and families, including youth, to be included in the 2016 Continuum of Care program competition application.

Friday, July 29, 2016

2:30 p.m. to 3:30 p.m.

Office of Supportive Housing  
1401 JFK Blvd, 16<sup>th</sup> Floor, Room Z

**Project Type:** Permanent supportive housing and/or rapid re-housing

**Eligible Applicants:**

Only not for profit organizations may apply.

**Eligible Activities**

- Rental Assistance
- Leasing
- Operating Costs (cannot be combined with rental assistance in same project)
- Project Administrative Costs (capped at 10% of total funding request)
- Supportive Services
- New Construction
- Acquisition
- Rehabilitation

**Match Requirements:** 25% for all activities except leasing -- match commitment may be met by cash or in-kind contributions. In addition, the most competitive proposals will include leveraged funding at or above 150% of the project request.

The RFP can be obtained at the City of Philadelphia's RFPs Online website at <http://www.phila.gov/rfp/Pages/default.aspx> beginning July 14, 2016.

**Due Date:** Friday, August 12, 2016.

Please direct inquiries to Roberta Cancellier, Office of Supportive Housing at [roberta.cancellier@phila.gov](mailto:roberta.cancellier@phila.gov).



**Ciudad de Filadelfia**

Oficina de Viviendas con Servicios de Apoyo  
**Solicitud de Propuestas para Viviendas con Servicios de Apoyo Permanente para Crónicamente Desamparados; y el Rápido Re-Establecimiento de Vivienda para Individuos y Familias, Incluyendo Jóvenes**

La Oficina de Viviendas con Servicios de Apoyo de la Ciudad de Filadelfia ofrecerá una reunión informativa relacionada a la solicitud de propuestas (RFP) para nuevos proyectos de viviendas con servicios de apoyo permanente para personas crónicamente desamparadas; y/o el rápido re-establishimiento de la vivienda para individuos y familias, incluyendo jóvenes, que serán incluidos en la solicitud competitiva del "2016 Continuum of Care Program".

**Viernes, 29 de Julio del 2016**  
**2:30 p.m. - 3:30 p.m.**  
**MSB, Municipal Services Building**  
**1401 JFK Blvd., Piso 16, Sala Z**

**Tipo de Proyecto:** Viviendas con servicios de apoyo permanente y/o el rápido re-establishimiento de viviendas.

**Población Objetivo:** La ciudad busca servir a aquellas personas con largos periodos de desamparo.

**Los solicitantes elegibles:**  
Sólo organizaciones sin fines de lucro pueden solicitar.

**Actividades Elegibles:**

- Asistencia de Alquiler
- Leasing
- Gastos de Operación (no se puede combinar con la Asistencia de Alquiler en el mismo proyecto)
- Gastos Administrativos del Proyecto (con un máximo del 10% de la financiación total)
- Servicios de Apoyo
- Nueva Construcción
- Adquisición
- Rehabilitación

**Requisitos de Subvención Compartida ("Matching Grant"):** 25% para todas las actividades excepto le de alquiler — el requisito de subvención compartida puede ser cumplido por contribuciones en efectivo o en especie. Además, las propuestas más competitivas incluirán financiamiento apalancado equivalente ó por encima del 150% de la cantidad solicitada para el proyecto.

El RFP se puede obtener en el sitio web "RFPs Online" de la Ciudad de Filadelfia,  
<http://www.phila.gov/foi/Pages/GetInfo.aspx> a no más tardar del **Jueves 14 de Julio de 2016.**

**Fecha de vencimiento:** **Viernes, 12 de agosto del 2016.**

Por favor, dirija todas sus preguntas a Roberta Cancellor, Oficina de Vivienda con Servicios de Apoyo a [roberta.cancellor@phila.gov](mailto:roberta.cancellor@phila.gov)

**Request for Proposals**

Build > Request for Proposals



**Mayor's Press Release**  
January 7, 2014 - Following an OIG investigation, the City of Philadelphia and Philadelphia Gas Works reached a non-fault agreement with Daniels Companies, Inc. to settle claims re overbid for construction materials for paving jobs, including paying more than \$2.8 million to the City and PGW.  
The City of Philadelphia (the "City"), acting through its Water Department (PWD), is exploring the development of a program to retrofit public drinking water kiosks (foundries) in locations.  
Drinking Water Kiosk RFI  
Posted Jul 29, 2016

**Contact Philly**

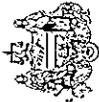
Additional contract opportunities and RFPs with the City of Philadelphia (including additional opportunities with social service and housing departments), visit [Contract Philly](http://Contract.Philly.gov).  
RFP for 2016 New Projects for Permanent Supportive Housing for People Experiencing Chronic Homelessness  
Posted Jul 14, 2016

**RFP for 2016 Coc New Rapid Re-Housing Projects**

The Office of Supportive Housing, the Collaborative Applicant for HUD Continuum of Care Funding, is seeking proposals for new Rapid Re-housing projects for individuals and families experiencing homelessness.  
Posted Jul 14, 2016

**RFP for 2016 New Projects for Permanent Supportive Housing for People Experiencing Chronic Homelessness**

The Office of Supportive Housing, the Collaborative Applicant for HUD Continuum of Care Funding, is seeking proposals for new Permanent Supportive Housing projects for individuals and families experiencing chronic homelessness. Funds may be requested for property acquisition, rehabilitation, new construction, leading, rental assistance, operating, supportive services, and program administration. Permanent Supportive Housing provides affordable housing and supportive services for people with disabilities to help them and their families and move toward greater independence. Housing first is an approach to quickly connect people experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Selected proposals will be submitted as part of Philadelphia's Continuum of Care Application to HUD on or before September 14, 2016. An informational briefing will be conducted Friday, July 25, 2015 at 2:30 p.m. at 1401 JFK Blvd, 16th Floor, Room Z. Proposals are due August 12, 2015.  
Request for Proposal  
Questions and Answers  
COC Match Requirements Page 2016  
REQUEST FOR PROPOSALS FOR PERMANENT SUPPORTIVE HOUSING/AVAILABLE DOCUMENTS (Word format)  
Project Briefing Sign In Sheet



REQUEST FOR PROPOSALS  
for  
PERMANENT SUPPORTIVE HOUSING PROJECTS for individuals and families  
experiencing chronic homelessness

Issued by:  
THE CITY OF PHILADELPHIA ("City")  
OFFICE OF SUPPORTIVE HOUSING (OSH)

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time,  
on Friday, August 12, 2016 to: Roberta Cancellier, Deputy Director  
1401 JFK Blvd, MSB, 16<sup>th</sup> Floor, Suite 1030

*Optional Pre-Proposal Conference:*

Date: Friday, July 29, 2016  
Time: 2:30 p.m. – 3:30 p.m.  
Location: Municipal Services Building  
1401 JFK Blvd, 16<sup>th</sup> Floor, Room Z  
Philadelphia, PA 19102

Jim Kenney, Mayor  
Elizabeth G. Hersh, Office of Supportive Housing



REQUEST FOR PROPOSALS  
for  
PERMANENT SUPPORTIVE HOUSING PROJECTS for individuals and families  
experiencing chronic homelessness

Issued by:  
THE CITY OF PHILADELPHIA ("City")  
OFFICE OF SUPPORTIVE HOUSING (OSH)

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time,  
on Friday, August 12, 2016 to: Roberta Cancellier, Deputy Director  
1401 JFK Blvd, MSB, 16<sup>th</sup> Floor, Suite 1030

*Optional Pre-Proposal Conference:*  
Date: Friday, July 29, 2016  
Time: 2:30 p.m. – 3:30 p.m.  
Location: Municipal Services Building  
1401 JFK Blvd, 16<sup>th</sup> Floor, Room Z  
Philadelphia, PA 19102

Jim Kenney, Mayor  
Elizabeth G. Hersh, Office of Supportive Housing

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## I. Project Overview

### A. Introduction; Statement of Purpose

The mission of the Office of Supportive Housing is to provide the leadership, coordination, planning, and mobilization of resources to make homelessness rare, brief and non-recurring in the City of Philadelphia. The Office of Supportive Housing (OSH) is the Collaborative Applicant for the Philadelphia Continuum of Care, and as such is responsible for conducting a local review process and selecting housing projects to be submitted for funding. OSH will serve as the direct HUD grantee; the agency sponsoring the project will be a sub recipient via a contract with OSH.

On June 29, 2016, the U.S. Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for Continuum of Care (CoC) Programs. The NOFA allows Philadelphia to submit funding requests for new projects or reallocate funds from existing projects. Philadelphia's collaborative application in response to the NOFA will be compiled and submitted by the City of Philadelphia, Office of Supportive Housing, on behalf of applicant organizations, subject to the approval of the CoC Board. A local review and ranking process is required prior to the compilation of the HUD application. This RFP is one component of that required local process.

### B. Project Background

In 2012, as a part of the Homeless Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), HUD implemented the Continuum of Care. The Continuum of Care consolidated into a single program what used to be known as the Supportive Housing Program (SHP) and Shelter Plus Care (S+C) programs. The Continuum of Care is designed to promote the development of transitional and permanent supportive housing and to rapidly rehouse homeless persons in a concerted effort to assist homeless persons to live as independently as possible.

The Continuum of Care program is authorized by the Homeless Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). Section 1504 of the HEARTH Act directs HUD to establish regulations for this program. Funds made available under the Continuum of Care program are subject to the interim program regulations at 24 CFR part 578, effective 8/31/12. Continuum of Care program regulations can be accessed through the following web page: <https://www.hudexchange.info/programs/coc/>. Applicants under this RFP are strongly encouraged to review the information on the webpage prior to submitting a proposal.

In the 2016 competition, potential applicants for new project funding must be private non-profit organizations with tax-exempt status under Section 501(c)(3) of the 1986 IRS Code as amended.

There is no maximum request for a project under this RFP. The 2016 NOFA indicates that HUD will provide bonus funding for new permanent housing projects in Philadelphia in an amount up to \$1,631,586. HUD has also indicated that the the City may reallocate funds in whole or in part from existing projects to create one or more new projects in 2016.

The Philadelphia's CoC Board identified the following as the highest priority:

- New permanent supportive housing projects that serve chronically homeless individuals; and
- New Rapid Re-housing projects that serve homeless individuals, including unaccompanied youth (ages 18-24), and families coming directly from the streets or emergency shelter or fleeing domestic violence.

In response to this RFP, the City is solely seeking proposals for Permanent Supportive Housing projects for individuals and families experiencing chronic homelessness. A separate RFP is seeking proposals to provide Rapid Re-housing.

**C. Eligible Applicants**

The proposals submitted in response to this RFP will be reviewed for inclusion in the City's competitive annual Consolidated Application to HUD for Continuum of Care program funding.

Non-Profit Organizations: HUD's criteria for a private non-profit organization, is an entity:

- In which, no part of the net earnings inure to the benefit of any member, founder, contributor, or individual;
- That has a voluntary board;
- That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and
- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

The eligible nonprofit applicant or partner/s must demonstrate the financial and management capacity and experience to carry out the project as detailed in its project application and to administer Federal funds. In addition:

- Five (5) years organizational experience providing services to homeless families in a residential or non-residential setting;
- Five (5) years of experience successfully providing services to homeless individuals or families with disabilities ( i.e., history of substance abuse, physical and/or mental health issues);
- At least three (3) years of experience successfully providing housing and case management services to the target population;
- Established partnerships with providers of mainstream resources and benefits, as well as other relevant service providers;
- Financial solvency and administrative capacity to operate a program of the indicated scope;
- Demonstrated track record of being an equal opportunity employer, without any founded charges of unfair hiring or promotions within the past ten years;
- Must not be currently indebted to the Federal Government, State of Pennsylvania, or the City of Philadelphia for nonpayment of taxes, fines, judgments, liens or fees.

**D. General Disclaimer of the City**

This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the City and may be subject to public disclosure by the City, or any authorized agent of the City.

**II. Scope of Work**

**A. Project Details**

The City is seeking proposals for Permanent Supportive Housing projects that serve individuals and families experiencing chronic homelessness using a Housing First approach. Permanent Supportive Housing provides affordable housing and supportive services for people with disabilities to help them end homelessness and move toward greater independence. Housing First is an approach to quickly connect people experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability.

**B. Eligible Beneficiaries (Program Participants)**

All participants in 2016 CoC funded new Permanent Supportive Housing projects must serve chronically homeless individuals and/or families coming directly from the streets, Safe Havens, emergency shelters, or institutions in which they have stayed less than 90 days. HUD finalized the definition of chronic homelessness effective January 15, 2016 (below). All participants must meet this definition and follow the documentation requirements at <http://www.phila.gov/ush/aboutus/Pages/COCC.aspx>.

Chronically homeless means: (1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who: (i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility; (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**C. Eligible Activities for New Permanent Supportive Housing Projects**

These are activities deemed eligible under HUD guidelines. Due to HUD's requirements for timely implementation of new projects, proposals for project-based rental assistance that do not have existing development funding commitments cannot be recommended for CoC funding.

Eligible Activities	Grant Funds May Be Used To:
New Construction	Pay up to 100 percent of the cost of new construction, including the building of a new structure or building an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land associated with that construction, for use as housing. If grant funds are used for new construction, the applicant must demonstrate that the costs of new construction are substantially less than the costs of rehabilitation or

	that there is a lack of available appropriate units that could be rehabilitated at a cost less than new construction. For purposes of this cost comparison, costs of rehabilitation or new construction may include the cost of real property acquisition.
Acquisition	Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or subrecipient for use in the provision of housing or supportive services for homeless persons.
Rehabilitation	Grant funds may be used to pay up to 100 percent of the cost of rehabilitation of structures to provide housing or supportive services to homeless persons. Eligible rehabilitation costs include installing cost-effective energy measures, and bringing an existing structure to State and local government health and safety standards. Grant funds may not be used for rehabilitation of leased property.
Leasing	Grant funds may be used to pay for 100% of costs of leasing for a structure or portions of a structure. Security deposits and utilities included in rent are eligible leasing costs. Funds may not be used for units or structures owned by the recipient, or a related organization. The lease is between the grant recipient/subrecipient and owner of the property. Leasing projects may require that program participants pay an occupancy charge (or in the case of a sublease, rent) of no more than 30 percent of their income. Income must be calculated in accordance with HUD's regulations in 24 CFR 5.609 and 24 CFR 5.611(a). However, the interim rule clarifies that projects may not charge program fees.
Rental Assistance	Grant funds may be used for tenant-based, project-based, or sponsor-based rental assistance, but cannot be used if participant is receiving rental assistance from any other source. Funds may be used for security deposits. The amount of rental assistance requested is derived from the Fair Market Rent for the unit size requested.
Supportive Services	Services must be offered to program participants during the full duration of their residency. <u>Eligible services</u> are as follows: <ul style="list-style-type: none"> <li>o Annual assessment of service needs</li> <li>o Assistance with moving costs</li> <li>o Case management</li> <li>o Child care operations or vouchers</li> <li>o Education services</li> <li>o Employment assistance and job training</li> <li>o Food</li> </ul>

Supportive Services, continued	<ul style="list-style-type: none"> <li>o Housing search and counseling</li> <li>o Legal services</li> <li>o Life Skills training</li> <li>o Outpatient mental health or physical health services; or outpatient substance abuse</li> <li>o Outreach services</li> <li>o Transportation</li> <li>o Utility deposits</li> </ul> <p>In the past, the City has capped the supportive service request. This year, there is no cap. Costs must be reasonable for the project proposed.</p>
Operating	Funds may be used to pay day-to-day operating costs in a single structure or individual housing units (including maintenance such as scheduled replacement of major systems), repairs, building security, electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance funds.
Project Administration	Recipients or subrecipients may use up to 10% of any grant for project administrative costs. Expenses related to the overall administration of the grant such as management, coordination, monitoring and evaluation, and environmental review are eligible. Costs for staff and overhead directly associated with carrying out activities under leasing or rental assistance are not administrative costs, but are eligible costs under leasing and rental assistance. <i>Of the total 10% administrative costs, 5% will be retained by the Office of Supportive Housing to support management of the HUD grant.</i>

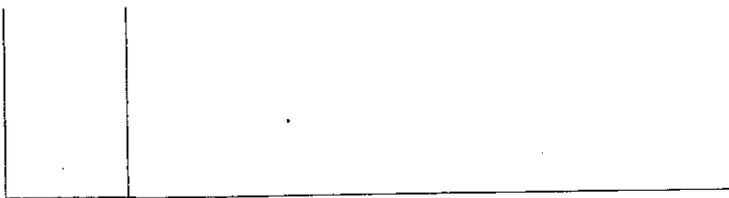
Any new project requesting construction, acquisition or rehabilitation funds will be submitted to HUD for a three year grant term. The funding will be for the three years requested, and the grant term will be three years plus the time necessary to acquire the property, complete construction, and begin operating the project. HUD will require recordation of a HUD approved use and repayment covenant. Renewal funding may be requested in subsequent years.

All activities listed in the charts above must be matched with a 25% cash or in-kind contribution, with the exception of leasing, for which no match is required.

#### D. Centralized/Coordinated Entry

Continuum of Care regulations require recipients/sub-recipients to use the centralized or coordinated system as established by the Continuum of Care to identify participants for funded programs. In addition, recipients/sub-recipients must comply with CoC written standards for the use of this assistance, which includes policies and procedures for evaluating individuals/families eligibility for assistance; and for determining and prioritizing which individuals/families will receive permanent supportive housing. Proposals funded under this RFP will be required to participate in the CoC's coordinated entry system.

#### E. Match Requirements



Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources. The recipient or sub-recipient must match the total grant funds requested for eligible activities with no less than a 25% cash or in-kind contribution. Match must be met on an annual basis.

For an in-kind match, the recipient or sub-recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub-recipient had to pay for such items with grant funds, the costs would have been eligible. If third-party services are to be used as a match, the recipient or sub-recipient and the third-party service provider that will deliver the services must enter into a memorandum of understanding (MOU), which must be dated between May 1, 2016 and September 2, 2016, documenting that the third party will provide such services and value towards the project. HUD now permits "program income", which includes tenant rents and operating charges, to be used as match.

#### F. Timetable

If awarded funding by HUD, the timetable for program implementation of this project depends upon HUD issuance and execution of a Grant Agreement to the City of Philadelphia.

#### G. HMIS Technology Requirements

The U.S. Department of Housing and Urban Development (HUD) requires that all projects funded under this competition provide client-level data to the Lead Agency for the Homeless Management Information System (HMIS), which in the Philadelphia Continuum of Care (CoC) is OSH. The HMIS product used by the Philadelphia CoC is ClientTrack™ by Eccovia Solutions, Inc. Each project is responsible for meeting the following technology requirements in order to be able to access the ClientTrack™ HMIS:

Workstation Specifications	Minimum	Optimum
User PC	Pentium 800 MHz	Pentium III 1.2 GHz+
Memory	512 MB (12 MB free when other apps are open)	1 GB+ (24 MB+ free when other apps are open)
Free Disk Space	2 MB	10 MB+
Windows Versions	Windows XP or higher	Windows XP or higher
Networking	TCP/IP	TCP/IP
Software	Internet Explorer 9.0 or higher or Firefox 30.0 or higher, Adobe Acrobat Reader (free)	Internet Explorer 9.0 or higher or Firefox 30.0 or higher, Adobe Acrobat Reader (free)
Internet Connection	DSL	High Speed -- Fiber, Cable, T1, or DSL

#### Browsers

Acceptable browsers include:

- Google Chrome 35.0 or above
- Internet Explorer 9.0 or above
- Firefox 30.0 or above
- Mobile Safari for iOS 6.0 or above (used on iPhone, iPad, and iPod mobile digital devices)
- Firefox for Android (may be installed on Android 2.1 or above)
- Google Chrome for Android (may be installed on Android 4.0 or above)

#### HMIS Security, Privacy, and Confidentiality Requirements

All recipients/sub-recipients are required to comply with security, privacy, and confidentiality standards regarding the collection, maintenance, and use of protected personal information recorded, used, or processed for the HMIS. The current requirements, which are defined by HUD in the HMIS Data and Technical Standards Final Notice of 2004, are available at the link below. Compliance is required for this and any future revisions.

<https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf>

All projects participating in the Philadelphia CoC's HMIS are required to sign the HMIS Participation Agreement between the City of Philadelphia Office of Supportive Housing and HMIS Participating Agencies. All users of the Philadelphia CoC's HMIS are required to sign the HMIS User Agreement. Information about the CoC's HMIS standards and policies with regard to security, privacy, and confidentiality, as well as these agreements, is available at the link below:

<http://www.phila.gov/osh/aboutus/Pages/standards.aspx>

#### HMIS Data Collection Standards and Reporting Requirements

As required by HUD, all recipients/sub-recipients are required to participate in the local CoC's HMIS and collect and enter data according to HUD's data standards. These requirements are defined by HUD in the 2014 HMIS Data Standards Manual, revised June 2016, and are available at the link below:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>.

#### HI. IS Training Requirements

Upon HUD notification of a project's grant award, OSH will contact the recipient/sub-recipient to arrange training for the project's HMIS users. No one will be granted access to the HMIS without having received initial training by OSH trainers.

#### H. Monitoring

Consistent with OSH's role as the Collaborative Applicant for the Continuum of Care, OSH will at least annually review the sub-recipient's performance for purposes of grant renewal. This review may include review of performance against HUD measures, rate of grant expenditure, client eligibility and/or site visits ft., housing conditions. OSH will establish the method and frequency of monitoring.

### III. Proposal Format, Content, and Submission Requirements; Selection Process

#### A. Proposal Format

##### 1. Proposal Submission Instructions

Applicants are required to submit hard copy responses, only. One (1) original and five (5) copies of completed proposals must be submitted to:

Office of Supportive Housing (OSH)  
Municipal Services Building  
1401 JFK Blvd, 10<sup>th</sup> Floor, Suite 1030  
Philadelphia, PA 19102  
Attention: Roberta Cancellor, Deputy Director

The following conditions apply to this submission:

Proposals must be submitted by 5:00 PM Philadelphia, PA local time on Friday, August 12, 2016. Proposals submitted after this deadline will not be accepted.

- Hard copy proposals must be signed in ink by an individual duly authorized to bind the applicant and must be sealed and labeled on the cover with the applicant's name.
- Hard copy proposals must contain the signature of a duly authorized officer or agency of the applicant who is empowered to bind the applicant to the requirements of the RFP. Proposals submitted without an authorized signature will be deemed non-responsive and incomplete and will not be accepted for review.
- Proposals must be typed on 8-1/2 inch by 11 inch white paper with all pages numbered and either 1 1/2 spaced or double-spaced. Single spaced proposals will not be accepted.
- Proposals or proposal components will not be accepted via facsimile (fax) transmission.

##### 2. Proposal Content

Submissions that are missing or have incomplete sections or forms may not pass threshold review. The narrative part of the proposal should not exceed 14 pages, including charts noted below.

#### A. Project Summary Form -- proposal cover page

Complete "Attachment 1: Project Summary Form", and use it as the cover page for your proposal.

#### B. Project Information and Description

1. Project Name
2. Congressional District in which project is located
3. City Council District/Member in which the project is located (please indicate N/A if tenant based or not established at the time of application)
4. DUNS number
5. Tax ID or Employer Identification Number (EIN)
6. Organization's Street Address, including city, state and zip code
7. Is your agency a faith-based organization? Yes or No
8. Have you ever received a federal grant, directly or through a State/local agency? Yes or No
9. Does/will the project use Energy Star products/appliances (<http://www.energystar.gov/>) -- Yes or No
10. Contact Person, Title, Email Address and Phone Number

Provide a description of the project that is complete and concise. The description must address the entire scope of the project, including a clear picture of the community/target population(s) and number to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). In cases where the proposed project is expanding an existing facility or service describe, when applicable, how the requested funds will supplement existing services and resources, or increase participants served. The narrative is expected to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the term requested in this application. 2 pages maximum

- #### C. Property(ies) --Please describe in detail the specific housing proposed to be utilized for participants. If proposing acquisition, please describe the current and proposed ownership of the property. If proposing to rehabilitate or build new housing, please describe how and when site control will be obtained, the work to be completed to make the housing habitable, and proposed funding sources to complete the work. If requesting project based or sponsor based rental assistance, please describe the property ownership and maintenance responsibilities. If requesting tenant based leasing or rental assistance funds, describe the process that will be used to assist program participants to find their own rental units, including enlisting participation of landlords and ensuring the widest possible choice of housing units.

Describe the expected housing needs of program participants, including type (specific size of units? clustered units? shared setting?) and scale (number of units per site, number of persons per unit) and any other relevant information.

Describe the estimated schedule of activities for program implementation.

Explain how necessary community amenities will be made accessible to program participants--if housing units will be identified at program outset, describe the particular neighborhood conditions; if program will be scattered-site, describe how unit selection will ensure accessibility of participants to community amenities.

4 pages maximum

D. Supportive Services -- Describe the supportive services that will be provided to help project participants locate and stabilize in permanent housing, access mainstream resources, and/or obtain employment. Describe how you will ensure that participants will be individually assisted to identify, apply for and obtain benefits under mainstream health and social services programs for which they are eligible, e.g. SSI, TANF, Medicaid, Food Stamps, SCHIP, Workforce Investment Act, and Veterans Health Care programs.

Describe how participants will be assisted to obtain and remain in permanent housing. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. 4 pages maximum, including chart below.

Using the chart below, specify the frequency of supportive services to be provided:

	Daily	Wkly	Bi-monthly	Monthly	Quarterly	Bi-weekly	Does Not Apply
Annual Assessment of Services Needs							
Assistance with Moving Costs							
Case Management							
Child Care Operations and Vouchers							
Education Services							
Employment Assistance and Job Training							
Food (meals or groceries for program participants)							
Housing Search and Counseling							
Legal Services							
Life Skills Training							
Outpatient Mental Health Services							
Outpatient Health Services							
Outreach Services							
Outpatient Substance Abuse Treatment Services							
Transportation							
Utility Deposits							

E. Experience Narratives

Describe the experience of the agency and partners, as it relates to building/rehabilitating housing, administering rental assistance, providing supportive services, and utilizing HMIS, as applicable to the proposed project.

Describe experience and expertise in:

1. working with the target population(s);
2. developing and implementing appropriate housing, services, and residential property construction and rehabilitation, if applicable; and
3. addressing the target population's identified housing and supportive services needs. Include in the description any previous work of a similar nature and for the proposed project population.

If the agency has unresolved monitoring or audit findings on HUD grants; open OIG audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders, please explain.

List all HUD CoC grants currently held by (or awarded to, but not yet under agreement) the agency that is listed as the recipient/subrecipient for the proposed program, and the grant's current status (number of months or years program has actually been operating). Please insert the following table format into your narrative, adding rows as needed, and complete it fully. 4 pages maximum, including chart below

Project Name	Competition Yr Awarded	# Years Operating	HUD-issued Grant No.	Total Grant Awarded	Remaining funds (balance)

F. Project Budgets

Utilize the budget forms at Attachment 2-4 to request acquisition, new construction, rehabilitation, leasing, rental assistance, operating, supportive services, and administration funding for the proposed project, as applicable. Note that the budgets are for one year of funding only.

If requesting acquisition funding, please attach an agreement of sale or other site control documentation; if requesting funding for new construction or rehabilitation, please include a detailed sources and uses budget.

Gross rents must not exceed current Section 8 Fair Market Rents for FY2016, which are below. Rental assistance requests must use the FMR calculations. Income limits are in Appendix C.

Unit Size	2016 FMR
SRO	\$623
Efficiency	\$830
1 BR	\$1,003
2 BR	\$1,210
3 BR	\$1,502
4 BR	\$1,659

**HJD Guidance regarding suitable dwelling size.** The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. (1) Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room. (2) If household composition changes during the term of assistance, recipients and subrecipients may relocate the household to a more appropriately sized unit. The household must still have access to appropriate supportive services.

**Project Match and Leverage Documentation**

Create a summary chart (see below) to include details for each cash or in-kind contribution you are seeking using the following format. The summary should be followed by copies of the letters/memoranda you obtained to document the commitment. Projects that demonstrate leverage/matching funds of 150% of the project request will be more competitive.

Type	Contributor	Source	Date of Commitment (if applicable)	Value of Commitment
(Cash or in-kind)	(Name of organization)	(Private or Government)	(Date of commitment letter/MOU)	(Dollar value of commitment)
Total				

*Note that you will be required to obtain letters or Memoranda of Understanding to document the commitments, which must be dated between May 1, 2016 and September 2, 2016.*

**Required Hard Copy Proposal.** The following items must be submitted

1. Submit the Project Summary Form (see Attachment 1) as the cover.
2. Applicable Budget Forms (see Attachments 2-4 to this RFP).
3. Copy of 501c(3) determination (submit only with original proposal)

**B. Proposal Checklist**

The checklist below applies to the hard copy submission of your proposal. Online requirements can be found below.

Proposal Checklist	
A. Project Summary Form (See Attachment 1)	✓
B. Project Information and Description -- 2 pages	
C. Property/ies -- 4 pages	
D. Supportive Services -- 4 pages	
E. Experience of Recipient/Sub and Partners -- 4 pages	
F. Budget Forms (see Attachments 2-4); Sources/Uses if proposing rehabilitation or new development	
G. Project Match and Leverage Documentation	
Documentation of 501c3 Status -- WITH ORIGINAL PROPOSAL ONLY (Appendix 5)	

Applicants must organize their hard copy proposal submissions in conformance with the Proposal Format and Content section of the RFP and must respond to all items in the scope of work and other information requested throughout the RFP. Failure to adhere to format or supply requested information may result in the disqualification of a proposal.

**C. Selection Process**

Proposals submitted under this RFP will be evaluated in a two-step process. First, each proposal will be reviewed based on basic threshold requirements. If the answer to any of the following threshold questions is "no", the proposal will be rejected.

- Is the applicant eligible to respond to the RFP?
- Are the activities for which funding is requested eligible under this RFP?
- Are the beneficiaries for which funding is requested eligible under this RFP?
- Is the proposal complete?

This RFP is not a competitive bid subject to the requirement of Section 8-200 of the Philadelphia Home Rule Charter that award be made to the lowest responsible bidder. Cost to the City is a material factor, but it is not the sole, or necessarily the determining factor, in proposal evaluation. The City may, at its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant submitting the lowest price. If the City chooses to award a contract, that contract will be awarded to the Applicant whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City's best interest.

The City will base its selection on criteria that include, but are not limited to:

- Superior ability or capacity to meet particular requirements of contract and needs of the City Department and those it serves
- Eligibility under Code provisions relating to campaign contributions
- Superior prior experience of Applicant and staff
- Superior quality, efficiency and fitness of proposed solution for City Department
- Superior skill and reputation, including timeliness and demonstrable results
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
- Lower cost
- Administrative and operational efficiency, requiring less City oversight and administration
- Anticipated long-term cost effectiveness
- Meets prequalification requirements
- Applicant's certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

**Second Proposal Submission for Approved Proposals**

Notice of the final review and acceptance decisions made through the local process will be distributed to successful applicants via phone call, electronic mail, facsimile, or regular mail and posted on <http://www.phila.gov/rfp/Pages/default.aspx>. Applicants whose proposals are approved for inclusion in Philadelphia's Collaborative Application will be required to provide additional information, and will be required to submit that response to OSH prior to the federal deadline. Final assembly and submission of Philadelphia's Collaborative Application will be completed by OSH.

If a contract is awarded pursuant to this RFP, in compliance with Section 17-1402 (c) of the Philadelphia Code, a notice will be published on the City's RFPs Online website (go to <http://www.phila.gov/rfp/Pages/default.aspx> and RFPs Online) listing the names of all Applicants and identifying the successful Applicant and the basis for the award to that Applicant. This notice will appear

on the City's website for through the closing date. In no event, however, shall the City Department or City Agency issuing this RFP be obligated to debrief unsuccessful Applicants as to the basis for its decision not to award a contract to them.

**IV. Pre-Proposal Conference and Questions Relating to the RFP**

Administrative, finance and/or program staff of interested parties are strongly encouraged to attend the RFP Briefing Session listed in the timetable below:

RFP Posted	July 15, 2016
Pre-Proposal Meeting	Friday, July 29, 2016, 2:30 p.m., Office of Supportive Housing, 1401 JFK Blvd., 16 <sup>th</sup> Floor, Room Z
Applicant Questions Due	Monday, July 25, 2016
Answers Posted on eContract Philly Website	Friday, July 29, 2016
Proposals Due	Friday, August 12, 2016, 5:00 p.m. Philadelphia local time
Applicant Selection (Local Process Only)	Tuesday, August 30, 2016
Contract Execution (Depends on whether HUD awards the grant)	TBD
Commencement of Work	TBD

The above dates are estimates only and the City reserves the right, in its sole discretion, to change this schedule. Notice of changes in the pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted on the City's website at [www.phila.gov/rfp/Pages/default.aspx](http://www.phila.gov/rfp/Pages/default.aspx) (*Request for Proposals*). The other dates/times listed may be changed without notice to prospective Applicants.

**Questions Relating to the RFP**

Representatives of applicant agencies must obtain and review a copy of this RFP in advance of attending this meeting. OSH will not be responsible for disseminating information discussed at the briefing to applicants not in attendance. OSH staff members will be present to review the RFP and address questions regarding the proposed services.

All questions concerning this RFP must be submitted in writing via email to Roberta Cancellier, Deputy Director, Office of Supportive Housing at [Roberta.Cancellier@phila.gov](mailto:Roberta.Cancellier@phila.gov) no later than Monday, July 25, 2016 and may not be considered if not received by then. The City will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the City's website at [www.phila.gov/rfp/Pages/default.aspx](http://www.phila.gov/rfp/Pages/default.aspx) (*Request for Proposals*). Responses posted on the City's website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

The electronic and hard copy applications are due no later than 5:00 p.m. Philadelphia, PA, local time, on Friday, August 12, 2016. Hard copy applications must be delivered to:

Office of Supportive Housing

1401 JFK Blvd, MSB, 10<sup>th</sup> Floor, Suite 1030  
Philadelphia, PA 19102  
Attn: Roberta Cancellier, Deputy Director

**V. General Rules Governing RFPs/Proposals: Reservation of Rights and Confidentiality**

**A. Revisions to RFP**

The City reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on RFPs Online with the original Opportunity Details. It is the Applicant's responsibility to check the City's website frequently to determine whether additional information has been released or requested.

**B. City Employee Conflict Provision**

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

**ATTACHMENT 1  
PROJECT SUMMARY FORM  
City of Philadelphia  
Office of Supportive Housing  
2016 HUD Continuum of Care Homeless Assistance Program – New Permanent Supportive  
Housing**

Agency/Organization: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Brief Description of Project: (Identify targeted homeless population)  
\_\_\_\_\_

Location of Project/Areas Affected by Project: \_\_\_\_\_

Type of Housing Funding Requested: \_\_\_\_\_ Leasing \_\_\_\_\_ Rental Assistance \_\_\_\_\_ N/A

If requesting Rental Assistance, which type is requested (check only one):

\_\_\_\_\_ Tenant-Based \_\_\_\_\_ Sponsor-Based \_\_\_\_\_ Project-Based

Is this project: \_\_\_\_\_ New \_\_\_\_\_ Expansion of Existing Project \_\_\_\_\_ Development

Households to be Served (point in time): \_\_\_\_\_

Total Number of Program Participants to be Served (point in time): \_\_\_\_\_

**BUDGET REQUEST**

	1 year of funding
New Construction*	
Acquisition	
Rehabilitation*	
Rental Assistance	
Leasing	
Supportive Services	
Operating	
Sub Total	
Administration (10%)	
<b>Total</b>	

\*if requesting new construction or rehabilitation funding, please attach a sources and uses budget

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ATTACHMENT 2  
HOUSING ASSISTANCE BUDGET FORMS**

Please check one:

\_\_\_\_\_ Requesting Leasing Funding \_\_\_\_\_ Requesting Rental Assistance Funding

**FORM A:**

Name of metropolitan or non-metropolitan FMR area: DE-Philadelphia, Camden, Wilmington  
Address of structure where units will be leased (if known): \_\_\_\_\_

Unit size	No. of units	FMR	No. of months	Total rent budget	Requested Amount	Match*
SRO	x	\$610	x 12	= \$	= \$	+ \$
0-bedrm (efficiency)	x	\$814	x 12	= \$	= \$	+ \$
1-bedrm	x	\$959	x 12	= \$	= \$	+ \$
2-bedrm	x	\$1,156	x 12	= \$	= \$	+ \$
3-bedrm	x	\$1,440	x 12	= \$	= \$	+ \$
4-bedrm	x	\$1,546	x 12	= \$	= \$	+ \$
<b>TOTALS:</b>					= \$	+ \$

Only one Form A is needed if program is "scattered-site", or if you have only one identified address at which units will be leased. However, if you have more than one identified address at which units will be leased, duplicate this form and use one per address.

**FORM B - LEASING PROGRAM SPACE ONLY:**

Form B should be filled out only if you will lease a structure or portion of a structure for which an FMR is not applicable. If you have more than one address where this applies, duplicate this form.

Structure # _____	Monthly Leasing Cost	Number of Months	Total Rent Budget	Requested Amount	Match*
_____	\$	x 12	= \$	= \$	+ \$

Structure Address: \_\_\_\_\_

If you use Form B, you must provide a narrative in the space below that explains why it is necessary for your program to lease a structure that can not have an FMR applied to it. The CoC program allows you to request 100% of your leasing costs, with no match required, as long as costs do not exceed Fair Market Rents. You may elect, however, to request less than 100% and if so, indicate how much in this column.

\* Cash match for leasing costs is not required; 25% match is required for rental assistance requests.

**ATTACHMENT 3  
SUPPORTIVE SERVICES BUDGET FORM**

SUPPORTIVE SERVICES BUDGET	Funding Request
Service Activity: Annual Assessment of Service Needs Quantity:	
Service Activity: Assistance w/ Moving Costs Quantity:	
Service Activity: Case Management Quantity:	
Service Activity: Child Care Operations and Vouchers Quantity:	
Service Activity: Education Services Quantity:	
Service Activity: Employment Assistance and Job Training Quantity:	
Service Activity: Food (meals or groceries for program participants) Quantity:	
Service Activity: Housing Search and Counseling Quantity:	
Service Activity: Legal Services Quantity:	
Service Activity: Life Skills Training Quantity:	
Service Activity: Outpatient Mental Health Services Quantity:	
Service Activity: Outpatient Health Services Quantity:	
Service Activity: Outreach Services Quantity:	
Service Activity: Outpatient Substance Abuse Treatment Services Quantity:	
Service Activity: Transportation Quantity:	
Service Activity: Utility deposits Quantity:	
TOTAL	

Please use the "quantity" fields above to provide a brief detailed narrative to explain how you arrived at the funding request, e.g. Salary/Inflges for 1 FTE Case Manager.

**ATTACHMENT 4  
OPERATING BUDGET FORM**

OPERATING BUDGET	Funding Request
Service Activity: Maintenance/Repair Quantity:	
Service Activity: Property Taxes and Insurance Quantity:	
Service Activity: Replacement Reserve Quantity:	
Service Activity: Building Security Quantity:	
Service Activity: Electricity, Gas, and Water Quantity:	
Service Activity: Furniture Quantity:	
Service Activity: Equipment (lease, buy) Quantity:	
TOTAL	

Use the quantity section to provide detail regarding the request, e.g. electricity @ \$500/month x 12 months.

If you are awarded funds for this project, the operating costs are renewable at the end of the initial grant term, but the amount you can receive in those renewal years will be capped at whatever you request initially. Please use the "quantity" fields above to explain how you arrived at the amounts in your budget.





REQUEST FOR PROPOSALS  
for  
RAPID RE-HOUSING PROJECTS for individuals and families, including youth

Issued by:  
THE CITY OF PHILADELPHIA ("City")  
OFFICE OF SUPPORTIVE HOUSING (OSH)

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time,  
on Friday, August 12, 2016 to: Roberta Cancellor, Deputy Director  
1401 JFK Blvd, MSB, 10<sup>th</sup> Floor, Suite 1030

*Optional Pre-Proposal Conference:*  
Date: Friday, July 29, 2016  
Time: 2:30 p.m. – 3:30 p.m.  
Location: Municipal Services Building  
1401 JFK Blvd, 16<sup>th</sup> Floor, Room Z  
Philadelphia, PA 19102

Jim Kenney, Mayor  
Elizabeth G. Hersh, Office of Supportive Housing

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## I. Project Overview

### A. Introduction; Statement of Purpose

The mission of the Office of Supportive Housing is to provide the leadership, coordination, planning, and mobilization of resources to make homelessness rare, brief and non-recurring in the City of Philadelphia. The Office of Supportive Housing (OSH) is the Collaborative Applicant for the Philadelphia Continuum of Care, and as such is responsible for conducting a local review process and selecting housing projects to be submitted for funding. OSH will serve as the direct HUD grantee; the agency sponsoring the project will be a sub recipient via a contract with OSH.

On June 29, 2016, the U.S. Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) for Continuum of Care (CoC) Programs. The NOFA allows Philadelphia to submit funding requests for new projects or reallocate funds from existing projects. Philadelphia's collaborative application in response to the NOFA will be compiled and submitted by the City of Philadelphia, Office of Supportive Housing, on behalf of applicant organizations, subject to the approval of the CoC Board. A local review and ranking process is required prior to the compilation of the HUD application. This RFP is one component of that required local process.

### B. Project Background

In 2012, as a part of the Homeless Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), HUD implemented the Continuum of Care. The Continuum of Care consolidated into a single program what used to be known as the Supportive Housing Program (SHP) and Shelter Plus Care (S+C) programs. The Continuum of Care is designed to promote the development of transitional and permanent supportive housing and to rapidly rehouse homeless persons in a concerted effort to assist homeless persons to live as independently as possible.

The Continuum of Care program is authorized by the Homeless Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). Section 1504 of the HEARTH Act directs HUD to establish regulations for this program. Funds made available under the Continuum of Care program are subject to the interim program regulations at 24 CFR part 578, effective 8/31/12. Continuum of Care program regulations can be accessed through the following web page: <https://www.hudexchange.info/programs/coc/>. Applicants under this RFP are strongly encouraged to review the information on the webpage prior to submitting a proposal.

In the 2016 competition, potential applicants for new project funding must be private non-profit organizations with tax-exempt status under Section 501(c)(3) of the 1986 IRS Code as amended.

There is no maximum request for a project under this RFP. The 2016 NOFA indicates that HUD will provide bonus funding for new permanent housing projects in Philadelphia in an amount up to \$1,631,586. HUD has also indicated that the City may reallocate funds in whole or in part from existing projects to create one or more new projects in 2016. In addition, proposals are being sought under this RFP for the Family CoC Rapid Re-housing Project awarded in the 2015 CoC competition, and potentially other projects, depending upon funding.

The Philadelphia's CoC Board identified the following as the highest priority:

- New permanent supportive housing projects that serve chronically homeless individuals; and

- New Rapid Re-housing projects that serve homeless individuals, including unaccompanied youth (ages 18-24), and families coming directly from the streets or emergency shelter or fleeing domestic violence.

In response to this RFP, the City is solely seeking proposals for Rapid Re-housing projects. A separate RFP is seeking proposals to provide permanent supportive housing for people experiencing chronic homelessness.

### C. Eligible Applicants

The proposals submitted in response to this RFP will be reviewed for inclusion in the City's competitive annual Consolidated Application to HUD for Continuum of Care program funding.

Non-Profit Organizations: HUD's criteria for a private non-profit organization, is an entity:

- In which, no part of the net earnings inure to the benefit of any member, founder, contributor, or individual;
- That has a voluntary board;
- That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and
- That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

The eligible nonprofit applicant or partner/s must demonstrate the financial and management capacity and experience to carry out the project as detailed in its project application and to administer Federal funds. In addition:

- Five (5) years organizational experience providing services to homeless families in a residential or non-residential setting;
- Five (5) years of experience successfully providing services to homeless individuals or families with disabilities (i.e., history of substance abuse, physical and/or mental health issues);
- At least three (3) years of experience successfully providing housing and case management services to the target population;
- Established partnerships with providers of mainstream resources and benefits, as well as other relevant service providers;
- Financial solvency and administrative capacity to operate a program of the indicated scope;
- Demonstrated track record of being an equal opportunity employer, without any founded charges of unfair hiring or promotions within the past ten years;
- Must not be currently indebted to the Federal Government, State of Pennsylvania, or the City of Philadelphia for nonpayment of taxes, fines, judgments, liens or fees.

### D. General Disclaimer of the City

This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the City and may be subject to public disclosure by the City, or any authorized agent of the City.

**II. Scope of Work**

**A. Project Details**

The City is seeking proposals for Rapid Re-housing projects that serve individuals and families. Rapid Re-housing is a program that provides rental assistance and supportive services to help individuals and families who are homeless move as quickly as possible into permanent housing.

**B. Eligible Beneficiaries (Program Participants)**

All participants in 2016 CoC funded Rapid Re-housing projects must serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or are persons fleeing situations including domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence. If applying to serve individuals or families under this criteria, individuals must have no other residence and lack the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing. (As required by the 2016 CoC NOFA)

**C. Eligible Activities for New Rapid Re-housing Projects**

These are activities deemed eligible under HUD guidelines. The Rapid Re-housing program components that are required locally are described in Section D.

Eligible Activities	Grant Funds May Be Used To:
Rental Assistance	Short Term: 1-3 months Medium Term: 4-24 months Funds may be used for security deposits. The amount of rental assistance requested is derived from the Fair Market Rent for the unit size requested.
Supportive Services	Services must be offered to program participants during the full duration of their tenancy. <u>Eligible services</u> are as follows: <ul style="list-style-type: none"> <li>o Annual assessment of service needs</li> <li>o Assistance with moving costs</li> <li>o Case management (<i>providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; Counseling; Developing, securing, and coordinating services; Obtaining Federal, State, and local benefits; Monitoring and evaluating program participant progress; Providing information and referrals to other providers; Developing an individualized</i></li> </ul>

	<p><i>housing and service plan, including planning a path to permanent housing stability; Conducting required annual assessment of service needs (re-evaluation)</i></p> <ul style="list-style-type: none"> <li>o Child care operations or vouchers</li> <li>o Education services</li> <li>o Employment assistance and job training</li> <li>o Food</li> <li>o Housing search and counseling (<i>Tenant counseling; Understanding leases; Making moving arrangements; Mediation with property owners and landlords; Credit counseling, accessing a free person credit report, and resolving personal credit issues; and Payment of rental application fees</i>)</li> <li>o Legal services</li> <li>o Life Skills training</li> <li>o Outpatient mental health or physical health services; or outpatient substance abuse</li> <li>o Outreach services</li> <li>o Transportation</li> <li>o Utility deposits</li> </ul> <p>In the past, the City has capped the supportive services request. There is no cap, but costs must be reasonable for the project proposed.</p>
Project Administration	<p>Recipients or subrecipients may use up to 10% of any grant for project administrative costs. Expenses related to the overall administration of the grant such as management, coordination, monitoring and evaluation, and environmental review are eligible. Costs for staff and overhead directly associated with carrying out activities under leasing or rental assistance are not administrative costs, but are eligible costs under leasing and rental assistance. <i>Of the total 10% administrative costs, 5% will be retained by the Office of Supportive Housing to support management of the HUD grant.</i></p>

The 2016 Continuum of Care program permits grants for new projects with terms of up to 5 years. Proposals should request one year of funding. OSH may increase the terms based on the funding available. Renewal funding may be requested in subsequent years.

All activities listed in the charts above must be matched with a 25% cash or in-kind contribution.

**D. Local Rapid Re-housing Required Program Components**

**Housing Search and Inspection:** Applicants will assist household in identifying and will inspect affordable market-rate and subsidized housing opportunities for households. Housing units must be inspected and meet Housing Quality Standards. According to HUD guidelines, properties that are owned by the applicant agency receiving an OSH grant, sub-grantee or parent, subsidiary or affiliated organization of the applicant agency may not receive rental assistance through the Rapid Re-housing program.

HUD Housing Quality Standards are provided by HUD. Housing units must be inspected on initial occupancy and should be inspected on an annual basis for the term of Rapid Re-housing assistance. The Housing Quality Standards include, but are not limited to, the inspection of the following:

Housing occupied by families with children must also comply with requirements of the Lead Based Paint Poisoning Act.

**Intake:** Applicants will assign a Housing Stabilization Specialist (HSS) to review the referral packet and meet with individual or family to determine most appropriate housing options.

Applicants must have the capacity to:

1. Have staff available 5 days a week to conduct intake interviews.
2. Schedule Rapid Re-housing client's initial intake appointment within 10-days business days after receiving a Rapid Re-housing application from OSH.
3. Record intake information in the HMIS system and track all referrals utilizing the established Homeless Management Information System.
4. Streamline and supervise the intake process.
5. Identify and show three (3) potential rental housing units to each Rapid Re-housing client/household. The Rapid Re-housing provider will document each housing unit offered.
6. Work to secure a rental unit within 30 days after client's intake appointment.
7. Refer households to other appropriate resources if more intensive supportive services or long-term assistance is needed. In conjunction with the client/household, apply for one (1) free credit report to review possible housing barriers.
8. Assist Rapid Re-housing client/household in completing a housing stability plan (after moving into a unit).
9. Provide each Rapid Re-housing household requiring more than one (1) month rental assistance a minimum of four (4) linkages/referrals, e.g. financial management/budgeting, Tenant's Rights/responsibility course, income enhancers (employment, job fairs, and/or public benefits), low-income utility assistance programs and family court for households with minor children not receiving child support.
10. Provide each Rapid Re-housing client/household needing assistance after the Rapid Re-housing subsidies with opportunities to link/apply to subsidized housing
11. Assess each client/household needing six (6) or more months of rental assistance to determine if the client/household needs additional rental assistance. If the Rapid Re-housing provider determines the client/household needs additional rental assistance an assessment must be

conducted every 3 months (9<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> month) to confirm the rental assistance need.

12. Accurately calculate the Rapid Re-housing household rental assistance payment.
13. Conduct an annual inspection on any unit that a Rapid Re-housing client/household resides in for more than twelve (12) months.
14. Provide monthly Housing Stabilization case management services to Rapid Re-housing client/household receiving on-going (more than one month) rental assistance.
15. Provide each Rapid Re-housing client/household instructions on how to appeal decisions (termination, rental assistance determination, extending rental assistance) made by the Rapid Re-housing provider.

**Determining Package of Assistance:**

Applicants will work with each head of household determine the type and amount of financial assistance needed to secure permanent housing. The HSS will also negotiate rents with the potential landlord. Maximum amount of financial assistance per household is limited to \$33,600 (or \$1,400 per month) and must be approved by applicant supervisor or program manager. Each household is limited to a maximum of 24 months of assistance.

Financial assistance is limited to the following activities: short-term (1 to 3 months) rental assistance; medium-term (4 to 24 months) rental assistance, security deposits, utility deposits, utility payments, and moving cost assistance. For households that need more than one month's rental assistance, the Housing Stabilization Specialist will develop a Self-Sufficiency Plan that includes referrals/linkages to other needed services. All payments must be made to third parties, such as landlords or utility companies and may be offered within the following guidelines:

- 1) Rental assistance criteria include:
  - a. Rent reasonable standards as provided by the City must be used to determine rents.
  - b. Rent payments must be provided directly to the landlord. To receive a rental payment, landlords must provide one of the following:
    1. renter's license.
    2. real estate tax bill
    3. copy of property deed
    4. certificate of rental suitability
  - c. Security deposits should be negotiated with the landlord.
  - d. Rental assistance payments cannot be made on behalf of households for the same period of time and for the same cost types that are being provided through any other federal, state, or local housing subsidy program; however security deposit to move into a subsidized unit is permissible.
  - e. An assisted property may not be owned by the applicant agency receiving OSH grant, sub-grantee or the parent, subsidiary or affiliated organization of the applicant agency.
- 2) Assistance with moving costs can be provided if household has furniture stored at another location and needs assistance with:
  - a. Truck rental
  - b. Hiring a moving company
  - c. Rapid Re-housing funds may not be used to purchase furniture.

- 3) All program participants who receive short term or medium term rental assistance for more than one month must follow up with a Housing Stabilization Specialist to receive continued financial assistance.

**Role of Housing Stabilization Specialist:** The Housing Stabilization Specialist should focus on what needs to happen in order to stabilize housing rather than the traditional multi-problem case management approach. Households that receive more than one month's rent or utility assistance needs to be assigned to a Housing Stabilization Specialist for follow up. After gaining a thorough understanding of a household's barriers to sustaining housing, the Housing Stabilization Specialist will:

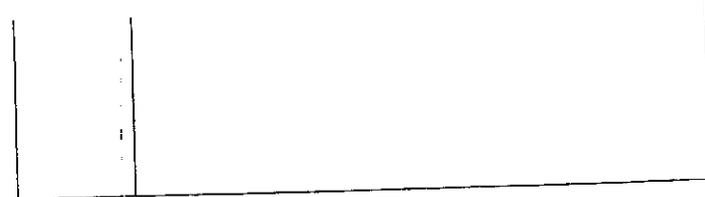
- 1) Determine and facilitate the linkages to other services needed by the households, i.e. mental health, substance abuse, legal, employment, child care.
- 2) Make home visits as indicated or when there are concerns about safety. At a minimum, program participants must attend monthly group meetings.
- 3) Create a Self-Sufficiency Plan for each household that receives more than one month of rent assistance. Self-Sufficiency Plans should reflect the barriers to sustaining housing and may include, e.g.: linkages to other services; schedule for home visits; office contact schedule; financial assistance plan; amount of contribution expected from household.
- 4) Assist households that are in unsafe housing, i.e. domestic violence or L&I violations, with relocation and/or referrals to the Fair Housing Commission. New housing placements require an inspection, and housing must meet Housing Quality Standards.
- 5) OSH expects each Housing Stabilization Specialist to carry a revolving caseload with a maximum of 40 households.
- 6) Participate in training and information sharing meetings sponsored by OSH to ensure consistency of services throughout the Rapid Re-housing program.
- 7) Enter all required information in HMIS.

**Housing Counseling Services:** Applicant agency will have the capacity to assist individuals or families who need housing counseling services in order to retain suitable housing. Services and activities should include:

- 1) Tenant's Rights and Responsibilities
- 2) Assisting individuals and families in understanding leases
- 3) Securing utilities
- 4) Securing furniture and reviewing housekeeping
- 5) Making moving arrangements
- 6) Representative payee services for rent and utilities
- 7) Mediation
- 8) Financial counseling, including household budgeting, money management, accessing a free credit report, and resolving personal credit issues.

#### E. Centralized/Coordinated Entry

Continuum of Care regulations require recipients/sub-recipients to use the centralized or coordinated system as established by the Continuum of Care to identify participants for funded programs. In addition, recipients/sub-recipients must comply with CoC written standards for the use of this assistance, which includes policies and procedures for evaluating individuals/families eligibility for assistance; and for determining and prioritizing which individuals/families will receive permanent supportive housing.



Proposals funded under this RFP will be required to participate in the CoC's coordinated entry system.

#### F. Match Requirements

Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount (excluding the amount awarded to the leasing budget line item) with cash or in-kind resources. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources. The recipient or sub-recipient must match the total grant funds requested for eligible activities with no less than a 25% cash or in-kind contribution. Match must be met on an annual basis.

For an in-kind match, the recipient or sub-recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub-recipient had to pay for such items with grant funds, the costs would have been eligible. If third-party services are to be used as a match, the recipient or sub-recipient and the third-party service provider that will deliver the services must enter into a memorandum of understanding (MOU), which must be dated between May 1, 2016 and September 2, 2016, documenting that the third party will provide such services and value towards the project. HUD now permits "program income", which includes tenant rents and operating charges, to be used as match.

#### G. Timetable

If awarded funding by HUD, the timetable for program implementation of this project depends upon HUD issuance and execution of a Grant Agreement to the City of Philadelphia.

#### H. HMIS Technology Requirements

The U.S. Department of Housing and Urban Development (HUD) requires that all projects funded under this competition provide client-level data to the Lead Agency for the Homeless Management Information System (HMIS), which in the Philadelphia Continuum of Care (CoC) is OSIL. The HMIS product used by the Philadelphia CoC is ClientTrack™ by Ecovia Solutions, Inc. Each project is responsible for meeting the following technology requirements in order to be able to access the ClientTrack™ HMIS:

Workstation Specifications	Minimum	Optimum
User PC	Pentium 800 MHz	Pentium III 1.2 GHz+
Memory	512 MB (12 MB free when other apps are open)	1 GB+ (24 MB+ free when other apps are open)
Free Disk Space	2 MB	10 MB+
Windows Versions	Windows XP or higher	Windows XP or higher
Networking	TCP/IP	TCP/IP
Software	Internet Explorer 9.0 or higher or Firefox 30.0 or higher, Adobe Acrobat Reader (free)	Internet Explorer 9.0 or higher or Firefox 30.0 or higher, Adobe Acrobat Reader (free)
Internet Connection	DSL	High Speed -- Fiber, Cable, T1, or DSL

#### Browsers

Acceptable browsers include:

- Google Chrome 35.0 or above
- Internet Explorer 9.0 or above
- Firefox 30.0 or above
- Mobile Safari for iOS 6.0 or above (used on iPhone, iPad, and iPod mobile digital devices)
- Firefox for Android (may be installed on Android 2.1 or above)
- Google Chrome for Android (may be installed on Android 4.0 or above)

#### HMIS Security, Privacy, and Confidentiality Requirements

All recipients/sub-recipients are required to comply with security, privacy, and confidentiality standards regarding the collection, maintenance, and use of protected personal information recorded, used, or processed for the HMIS. The current requirements, which are defined by HUD in the HMIS Data and Technical Standards Final Notice of 2004, are available at the link below. Compliance is required for this and any future revisions.

<https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf>

All projects participating in the Philadelphia CoC's HMIS are required to sign the HMIS Participation Agreement between the City of Philadelphia Office of Supportive Housing and HMIS Participating Agencies. All users of the Philadelphia CoC's HMIS are required to sign the HMIS User Agreement. Information about the CoC's HMIS standards and policies with regard to security, privacy, and confidentiality, as well as these agreements, is available at the link below:

<http://www.phila.gov/osh/aboutus/Pages/standards.aspx>

#### HMIS Data Collection Standards and Reporting Requirements

As required by HUD, all recipients/sub-recipients are required to participate in the local CoC's HMIS and collect and enter data according to HUD's data standards. These requirements are defined by HUD in the 2014 HMIS Data Standards Manual, revised June 2016, and are available at the link below:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

#### HMIS Training Requirements

Upon HUD notification of a project's grant award, OSH will contact the recipient/sub-recipient to arrange training for the project's HMIS users. No one will be granted access to the HMIS without having received initial training by OSH trainers.

#### I. Monitoring

Consistent with OSH's role as the Collaborative Applicant for the Continuum of Care, OSH will at least annually review the sub-recipient's performance for purposes of grant renewal. This review may include review of performance against HUD measures, rate of grant expenditure, client eligibility and/or site visits for housing conditions. OSH will establish the method and frequency of monitoring.

### II. Proposal Format, Content, and Submission Requirements; Selection Process

#### A. Proposal Format

##### 1. Proposal Submission Instructions

Applicants are required to submit hard copy responses only. One (1) original and five (5) copies of completed proposals must be submitted to:

Office of Supportive Housing (OSH)  
Municipal Services Building  
1401 JFK Blvd, 10<sup>th</sup> Floor, Suite 1030  
Philadelphia, PA 19102  
Attention: Roberta Cancellier, Deputy Director

The following conditions apply to this submission:

Hard copies of proposals must be submitted by 5:00 PM (Philadelphia, PA local time) on Friday, August 12, 2016. Proposals submitted after this deadline will not be accepted.

- Hard copy proposals must be signed in ink by an individual duly authorized to bind the applicant and must be sealed and labeled on the cover with the applicant's name.
- Hard copy proposals must contain the signature of a duly authorized officer or agency of the applicant who is empowered to bind the applicant to the requirements of the RFP. Proposals submitted without an authorized signature will be deemed non-responsive and incomplete and will not be accepted for review.
- Proposals must be typed on 8-1/2 inch by 11 inch white paper with all pages numbered and either 1 1/2 spaced or double-spaced. Single spaced proposals will not be accepted.
- Proposals or proposal components will not be accepted via facsimile (fax) transmission.

#### 2. Proposal Content

Submissions that are missing or have incomplete sections or forms may not pass threshold review, so read carefully. The narrative part of the proposal should not exceed 14 pages, including charts noted below.

A. Project Summary Form – proposal cover page  
Complete "Attachment 1: Project Summary Form", and use it as the cover page for your proposal.

B. Project Information and Description

1. Project Name
2. Congressional District in which project is located
3. City Council District/Member in which the project is located (please indicate N/A if tenant based or not established at the time of application)
4. DUNS number
5. Tax ID or Employer Identification Number (EIN)
6. Organization's Street Address, including city, state and zip code
7. Is your agency a faith-based organization? Yes or No
8. Have you ever received a federal grant, directly or through a State/local agency? Yes or No
9. Does/will the project use Energy Star products/appliances (<http://www.energystar.gov/>) – Yes or No
10. Contact Person, Title, Email Address and Phone Number

Provide a description of the project that is complete and concise. The description must address the entire scope of the project, including a clear picture of the community/target population(s) and number to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). In cases where the proposed project is expanding an existing facility or service document, when applicable, how the requested funds will supplement existing services and resources, or increase participants served. The narrative is expected to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the term requested in this application. 2 pages maximum

C. Property(ies) – Please describe the process that will be used to assist program participants to find their own rental units. Describe procedures for enlisting participation of landlords and ensuring the widest possible choice of housing units. Describe the availability of proposed rental units in the market area within current Fair Market Rent limitations.

Describe the expected housing needs of program participants, including type (specific size of units? clustered units? shared setting?) and scale (number of units per site, number of persons per unit) and any other relevant information.

Describe the estimated schedule of activities for program implementation.

Describe the method for determining the type, amount, and duration of rental assistance that participants can receive.

Explain how necessary community amenities will be made accessible to program participants – if housing units will be identified at program outset, describe the particular neighborhood conditions; if program will be scattered-site, describe how unit selection will ensure accessibility of participants to community amenities.

4 pages maximum

D. Supportive Services – Describe the supportive services that will be provided to help project participants locate and stabilize in permanent housing, access mainstream resources, and/or obtain employment. Describe how you will ensure that participants will be individually assisted to identify, apply for and obtain benefits under mainstream health and social services programs for which they are eligible, e.g. SSI, TANF, Medicaid, Food Stamps, SCHIP, Workforce Investment Act, and Veterans Health Care programs.

Describe how participants will be assisted to obtain and remain in permanent housing. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently. 4 pages maximum, including chart below.

Using the chart below, specify the frequency of supportive services to be provided:

	Daily	Wkly	Bi-monthly	Monthly	Quarterly	Bi-weekly	Does Not Apply
Annual Assessment of Services Needs							
Assistance with Moving Costs							
Case Management							
Child Care Operations and Vouchers							
Education Services							
Employment Assistance and Job Training							
Food (meals or groceries for program participants)							
Housing Search and Counseling							
Legal Services							
Life Skills Training							
Outpatient Mental Health Services							
Outpatient Health Services							
Outreach Services							
Outpatient Substance Abuse Treatment Services							
Transportation							
Utility Deposits							

E. Experience Narratives

Describe the experience of the agency and partners, as it relates to identifying housing units, administering rental assistance, providing supportive services, and utilizing HMIS, as applicable to the proposed project.

Describe experience and expertise in:

1. working with the target population(s);
2. developing and implementing appropriate housing stabilization systems, services, and residential property construction and rehabilitation, if applicable; and
3. addressing the target population's identified housing and supportive services needs. Include in the description any previous work of a similar nature and for the proposed project population.

If the agency has unresolved monitoring or audit findings on HUD grants; open OIG audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders, please explain.

List all HUD CoC grants currently held by (or awarded to, but not yet under agreement) the agency that is listed as the recipient/subrecipient for the proposed program, and the grant's current status (number of months or years program has actually been operating). Please insert the following table format into your narrative, adding rows as needed, and complete it fully. 4 pages maximum, including chart below

Project Name	Competition Yr Awarded	# Years Operating	HUD-issued Grant No.	Total Grant Awarded	Remaining funds (balance)

#### F. Project Budgets

Utilize the budget forms at Attachment 2 to request rental assistance, supportive services, and administration funding for the proposed project, as applicable. Note that the budgets are for one year of funding only. Make certain to multiply by the number of years of funding you are requesting for the Project Summary Form.

Gross rents must not exceed current Section 8 Fair Market Rents for FY2016, which are below. Rental assistance requests must use the FMR calculations. Income limits are in Appendix C.

Unit Size	2016 FMR
SRO	\$623
Efficiency	\$830
1 BR	\$1,003
2 BR	\$1,210
3 BR	\$1,502
4 BR	\$1,659

HUD Guidance regarding suitable dwelling size. The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. (1) Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room. (2) If household composition changes during the term of assistance, recipients and subrecipients

may relocate the household to a more appropriately sized unit. The household must still have access to appropriate supportive services.

#### Project Match and Leverage Documentation

Create a summary chart (see below) to include details for each cash or in-kind contribution you are seeking using the following format. The summary should be followed by copies of the letters/memoranda you obtained to document the commitment. Projects that demonstrate leverage/matching funds of 150% of the project request will be more competitive.

Type	Contributor	Source	Date of Commitment (if applicable)	Value of Commitment
(Cash or in-kind)	(Name of organization)	(Private or Government)	(Date of commitment letter/MOU)	(Dollar value of commitment)
Total				

Note that you will be required to obtain letters or Memoranda of Understanding to document the commitments, which must be dated between May 1, 2016 and September 2, 2016.

**Required Hard Copy Proposal.** The following items must be submitted

1. Submit the Project Summary Form (see Attachment 1) as the cover.
2. Housing Assistance/ Supportive Services Budget Forms (see Attachments 2 and 3 to this RFP).
3. Copy of 501c(3) determination (submit only with original proposal)

#### 3. Proposal Checklist

The checklist below applies to the hard copy submission of your proposal. Online requirements can be found below.

##### Proposal Checklist

	✓
A. Project Summary Form (See Attachment 1)	
B. Project Information and Description - 2 pages	
C. Property/ies - 4 pages	
D. Supportive Services - 4 pages	
E. Experience of Recipient/Sub and Partners - 4 pages	
F. Budget Forms (see Attachments 2 and 3)	
G. Documentation of financial commitments for project match	
Documentation of 501c3 Status -- WITH ORIGINAL PROPOSAL ONLY (Appendix 5)	

Applicants must organize their hard copy proposal submissions in conformance with the Proposal Format and Content section of the RFP and must respond to all items in the scope of work and other information requested throughout the RFP. Failure to adhere to format or supply requested information may result in the disqualification of a proposal.

#### 4. Selection Process

Proposals submitted under this RFP will be evaluated in a two-step process. First, each proposal will be reviewed based on basic threshold requirements. If the answer to any of the following threshold questions is "no", the proposal will be rejected.

- Is the applicant eligible to respond to the RFP?
- Are the activities for which funding is requested eligible under this RFP?
- Are the beneficiaries for which funding is requested eligible under this RFP?
- Is the proposal complete?

This RFP is not a competitive bid subject to the requirement of Section 8-200 of the Philadelphia Home Rule Charter that award be made to the lowest responsible bidder. Cost to the City is a material factor, but it is not the sole, or necessarily the determining factor, in proposal evaluation. The City may, at its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant submitting the lowest price. If the City chooses to award a contract, that contract will be awarded to the Applicant whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City's best interest.

The City will base its selection on criteria that include, but are not limited to:

- Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
- Eligibility under Code provisions relating to campaign contributions
- Superior prior experience of Applicant and staff
- Superior quality, efficiency and fitness of proposed solution for City Department
- Superior skill and reputation, including timeliness and demonstrable results
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
- Lower cost
- Administrative and operational efficiency, requiring less City oversight and administration
- Anticipated long-term cost effectiveness
- Meets prequalification requirements
- Applicant's certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

**Second Proposal Submission for Approved Proposals**

Notice of the final review and acceptance decisions made through the local process will be distributed to successful applicants via phone call, electronic mail, facsimile, or regular mail and posted on [www.phila.gov/rfp](http://www.phila.gov/rfp). Applicants whose proposals are approved for inclusion in Philadelphia's Collaborative Application will be required to provide additional information, and will be required to submit that response to OSH prior to the federal deadline. Final assembly of Philadelphia's Collaborative Application will be completed by OSH.

If a contract is awarded pursuant to this RFP, in compliance with Section 17-1402 (c) of the Philadelphia Code, a notice will be published on the City's RFPs Online website (go to [www.phila.gov/rfp/](http://www.phila.gov/rfp/) and RFPs Online) listing the names of all Applicants and identifying the successful Applicant and the basis for the award to that Applicant. This notice will appear on the City's website for through the closing date. In no event, however, shall the City Department or City Agency issuing this RFP be

obligated to debrief unsuccessful Applicants as to the basis for its decision not to award a contract to them.

**III. Pre-Proposal Conference and Questions Relating to the RFP**

Administrative, finance and/or program staff of interested parties are strongly encouraged to attend the RFP Briefing Session listed in the timetable below:

RFP Posted	July 15, 2016
Pre-Proposal Meeting	Friday, July 29, 2016, 2:30p.m., Office of Supportive Housing, 1401 JFK Blvd., 16 <sup>th</sup> Floor, Room Z
Applicant Questions Due	Monday, July 25, 2016
Answers Posted on eContract Philly Website	Friday, July 29, 2016
Proposals Due	Friday, August 12, 2016, 5:00 p.m. Philadelphia local time
Applicant Selection (Local Process Only)	Tuesday, August 30, 2016
Contract Execution (Depends on whether HUD awards the grant)	TBD
Commencement of Work	TBD

The above dates are estimates only and the City reserves the right, in its sole discretion, to change this schedule. Notice of changes in the pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted on the City's website at [www.phila.gov/rfp/Pages/default.aspx](http://www.phila.gov/rfp/Pages/default.aspx) (*Request for Proposals*). The other dates/times listed may be changed without notice to prospective Applicants.

**C. Questions Relating to the RFP**

Representatives of applicant agencies must obtain and review a copy of this RFP in advance of attending this meeting. OSH will not be responsible for disseminating information discussed at the briefing to applicants not in attendance. OSH staff members will be present to review the RFP and address questions regarding the proposed services.

All questions concerning this RFP must be submitted in writing via email to Roberta Cancellor, Deputy Director, Office of Supportive Housing at [Roberta.Cancellor@phila.gov](mailto:Roberta.Cancellor@phila.gov) no later than Monday, July 25, 2016 and may not be considered if not received by then. The City will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the City's website at [www.phila.gov/rfp](http://www.phila.gov/rfp) (*Request for Proposals*). Responses posted on the City's website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

The electronic and hard copy applications are due no later than 5:00 p.m. Philadelphia, PA, local time, on Friday, August 12, 2016. Hard copy applications must be delivered to:

Office of Supportive Housing  
1401 JFK Blvd, MSB, 16<sup>th</sup> Floor, Suite 1030  
Philadelphia, PA 19102

Attn: Roberta Cancellier, Deputy Director

**IV. General Rules Governing RFPs/Proposals; Reservation of Rights and Confidentiality**

a. Revisions to RFP

The City reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on RFPs Online with the original Opportunity Details. It is the Applicant's responsibility to check the City's website frequently to determine whether additional information has been released or requested.

b. City Employee Conflict Provision

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

*ATTACHMENT I*  
**PROJECT SUMMARY FORM**  
City of Philadelphia  
Office of Supportive Housing

2016 HUD Continuum of Care Homeless Assistance Program – New Rapid Re-housing

Agency/Organization: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Brief Description of Project: (Identify targeted homeless population)  
\_\_\_\_\_

Location of Project/Areas Affected by Project: \_\_\_\_\_

Is this project: \_\_\_\_\_ New \_\_\_\_\_ Expansion of Existing Project

Households to be Served (point in time): \_\_\_\_\_

Total Number of Program Participants to be Served (point in time): \_\_\_\_\_

BUDGET REQUEST	
	1 year of funding
Rental Assistance	
Supportive Services	
<i>SubTotal</i>	
Administration (10%)	
Total	

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

To the best of my knowledge and belief, all data in this application are true and correct. The application has been duly authorized by the governing body of the applicant and, if funded, the applicant will comply with all program regulations.

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT 2**  
**RENTAL ASSISTANCE BUDGET FORM**

**FORM A:**

Name of metropolitan or non-metropolitan FMR area: DE-Philadelphia, Camden, Wilmington						
Address of structure where units will be leased (if known):						
Unit size	No. of units	FMR	No. of months	Total rent budget	Requested Amount	Match*
SRO	x	\$623	x 12	= \$	= \$	+ \$
0-bedrm (efficiency)	x	\$814	x 12	= \$	= \$	+ \$
1-bedrm	x	\$959	x 12	= \$	= \$	+ \$
2-bedrm	x	\$1,156	x 12	= \$	= \$	+ \$
3-bedrm	x	\$1,440	x 12	= \$	= \$	+ \$
4-bedrm	x	\$1,546	x 12	= \$	= \$	+ \$
<b>TOTALS:</b>				<b>= \$</b>	<b>= \$</b>	<b>+ \$</b>

**ATTACHMENT 3**  
**SUPPORTIVE SERVICES BUDGET FORM**  
Activities required for the local Rapid Re-housing Program are in bold font below.

SUPPORTIVE SERVICES BUDGET	Funding Request
Service Activity: Annual Assessment of Service Needs	
Quantity:	
Service Activity: Assistance w/ Moving Costs	
Quantity:	
Service Activity: Case Management	
Quantity:	
Service Activity: Child Care Operations and Vouchers	
Quantity:	
Service Activity: Education Services	
Quantity:	
Service Activity: Employment Assistance and Job Training	
Quantity:	
Service Activity: Food (meals or groceries for program participants)	
Quantity:	
Service Activity: Housing Search and Counseling	
Quantity:	
Service Activity: Legal Services	
Quantity:	
Service Activity: Life Skills Training	
Quantity:	
Service Activity: Outpatient Mental Health Services	
Quantity:	
Service Activity: Outpatient Health Services	
Quantity:	
Service Activity: Outreach Services	
Quantity:	
Service Activity: Outpatient Substance Abuse Treatment Services	
Quantity:	
Service Activity: Transportation	
Quantity:	
Service Activity: Utility deposits	
Quantity:	
<b>TOTAL</b>	

Please use the "quantity" fields above to provide a brief detailed narrative to explain how you arrived at the funding request, e.g. Salary/fringes for 1 FTE Housing Stabilization Specialist.

2016 CoC New Project Briefing -- July 29.:

Name (please print)	Organization
Dinorah Diaz	AFM
ANDRELLA PUSITA	HWG
JANEL DAVIS	PHMC
David Dunbeck	PHMC
Betsy Jensen	NSC
Staci Robinson	
Sara Frisby Simms	CSS/Visitation Hous
Renee Hudson Small	CSS
R. Barry Martin	CSS
D. Michelson	FFP
David Suender	ODAAAT

2016 CoC New Project Briefing -- July 29, 2016

Name (please print)	Organization	Email Address
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David Suender	ODAAAT	DavidS@ODAAAT.CC

2016 CoC New Project Briefing -- July 29, 2016

Name (please print)	Organization	Email Address
Hilsha Eding	Woman Against Abuse	womanagainstabuse.org
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Joseph Williams	Mary Jane Kline	josphill6810@yahoo.com
David Farrell	HELPS USA	dcfarrell@helpusa.org
Facial Services for Injuri	Urban Affairs Coalition / Center for H.A.P.F.	prattsonm@yale.edu
Angel Rodriguez	APM	angel.rodriguez@cfhp.ha.org

2016 CoC New Project Briefing -- July 29, 2016

Name (please print)	Organization	Email Address
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Jim Prosecki	RHO	jim@rho.org
Morocco Taylor	RHO Family In Motion	monore@rho.org
Mary Campbell	Intercultural Family Soc	mary.campbell@ifsmc.org
Monique McGehee	Intercultural Family Services	monique.mcgehee@ifsmc.org
Shelley Chatterjee	FTP	schelley@ftpl.org
Terri Hays	OHS	terri.hays@ohs.org
John Tramm	OHS	john.tramm@ohs.org
Janita Harris	Project /	janita.harris@project.org
Steen Johns	vac / CFH	stjohn@cfhp.ha.org

2016 Coc New Project Briefing -- July 29, 2016

Name (please print)	Organization	Email Address
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Mary Steed	House of Races in Bloom Inc.	houseofracesinbloom@yahoo.com
Myrtle Bryson	Metropolitan Baptist Church	mbc3500@metbaptist.com
Mike Lewis	DATEH, Inc.	mlewis@dateh.com
Shannon Healy	Watersfront House	shannon@watersfront.org
Maria D (Gonzalez)	HSA CE	mgonzalez@haccede.org
MICHAEL MEECE	Broad Street Ministry	michael@broadstreetministry.org
Gilvin Matzka	Prevention Foundation	gilvin@prevention.org
Urumi Mepham	Valley Youth Bus	umepham@valleyyouthbus.org
Stacy Warren	Regional Community Services	stacyw@rcs1870.org
Mark Ralio	Conn. Valley Clinic	mark.ralio@cvn-pc.org

2016 Coc New Project Briefing -- July 29, 2016

Name (please print)	Organization	Email Address
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Tom Winters	Gardens	tomwinters@gardens.org
Debra Bent	TURK	debra.bent@turkinc.net
Arcole USHER	u	arcole.usher@u.edu
PAUL WENTLEY	GOVERNMENT HOUSE	pwentley@govhouse.org
HERBST ALLEN	TEACHERS OF COLOR	herbstallen@teachersofcolor.org
Sue Smith	DIAMOND	ssmith@projectdiamond.org

Overview of the Request for Proposals for New Continuum of Care Projects

How much money is available under this RFP?  
Estimated \$4M, which includes:

\$ 500,000 annually / \$2,552,751 awarded in 2015 for Rapid Rehousing Families/Youth -- 25 households  
\$1,631,586 in bonus -- Philadelphia is eligible to request  
\$2,000,000 in reallocated or reduced funds from existing projects

What's the timing?

Proposals due August 12, 2016  
Decision regarding inclusion in CoC application or not August 30, 2016  
CoC application submitted to HUD September 14, 2016  
HUD notification of award? (depends on HUD) By December, 2016  
HUD Grant Agreement Issuance? (depends on HUD) Spring, 2017

Why Two RFPs?

Permanent Supportive Housing for People who are Chronically Homeless, including individuals and Families -- eligible budget activities are below:

- Acquisition
- Rehab or New Construction
- Leasing
- Rental Assistance - tenant based, sponsor based, or project based
- Operating
- Supportive Services
- Administration

Rapid Rehousing for Individuals or Families, including Youth -- eligible budget activities are below:

- Rental Assistance -- tenant based, participant must have a lease with the landlord
- Supportive Services
- Administration

Corrections and Clarifications:

Hard copy proposals ONLY - no electronic submissions required at this time.  
Income Limits -- Disregard

Time Frame -- HUD's project application requires that grantees make a commitment to have the project under Grant Agreement by September 30, 2018.

The HUD Continuum of Care Interim Rule says: Recipients must initiate approved activities and projects promptly. Recipients of funds for rehabilitation and new construction must begin construction activities within 9 months of the signing of the grant, and such activities must be completed within 24 months.

The Notice of Funding Availability states that:

In order to expend funds within statutorily required deadlines, applicants for sponsor based and project based rental assistance must execute the grant agreement and begin providing rental assistance within 2 years of the announcement of the award. However, HUD strongly encourages all rental assistance to begin within 12 months of award.

The New Project application In esnaps says "In order to expend funds within statutory required deadlines, applicants must be able to begin assistance within 12 months of conditional award. the one exception is for applicants who are awarded sponsor based and project based assistance. These recipients will have 24 months to execute a grant agreement; however HUD encourages all to begin assistance within 12 months."

#### Terms

Any new project that requests new construction, acquisition, or rehabilitation must request a three year term.

The City is requesting that all other new projects provide one-year budgets. If there is an opportunity, based on funding, to lengthen the terms, we reserve the right to do that.

If a project requests funding for new construction, acquisition or rehabilitation AND operating or supportive services, the funding will be for 3 years, meaning that the grant term will be 3 years of operating and services funding. This does not include the time needed to acquire the property and complete construction.

The RFP strongly encourages applicants to review the CoC regulations, found at <https://www.hudexchange.info/programs/coc/>.

#### QUESTIONS SUBMITTED VIA EMAIL

Could we propose a model of PSH that includes plans for participants to move to other housing after a period of time?

Permanent Supportive Housing does not have time limits, as long as participants in the program continue to need the level of services and supports provided. Having a "move on" strategy for people who don't need the level or types of services, or who make a choice to move (or transfer) to another housing location can be a good approach to make sure housing is targeted to those with the greatest needs.

Could an agency that owns apartment units have a partnership with a non profit Rapid Re-housing provider and be able to receive rental payments?

Yes, if there are no other HUD subsidies already allocated to the apartments; and if the Rapid Re-housing clients have choice in the selection of housing (e.g. they would not be required to rent these specific apartments).

Is there a time frame for the units to come on line?

Recipients must initiate approved activities and projects promptly. Recipients of funds for rehabilitation and new construction must begin construction activities within 9 months of the signing of the grant, and such activities must be completed within 24 months.

The Housing Stabilization Specialist can carry a maximum caseload of 40. Is there a minimum caseload? 25 households.

The cost for staff and overhead directly associated with carrying out activities under leasing or rental assistance are not administrative costs, but are eligible costs under leasing and rental assistance. We are wondering if we could charge one of our accounting staff based on this explanation. The accounting staff will be responsible for processing the rental assistance for clients.

Yes, if they are the staff who are conducting eligible activities. The eligible activities that can be charged to rental assistance include processing rental payments to landlords, examining participant income and family composition, providing housing information and assistance, inspecting units for compliance with housing quality standards, and receiving new participants.

Can you share any information on the total amount of funding available and the "approximate" number of awards you anticipate giving out?

As indicated on page 3 of the RFPs, HUD will provide bonus funding in the 2016 application in an amount up to \$1,631,586. OHS is also seeking to identify a provider for Rapid Re-housing funds awarded for a family project in 2015. Third, the City may reallocate funding from existing projects. Last year, 4 new projects were awarded.

Are there any general guidelines you can offer re: the budget size, and/or number of people (overall) you are expecting to have served per project?

The project size needs to make sense for the target population and the capacity of the provider. Generally, we seek to fund at least 100 new units every year.

For "matching funds"--- are there restrictions on the source of matching funds, and/or the activities that the matching funds can be used for?

As indicated on page 9 of the Rapid Re-housing RFP and page 7 of the PSH RFP, all costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if you are not getting HUD funds for that activity. This means, for example, that a project that doesn't have CoC funds for supportive services can contribute matching funds for activities defined as supportive services that assist people in the project.

While the budget is for one year, can an applicant request multi-year funding?

With the exception of projects that include rehabilitation or new construction (which must be for a three year term), projects must submit one-year budgets. If there is an opportunity, based on funding, to lengthen the terms, we reserve the right to do that.

Regarding the proposal submission--- It states on pg. 12 that you are accepting only hard copies, and on pg. 18 that *both* an electronic and hard copy should be submitted. Can you clarify? Hard copies only are required on August 12, 2016 (one original and 5 copies). If projects are selected to be included in Philadelphia's application to HUD, we will request your proposal and additional information electronically.

On pg. 7 of the proposal, it refers to the need to schedule an Intake appointment within 10 days "after receiving a RRH application from OSH." Does that mean that the service provider would not be doing their own street outreach, but would receive all referrals from OSH? Or would it be a combination of outreach conducted by both--- to identify eligible participants?

Yes. All referrals will come from OHS, as indicated in the PSH RFP on page 7 and the Rapid Re-housing RFP on page 9, projects must participate in the CoC's Coordinated Entry system. However, providers may also refer people into the Coordinated Entry system.

On pg. 15, it states that "Income limits are in Appendix C"--- There is no "Appendix C" attached to the RFP.

Income limits are not included in this Request for Proposal. HUD Continuum of Care funding does not have income limits.

Is this a one-time opportunity, or can we apply in years 2, 3, etc.? (if we don't apply this year, are we "locked out"?)

Annually, the CoC issues a Request for Proposals for new projects. The amount of funding available for new projects varies depending on HUD appropriations and local decisions about reallocation, but the opportunity to apply is an annual opportunity.

Can you clarify the match:

- a. Can any CoC eligible activity/funding apply as match, or does it have to be specifically rapid rehousing? (would we have to have other case managers doing rapid rehousing as part of the match?)  
Any CoC eligible activity is eligible to meet match requirements.
- b. Is the match only applicable to the staff/supportive services or does it also apply to the actual rental assistance being provided to the clients?

A total of 25% match must be documented. The basis of the 25% consists of all HUD budget lines with the exception of leasing.

Does the Housing Stabilization Specialist have to be certified in Housing Quality Standards? No. However, all housing units that are receiving CoC leasing or rental assistance funding must pass Housing Quality Standards.

Can we include a percentage of supervisory costs outside of the 5% admin?  
It depends on the activities of those staff; generally, however, they would be included in admin costs.

Can we include a percentage of accounting and compliance staff who would be needed to monitor the program and process payments?  
Yes, if their activities are eligible as described below. Below is a detailed description of eligible administrative costs from the CoC Interim Rule:

(i) General management, oversight, and coordination. Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

- (A) Preparing program budgets and schedules, and amendments to those budgets and schedules;
- (B) Developing systems for assuring compliance with program requirements;
- (C) Developing agreements with subrecipients and contractors to carry out program activities;
- (D) Monitoring program activities for progress and compliance with program requirements;
- (E) Preparing reports and other documents directly related to the program for submission to HUD;
- (F) Coordinating the resolution of audit and monitoring findings;
- (G) Evaluating program results against stated objectives; and
- (H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph above.

(ii) Travel costs incurred for monitoring of subrecipients;

(iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and

(iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(2) Training on Continuum of Care requirements. Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.

(3) Environmental review. Costs of carrying out the environmental review responsibilities under § 578.31.

Any sense of sustainability? Is the intention that this be renewed?

Renewal funding is intended as long as projects are performing well, continue to meet a need in the community, and are contributing to the community's overall efforts to end homelessness. If funded, the project would participate in the annual renewal review and ranking process.

**ADDITIONAL QUESTIONS AT THE INFORMATIONAL BRIEFING 7/29/16 THAT ARE NOT ALREADY ANSWERED ABOVE**

Can we ask for both construction/rehab money and 3 years of operating money in application?

Yes. Please note that in the past McKinney construction funding had to be matched 1:1 with other sources. You may now request 100% of funding for rehabilitation or new construction costs. However, note that the 25% match is still required.

What documentation do we need to show for the building, if we are asking for acquisition funding?  
Could we say we haven't identified a property yet?

Documentation that clearly shows a commitment from the owner to sell the property to the non profit writing the proposal. Proposals that can more quickly bring housing on line are more competitive.

What salaries are included with supportive services?

As in the RFP, below are the eligible services. Salary costs for these services are eligible to request. In the past, the City has capped the supportive services request. There is no maximum request this year, but costs must be reasonable for the project proposed.

Eligible services are as follows:

- o Annual assessment of service needs
- o Assistance with moving costs
- o Case management
- o Child care operations or vouchers
- o Education services
- o Employment assistance and job training
- o Food
- o Housing search and counseling
- o Legal services
- o Life Skills training
- o Outpatient mental health or physical health services; or outpatient substance abuse
- o Outreach services
- o Transportation
- o Utility deposits

How much rent do people have to pay?

The standard is 30% of adult's income in the household for rent and utilities. Exclusions apply.

Who does Inspections for Rapid Re-housing?

Inspections for compliance with HUD Housing Quality Standards are required. Typically, non profit organizations that are operating the Rapid Re-housing Program have a person on staff who is certified to do the inspections. If you don't have such a person on staff, don't let that stop you from applying. OHS may be able to assist through our Inspection Unit.

How do you get certified to be an HQS inspector?

Some of the places that offer training and the certification exam are NAHRO (National Association of Housing and Redevelopment Officials), Nan McKay, and Quadel.

Does income for a household include roommates?

Yes; all adults.

Does the City have any data about Rapid Re-housing participants increasing their incomes?

Please find attached, "Evaluating Philadelphia's Rapid Re-Housing Impacts on Housing Stability and Income."

Do providers need an outreach team?

No; referrals will come from OHS.

Do clients in rapid rehousing lose their place on AACO's housing list?

We can't speak to the policies of the AIDS Activities Coordinating Office housing list, but Rapid rehousing clients who are chronically homeless at entry maintain their chronic homeless status. Those who were not chronically homeless but who cannot sustain housing after the Rapid re-housing assistance ends may be eligible for other housing programs through the City.

Who gets admitted to these programs?

These RFPs are for housing ONLY for people who are literally homeless, meaning in shelter or in a place not meant for human habitation, including the streets; and for people fleeing domestic violence.

What is the Housing First Model?

Housing First is an approach to house people quickly without preconditions. It means that households will not be screened out based on criteria that assumes to predict successful outcomes, such as income, employment, criminal history, mental health history, medical history or evidence of "motivation". Rapid Re-housing does not do credit and criminal checks.

What if there are restrictions on who can be served based on other funding in the project?

We understand that and ask that you explain that in your proposal. HUD CoC funding permits people with histories as sexual offenders to be served. We know that some other HUD funds do not.

What do we have to submit for the proposal?

A description of the contents of the proposal is on page 12 of the Rapid Re-housing RFP and page 10 of the Permanent Supportive Housing RFP.

We are just getting started as a non profit. Do you have any advice to help us be successful?

This process is very competitive. We urge you to consider partnering with more experienced agencies if you're a new non profit and you have not operated a program before...

If you're a service provider (not a housing provider) and have a valuable service to offer, we urge you to consider partnering with a housing provider to bring services to the project. If the services are eligible to be funded under HUD, the cost can be included in the proposal.

In the Rapid Rehousing RFP on page 10, it says the provider must match "the total grant"; on page 9, it says all "all grant funds except leasing." Please clarify.

Leasing costs are excluded from the match calculation. Match can be cash or in kind, and does not have to be calculated by line item, but by total grant. For example, if you ask for \$100 in supportive services and \$100 in operating, your 25% match could be met by \$50 in supportive services, as long as the services you are using for match are HUD-eligible activities. Note that program income (rents clients pay) can be counted as match.

Where does payroll go in the rental assistance budget?

If staff are doing activities that fit within the rental assistance or leasing categories, the budget format doesn't allow you to show it as staff costs. Rental assistance budgets are calculated by taking the Fair Market Rent for the unit size x number of months of assistance. The eligible activities that can be charged to rental assistance include processing rental payments to landlords, examining participant income and family composition, providing housing information and assistance, inspecting units for compliance with housing quality standards, and receiving new participants. If you are awarded a grant, OHS will work with you to document and bill for these costs.

Do clients pay 30% of income for leasing projects, too?

In leasing projects, the property owner and the non profit provider have a lease, and the client has a sublease or occupancy agreement. Tenant rent is not required but the provider can impose an occupancy charge equal to no more than the highest of: • 30 percent of the family's monthly adjusted income; • 10 percent of the family's monthly gross income; or • The portion of the family's welfare assistance, if any, that is designated for the payment of rent.

Is the 150% leverage required?

No. In past years, we got additional points if the overall HUD application had 200% or more leveraging. This is not a requirement this year. However, projects with more leveraging are more competitive than those without.

On the rental assistance budget forms (p21 in the Rapid Rehousing RFP and page 15 in the Permanent Supportive Housing RFP), there is a column for match. What do we put there?

If you are proposing to use tenant rents as match, you would put the estimated amount in that column.

Are there any restrictions on source of match funds?

Yes. Please find the "Match" attachment with additional detail.

The RFP says the maximum amount of administration funding is 10%, but that OHS is going to keep 5%. Should we only ask for 5% in our proposal?

Yes, please include 5%. Eligible administration activities are listed on page 5.

Is there a maximum amount of funding we can request?

No.

Can one agency apply for more than one population in a single proposal?

Yes, but the project proposed has to meet the specific needs of each population and demonstrate that the agency has the experience and expertise to serve each of the populations targeted.

Can one agency submit multiple proposals?

Yes.

Could a landlord ask for money to fix up properties so they can be rented by a Rapid Rehousing client ask for funding under this RFP?

No.

What if a Rapid rehousing client finds an apartment they want to move in to?

The client can move into the housing with Rapid Re-housing assistance if the landlord agrees to participate in the program and the unit passes HQS inspection.

Can you provide the RFP in word form?

Yes, we are emailing it to the people who attended the Informational Briefing along with the sign in sheet.



### What is Rapid Re-Housing?

The Rapid Re-housing program is designed to assist households to rapidly exit homelessness and return to permanent housing. Rapid Re-housing is offered without preconditions and the services that are provided are tailored to the needs of the household. The Rapid Re-housing program is a Housing First intervention, meaning households will not be screened out for assistance based on criteria that assumes to predict successful outcomes, such as income, employment, criminal history, mental health history, medical history or evidence of "motivation".

There are three core components of Rapid Re-housing:

- 1) Housing identification;
  - Recruit landlords to provide housing opportunities for households experiencing homelessness.
  - Assist households to find and secure appropriate rental housing.
- 2) Rent and Move-in Assistance;
  - Provide assistance to cover security deposits, move in costs, and rental assistance (up to 24 months) necessary to allow households to move immediately out of homelessness and stabilize to permanent housing.
- 3) Housing Stabilization Services;
  - Households are assigned a Housing Stabilization Specialist provide households with housing and case management support services, housing search counseling, educational support, financial planning, and assist with the overall coordination order to increase housing retention.



### What is Rapid Re-Housing?

The Rapid Re-housing program is designed to assist households to rapidly exit homelessness and return to permanent housing. Rapid Re-housing is offered without preconditions and the services that are provided are tailored to the needs of the household. The Rapid Re-housing program is a Housing First intervention, meaning households will not be screened out for assistance based on criteria that assumes to predict successful outcomes, such as income, employment, criminal history, mental health history, medical history or evidence of "motivation".

There are three core components of Rapid Re-housing:

- 1) Housing identification;
  - Recruit landlords to provide housing opportunities for households experiencing homelessness.

- Help households negotiate manageable and appropriate lease agreements with landlords.
- Make appropriate and time-limited services and supports available to households to allow them to stabilize quickly in permanent housing.
- Monitor households housing stability and be available to resolve crisis at a minimum during the time Rapid Re-housing assistance is provided.
- Provide or assist the household with connections to community resources that will help them improve their safety, well-being, and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and services (if needed/appropriate) to stabilize the household in the community and sustain rent payments independently when rental assistance ends.



Evaluating Philadelphia's  
 Rapid Re-Housing Impacts  
 on Housing Stability and Income

Jamie Vanasse Taylor  
 Cloudburst Consulting Group

Katrina Pratt-Roebuck  
 Office of Supportive Housing  
 City of Philadelphia

<http://www.phila.gov/rapid-rehousing-stability>  
 City of Philadelphia Request for Proposal

## Evaluating Philadelphia's Rapid Re-Housing Impacts on Housing Stability and Income

Jamie Vanasse Taylor  
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City of Philadelphia

 The Cloudburst Group

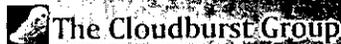
## Rapid Re-housing approach seeded by American Recovery Reinvestment Act

- ❖ 2008 Fiscal Recession a policy window for ending homelessness
  - \$1.5 billion invested into Homelessness Prevention and Rapid Re-housing across the US – unprecedented investment
  - HPRP infused large amounts of cash into the homeless service system, creating fast flowing new service approach
  - HPRP challenged and changed institutionalized patterns embedded in nation's homelessness service system
- ❖ 2013 Current Reality - Investment in Rapid Re-housing influenced a paradigm shift in the way communities respond to homeless households in shelter, changing professional norms /policy mandates (HEARTH Act)

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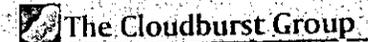
## Philadelphia's Federal HPRP Award

- Under the American Recovery and Reinvestment Act, the City of Philadelphia received \$21,486,240 HPRP funding over three year period to assist persons at risk of becoming homeless or those who were currently homeless
- Philadelphia sub-contracted with 5-7 providers to administer HPRP funds -- providing direct financial and housing stabilization assistance to households that were homeless *but for* assistance
- Rapid Re-housing funded time-limited rental assistance, security/utility deposits, credit assistance....moving households quickly into housing out of emergency shelters/transitional programs
- Philadelphia's rental assistance provided for 12 month period



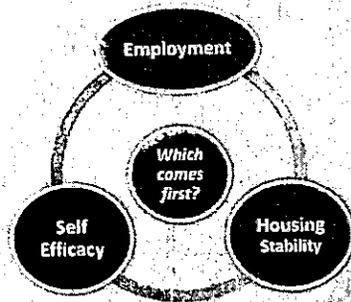
## Philadelphia's RRH Results

- Provided \$11.2M in Rapid Re-Housing assistance. (\$7.2M direct assistance)
- 1,385 households were housed
- Average amount of assistance per HH = \$6,000 over an average of 12 months
- Recidivism rate of re-entering shelter = 13% tracking households from October 2009 thru July 2013



## Philadelphia RRH Impact Evaluation Primary Research Questions

1. What effect does time-limited housing assistance have on housing stability?
2. What effect does time-limited housing assistance have on labor market participation?
3. What effect does the amount of RRH housing assistance have on income and housing outcomes?

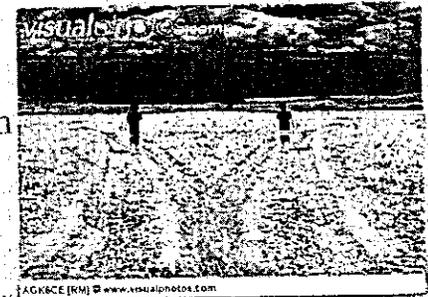


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To determine causal effects of RRH, must answer the counterfactual.....

*What if RRH never happened? What would have happened to these same households?*

To answer the counterfactual, similar comparison groups must be established.



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## HMIS Data

- **HMIS is a unique national administrative dataset** - - allows localities to construct statistically robust research designs
- With HMIS datasets, we can:
  - Create balanced comparison groups
  - Identify treatment / intervention effects
  - Implement quasi-experimental designs that help answer the counterfactual

PSM is a balancing method to estimate causal treatment (RRH) effects

**PROPENSITY SCORE MATCHING  
IS A STATISTICAL METHOD  
THAT CREATES TWO GROUPS  
THAT LOOK THE SAME.**

## With all shelter entries 10/09–05/12, created look-alike comparison groups

Logistic regression creates a propensity score based on the probability of each household receiving RRH, matched on observable covariates in the prediction model: (all variables found on HMIS)

- disability
- monthly income at shelter entry
- married
- gender
- SSI/SSDI status
- age
- # times previously in shelter
- family size
- completed high school or GED
- shelter entry date

PSM creates matched comparison groups with similar characteristics

Variable	RRH Treatment (1169 Households)	Non-RRH Comparison (1286 Households)
	Mean	Mean
# times in shelter	2.13	1.85
Monthly income @shelter entry	\$735	\$808
Family Size	2.25 /household	2.27 /household
% Married	6.1%	5.4%
% male	42.3%	40.4%
% female	57.7%	59.6%
% complete HS	53.5%	56.7%
% 18 – 25 years	22%	24.3%
% 26 – 59 years	73.1%	74.2%
% 60 plus years	4.9%	4.4%
Disabling Condition	31%	33%
Receiving SSI/SSDI	25%	24%

## Return to Homelessness Findings

Chi-square Results (1.00=RRH group)

treatment \* RECID Crosstabulation

		RECID		Total	
		.00	1.00		
treatment	.00	Count	780	506	1286
		% within treatment	60.7%	39.3%	100.0%
treatment	1.00	Count	1010	159	1169
		% within treatment	86.4%	13.6%	100.0%
Total		Count	1790	665	2455
		% within treatment	72.9%	27.1%	100.0%

39% of Non-RRH households returned to homelessness

13.6% of RRH households returned to homelessness

**Odds Ratio = 1.4**, the odds of returning to homelessness were **40%** higher for households that *did not* receive RRH when compared to households that received RRH.

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## Return to Homelessness Risk Factors

Using logistical regression, risk factors were assessed for PSM households on the return to homelessness outcome

- Only risk factor for Return to Homelessness = # of times household in shelter
- Only protective factor = Being married
- Factors that had no difference for Return to Homelessness
  - # months received RRH
  - HS diploma/GED completion
  - Age
  - Gender
  - SSI or SSDI
  - Family size

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## Explored RRH Impact on Employment - only # Months of RRH significant

### Summary of Regression:

#### Coefficients:

(Intercept)	451.84448	852.93536	0.530	0.59642
MonthsRRH	14.99054	5.36548	2.794	0.00532 **
EmploymentIncome.EntryRR	0.50783	0.04871	10.426	<2e-16 ***
GenderBinary	-56.15432	64.06055	-0.877	0.38096
HSGradBinary	-88.69176	59.11898	-1.500	0.13392
HHAge18_25	-10.93492	855.26430	-0.013	0.98980
HHAge26_59	-85.38468	853.31761	-0.100	0.92032
HHAge60plus	-318.05879	867.06909	-0.367	0.71384
X..timesInshelter30days	-10.60221	19.21899	-0.552	0.58133

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## Findings - Employment Impacts

- Only the number of months RRH assistance received was found to be a significant predictor of income at exit.
- Findings show that every month of RRH results in an average increase of \$15 a month in income.
- Further analysis showed that 0 to 3 months of RRH was not long enough to see income increase at exit.
- **BUT, remember the counterfactual...**



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## Rapid Re-housing Impacts Policy Implications

### Rapid Re-housing Programs

- decrease the likelihood of a return to homelessness
- may improve employment efforts (based on short-term income effects)
- ?move households more quickly out of shelter-?cost savings?

### Mechanisms that might be causing improved labor

- stabilized housing accessed with time-limited housing subsidy
- households may move closer to employment opportunities
- households may move closer to family and/r positive social supports
- households may move closer to child care
- increased self-efficacy (RRH obliges staff to support self-efficacy)

## Design a Local RRH impact evaluation (study size matters)

1. Scan emerging RRH research results (robust methods?)
2. Define research questions
3. Researcher partnership
4. Use HMIS to create similar comparison groups
5. Run multiple approaches, analyze findings
6. Contribute findings to emerging RRH research

from hudexchange.info

What are the documentation requirements for cash match?

When the source is cash, written documentation should be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

1. Amount of cash to be provided to the recipient for the project;
2. Specific date the cash will be made available;
3. The actual grant and fiscal year to which the cash match will be contributed;
4. Time period during which funding will be available; and
5. Allowable activities to be funded by the cash match.

Recipients/subrecipients must provide HUD with match documentation prior to grant agreement execution. For more information on the documentation requirements for match in the CoC Program, review the CoC 2.0 podcast titled *The Importance of Documenting Match Under the CoC Program*.

What are the documentation requirements for in-kind services as match?

Documentation of in-kind service match requires a different approach than documentation of in-kind goods and equipment. The recipient/subrecipient must enter into a formal memorandum of understanding (MOU) with the agency providing the in-kind service(s) and must establish a system to document the actual value of services provided during the term of the grant. A recipient or subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU, for instance, if the recipient/subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. The MOU may be between a recipient or a subrecipient and another agency, but the terms must be described in the MOU.

If match is provided to multiple recipients by a third-party service provider, the CoC may consider documenting standardized rate information for all local recipients to use as part of in-kind service match documentation. Service providers may use these pre-set rates for their match calculations. For instance, match documentation resources could include preventive medical service fees or free medical services made available to a recipient's/subrecipient's program participants by an area health care provider, or the salary of a maintenance worker provided to the recipient for the property.

What is cash match?  
Cash match is actual cash contributed to a CoC Program grant provided that the cash contribution is spent on eligible CoC Program costs outlined in Subpart D of the Interim rule (see Section 578.73(b) for more information) in accordance with the requirements of the CoC Program Interim Rule. For more information on the documentation requirements for cash match in the CoC Program, review the CoC 2.0 podcast titled *The Importance of Documenting Match Under the CoC Program*.

What are allowable sources of in-kind match in the CoC Program?  
Allowable in-kind match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources and may include the value of any real property, equipment, goods, or services contributed to the project. The recipient must ensure that any funds used to satisfy the in-kind matching requirements are eligible under the laws governing the services in order to be used as match for a grant awarded under the CoC Program. In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/subrecipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's/subrecipient's organization. If the recipient/subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. Therefore, recipients/subrecipients must document standardized local rates for specific types of services as a basis for match commitments. Common in-kind services include outpatient mental health visits, medications, alcohol and substance abuse therapeutic sessions, and employment training/day programs.

Recipients/subrecipients should periodically check with providers of in-kind match, not only to ensure that they are providing adequate documentation, but also to determine if:

1. Their fee structure and/or standardized pricing has changed; and/or
2. The type(s) of services provided to program participants has changed.

#### What are the documentation requirements for in-kind goods and equipment?

When the source of match is in-kind goods and/or equipment, written documentation must conform to the OMB Circular requirements in 24 CFR Parts 84 and 85 and the standards described below.

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

1. Value of donated goods to be provided to the recipient for the project;
2. Specific date the goods will be made available;
3. The actual grant and fiscal year to which the match will be contributed;
4. Time period during which the donation will be available;
5. Allowable activities to be provided by the donation; and
6. Value of commitments of land, buildings, and equipment—the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year.

Documentation of match must be provided to HUD prior to grant agreement execution.

#### Will you clarify under which circumstances Medicaid can be used as match or leverage in our CoC-funded Program?

If the CoC-funded program has one or more staff persons who provide services to program participants and those services are funded through Medicaid, then the value of the services reimbursed through Medicaid can be used as match. Additionally, if there is a Memorandum of

Understanding (MOU) or contract in place with a partner organization that provides services reimbursed through Medicaid to program participants, this is also acceptable match.

If the participant is receiving Medicaid services from an entity other than the CoC-funded program or partner program for which there is an MOU or contract, these Medicaid services are not eligible.

There are several resources that provide general information on the match requirements and how in-kind services should be handled. Please refer to the following:

First, from the [CoC Program Interim rule](#), Subpart F Program Requirements 578.73 Matching requirements: "(c) In-kind contributions. (1) The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been eligible under Subpart D, or, in the case of HPCs, eligible under 578.71."

Also, please review the [Importance of Documenting Match Under the CoC Program Podcast](#). The podcast is available on the HUD Exchange in both audio or as a transcript. It lists some specific examples of match and supportive services like mental health counseling provided by the County mental health authority, groceries provided to residents, child care provided by a licensed child-care provider, and housing-focused pro bono legal services provided by a law firm.

Match can be cash or in-kind goods and services.

Please review FAQs on match, which can be found on the [CoC FAQs page](#) on the HUD Exchange by selecting Match from the dropdown menu under Program Requirements.

#### What are the minimum requirements of a Memorandum of Understanding (MOU) in the CoC Program for match documentation?

A memorandum of understanding (MOU) is a written document that must establish unconditional commitment, upon selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided. At a minimum, a MOU must be executed between a recipient and/or subrecipient and a third party service provider and include the following information:

1. Agency Information:
  - o Recipient's/subrecipient's identifying information with point(s) of contact
  - o Service provider's identifying information with point(s) of contact
2. Unconditional Commitment of Third Party Provider to Provide the Service
3. Description of Services to Be Provided
4. Scope of Services to Be Provided and by Whom
  - o Specific contract to be matched
  - o Length of time services provided/term of contract
  - o Point-in-time number of clients receiving service

- o Total clients receiving service over grant term
  - o Qualification of persons providing service
  - o Estimated value of services provided (such as hourly rate)
5. Documentation of Services Match
- o Documentation requirements and responsibilities of service provider and recipient
  - o Timeliness standards of service provider and recipient for providing services to individuals

A copy of the MOU must be provided to HUD prior to grant agreement execution to document the required match for the grant.

#### What is in-kind match?

In-kind match is the value of any real property, equipment, goods, or services contributed to a CoC Program grant that would have been eligible costs under the CoC Program if the recipient/subrecipient was required to pay for such costs with CoC Program grant funds.

For more information on the documentation requirements for in-kind match in the CoC Program, review the CoC 2.0 podcast titled *The Importance of Documenting Match Under the CoC Program*.

#### What are allowable sources of in-kind match in the CoC Program?

Allowable in-kind match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources and may include the value of any real property, equipment, goods, or services contributed to the project. The recipient must ensure that any funds used to satisfy the in-kind matching requirements are eligible under the laws governing the services in order to be used as match for a grant awarded under the CoC Program.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/subrecipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

#### What is cash match?

Cash match is actual cash contributed to a CoC Program grant provided that the cash contribution is spent on eligible CoC Program costs outlined in Subpart D of the Interim rule (see Section 578.73(b) for more information) in accordance with the requirements of the CoC Program Interim Rule.

For more information on the documentation requirements for cash match in the CoC Program, review the CoC 2.0 podcast titled *The Importance of Documenting Match Under the CoC Program*.

#### What are allowable sources of cash match in the CoC Program?

Recipients/subrecipients may use funds from any source, including any other federal sources (excluding Continuum of Care Program funds), as well as state, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the cash match requirements are not prohibited from being used as a match under the laws governing those funds.

In general, program participant mainstream benefits are not considered match in the CoC Program because the benefits are not committed to the recipient/subrecipient for the activities funded through the project. Instead, benefits are provided to the program participant and are based on program participant eligibility for that program.

Roberta Cancellier

**From:** Lauren Whiteleigh  
**Sent:** Monday, April 18, 2016 1:23 PM  
**To:** amoore@valleyyouthhouse.org; Sharon Mackrey; David Jury; Beverly Roberts; D. Michelson; Nia Brown; Almitra Sutton-Bey; Daniel C. Farrell; Linda Mormando; Jamiee Moshe; Jayne Reuter; Bill Stevens; Sue Smith; Dr. Cheryl Pope; Nicole White; Darryl Parker; Kathleen Salerno (Kathleen.Salerno@VMCenter.org); Luis Zamot; Kathrine Martin; Bill Jones; Japbir Gill; Cassandra Paoli; Steve Blackburn; Emille Richey; Molly McAndrew; Donald Price; Deborah McMillan; Susan Cahill; Lee Harrison; smeacham@vyhphila.org; Hans Reiser; Victoria Bennett; Nicol Moody; Shelley Chatterjee; Peter Vajelly; Kathy Desmond; Michael Lewis; Willa Master; Christine Stevens; Jeanne-Marie Hagan; Diana McWilliams (dmcwilliams@familiesforwardphilly.org); Joyce Alexander; Dorothy Haug; abalsta@helpusa.org; acollins@holyredeemer.com; ahoward@methodistservices.org; arice@methodistservices.org; Ashley Shearer; aturner@gaudenzia.org; Khadijah Aziz; bhagan@actionaids.org; billmots@valleyyouthhouse.org; blivingston@use.salvationarmy.org; calvin.hall@apmphil.org; Carla Williams; crussell@voadv.org; csimringia@pathwaystohousingpa.org; csmith@frpinc.org; dennism@rhd.org; dinorah.diaz@apmphil.org; drossi@bethesdaoproject.org; dwayna.durham@hhinc.org; dzippy@voadv.org; escioscia@womenagainstabuse.org; ghannah@gaudenzia.org; D. Griffith; gschoenberg@comhar.org; gwilliams@voadv.org; habeebah57@aol.com; Hans Reiser; jamila.hamis-morrison@achieveability.org; jeff.wilush@hhinc.org; John Karpinski; Jisitski@womenagainstabuse.org; jnottingham@frpinc.org; Jose Nieves; kburns@actionaids.org; kdurand@pec-cares.org; kims@ecs1870.org; kkrablin@valleyyouthhouse.org; kmcgrory@calcuttahouse.org; Mary Alice; Mark Butler; Mary Swan-Holmes; Nilda.ruiz@apmphil.org; Phill Lord; rachelyoder@projecthome.org; Ralph Green; rasak.azeez@apmphil.org; Rcobbsfletcher@northernchildren.org; roberth@ecs1870.org; Sandra Guillory; sculbertson@impactservices.org; sfrisby@chs-adphila.org; shileyr@phmc.org; sjohnson@frpinc.org; svanderburg@pathwaystohousingpa.org; tmontier@gaudenzia.org; lpagotto@bethesdaoproject.org; veta@comhar.org; vtercero@dignityhousing.org; Wanda Mial; woekes@msn.com; yanatole@actionaids.org  
**Cc:** Michelle Butler; Roberta Cancellier  
**Subject:** Philadelphia's 2016 HUD CoC Program Local Renewal Competition is OPEN!  
**Attachments:** Philadelphia 2016 HUD CoC Local Renewal Project Application - COMPONENT ONE.docx; Philadelphia 2016 HUD CoC Local Renewal Project Application - COMPONENT TWO.docx; Philadelphia 2016 HUD CoC Local Renewal Project Application - COMPONENT THREE.xlsx

Good Afternoon:

Philadelphia's 2016 HUD CoC Program Local Renewal Competition for projects with CoC grants expiring in 2017 is OPEN!

Attached to this email are the three components of Philadelphia's Renewal Project Application. Please note that on each of the three documents, there is a section labeled Application ID. Each organization will receive via email a unique Application ID for each of its projects by close of business Friday, April 22nd. In this year's local review process, reviewers will be given a project's Application ID ONLY; the names of the organization and project will not be disclosed to reviewers.

All three components of the application must be submitted via email as three separate documents to ALL of the following City of Philadelphia Office of Supportive Housing representatives no later than Friday, May 27, 2016, 4:00pm:

- Roberta Cancellier: [Roberta.cancellier@phila.gov](mailto:Roberta.cancellier@phila.gov)
- Michelle Butler: [Michelle.butler@phila.gov](mailto:Michelle.butler@phila.gov)
- Lauren Whiteleigh: [Lauren.whiteleigh@phila.gov](mailto:Lauren.whiteleigh@phila.gov)

1

The City of Philadelphia Office of Supportive Housing is hosting a **Mandatory Technical Assistance Briefing** on Tuesday, April 26, 2016, 2-4pm, at The Children's Hospital of Philadelphia, 3535 Market Street, Conference Room D.

To date, HUD has not awarded all of the 2015 grants, nor released the 2016 Grant Inventory Worksheet, so please look for further communication from the City of Philadelphia Office of Supportive Housing regarding budgets.

#### Philadelphia's 2016 HUD CoC Program Renewal Competition Timeline

Philadelphia's 2016 HUD CoC Local Competition OPENS	Mon, April 18, 2016
OSH sends out Budget Confirmation	TBD
Mandatory 2016 CoC Renewal Technical Assistance Briefing	Tues, April 26, 2016
2016 CoC Renewal Application Technical Assistance	Ongoing
2016 CoC Renewal Applications Due to OSH	no later than Fri, May 27, 2016, 4:00pm
HUD CoC Registration Opens	TBD
Notification to Grantees regarding ranking/ scoring	Fri, July 1, 2016
Release of NOFA	TBD

All the best,  
Lauren

Lauren Whiteleigh, MSW  
Continuum of Care Program Manager  
Office of Supportive Housing  
City of Philadelphia  
Phone: 215-686-7194  
Fax: 215-686-7142  
[lauren.whiteleigh@phila.gov](mailto:lauren.whiteleigh@phila.gov)

2

From: Lauren Whiteleigh (mailto:Lauren.Whiteleigh@Phila.gov)

Sent: Wednesday, May 04, 2016 12:29 PM

To: David Dunbeck; amoores@valleyyouthhouse.org; Shari Meacham; Sharon Mackrey; David Jury; Beverly Roberts; D. Michelson; Nia Brown; Almitra Sutton-Bey; Daniel C. Farrell; Linda Mormando; Jamiee Moshe; Jayne Reuter; Bill Stevens; Sue Smith; Dr. Cheryl Pope; Nicole White; Darryl Parker; Kathleen Salerno (Kathleen.Salerno@VMCenter.org); Luis Zamot; Kathrine Martin; Bill Jones; Japblr Gill; Cassandra Paoli; Steve Blackburn; Emilie Richey; Molly McAndrew; Donald Price; Deborah McMillan; Susan Cahill; Lee Harrison; Hans Reiser; Victoria Bennett; Nicol Moody; Shelley Chatterjee; Peter Vallery; Kathy Desmond; Michael Lewis; Willa Master; Christine Stevens; Jeanne-Marie Hagan; Diana McWilliams (dmcwilliams@familiesforwardphilly.org); Joyce Alexander; Dorothy Haug; abatista@helpusa.org; acolins@holycrosscenter.com; ahoward@methodistservices.org; arice@methodistservices.org; Ashley Shearer; aturner@gaudenzia.org; Khadijah Aziz; bhagan@actionaids.org; bllimots@valleyyouthhouse.org; blivingston@use.salvationarmy.org; calvin.hall@apmphil.org; Carla Williams; crussell@voadv.org; csmrlrdia@pathwaystohousingpa.org; csmith@frpinc.org; dennism@rhd.org; dinozrah.diaz@apmphil.org; drossi@bethesda-project.org; dwayne.durham@hhinc.org; dzibpy@voadv.org; ecstosca@womenagainstabuse.org; ghannah@gaudenzia.org; D. Griffith; gschoenberg@comhar.org; gwilliams@voadv.org; habeebah57@aol.com; Hans Reiser; jamila.harris-morrison@achievableability.org; jeff.wilush@hhinc.org; John Karpinski; jllitski@womenagainstabuse.org; jrotingham@frpinc.org; Jose Nieves; kburns@actionaids.org; kdurand@rec-cares.org; kims@ecs1870.org; kkrablin@valleyyouthhouse.org; Kim McGrovy; Mary Alice; Mark Butler; Mary Swan-Holmes; Nidia Ruiz; Phil Lord; rachelyoder@projecthome.org; Ralph Green; rasak.azeez@apmphil.org; Rcobbsfletcher@northernchildren.org; roberth@ecs1870.org; Sandra Guillory; sculbertson@impactservices.org; sfrisby@chs-adphila.org; Shirley K. Robinson; sjohnson@frpinc.org; svanderburg@pathwaystohousingpa.org; tmonter@gaudenzia.org; tpagotto@bethesda-project.org; veta@comhar.org; vtercero@diamondhousing.org; Wanda Mial; woekke@msn.com; yanalole@actionaids.org

Cc: Roberta Cancellieri; Michelle Butler; Michele Mangan; Beverly Kelly; Basil Chukwunye; Feaster, Yolanda; Kim J. Robbins; Bruce K. Johnson; James Malloy

Subject: Philadelphia's 2016 HUD CoC Local Renewal Competition - Updates

Importance: High

Dear CoC Program Fund Recipients and Subrecipients:

On Monday, May 2, 2016, HUD announced 2015 CoC awards for Tier 2 projects. As such, we anticipate HUD will issue the FY 2016 GIW (Grant Inventory Worksheet) in the near future. Please look for further communication from OSH regarding budgets.

Attached are the following:

1. REVISED version of the 2016 local application, to be submitted to OSH by Friday, May 27th, 4:00pm.
  1. Per your feedback, we moved the Point in Time Count volunteer question (originally in Component Two), to Component One. Only OSH staff will review your response to this question.
2. April 26th Technical Assistance Briefing PowerPoint Presentation
3. 2016 Local Renewal Application Review/ Scoring Tool

**Friendly Reminder #1:** You must submit the following attachments via email to [Roberta.cancellieri@phila.gov](mailto:Roberta.cancellieri@phila.gov), [michelle.butler@phila.gov](mailto:michelle.butler@phila.gov), and [lauren.whiteleigh@phila.gov](mailto:lauren.whiteleigh@phila.gov) for each project for which your organization is applying for FY 2016 CoC Program funding by Friday, May 27, 2016, 4:00pm:

1. Local CoC Renewal Project Application Component One (PDF) - *MUST be signed by your organization's Authorized Representative*

2. Local CoC Renewal Project Application Component Two (Word)
  3. Local CoC Renewal Project Application Component Three (Excel)
  4. Project's most recently submitted APR (PDF)
  5. Project's most recent HUD Monitoring Report (PDF)
  6. HUD Environmental Review Exempt Form (Word) - *OSH will provide additional guidance regarding the Environment Review attachment.*
    1. On Thursday, April 21, 2016, HUD announced changes to HUD CoC and ESG Program Implementation, including updated environmental review requirements.
      1. Tenant-based leasing projects are no longer subject to Section 58.5. In units where the program participant chooses the location of the unit, recipients will now use the Exempt/ CENST form (attached to this email) to cover those units. Only ONE Exempt/ CENST form needs to be filled out per project.
      2. For more information about changes: <https://www.hudexchange.info/news/new-changes-to-hud-coc-and-cse-program-implementation/>
- Friendly Reminder #2:** To prepare to apply for funding when the FY 2016 NOFA is published, HUD encourages:
1. All project applicants to immediately begin the process of verifying and updating information contained in the e-snaps Project Applicant profile.
  2. All project applicants are required to register with Dun and Bradstreet (DUNS) if they have not already.
  3. All project applicants are required to complete or renew their registration in the System for Award Management (SAM) registration.

All the best,  
Lauren

Lauren Whiteleigh, MSW  
Continuum of Care Program Manager  
Office of Supportive Housing  
City of Philadelphia  
Phone: 215-686-7194  
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[lauren.whiteleigh@phila.gov](mailto:lauren.whiteleigh@phila.gov)

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

Name	Organization	Email	Phone Number
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Tina Pagotto	Bethesda Project	tpagotto@bethesda-project.org	215.785.1600 x.206
Lisa Bollwage	Valley Youth House	lbollwage@valleyyouthhouse.org	215 925-3180
James Maffey	OSH	James.Maffey@phila.gov	215-686-6727
Basel Chikwura	OSH	Basel.Chikwura@phila.gov	215-686-7104
Susan Vanderburg	Pathway to Housing	svanderburg@pathwaytohousing.org	215-540-1500 x1570
Dorothy Haug	OSH	dorothyhaug@phila.gov	215-686-7111

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

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Vanesa Tejero	Disparity Housing	Vanesa@disparityhousing.org	215-713-0760
Analia Vency	Horizon House, Inc	Analia.Vency@hhinc.org	215-386-3838
Emilee Richey	1260 HDC	erichey@missionfirsthousing.org	215-557-8444
Brianne Jordan	HELP USA	BJordan@helpusa.org	215-473-6454
Mark A. Jones	CATCH	PatriotHouse@Catchinc.com	215-387-7131
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Kimberly Gibson-Jones	HH inc Housing First treatment team	Kimberly.Jones@hhinc.org	215 386-3838 x109

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

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Stinky Blum	PHMC / HELP	stinkyblum@phmc.org	
Dawya Durham	Horizon House	dawya.durham@horizonhouse.org	215-386-3838
Greg Schenk	COMHAR	g.schenk@comhar.org	25-8-5-4845
Colleen Davis	EPISCOPAL COMMUNITY SERVICES	COLLEEND@ECS1870.ORG	267 253 7451
Laura McKeon	Clubs House	Kaigra@clubs-house.org	215-684-1111
Deborah Hanks	Horizon House	dhanckes@horizonhouse.org	215 386 3838

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

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John Randolph	L	JRandolph@pec-care.org	
Gloria Deana	APM		
Nia Brown	OSH	nia.brown@philagov.org	215 686 7820
Jessica Blum	Dignity Army	jblum@dignityarmy.org	
Emma Magnus	VME	EMMA.MAGNUS@VMCENTER.ORG	215-238-8078
John Karpinski	COMHAR	jkarpinski@comhar.org	215 569 5414
SARAH PERKINS	DAUFUNG CENTER (Fidelity Project Lambeth)	sperk@holycross.org	215-787-3269
Joyce Alexander	Horizon House	joyce.alexander@hhnac.org	215 386 3838

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

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Hans Reese	MRS/PH	hans.reese@hmi.org	215-898-2892
Donald Price	APM	donald.price@apmphil.org	267-796-7251
Abdul Abid - Rahman	ACHIEVE ability	abid.abid-rahman@achieve-ability.org	215 557 4111 x 8836
Kenne-Mari-Hagen	WAA	khagen@womensmanagement.org	215 386 1280 64133
Scattered Billie	Women Out of Excelsior	billie@excelsior.org	226-4999 (215)
Michelle J. Hunt	Solution Army	M.Hunt@usa.solutionarmy.org	215 755-6784
David Michelson	Families Forward	dmichelson@familiesforward.org	215-240-4815

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

Name	Organization	Email	Phone Number
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Shirley Warner	ECS FAST	shirleyw@ecs1870.org	215 528-5410
Angela Randall	VOAD DV	arandall@voadv.org	(267) 479-0399
Sue Lee	PHAMZ	suelee@prgmatrans.org	215-930-3072
Susan Broderick	TSI	susan.broderick@tsi-solutions.org	215-777-2978
Kim Robbins	OSH	kim.j.robbins@phil.gov	

Philadelphia CoC Program 2016 Local Renewal Competition Mandatory Technical Assistance Briefing  
 Tuesday, April 26, 2016

Name	Organization	Email	Phone Number
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Sara Frick-Simms	Catholic Social Services / Visitation Home	sfrick@css-adphila.org	215-425-5300
Sheen, Sham	Francis Rehabilitation Program (FRP)	sjohnson@frpinc.org	215-222-2700 office OR 215-900-6770 cell

**2016 CoC Program Competition**  
 Mandatory Technical Assistance Briefing

TUESDAY, APRIL 26, 2016  
 2:00 - 4:00 PM

THE CHILDREN'S HOSPITAL OF PHILADELPHIA  
 3535 MARKET STREET

The mission of the CoC is to provide and improve housing for homeless and pre-homeless populations through the development of CoC programs and the implementation of evidence-based practices that are effective in Philadelphia. The CoC is a partnership of the City of Philadelphia and the Philadelphia Housing Authority.

**Agenda**

- I. Welcome and Introductions
- II. FY 2016 HUD CoC Program Registration
- III. Federal CoC Program Policy Priorities
- IV. 2015 HUD CoC Funding Update
- V. 2016 CoC Program Local Competition
  - Local Competition Timeline
  - Renewal Application and Process
- VI. Adjourn

**CoC 2016**

- HUD opened CoC Registration on Friday, April 22nd
  - Initial open period during which to submit CoC registration materials prior to finalizing
  - CoC Registration closes on Wednesday, May 1st
- To prepare to apply for funding when the FY 2016 NOFA is published, HUD encourages:
  - All project applicants to immediately begin the process of verifying and updating information contained in the e-subject Project Applicant profile.
  - All project applicants are required to register with Data and Business (DUNS) if they have not already.
  - All project applicants are required to complete or re-new their registration to the System for Award Management (SAM) registration.
- Philadelphia's 2016 Annual Renewal Demand: Not yet announced
- HUD 2016 Funding Availability: Not yet announced

**Federal CoC Program Policy Priorities**  
(These Nurture of FY 2016 Opportunity Register for the CoC Program Competition)

- Strategic Resource Allocation – using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness.
  - CoCs should reallocate funds to new projects whenever doing so will better help the CoC end homelessness.
  - Comprehensive review of project quality, performance, and cost-effectiveness.
  - Maximizing use of Medicaid and other community-based resources to increase efforts for CoCs to use non-housing resources for service costs where possible and use HUD funds for housing-related costs.
  - Review transitional housing projects for cost-effectiveness, performance, and for the number and type of eligibility criteria to determine whether it should be reallocated to rapid re-housing or another model.
- Ending Chronic Homelessness
  - Prioritize persons with the highest needs and longest histories of homelessness for exiting and cover permanent supportive housing.
  - Increase the # of chronically homeless dedicated beds by dedicating existing PSR units AND creating new PSR units that are dedicated.

### Federal CoC Program Policy Priorities

*(From Notice of FY 2016 Opportunity to Register for the CoC Program Competition)*

- Ending Family Homelessness
  - CoCs should adjust the homeless services system for families to ensure families can be housed quickly by making easily accessible rapid re-housing and other housing assistance tailored to their needs. HUD encourages CoCs to use re-allocation to create new rapid re-housing programs.
  - CoCs should prioritize families with the most severe needs, those living on the street, and have the ability to serve every kind of family regardless of ages and sexes of the adults and children.
- Ending Youth Homelessness
  - CoCs should understand the varied and unique needs of youth experiencing homelessness and work with local service organizations to develop resources and programs that better end youth homelessness and meet the needs of homeless youth, including Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) youth.

### Federal CoC Program Policy Priorities

*(From Notice of FY 2016 Opportunity to Register for the CoC Program Competition)*

- Ending Veteran Homelessness
  - CoCs should provide veterans and their families for assistance when they cannot be effectively assisted with Department of Veterans Affairs (VA) services.
- Using a Housing First Approach
  - Housing First is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold.
    - Engage landlords and property owners so that when an individual or family needs housing, potential units have already been identified, opening up the housing system.
    - Removing barriers to more providers should include eligibility requirements that prevent higher need households from accessing their programs, specifically requirements related to homelessness, minimum income, rental or credit history, sobriety and, history of domestic violence, or criminal history.
    - Adopt more universal service models: projects should ensure housing and service options are tailored to meet the unique needs of each individual or family.

### 2015 CoC Funding Update

- Grant Consolidation
  - 10 priority grant consolidations were made.
  - Consolidation by state organization: submit 1 application that reflects the projects as consolidated (1 web - CoC-011, 1 RP, Homeless Home, 2 web + PRG).
  - Grant consolidation consolidation for 3 different agencies - one HUD, 1 VAW, submit each project separately.
- HUD has yet to announce awards for projects ranked in Tier 2 in the 2015 competition.
  - Tier 2 total is just over \$84, totaling 100 units in 12 projects.
  - OSH is requesting all Tier 2 winners submit local need applications.
- New Projects
  - Awarding 2015 award announcement for the following new projects:
    - 1 PRG project funded for OH individuals - 70 units
    - 3 RP projects for 40 units - 30 units and 10 units
    - 1 RP for Youth - 10 units

### 2015 CoC Program Funding Reduction and Reallocation Strategies

- In alignment with HUD's Policy Priorities for the 2015 CoC Program Competition, the Philadelphia CoC made decisions about resource allocation by considering the following items:
  - Comprehensive review of projects
  - Maximizing the use of mainstream resources
  - Levelling resources through partnerships
  - Reviewing the efficacy of transitional housing
- 2015 Reduction Strategies
  - Under funding: The grant amount was reduced for projects that demonstrated spending an average of 20% or less of the overall grant a three-year period.
  - Cost Effectiveness: The grant amount was reduced for transitional housing projects that had any relatively more than three transitional housing projects being funded per unit of total units or further outcomes.
  - Supportive Services: Grant \$200,000 The grant amount was reduced for transitional supportive housing projects that are able to receive funds from the local contribution.

### 2016 CoC Renewal Process

- Local Renewal Competition Timeline
- Local Renewal Application and Performance Measures
  - HUD will not issue the final GIV to CoCs until after the FY 2016 CoC Program Registration process is closed.
- Recruiting Reviewers

### 2016 Local CoC Competition Renewal Timeline

Philadelphia's 2016 HUD CoC Local Competition OPENS	Mon, April 18, 2016
OSH sends out Budget Confirmation	TBD
HUD CoC Registration Opens	Friday, April 22, 2016
Mandatory 2016 CoC Renewal Technical Assistance Briefing	Thurs, April 28, 2016
Local CoC Renewal Application Technical Assistance	Ongoing
HUD CoC Registration Closes	Wednesday, May 11, 2016
2016 CoC Renewal Applications Due to OSH	no later than Friday, May 27, 2016, 12:00pm
Review Question Training	Wednesday, June 1, 2016
Notification to Grantees regarding ranking/awards	Fri, July 1, 2016
Release of SOFA	TBD

### Local Renewal Application \*

- Each project MUST submit the following documents to the City of Philadelphia Office of Supportive Housing by Friday, May 27, 2016, 4:00pm:
  - Local Application Component One (PDF)
  - Local Application Component Two (Word Document)
  - Local Application Component Three (Excel Spreadsheet)
  - Project's Most Recent HUD Monitoring Report (PDF)
  - Project's Most Recently Submitted APR (PDF)
  - Environmental Review
- Please submit all 6 documents as 6 separate attachments to an email sent to the following OSH representatives: [mick.julio.buller@phila.gov](mailto:mick.julio.buller@phila.gov) and [laura.whitcalk@phila.gov](mailto:laura.whitcalk@phila.gov).

### Environmental Review

- For information about CoC Program Environmental Review, visit the following link:
  - <https://www.hudexchange.info/resources/2015/coc-program-environmental-review-flow-chart/>

9/6/2016

**Renewal Application: Highlights and Reminders**

- Application ID
  - Do NOT use the name of your project and/or organization in application narratives. Use the words "project" and "organization."
- Read every question carefully, and Complete every question and table applicable to your project type.
  - Pay close attention to all of the population categories in the population tables.
- Application must be signed by the Authorized Representative.

**Questions/Comments/Concerns**

Meeting Adjourned

*On behalf of the Philadelphia CoC and the Office of Supportive Housing, thank you for your continued efforts to end homelessness.*

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT ONE**

**APPLICATION SUMMARY**

Application ID: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

Project Category     TH     PH     Safe Haven     Renewing for 1<sup>st</sup> Time?     Yes     No

To the best of my knowledge and belief, all data in this application are true and correct. The application has been duly authorized by the governing body of the applicant and, if funded, the applicant will comply with all program regulations.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_  
 Typed Name of Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT ONE**

**HUD Recipient and Compliance Questions**

*Note: For the 2016 local renewal competition, your responses to the following questions will not impact the score of your application.*

1. Is the Applicant delinquent on any Federal debt?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If "YES," provide an explanation.

2. APR Submission: Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

3. HUD Monitoring Findings: Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**2016 Unsheltered Point in Time Count**

*(Note: You will lose 1 point if at least 2 staff members from your organization did not volunteer to support the 2016 Unsheltered (Street) and/or Youth Point in Time Count.)*

Please list the names of the staff members who volunteered to support the 2016 Unsheltered (Street) or Youth Point in Time Count.

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**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO**

**APPLICATION ID:** \_\_\_\_\_

**PROJECT TYPE:** \_\_\_\_\_

**Project Budget**

Eligible Costs	Total Assistance Requested (1 year Grant Term)
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operating	
HMIS	
Sub-total Costs Requested	
Admin	
Total Assistance + Admin	
Cash match	
In-kind Match	
Total Match	
Leveraging	
Total Budget (Total Assistance + Admin + Total Match + Leveraging)	

**Expiring Project Expenditure Information**

Original Competition Year This Grant was First Awarded	Total Grant Awarded	Remaining funds (balance) reported in most recently submitted APR

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO**

APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_

**Population Focus** - If your project has a specific population focus, identify the specific population focus. (Check ALL that apply.)

<input type="checkbox"/>	Chronic Homelessness
<input type="checkbox"/>	Veterans
<input type="checkbox"/>	Youth (under age 25)
<input type="checkbox"/>	Families with Children
<input type="checkbox"/>	Domestic Violence
<input type="checkbox"/>	Substance Abuse
<input type="checkbox"/>	Mental Illness
<input type="checkbox"/>	HIV/AIDS
<input type="checkbox"/>	Other _____

**Mainstream Benefits** – Please specify whether the project includes the following activities:

Yes	No	Activity
<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (e.g. providing tokens, agency vehicle, etc.) to clients to attend mainstream benefit appointments, employment training, or jobs?
<input type="checkbox"/>	<input type="checkbox"/>	Use of single application form (e.g. COMPASS, BenePhilly, etc.) for four or more mainstream programs?
<input type="checkbox"/>	<input type="checkbox"/>	At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?
<input type="checkbox"/>	<input type="checkbox"/>	Do project participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or a partner agency (includes formal or informal partners)?
<input type="checkbox"/>	<input type="checkbox"/>	Has the applicant, subrecipient, or partner agency staff person providing the technical assistance completed SOAR training in the past 24 months?

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO**

APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_

**II. Project Description**

(Maximum points awarded for Project Description AND Project Participants = 10 points)

*Instructions:* All project applicants must provide a clear and concise project-specific description. Do NOT use the name of your organization or project in your description; refer to them using the following terms: "organization" and "project." The project description should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), supportive services provided and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity at a point in time (not the total number of households/ persons you will serve over the course of the year). This description should be consistent with the Project Participants charts on Pages 4-6. If not, provide an explanation. Max 3000 characters, including spaces (about 425-500 words)

Explain any changes made in the program in the past year. (Refer to APR question Q1. Site information: "explain any changes made in this section from the information provided in the original application.") In addition, describe proposed changes in the coming year.

PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO

APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_

III. Project Participants

The information reported in Sections A and B should reflect the households and persons you expect to serve on a given night in the upcoming grant year when the project is at full operational capacity at a point in time (not the total number of households/persons you will serve over the course of the year). When completing this chart, you should refer to the following sources to inform your response:

- 2015 Project Application submitted in e-snaps
- Most recent APR
- Current Participants in your program

A. Project Participants – Households

Households	Households with at least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households:				
Characteristics	Households with at least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Adults over age 24				
Adults ages 18-24				
Accompanied Children under age 18				
Unaccompanied Children under age 18				

PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO

APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_

B. Project Participants – Subpopulations

Note: You will earn an additional 5 points if it is determined that 51% or more of the participants served by your project are HUD's priority populations. HUD's priority populations are chronically homeless individuals/families, veterans, youth (under age 25), and victims of domestic violence.

Persons in Households with at Least One Adult and One Child

Characteristics	Chronically Homeless Veterans	Chronically Homeless Veterans	Non-Homeless Veterans	Chronically Homeless Veterans	Persons With HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons NOT represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Children under Age 18										
Total Persons										

Persons in Households without Children

Characteristics	Chronically Homeless Veterans	Chronically Homeless Veterans	Non-Homeless Veterans	Chronically Homeless Veterans	Persons With HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons NOT represented by listed subpopulations
Adults over age 24										
Adults ages 18-24										
Total Persons										

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO**

APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_

**Persons in Households with Only Children**

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons With HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence	Physical Disability	Developmental Disability	Persons NOT represented by listed subpopulations
Accompanied Children under age 18										
Unaccompanied Children under age 18										
<b>Total Persons</b>										

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO  
APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_**

**IV. Case Study (Maximum points awarded for Case Study = 10 points)**

*Instructions: Provide one brief case study that depicts challenges faced by a participant in this program. Client's names should be protected. Indicate what efforts were employed by the housing and supportive service provider to assist the client in resolving these challenges. Describe the outcome. Do NOT use the name of your organization or project in your case study; refer to them using the following terms: "organization" and "project." (Max 400 words)*

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO**

APPLICATION ID: \_\_\_\_\_

PROJECT TYPE: \_\_\_\_\_

**V. Adopting a "Housing First" approach (PSH, TH, and RRH projects ONLY)**  
(Maximum points awarded for "Housing First" Approach = 5 points)

"Housing First" Approach: an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

*Instructions:* Please respond to the following questions based on your project's current client application and screening processes and participation requirements to determine if the project follows a "Housing First" Approach.

**1. Does the project quickly move participants into permanent housing without intermediary steps or a period of qualification before permanent housing?**

*PSH and RRH:* This question applies to entrance into your permanent housing project.

*TH:* This question applies to exiting participants into permanent housing.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If you checked "No", describe the steps the project is taking to reduce the length of time it takes to move participants into permanent housing, remove intermediary steps, or remove periods of qualification. Describe any obstacles to taking these steps. (Max 200 words)

**2. Does the project ensure that participants are NOT screened out from entry into the project based on the following items? Check ALL that apply.**

Having too little or no income	<input type="checkbox"/>
Active or history of substance abuse	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)	<input type="checkbox"/>
None of the above (Checking this box indicates that your project does screen out participants based on the above items.)	<input type="checkbox"/>

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO**

APPLICATION ID: \_\_\_\_\_

PROJECT TYPE: \_\_\_\_\_

If participants are screened out from entry into the project for ANY of the above reasons, describe the steps the project is taking to remove these barriers to entry. Describe any obstacles to taking these steps. (Max 200 words)

**3. Does the project ensure that participants are NOT terminated from the project for the following reasons? Check ALL that apply.**

Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area	<input type="checkbox"/>
None of the above (Checking this box indicates that your project does terminate participants for ALL of the above reasons.)	<input type="checkbox"/>

If the project terminates participants for ANY of the above reasons, please describe the steps the project is taking to STOP terminating participants for those reason(s). Describe any obstacles to taking these steps. (Max 200 words)

Your project follows "Housing First" Approach if ALL of the following statements are true.

- You responded "Yes" to Question 1; AND
- You checked ALL of the FIRST FOUR boxes in Question 2; AND
- You checked ALL of the FIRST FIVE boxes in Question 3.

**4. If the project follows "Housing First" approach, please describe the practices used by the project that demonstrate the use of "Housing First" Approach. (Max 200 words)**

**PHILADELPHIA CONTINUUM OF CARE PROGRAM  
2016 RENEWAL PROJECT APPLICATION COMPONENT TWO  
APPLICATION ID: \_\_\_\_\_  
PROJECT TYPE: \_\_\_\_\_**

**VI. Permanent Supportive Housing Programs ONLY**

Actual (FY 2013 HUD Grant) (Operating Year 2014-2015)

# of Vacancies (Beds) during the FY 2013 HUD grant period	# of Chronically Homeless Individuals/ Family Members who entered the project during the FY 2013 HUD Grant Period

Proposed (FY 2016)

Type of Bed	Reported in 2015 Project Application submitted in E-snaps	Proposed for FY 2016 (Operating Year 2017-2018)
# of Beds Dedicated to Chronically Homeless Individuals/ Families		
# of Beds NOT dedicated to Chronically Homeless Individuals/ Families		
Of those beds NOT dedicated to Chronically Homeless, how many will turnover in FY 16 (Operating Year 2017-2018)?		
Of those turning over, how many will be prioritized for Chronically Homeless Individuals/ Families?		

**VII. Performance Data**

(Maximum points awarded for Performance Data = 60 points)

Complete the attached excel spreadsheet "2016 Performance Measures" using the most recently submitted CoC APR.

Please indicate the period your CoC APR covered: \_\_\_\_\_ to \_\_\_\_\_

**REVISED COMPONENT THREE  
Section VII. Performance Data**

Application ID:	
Operating Year Start Date:	
Operating Year End Date:	

Please complete the **teach colored** boxes in the following charts using data submitted in your most recent APR. In the areas in which your project **did NOT** meet the HUD/Local goals, include a written explanation that addresses any extenuating circumstances and/or challenges that impacted your project's ability to meet them. **INCLUDE** your plans to address the identified challenges in the coming year to improve your project's performance in this area.

**L. Data Quality (Maximum points = 10 points)**

HUD/Local Standards: Less than 10% Don't Know/Refused and Missing values for each data element

Insert data found in "Q1. Data Quality."

Total number of Client Records					
Total number of Adult Records					
Total number of Unaccompanied Youth Records					
Total number of Leaver Records					
Data Element	Applies to:	Total Don't Know/Refused	Total Missing	% Don't Know/	% Missing
First Name	All clients				#DIV/0!
Last Name	All clients				#DIV/0!
SSN	All clients			#DIV/0!	#DIV/0!
Date of Birth	All clients			#DIV/0!	#DIV/0!
Race	All clients			#DIV/0!	#DIV/0!
Ethnicity	All clients			#DIV/0!	#DIV/0!
Gender	All clients			#DIV/0!	#DIV/0!
Veteran Status	Adults only			#DIV/0!	#DIV/0!
Disabling Condition	All clients			#DIV/0!	#DIV/0!
Residence Prior to Program Entry	Adults & UY			#DIV/0!	#DIV/0!
Income (at entry)	All clients			#DIV/0!	#DIV/0!
Income (at exit)	All Leavers			#DIV/0!	#DIV/0!
Non-Cash Benefits (at entry)	All clients			#DIV/0!	#DIV/0!
Non-Cash Benefits (at exit)	All Leavers			#DIV/0!	#DIV/0!
Physical Disability	All clients			#DIV/0!	#DIV/0!
Developmental Disability	All clients			#DIV/0!	#DIV/0!
Chronic Health Condition	All clients			#DIV/0!	#DIV/0!
HIV/AIDS	All clients			#DIV/0!	#DIV/0!
Mental Health	All clients			#DIV/0!	#DIV/0!
Substance Abuse	All clients			#DIV/0!	#DIV/0!
Domestic Violence	Adults & UY			#DIV/0!	#DIV/0!
Destination	All Leavers			#DIV/0!	#DIV/0!

If the project did not meet the HUD/ local standard, describe any extenuating circumstances and/or challenges the project faced in the reporting period. **INCLUDE** your plans to address the identified challenges in the coming year to improve your project's performance in this area.

REVISED COMPONENT THREE  
Section VII. Performance Data

2. Utilization Rates (Maximum points = 10 points)  
Local Standard: 90% or above for the 4 points in time.

How many units are in this project?:

Insert data found in "Q11, Unit Utilization Rate."

Point-in-Time (UNIT utilization rate on the last Wednesday in...)	
...January	
...April	
...July	
...October	

If the project did not meet the local standard for 3 or more points in time, please answer the following questions:

What are the referral sources for the project?

What are admission requirements (above HUD's minimum requirements of homelessness, and disability for PH)?

How many referrals have you received in the past year?

How many applicants have you rejected in the past year?

If the project did not meet the local standard, describe any extenuating circumstances and/or challenges the project faced in the reporting period. INCLUDE your plans to address the identified challenges in the coming year to improve your project's performance in this area.

REVISED COMPONENT THREE  
Section VII. Performance Data

3. Residence Prior to Program Entry (Maximum points = 10 points)

Local Standards: Participants are tracing from appropriate sources based on the program type. TH, PSH, and RRH: 51% or more of participants are coming from literally homeless situations (20a). PSH and RRH ONLY: Participants MUST come from homeless situations or institutional settings. TH: Projects serving youth under 25 or domestic violence survivors may have participants come from (20c) Other Locations. SH: 100% of participants MUST enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b).  
Insert data found in the FIRST COLUMN of "Q20, Residence Prior to Program Entry."

Living arrangement the night before program entry	Total number of persons	
	N	%
(20a) Homeless Situations		
Emergency shelter		#DIV/0!
Transitional housing for homeless persons		#DIV/0!
Place not meant for human habitation		#DIV/0!
Safe Haven	0	#DIV/0!
Subtotal (20a)	0	#DIV/0!
(20b) Institutional Settings		
Psychiatric facility		#DIV/0!
Substance abuse or detox center		#DIV/0!
Hospital (non-psychiatric)		#DIV/0!
Jail, prison, or juvenile detention		#DIV/0!
Foster care home or foster care group home		#DIV/0!
Subtotal (20b)	0	#DIV/0!
(20c) Other Locations		
PSH for homeless persons		#DIV/0!
Owned by client, no subsidy		#DIV/0!
Owned by client, with ongoing subsidy		#DIV/0!
Rental by client, no subsidy		#DIV/0!
Rental by client, with VASH subsidy		#DIV/0!
Rental by client, with other subsidy		#DIV/0!
Hotel/Motel, paid for by client		#DIV/0!
Staying or living with family		#DIV/0!
Staying or living with friend(s)		#DIV/0!
Other		#DIV/0!
Don't Know / Refused		#DIV/0!
Information Missing	0	#DIV/0!
Subtotal (20c)	0	#DIV/0!
Totals 20a, 20b, 20c	0	#DIV/0!

If the project did not meet the local standard, describe any extenuating circumstances and/or challenges the project faced in the reporting period. INCLUDE your plans to address the identified challenges in the coming year to improve your project's performance in this area.

REVISED COMPONENT THREE  
Section VII. Performance Data

4. Cash Income Change (Maximum Points = 10 points)  
Local Standard: 10% or more of all adults (Leavers + Stayers) will have more earned (employment) income than at entry.  
Local Standard: 33% or more of all adults (Leavers + Stayers) will have more income from sources other than employment than at entry.

Insert data found in the 1st and 3rd Rows of the THIRD chart "Q24b. Cash Income Change."

Did Income Category at Entry and Did Not Have It at Follow-up/Exit	Retained Income Category but Had Loss of Follow-up/Exit at Entry	Retained Income Category and Same at Follow-up/Exit at Entry	Retained Income Category and Increased at Follow-up/Exit	Did Not Have the Income Category at Entry and Gained the Income Category at Follow-up/Exit	Did Not Have the Income Category at Entry or Follow-up/Exit	Total Adults (including those with No Income)	Adults who Gained or Increased Income from Entry to Follow-up Average Gain
						0	0
						0	0

Number of Adults with Earned Income  
Number of Adults with Other Income

A. % of all Adults (Leavers + Stayers) with More Earned Income  
B. % of all Adults (Leavers + Stayers) with More Non-Employment Income

#DIV/0!  
#DIV/0!

If the project did not meet the local standard, describe any extenuating circumstances and/or challenges the project faced in the reporting period. INCLUDE your plans to address the identified challenges in the coming year to improve your project's performance in this area.

REVISED COMPONENT THREE  
Section VII. Performance Data

5. Non-Cash Benefit Sources (Maximum points = 10 points)  
Local Standard: 82% or more of all Leavers and Stayers (adults + children) are connected to at least one non-cash benefit.

	LEAVERS (Q26a1)	STAYERS (Q26b1)	LEAVERS + STAYERS	
	TOTAL	TOTAL	Total	% of Total
Supplemental Nutritional Assistance Program			0	#DIV/0!
MEDICAID Health Insurance			0	#DIV/0!
MEDICARE Health Insurance			0	#DIV/0!
State Children's Health Insurance			0	#DIV/0!
WIC			0	#DIV/0!
VA Medical Services			0	#DIV/0!
TANF Child Care services			0	#DIV/0!
TANF transportation services			0	#DIV/0!
Other TANF-funded services			0	#DIV/0!
Temporary rental assistance			0	#DIV/0!
Section 8, Public Housing, or other ongoing rental assistance			0	#DIV/0!
Other source			0	#DIV/0!

Insert data found in "Q26a2. Number of Non-Cash Benefit Sources - Leavers" & "Q26b2. Number of Non-Cash Benefit Sources - Stayers."

	LEAVERS (Q26a2)	STAYERS (Q26b2)
	Total	Total
No non-cash income benefits (1+ Source(s))		
Don't Know/refused		
Information Missing		
Total number of persons	0	0

% of all participants (Leavers + Stayers) with at least 1 source of non-cash benefits

#DIV/0!

If the project didn't meet the HUD or local standard, describe any extenuating circumstances and/or challenges the project faced in the reporting period. INCLUDE your plans to address the identified challenges in the coming year to improve your project's performance in this area.

REVISED COMPONENT THREE  
Section VII Performance Data

6a. Housing Stability (PSH) and 6b/c. Destination (TH, RRH, or Safe Haven) (Maximum points = 10 points)  
 HUD Standard (Transitional Housing AND Rapid Re-Housing Programs ONLY): 80% or more of leavers exit into permanent housing.  
 Local Standard (Safe Haven Programs ONLY): 55% or more of leavers exit into permanent housing.  
 Local Standard (Permanent Supportive Housing ONLY): 93% or more of participants remain in the program at the end of the year or exit to a different permanent housing destination. HUD Standard (Permanent Supportive Housing Programs ONLY): 80% or more of participants remain in the program at the end of the year or exit to a different permanent housing destination.

	More than 90 Days (Q1-Q3)	90 Days or Less (Q1-Q3)	ALL LEAVES	
	Total	Total	Count	% of Total
<b>Permanent Destinations</b>				
Owned by client, no ongoing subsidy			#DIV/0!	#DIV/0!
Owned by client, with ongoing subsidy			#DIV/0!	#DIV/0!
Rental by client, no ongoing subsidy			#DIV/0!	#DIV/0!
Rental by client, VASH Subsidy			#DIV/0!	#DIV/0!
Rental by client, other ongoing subsidy			#DIV/0!	#DIV/0!
PSH for homeless persons			#DIV/0!	#DIV/0!
Living with family, permanent tenure			#DIV/0!	#DIV/0!
Living with friends, permanent tenure			#DIV/0!	#DIV/0!
Subtotal	0	0	0	0%
<b>Temporary Destinations</b>				
Emergency shelter			#DIV/0!	#DIV/0!
Transitional housing for homeless persons			#DIV/0!	#DIV/0!
Staying with family, temporary tenure			#DIV/0!	#DIV/0!
Staying with friends, temporary tenure			#DIV/0!	#DIV/0!
Place not meant for human habitation			#DIV/0!	#DIV/0!
Safe Haven			#DIV/0!	#DIV/0!
Hotel or motel, paid by client			#DIV/0!	#DIV/0!
Subtotal	0	0	0	0%
<b>Institutional Settings</b>				
Foster care, home or group foster care home			#DIV/0!	#DIV/0!
Psychiatric facility			#DIV/0!	#DIV/0!
Substance abuse or detox facility			#DIV/0!	#DIV/0!
Hospital (non-psychiatric)			#DIV/0!	#DIV/0!
Jail, prison or juvenile detention facility			#DIV/0!	#DIV/0!
Subtotal	0	0	0	0%
<b>Other Destinations</b>				
Deceased			#DIV/0!	#DIV/0!
Other			#DIV/0!	#DIV/0!
Don't know / refused			#DIV/0!	#DIV/0!
Information Missing			#DIV/0!	#DIV/0!
Subtotal	0	0	0	0%
<b>Total number of persons</b>	0	0	0	0%

Total Number of Persons: 0  
 Total Number of "Stays": 0  
 Total Number of Persons exiting to PH: 0

PSH Programs: % of participants in the program at the end of the year or exiting to a different PH destination. #DIV/0!  
 RRH, TH and Safe Haven Programs: % of leavers exiting to a PH destination. #DIV/0!

If the project did not meet the local or HUD standard, describe any extenuating circumstances and/or challenges the program faced in the reporting period. INCLUDE your plan to address the identified challenges in the coming year to improve your program's performance in that area.

7. Significant Program Accomplishments  
 Please describe any significant accomplishments achieved by your program during the operating year.

City of Philadelphia -- Office of Supportive Housing  
 2016 HUD Continuum of Care Program  
 Local Renewal Project Application Evaluation Tool

Application ID: \_\_\_\_\_ Project Category: \_\_TH\_\_PH (RRH and PSH) \_\_Safe Haven  
 Date Reviewed: \_\_\_\_\_ Reviewer's Name: \_\_\_\_\_

II. Project Description & III. Participants

Please note: The Project Participants -- Subpopulation chart will not necessarily calculate to the same total as in the Project Participants -- Households chart. One participant may fall into multiple subpopulations.

Criteria	Point Value
Clear and comprehensive project description that describes the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), supportive services provided and coordination with other source(s)/partner(s). The project participant chart is fully consistent with the description. If not, a sound explanation was provided.	8-10
Project description provides a limited description of the population served and services provided. The project participant chart is somewhat consistent with the description.	5-7
Project description is lacking in content and does not present a clear picture of the project for reviewer. The project participant chart is not consistent with the description.	0-4

Reviewer's Score: \_\_\_\_ (max. points = 10)

Comments

**IV. Case Study**

Criteria	Point Value
One case study of client challenges was provided. The individual described is representative of the target population. The case clearly and completely illustrates efforts made by the housing and service providers to address the client's identified issues/needs. The outcome is clear.	8-10
Case study briefly highlights efforts made by both the housing and service providers to address the client's identified issues/needs and client's outcomes are clear.	5-7
Case study is lacking in content and does not present a clear picture of client challenges and staff interventions.	0-4

Reviewer's Score: \_\_\_\_ (max. points = 10)

**Comments**

**V. Adopting a "Housing First" Approach**

*(Permanent Supportive Housing, Rapid Re-Housing and Transitional Housing Projects ONLY; Not Applicable for Safe Haven projects: Award Safe Haven Projects the full 5 points.)*

To be considered as following a "Housing First" Approach, all three conditions must be met:

- Responded "Yes" to Question 1 of Section V
- Selected the first FOUR boxes in Question 2 of Section V
- Selected the first FIVE boxes in Question 3 of Section V

Criteria	Point Value
Project follows a "Housing First" approach (met ALL three conditions)	5
Project does not follow a "Housing First" approach, but met 2 conditions	3
Project does not follow a "Housing First" approach (met 1 or none of the conditions)	0
<b>Bonus points:</b> A sound explanation for why the project does not follow "Housing First" Approach was provided. <i>(Maximum possible score is still 5)</i> Examples of sound explanations include: - Other funding sources require project to follow certain processes or criteria - Project is a recovery program and commits to maintaining a sober living environment for participants	1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 5)

**Comments**

**VI. Prioritizing Households Most in Need**

Refer to the following sections of the application to score this section:

- II. Project Description
- III B. Project participants -- Subpopulations
- VI. Chronic Beds (Prioritized and Dedicated)

Criteria	Point Value
51% or more of project participants are HUD's priority populations: chronically homeless individuals or families, veterans, youth (ages 24 and below), and/or victims of domestic violence	5
50% or less of project participants are HUD's priority populations: chronically homeless individuals or families, veterans, youth (ages 24 and below), and/or victims of domestic violence	0

Reviewer's Score: \_\_\_\_ (max points = 5)

**Comments**

**VII. Performance Data (refer to the Performance Measures Excel spreadsheet)**

**1. Data Quality**

Use the "% Don't Know/Refused" and "% Missing" columns (highlighted in yellow) for review. HUD/Local Standard: Less than 10% "Don't Know/Refused" and less than 10% "Missing Values" for each data element.

Criteria	Point Value																								
<p>There are a total of 22 data elements. For each data element to be considered meeting HUD's standard, BOTH "Don't Know/Refused" and "Missing Values" must each be less than 10%. Score the application with the following points according to the number of data elements that meet the standard.</p> <table border="1"> <thead> <tr> <th>Points</th> <th>0</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td># of data elements with less than 10% "Don't Know/Refused" AND less than 10% "Missing" values</td> <td>0</td> <td>1-2</td> <td>3-4</td> <td>5-6</td> <td>7-8</td> <td>9-10</td> <td>11-12</td> <td>13-16</td> <td>17-19</td> <td>20-21</td> <td>22</td> </tr> </tbody> </table>	Points	0	1	2	3	4	5	6	7	8	9	10	# of data elements with less than 10% "Don't Know/Refused" AND less than 10% "Missing" values	0	1-2	3-4	5-6	7-8	9-10	11-12	13-16	17-19	20-21	22	0-10
Points	0	1	2	3	4	5	6	7	8	9	10														
# of data elements with less than 10% "Don't Know/Refused" AND less than 10% "Missing" values	0	1-2	3-4	5-6	7-8	9-10	11-12	13-16	17-19	20-21	22														
<p><b>Bonus points:</b> A sound explanation and plan to cure the missing data was supplied if there are data elements with more than 10% of "Don't Know/Refused" or "Missing" values. <i>(Maximum possible score is still 10)</i></p>	1-3																								

Reviewer's Score: \_\_\_\_\_ (max. points, including bonus = 10)

**Comments**

**2. Unit Utilization Rates**

Local standard: 90% or above for the 4 points in time. When scoring, please take into account the responses given to the additional questions.

Criteria	Point Value										
<p>For each point in time, score the application according to the following utilization rates:</p> <table border="1"> <thead> <tr> <th>Point Value for each Point-in-Time</th> <th>0</th> <th>1</th> <th>2</th> <th>2.5</th> </tr> </thead> <tbody> <tr> <td>Utilization Rate</td> <td>Below 75%</td> <td>75 - 79%</td> <td>80 - 89%</td> <td>90% and above</td> </tr> </tbody> </table> <p>Add up the scores for each Point in Time to calculate the overall score: January ____ + April ____ + July ____ + October ____ = Overall Score: ____</p>	Point Value for each Point-in-Time	0	1	2	2.5	Utilization Rate	Below 75%	75 - 79%	80 - 89%	90% and above	0-10
Point Value for each Point-in-Time	0	1	2	2.5							
Utilization Rate	Below 75%	75 - 79%	80 - 89%	90% and above							
<p><b>Bonus points:</b> A sound explanation of any extenuating circumstances or challenges faced in achieving higher utilization rates, and plan to address them was provided. <i>(Maximum possible score is still 10)</i></p>	1-3										

Reviewer's Score: \_\_\_\_\_ (max. points, including bonus = 10)

**Comments**

**3. Residence Prior to Program Entry: Complete EITHER section A, B, C, or D, depending on the project type.**

**A. Permanent Supportive Housing Projects ONLY:**

Local / HUD Standard: BOTH of the following conditions must be met:

- 100% of participants MUST enter from either literally homeless situations (20a) or institutional settings (20b); AND
- 51% or more of participants MUST enter from literally homeless situations (20a).

Criteria	Point Value
Project met local standard (met both conditions)	10
Project met the following condition ONLY: 51% or more of participants enter from literally homeless situations (20a).	5
Project met no conditions of the local standard	0
<p><b>Bonus points:</b> A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided. <i>(Maximum possible score is still 10)</i></p>	1-3

Reviewer's Score: \_\_\_\_\_ (max. points, including bonus = 10)

Comments

**B. Transitional Housing Projects ONLY:**

*Local Standard:*

- 51% or more of participants MUST enter from literally homeless situations (20a).

Please note that:

- TH Projects serving youth under 25 or domestic violence survivors may have participants enter from other locations (20c), such as their own rental housing, family or friends.

Criteria	Point Value
51% or more of participants enter from literally homeless situations (20a).	10
50% or less of participants enter from literally homeless situations (20a).	0
Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided. (Maximum possible score is still 10)	1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

Comments

**C. Rapid Re-Housing Projects ONLY:**

*Local / HUD Standard:* BOTH of the following conditions must be met:

- 100% of participants MUST enter from either literally homeless situations (20a) or institutional settings (20b); AND
- 51% or more of participants MUST enter from literally homeless situations (20a).

Criteria	Point Value
Project met local standard (met both conditions)	10
Project met the following condition ONLY: 51% or more of participants enter from literally homeless situations (20a).	5
Project met no conditions of the local standard	0
Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided. (Maximum possible score is still 10)	1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

Comments

**D. Safe Haven Projects ONLY:**

*Local / HUD Standard:*

- 100% of participants enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b).

Criteria	Point Value
100% of participants enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b).	10
Less than 100% of participants enter from an emergency shelter, a safe haven, a place not meant for human habitation (20a), or an Institutional Setting (20b).	0
Bonus points: A sound explanation of any extenuating circumstances or challenges in achieving required rates of applicants coming from literally homeless situations, and plan to address them was provided. (Maximum possible score is still 10)	1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

Comments

**4. Change in Cash Income**

**A. Earned Income**

*Local Standard:* 10% or more of all adults (Leavers and Stayers) will have more earned income than at entry.

Criteria							Point Value
Based on the percentage of all adults (Leavers and Stayers) that have more earned (employment) income than at program entry, score the application accordingly:							0-5
Points	0	1	2	3	4	5	
% of adults with more earned income than at program entry	5% and below	6%	7%	8%	9%	10% and above	

Reviewer's Score (Part A): \_\_\_\_ (max. points = 5)

**B. Non-employment Income**

Local Standard: 35% or more of all Adults (Leavers + Stayers) will have more income than at entry from sources other than employment.

Criteria							Point Value
Based on the percentage of all adults (Leavers and Stayers) that have more non-employment income than at program entry, score the application accordingly:							0-5
Points	0	1	2	3	4	5	
% of adults with more income from sources other than employment	23% and below	24-25%	26-28%	29-31%	32-34 %	35% and above	

Reviewer's Score (Part B): \_\_\_\_ (max. points = 5)

Bonus Points	Point Value
A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of adults improving their income, and plan to address them was supplied. Please consider the project's target population and potential challenges the population would have when seeking employment. (Maximum possible score is still 10)	1-3

Reviewer's Score (Part A + Part B + Bonus): \_\_\_\_ (max. points, including bonus = 10)

**Comments**

**5. Non-Cash Benefit Sources**

Local Standard: 82% or more of Leavers and Stayers (adults + children) will be connected to at least one mainstream benefit.

Criteria												Point Value
Based on the percentage of all adults (Leavers and Stayers) with at least 1 source of non-cash benefits, score the application accordingly:												0-10
Points	0	1	2	3	4	5	6	7	8	9	10	
% of participants with at least one non-cash benefit	69% and below	70%	71%	72%	73%	74%	75%	76-77%	78-79%	80-81%	82% and above	
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of connection to benefits or better appropriateness, and plan to address them was provided. (Maximum possible score is still 10)												1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

**Comments**

**6. Housing Stability**

Complete EITHER section A, B, C, or D, depending on the project type.

**A. Permanent Supportive Housing Projects ONLY:**

Local Standard: 93% or more of all participants (Leavers and Stayers) remain in the program at the end of the operating year or exit to a different permanent housing destination.  
HUD Standard: 80% or more of all participants (Leavers and Stayers) remain in the program at the end of the operating year or exit to a different permanent housing destination.

Criteria											Point Value	
Based on the percentage of all participants remaining in the program or exiting to a different permanent housing destination, score the application accordingly:											0-10	
Points	0	1	2	3	4	5	6	7	8	9		10
% of participants remaining in program or exiting to a permanent housing destination	69% and below	70-73%	74-76%	77%	78%	79%	80-82%	83-85%	86-88%	89-92%		93% and above
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of participants remaining or exiting to a different permanent housing destination, and plan to address them was provided. (Maximum possible score is still 10)											1-3	

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

**Comments**

**B. Transitional Housing Programs ONLY:**

HUD/ Local Standard: 80% or more of leavers will exit to a permanent housing destination. If no leavers, score "0". This is in recognition of HUD's emphasis on reducing the average length individuals and families experience homelessness. While residing in a transitional housing program, individuals and families are still considered to be homeless as they are not in a permanent housing situation.

Criteria		Point Value
Based on the percentage of all leavers exiting to a permanent housing destination, score the application accordingly:		0-10
Points	0 1 2 3 4 5 6 7 8 9 10	
% of leavers who exit to permanent housing and below	64% 65% 66% 67% 68-69% 70-71% 72-73% 74-75% 76-77% 78-79% 80% and above	
Note: If the program has no leavers, score the program as "0".		
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of leavers exiting to a permanent housing destination, and plan to address them was supplied. (Maximum possible score is still 10)		1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

Comments

**C. Rapid Re-Housing Programs ONLY:**

HUD/ Local Standard: 80% or more of leavers will exit to a permanent housing destination.

Criteria		Point Value
Based on the percentage of all leavers exiting to a permanent housing destination, score the application accordingly:		0-10
Points	0 1 2 3 4 5 6 7 8 9 10	
% of leavers exiting to permanent housing and below	64% 65% 66% 67% 68-69% 70-71% 72-73% 74-75% 76-77% 78-79% 80% and above	
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of participants exiting to a permanent housing destination, and plan to address them was supplied. (Maximum possible score is still 10)		1-3

Reviewer's Score: \_\_\_\_ (max. points, including bonus = 10)

Comments

**D. Safe Haven Programs ONLY:**

Local Standard: 55% or more of leavers will exit to permanent housing

If no leavers, score "0". This is in recognition of HUD's emphasis on reducing the average length individuals experience homelessness. While residing in a safe haven program, individuals are still considered to be homeless as they are not in a permanent housing situation.

Criteria		Point Value
Based on the percentage of all leavers exiting to a permanent housing destination, score the application accordingly:		0-10
Points	0 1 2 3 4 5 6 7 8 9 10	
% of leavers exiting to permanent housing and below	41% 42% 43% 44% 45% 46% 47-48% 49-50% 51-52% 53-54% 55% and above	
Bonus points: A sound explanation of any extenuating circumstances or challenges faced in achieving higher rates of participants exiting to a permanent housing destination, and plan to address them was supplied. (Maximum possible score is still 10)		1-3

Reviewer's Score: \_\_\_\_ (max. points including bonus = 10)

Comments

**Overall responsiveness to RFP /Explanations and plans to address deficiencies**

This section may be used to account for reviewers' discretion. Examples may be: to provide additional points for projects that had no participants who exited and therefore could not be scored in sections; for programs in which a reviewer assesses that there are mitigating factors in cases where goals were not achieved, and for first time renewals in which information may not be available yet for review.

**Questions to Consider:**

- After reviewing the full proposal, do you have a clear understanding of the target population and the program structure?
- Does the provider/proposal demonstrate an understanding of the performance data and describe circumstances that impacted performance, if applicable?
- If performance standards were not met, does proposal indicate clear and sound methods to improve?
- Are narrative descriptions of extenuating circumstances/challenges convincing?
- Accomplishments description.

Criteria	Point Value
All sections of proposal (budget, tables and narratives) are clear and complete – program structure is easy to understand, population served is explicit. Data is complete and if there are narrative explanations, they are clear and convincing. If participants exited the program, most destinations are positive. Those who remained appeared to be on track for positive outcomes (same/increased income, connected to mainstream benefits).	11-15
Fairly clear proposal. Complete with some details.	6-10
Proposal unclear, sections or responses missing, hard to understand program or population to be served.	0-5

Reviewer's Score: \_\_\_\_ (max. points = 15)

**Comments**

**Feedback on Renewal Application & Performance:** For ALL projects, please provide feedback highlighting the strengths of this application and the areas needing improvement.

\*\*\* For any projects with a score of 75 or below, please provide feedback to the Review Committee, as well as the provider by highlighting the issues or concerns you had while reviewing this application.

**TOTAL SCORE (out of 105):**

**OVERALL RECOMMENDATION:**

Please select one of the following designations after completing your review of the proposal:

- Recommended for funding (75-105 pts)
- Recommended with reservations (51-74 pts)
- Not recommended for funding (0-50 pts)



Long-Term Housing Unit  
 Quarterly Provider's Meeting  
 Wednesday, July 13, 2016

AGENDA

- |                                       |  |
|---------------------------------------|--|
| I. Welcome and Introductions          | Michelle Butler, Director of LTHU              |
| II. Employment Plus                   | Pamela Nabried-Abdullah, Horizon House         |
| III. HMIS Update                      | Dorothy Hang, HMIS Unit                        |
| IV. Program Compliance and Monitoring | Myrtice Williams, Program Analyst of PCMU, OSH |
| V. FY16 Monitoring Update             | LTHU Program Analysts                          |
| VI. Rent Calculations                 |  |
| VII. Coordinated Entry Update         | Michelle Butler, Director of LTHU              |
| VIII. FY17 Monitoring Information     |  |
| IX. Scopes                            |  |
| X. CoC Competition Update             |  |
| XI. Other Concerns/Provider Updates   |  |

Next meeting:

Wednesday, October 12<sup>th</sup>, 2016 from 10:00 a.m. -- 12:00 p.m.



Long-Term Housing Quarterly Provider Meeting  
 Wednesday, July 13, 2016

NAME	ORGANIZATION	EMAIL
Nia Brown	OSH	nia.brown@phub.gov
Janet White	FRP	jwhite@fpinc.org
B. TRAMBETTA	BETHESDA PROJECT	btrambetta@BETHESDAPROJECT.ORG
KATRINA FINGERSON	BETHESDA PROJECT	kafingerson@BETHESDAPROJECT.ORG
Mildred Kee	WDE <sup>women of</sup> <sub>episcopal church</sub>	wkees@MSN.COM
Sharon Mackay	PCRC / UMS	sharon.mackay@delaware.net
Dorothy Dolan	NCS	ddolan@northchick.com
Basil Chukwunonye	OSH	basil.chukwunonye@phil.org
Ashley Shearer	Dignity Housing	ashearer@dignityhousing.org
Roddy Medair	Horizon House	roddy.medair@hhinc.org
Rev. Kathleen Jones	Peters House Mission	jetershouse@meach.com
Shannon Morgan	DePaul U.S.H. (St. Rays)	shannon.morgan@depaul.usen.org

Long-Term Housing Quarterly Provider Meeting  
Wednesday, July 13, 2016

NAME	ORGANIZATION	EMAIL
Stacy Robinson	PHMC/HELP	Stacy@phmc.org
Charlie Wallace	Dwelling Center	Wallace@holycrosscare.org
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Donna Lewis	Self, Inc	lewis@selfinc.org
Jane Nevelles	DASH	nevelles@dash.org
Sara Frisky Simon	Catholic Social Services	frisky@cssi.org
Marcia Taylor	RHP Lombard in Lombard	mtaylor@rhp.org
Ann Marie Williams	Sharon House	awilliams@sharonhouse.org
HAREESH ALI	Home of Hope	hareesh@homeofhope.org
Khalia Johnson	"	"

Long-Term Housing Quarterly Provider Meeting  
Wednesday, July 13, 2016

NAME	ORGANIZATION	EMAIL
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Sandra Bullock	Woman of Excellence	sbullock@womanofexcellence.org
Beth McLean	Dwelling Center	blean@dwellingcenter.org
Emma James Fagius	VNC	emma@vnc.org
Jacqueline Lewis	PHMC/HELP	jacqueline@phmc.org
TERRIE ANTHONY	PHMC/HELP	terrie@phmc.org
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Debra Johnson	"	debra@dash.org
Sarah Janicki	WAA	sjanicki@womenagainstabuse.org
Mark A. Jones	Catch/Patrol House	patrolhouse@catchme.com

Long-Term Housing Quarterly Provider Meeting  
Wednesday, July 13, 2016

NAME	ORGANIZATION	EMAIL
Auntie Frances Cuthbert	Methodist Services	601.953.4174 methodist-services.org
Susan Vanderburg	Pathways to Housing	sunderburg@pathwaystohousing.org
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Khadja Stinson-Bey	Carriazien	khadja-stinson-bey@carriazien.org
Ike Onyiah	OSH	Ike.Onyiah@phila.gov
Beverly Cole	OSH	Beverly.Cole@phila.gov
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Ron Allen	Dwelling Center	RAllen@DwellingCenter.com
Anna Thompson-Suker	Dwelling Center	Sgaldana@DwellingCenter.com
Shelley Chatterjee	Families Forward	schatterjee@familiesforward.org
Lia McGrady	Calvert House	Lia.McGrady@calverthouse.org
Joski Gut	Project HOME	Joski.Gut@projecthome.org

Long-Term Housing Quarterly Provider Meeting  
Wednesday, July 13, 2016

NAME	ORGANIZATION	EMAIL
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Miraj Daps	FPF	Miraj.Daps@fpf.org
Esther Sharp	FPF	ESharp@fpf.org
Marion Bacon	FPF	M.Bacon@fpf.org
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Christina Garcia	RND/FEIT	christina.garcia@rnf.org
Abika Sutter-Bey	OSH	Abika.Sutter-Bey@phila.gov
Arcelia Evans	ECS/PSH	Arcelia.Evans@ecs-psh.org
Jeanne Wolanski	Self Inc.	Wolanski@selfinc.org
Sharon Suter	MSRP	Sharon.Suter@msrp.org

### FY 2016 HUD CoC Program Competition

①

HELPFUL LINKS

<https://www.hudexchange.info/programs/coc/>  
<https://www.hudexchange.info/programs/coc/eligibility/>  
<https://www.hudexchange.info/programs/coc/faq/>  
<https://www.hudexchange.info/programs/coc/faq/#faq-1>  
<https://www.hudexchange.info/programs/coc/faq/#faq-2>  
<https://www.hudexchange.info/programs/coc/faq/#faq-3>  
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### Philadelphia FY 2016 HUD CoC Application Decision-Making and Submission Timeline

①

7/15/16, 12:00pm	If you received funds to increase Administration, letter due to your HUD representative on your organization's letterhead
8/15/16, 3:00pm	Renewal project applications due in e-manage for FSI1 review
8/15/16	USI general project applications back to applicants in e-manage
8/30/16	USI to notify all projects as to whether or not they will be included in the FY 2016 CoC Consolidated Application and if their funding will be reduced
9/15/16, 3:00pm	Amended renewal project applications and all required attachments, including match and leverage letters, dated between May 1st and September 30th, 2016, due in e-manage
9/15/16	USI from your CoC Application and funding strategy project available on the website: <a href="https://www.phila.gov/hud/annual-program-coc">https://www.phila.gov/hud/annual-program-coc</a>
9/15/16, 3:00pm	Philadelphia's CoC Consolidated Application due to HUD in e-manage

### FY 2016 HUD CoC Funding Availability

①

#### Available funding for the Philadelphia CoC:

Tier 1 (99% of ARD)	Annual Renewal Demand (ARD)	\$32,632,211
	2% of ARD moved to Tier 2	(\$2,266,290)
	<b>Total Tier 1 Eligible Request</b>	<b>\$30,365,921</b>
Tier 2 (1% of ARD plus 5% Bonus)	Amount between Tier 1 and ARD (1% of ARD)	\$3,266,220
	Amount Available for PM Bonus (1% of ARD)	\$3,915,666
	<b>Total Tier 2 Eligible Request</b>	<b>\$7,181,886</b>
<b>TOTAL TIER 1 AND TIER 2 ELIGIBLE REQUEST</b>		<b>\$37,547,807</b>
CoC Planning Grant	Maximum CoC Planning Grant Request (1% of ARD)	\$498,991
<b>FY 2016 MAXIMUM ELIGIBLE REQUEST</b>		<b>\$38,046,798</b>

### How Projects in Tier 2 will be Scored

①

Criteria	Possible Points
CoC Application Score (by direct proportion)	50 points
CoC Ranking of the project applications	50 points
Type of Project	
Renewal and new Permanent Housing, Renewal Sale Leases, RMIS, SSO for Coordinated Entry System, or Transitional Housing that excluded only seven homeless youth	5 points
Renewal Transitional Housing	3 points
Renewal Supportive Services Only	3 points
Commitment to Housing First Approach	30 points
<b>Total Possible Points</b>	<b>100 points</b>

\* Please note that in the FY 2016 HUD CoC Competition, no points corresponded to the CoC Application Score, no points corresponded to the CoC Ranking of the project applications, no points corresponded to project type, and no points corresponded to Housing First Approach.

### Important Reminders

①

- Each project must ensure that:
  - All proposed project activities will be eligible for the project component type.
  - HUD's Threshold Requirements are based on page 73-84 of the FY 2016 MOFA.
  - The proposed activities are specific under the CoC Program's Intensive Role. Please refer to 24 CFR 578.37-59 for Subpart D - Program Components and Eligible CoCs.
  - Each project narrative is 24,000 characters in length, including all attachments and match letters.
  - The data provided in various parts of the project application are consistent.
  - All required attachments correspond to the attachments list in e-manage and the attachments section under the project information, and are dated between May 1, 2016, and September 30, 2016.
    - Please verify and update the submissions and attachments contained in your e-manage Project Application profile, including HUD 2016 and HUD 20170 Forms (do not re-submit the 20170).
  - It's organization is registered with Data and Beneficiary to obtain a DATA Universal Numbering System (DUNS) number.
  - It is required that completed or renewed its registration in the System for Award Management (SAM).

### Important Reminders

①

- Match
  - 25% match is required, determined by taking 25% of all budget lines (except Leasing).
  - Activities funded by match must be CoC eligible activities.
  - As authorized by the FY 2016 HUD Appropriations Act, program income (i.e., tenant rent/fees) may be used as a source of match and must be properly documented in the project application.
  - Match and leverage must be documented by letter or MOU, dated between 5/1/16 and 9/30/16.

### Federal CoC Program Policy Priorities

①

- Using a Housing First Approach
  - Housing First is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have restrictive participation requirements or preconditions such as sobriety or a job/income threshold. Projects using Housing First Approach often have supportive services; however, participation in these services is based on the needs and desires of program participants.
  - HUD will award 100 points to CoCs with at least 25% of projects utilizing Housing First Approach.
    - CoCs should invest the largest portion of their program to serve households with permanent housing and help providers improve performance.
    - Expand facilities and support centers so that where people needs housing, potential users have already been identified, opening up the housing process.
    - CoCs should review program-level disability criteria for all program activities and adjust to ensure housing and services.
    - Apply these criteria to all projects to ensure housing and services are available to meet the unique needs of each individual or family presenting.

### Federal CoC Program Policy Priorities

①

- Create a Systemic Response to Homelessness
  - Plan as a system - Ensure that people experiencing homelessness receive assistance as quickly as possible and that the assistance is focused on helping them exit and sustain housing. CoCs should invest in interventions for performance, stability (e.g., lease, rent, utilities, and cultural competency), and program system performance. Fund a variety of interventions and programmatic activities as needed. Make delivery of program assistance more open, flexible, and transparent. Invest in program staff and providers who have experience and skills that will ensure the most effective and efficient use of funds.
  - Strategically Allocate Resources
    - Invest in program activities that improve performance and cost effectiveness. CoCs should invest in the most effective and cost-efficient interventions and programmatic activities.
    - Maximize the use of state, tribal, and other community-based resources.
    - Review (at a local level) projects for cost effectiveness, performance, and for the number of years of activities in the program to ensure that CoCs are providing the most effective and efficient use of funds.
    - Integrate, coordinate, and align their program and activities in the most timely and effective manner to the needs of the local homeless population.



- When a project is deemed underperforming, the organization affiliated with said project will be ineligible for applying for new project funding.
- When a project is underperforming for two consecutive years, the recommendation will be made to eliminate CoC funding for said project.

**Cost Effectiveness Analysis**

Office of Homeless Services presented information about HUD's policy priorities, highlighting those related to comprehensive review of projects' cost and strategic resource allocation, to the QIES. Homeless Services established a goal of reallocating \$2 million to create new projects. QIES and Homeless Services discussed the cost analyses to be used to reallocate for underspending and cost-ineffectiveness. QIES provided input into the cost analysis and reallocation processes.

**Strategic Allocation of Resources**

QIES and Homeless Services discussed the performance of the renewal CoC projects that scored in the lowest 10% of projects, the 3-year average renewal score for these projects, and highlighting major performance concerns for these projects.

**Project Ranking**

QIES and Homeless Services discussed ranking new projects created through reallocation above the lowest scoring renewal projects as well as considering HUD's Tier 2 scoring criteria when ranking projects in Tier 2, making every effort to rank projects in a way that maximizes their potential score.

FY 2016 HUD CoC Funding Availability		
Available funding for the Philadelphia CoC:		
Tier 1 (93% of ARD)	Annual Renewal Demand (ARD)	\$32,631,711
	7% of ARD moved to Tier 2	(\$2,284,220)
Total Tier 1 Eligible Request		\$30,347,491
Tier 2 (7% of ARD plus 5% Bonus)	Amount between Tier 1 and ARD (7% of ARD)	\$2,284,220
	Amount Available for PH Bonus (5% of ARD)	\$1,631,586
Total Tier 2 Eligible Request		\$3,915,806
TOTAL TIER 1 AND TIER 2 ELIGIBLE REQUEST		\$34,263,297
CoC Planning Grant	Maximum CoC Planning Grant Request (3% of ARD)	\$978,951
FY 2016 MAXIMUM ELIGIBLE REQUEST		\$35,242,248

How Projects in Tier 2 will be Scored		
Criteria	Possible Points	
CoC Application Score (in direct proportion)	50 points	
CoC ranking of the project applications	35 points	
Type of Project	Renewal and new Permanent Housing, renewal Safe Haven, HMIS, SSO for Coordinated Entry System, or Transitional Housing that exclusively serves homeless youth	5 points
	Renewal Transitional Housing	3 points
	Renewal Supportive Services Only	1 point
Commitment to Housing First Approach	10 points	
Total Possible Points	100 points	

\*\* Please note that in the FY 2015 HUD CoC Competition, 60 points corresponded to the CoC Application Score, 20 points corresponded to the CoC ranking of the project application, 10 points corresponded to project type, and 10 points corresponded to Housing First Approach.



Tina presented the Indicators of Cultural Competence in Health Care Delivery Organizations assessment tool to the group. Tina requested that Lauren email out to the committee.

#### Reviewer Training

Tina requested feedback from the committee regarding how the June 1<sup>st</sup> reviewer training went. Feedback was that the training was clear and there was no confusion. There were a few items that needed more clarification: (1) how to score projects on the <10% missing and don't know/ refused standard for data elements and (2) what is a 1 point Bonus response vs. a 3 point Bonus response. There was one correction made as a result of the training: the months for Utilization Rate on the Scoring Tool did not match the months reported in APRs.

#### June 29th Review Session

Goal: Finalize scores; score reconciliation for those projects with a wide range of scores and outliers.

Facilitator: Japbir Gill will facilitate the review session. Roberta Cancellor or Michelle Butler will do introduction.

Meeting Organization: Discuss projects by project type: TH, PSH, RRH, and SH

#### Other Review Suggestions:

OSH will score and rank the projects with no APR data

To Infinity and Beyond!

Preparing for HUD System Performance Measures

Review the CoC Policy for Low Performers

Assess projects for Cultural Competence

Assess projects for Cost Effectiveness

Review and revamp our renewal and review process: Expand the process beyond CoC providers/ bring in outside entities to review project applications; look at what other CoCs do

Strategies for improving quality

#### Next Meeting

- Wednesday, July 8<sup>th</sup>, 10am

Philadelphia Continuum of Care  
Quality Improvement and Evaluation Subcommittee (QIES) Meeting  
May 18, 2016 Meeting Minutes

#### AGENDA

1. Welcome and Introductions
2. Review of Minutes from Last Meeting
3. Update: Changes to Application Since Last Meeting
4. DISCUSSION:
  - a. Input for upcoming Review Committee training: the what, why, and how of material presented
  - b. How to provide feedback to projects (regarding their application) beyond low-performers
  - c. Items from 2016 CoC Registration Notice:
    - i. Monitoring for Cultural Competence – suggested questions to ask or things to look for at site visits to monitor cultural competence
    - ii. Cost Effectiveness - OSH proposes evaluating cost effectiveness of all CoC Projects, similar to last year's process for TH. Feedback? Suggested methods?
    - iii. New Projects - OSH seeking feedback from QIES:
      1. For new RRH and PSH projects, should there be a limit to the amount a project can request, for instance, no more than \$1 million?
      2. Should there be a limit to the number of projects an organization can apply for, for instance, one per organization?
      3. For development projects, where a provider is seeking rent subsidies for when the project is complete... how to reconcile that development projects need sound commitments for all costs in order to proceed, but OSH can't award rent subsidies years ahead of the time they're needed, because of HUD's timeliness standards

#### Committee Members Present

Susan Brotherton	The Salvation Army
Roberta Cancellor	Office of Supportive Housing
Kelly Durand	People's Emergency Center
Japbir Gill	Project HOME
Jamila Harris-Morrison	ACHIEVEability
Sharon Mackrey	PCRC/ TURN
Emma Simmons Magnus	Veterans Multi-Service Center
Tina Pagotto	Bethesda Project
Shirley Robinson	HELP/ PHMC
Elise Scioscia	Women Against Abuse
Lauren Whiteleigh	Office of Supportive Housing
Carla J. Williams	Horizon House, Inc.

#### Committee Members Not Present

Nicole Drake	Women Against Abuse (represented by Elise Scioscia)
Mary Ellen Graham	My Place Germantown
Michele Mangan	Office of Supportive Housing
Shani Meacham	Valley Youth House
Kathleen Salerno	Veterans Multi-Service Center (represented by Emma Magnus)
Habibah Sulayman Smith	Administration for Children and Families--RHY
Vanessa Tercero	Dignity Housing
Rachel Yoder	Project HOME

Tina started the meeting at 10:04 with introductions, asking everyone to share one thing he/ she is grateful for, in the spirit of positivity.

Tina presented the April 20<sup>th</sup> meeting minutes for review and approval. The minutes were submitted for the record.

Tina reported that the Technical Assistance briefing went well, was well attended, and that there were 2 changes that came out of the briefing: (1) PIT Count Volunteer Response was moved to Component One and (2) the formats (Word, PDF, Excel, etc.) in which all components must be submitted were clarified.

#### Input for Reviewer Training

- Timeline of Competition
- Big focus on conflict of interest
- Review a case study and the emphasis on how to score case studies
- For quantifiable questions, provide examples for strong narrative responses that justify bonus points
- Scores are the priority! Comments are important also.
- Suggestion to have reviewers provide comments for ALL projects, not just those that scored lower than 75.
- Suggestion also to have reviewers submit their scoring tool in Word document so we can pull out their comments easily and put in format for feedback to all projects.
- 1 page overview of the CoC, system, what process is designed to do
- Clarify the difference in HUD vs. local standards for performance measures
- Suggestion to ask reviewers to read through all applications before scoring
- Reinforce that maximum points include bonus points
- Give singles to families, and families to singles
- Kelly Durand offered to ask PEC tech folks if they could record the training to be subsequently sent out as a webinar for reviewers to reference, or in the event reviewers don't make it to the June 1 training

#### Input for Review Session

- June 22<sup>nd</sup> review session should be focused.

- The goal of the session is to reconcile scores, not to address low performers.
- The discussion of low performers and ranking should be had at the QIES level.
- We will plan for this session at the next QIES meeting.

#### HUD's Priorities for FY 2016 CoC Competition: Monitoring for Cultural Competence

- It is too late to build in cultural competence into local application process. We can build this into this year's site visits.
- Suggestions:
  - Ask providers to describe the ways in which they operate in a culturally competent manner. What does cultural competence look like for you?
  - Follow up this broad question with probes for specifics that correspond to a Cultural Competence Checklist created for site visits.
- Jamila suggested identifying an evidence-based cultural competence assessment tool for this purpose
- If we are going to be assessing project on cultural competence moving forward, we must provide them with training on cultural competence and common definition to be very clear what we are looking for providers to be doing
- Carla suggested a Cultural Competence webinar she participated in hosted by the College of Direct Support; she believes one must be a member in order to take course
- Should have a disability focus

#### Priorities and Parameters for New Projects

- Instead of limiting supportive services to 20% of budget, the supportive services budget requested should be assessed for reasonableness
- Suggestion not to limit total \$\$ amount requested, with the understanding that project may be asked to scale down or up.
- Suggestion to not limit the number of proposals submitted per organization
- We typically do not require leverage for new projects.
- Suggestion that it is very important to be clear about the project type and target populations in the RFP
- What about Development projects that are applying for tax credits, but need commitment for rental subsidies to be strong applicant for tax credits? Question was posed: What do other CoCs do?
- Suggestion was that there could potentially be a contingency pool of underspent funds set aside for these projects.
- Suggestion to be clear in RFP that a development project does not have any development \$\$ commitment, don't apply for rental subsidies

- Kelly Durand reported that she believes our data isn't good enough to tell us we do or do not need more PSH for families because we can't document people's occasions and length of homelessness because of not have functioning HMIS.

#### Cost Effectiveness

- Look at cost over 3 year trend, especially because for programs that run up to 24 months, every other year look very different
- Suggestion to look at cost per length of stay would be stronger methodology than cost per positive exit
- Looking at CoC funding only for this purpose, but would be good to look at full project budgets for large system discussion and identifying promising practices in the CoC
- For organizations that run multiple programs and share resources, getting an accurate project budget is difficult. Important to ask: What does it cost to run your program?

#### Next Meeting

- Wednesday, June 8<sup>th</sup>, 10am

Philadelphia Continuum of Care  
Quality Improvement and Evaluation Subcommittee (QIES) Meeting  
April 20, 2016 Meeting Minutes

#### Committee Members Present

Roberta Cancellier	Office of Supportive Housing
Nicole Drake	Women Against Abuse
Jamila Harris-Morrison	ACHIEVEability
Gerald James	OSH Intern
Sharon Mackrey	PCRC/ TURN
Emma Simmons Magnus	Veterans Multi-Service Center
Michele Mangan	Office of Supportive Housing
Shani Meacham	Valley Youth House
Tina Pagotto	Bethesda Project
Shirley Robinson	HELP/ PHMC
Vanessa Tercero	Dignity Housing
Lauren Whiteleigh	Office of Supportive Housing
Carla J. Williams	Horizon House, Inc.

#### Committee Members Not Present

Kelly Durand	People's Emergency Center
Mary Ellen Graham	My Place Germantown
Kathleen Salerno	Veterans Multi-Service Center (represented by Emma Magnus)
Elise Scioscia	Women Against Abuse (represented by Nicole Drake)
Habibah Sulayman Smith	Administration for Children and Families -- RHY
Rachel Yoder	Project HOME

Tina started the meeting at 10:10AM with introductions, asking everyone to share one word describing how they are feeling.

Tina presented the April 6<sup>th</sup> meeting minutes for review and approval. It was noted that Kelly Durand was present at the April 6<sup>th</sup> meeting. The minutes were submitted for the record, with the one edit.

#### CoC Renewal Review / Scoring Tool

Tina walked through each section of the renewal review tool with the committee.

The following suggestions for changes were made:

- In each section, Lauren will add language that the max points includes bonus points.
- For the Housing First Approach Section, Lauren will replace permanent housing with Permanent Supportive Housing and Rapid Re-housing.
- For the data quality performance measures section, Lauren will add language clarifying that the Less than 10% standard applies to both Don't Know/ Refused and Missing columns. Each must be less than 10%.
- Lauren to add individual boxes for each Point in Time Utilization rate.

- Lauren to separate Rapid Re-Housing from Transitional Housing in Performance Measures sections and add comment boxes for each.
- Lauren to add more description in the points tables for each performance measure.
- Non-cash benefits – Lauren to adjust scoring and eliminate Part B.
- Destination – Lauren to edit language to specify % applies to leavers only.
- Prioritizing Households Most in Need – Lauren to add Section VI, Dedicated and Prioritized Beds to this section
- Overall Responsiveness – Lauren to change language regarding budget so reviewers are looking for completed budgets ONLY.

**Mandatory Technical Assistance Briefing**

Committee provided Lauren with guidance regarding the agenda and presentation for the technical assistance briefing; go through each question, new and old; explain the Application ID; reminder of the match/ leverage requirements; special attention to Housing First Approach question; provide scoring tool at briefing; mention the questions taken from e-snaps.

Tina will introduce the QIES, its work, how it worked to align the local application with esnaps, etc. OSH will walk through the application.

**Review Committee**

Jamila encouraged all members of the QIES to participate on the review committee to see what the process looks like from the reviewer perspective. Subcommittee stressed the importance of clarifying the maximum allowable points (including bonus) at the reviewer training.

**Next Meeting**

- Next meeting, we will focus on how we can provide providers with feedback and other goals the committee can tackle following the local renewal process.

Philadelphia Continuum of Care  
Quality Improvement and Evaluation Subcommittee (QIES) Meeting  
April 6, 2016 Meeting Minutes

**Committee Members Present**

Nicole Drake	Women Against Abuse
Kelly Durand	People's Emergency Center
Jamila Harris-Morrison	ACHIEVEability
Gerald James	OSH Intern
Emma Simmons Magnus	Veterans Multi-Service Center
Shirley Robinson	HELP/ PHMC
Vanessa Tercero	Dignity Housing
Lauren Whiteleigh	Office of Supportive Housing
Carla J. Williams	Horizon House, Inc.

**Committee Members Not Present**

Mary Ellen Graham	My Place Germantown
Sharon Mackrey	PCRC/ TURN
Michele Mangan	Office of Supportive Housing
Shani Meacham	Valley Youth House
Tina Pagotto	Bethesda Project
Kathleen Salerno	Veterans Multi-Service Center (represented by Emma Magnus)
Elise Scioscia	Women Against Abuse (represented by Nicole Drake)
Habibah Sulayman Smith	Administration for Children and Families-- RHY
Rachel Yoder	Project HOME

Jamila started the meeting at 10:10AM with introductions, asking everyone to share any place in the world they'd like to be ☺. Jamila announced that Mary Ellen Graham has a permanent conflict with the Subcommittee meeting schedule, but that Mary Ellen would like to participate in future work of the Committee beyond the local competition.

Jamila presented the March 23rd meeting minutes for review and approval. The motion for approval was approved. The minutes were submitted for the record.

**CoC Renewal Timeline**

Jamila reviewed the updated renewal timeline, noting that applications will be sent out on April 18<sup>th</sup>, due back to OSH on Friday, May 20<sup>th</sup>, no later than 4:00pm. Jamila noted that the mandatory briefing will be held on Tuesday, April 26<sup>th</sup> at CHOP.

**Mandatory Technical Assistance Briefing**

Lauren will communicate with QIES re: the agenda and presentation. We will discuss the briefing at our next subcommittee meeting. Lauren to send out notification to grantees.

**Review Committee**

Jamila encouraged all members of the QIES to participate on the review committee to see what the process looks like from the reviewer perspective. We will discuss at next subcommittee meeting QIES suggestions for improvements to the Review Committee training and the meeting at which we discuss projects with a wide range of scores. Items we need to focus on are improving how we communicate the expectations of the reviewers/ what they are responsible for.

#### Local CoC Renewal Application

- Each project will be assigned a unique application ID to increase objectivity in review process.
- Language change to Housing First question:
  - If your project is Housing First, please explain steps taken to adopt this approach or what practices demonstrate the use of this approach. PSH and RRH: this applies to entry into your program and/or exit into permanent housing
  - TH: this applies to exiting participants to PH
- Residence prior to program entry: Lauren to look into the 10 point value of this performance measure

#### Next Meeting

- Next meeting, we will focus on the scoring tool, preparing for the mandatory briefing, and the discuss the reviewer training.

# Philadelphia Continuum of Care

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## Governance Charter

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## **Background**

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As stated in the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Interim Rule, a Continuum of Care is designed to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. At a minimum, the system includes:

- Outreach, engagement, and assessment;
- Shelter, housing, and supportive services;
- Homeless prevention strategies

The interim rule establishes the Continuum of Care as the planning body responsible for meeting the goals of the Continuum of Care program. The purpose of the Continuum of Care program is to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts to quickly re-house individuals (including unaccompanied youth) and families experiencing homelessness while minimizing trauma and dislocation to those persons;
- Promote access to and effective use of mainstream programs by individuals and families experiencing homelessness; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

Federal Continuum of Care program funds may be used for 1) permanent housing (PH) which includes permanent supportive housing for persons with disabilities (PSH) and rapid re-housing; 2) transitional housing (TH); 3) Supportive Service Only (SSO); and 4) Homeless Management Information System (HMIS).

## **Purpose of Charter**

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This Charter identifies the purpose, composition, responsibilities, and governance of the Philadelphia Continuum of Care (hereinafter referred to as the Philadelphia CoC).

## **Mission**

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The mission of the Philadelphia CoC is to coordinate and implement a system that prevents and eradicates homelessness throughout Philadelphia, Pennsylvania. It is a broad-based coalition of homeless housing and shelter providers, consumers, advocates, government representatives, and community stakeholders working together to shape citywide planning and decision-making.

## **CoC Responsibilities**

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As established in the interim rule, the Continuum of Care must:

- A. Operate the Continuum of Care
  1. Hold regular meetings of the full membership, with published agendas, at least semiannually;
  2. Issue a public invitation for new members from within the geographic area at least annually;
  3. Adopt and follow a written process to select a CoC board and review, update, and approve the process at least once every 5 years;
  4. Appoint additional committees, subcommittees, or workgroups as needed;
  5. In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead, develop, follow, and update annually (1) a governance charter that includes all procedures and policies needed to comply with 24 CFR Part

- 578.7(b) and with HMIS requirements as prescribed by HUD and (2) a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
6. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
  7. Evaluate outcomes of projects funded under the Emergency Solutions Grant (ESG) program and the CoC program, and report to HUD;
  8. Establish and operate a coordinated assessment system, in consultation with recipients of ESG program funds. The coordinated assessment system must comply with the following minimum requirements:
    - i. Cover the geographic area served by the Philadelphia CoC
    - ii. Easily accessed by individuals and families seeking housing services
    - iii. Well advertised
    - iv. Include a comprehensive and standardized assessment tool
  9. Establish and consistently follow written standards for providing CoC assistance, in consultation with recipients of ESG program funds. At a minimum, these written standards must include:
    - i. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
    - ii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
    - iii. Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid re-housing assistance;
    - iv. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance; and
    - v. Policies and procedures for determining which eligible individuals and families will receive permanent supportive housing assistance.
- B. Designate a Homeless Management Information System (HMIS) for the Continuum of Care
1. Designate a single HMIS for the geographic area
  2. Designate a single eligible applicant to manage its HMIS, which is known as the HMIS Lead;
  3. Review, revise, and approve privacy, security, and data quality plans for the HMIS;
  4. Ensure consistent participation of recipients and subrecipients in the HMIS; and
  5. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
- C. Plan for the Continuum of Care
1. Coordinate and implement a comprehensive system to address the needs of the homeless population and subpopulations and persons experiencing a housing crisis. At a minimum, the system should include:
    - i. Outreach, engagement, and assessment;
    - ii. Shelter, housing, and supportive services;
    - iii. Homelessness prevention strategies
  2. Plan for and conduct, at least biennially, a Point-in-Time count of homeless persons within the geographic area that meets HUD requirements;
  3. Conduct an annual gaps analysis of the homelessness needs and services within the geographic area;
  4. Provide information required to complete the Consolidated Plan;

5. Consult with local government Emergency Solutions (ESG) program recipients within in the geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.
- D. Prepare Application for CoC Program Funds
1. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD;
  2. Establish priorities for funding projects through a process that is transparent, inclusive, and based on the standards indicated in 24 CFR Part 578.19;
  3. Designate the collaborative applicant to submit the CoC Consolidated Application for funding on behalf of the CoC.

## **CoC Staffing**

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The City of Philadelphia Office of Homeless Services (OHS) is the public entity charged with the policy, planning, and coordination of the City's response to homelessness. Major areas of work include the coordination of the Homeless Continuum of Care and implementation of strategic plans to reduce and end homelessness.

The Office of Homeless Services is the entity responsible for ensuring the Philadelphia CoC fulfills all of the duties of a continuum of care set forth in 24 CFR Part 578 and HMIS requirements as prescribed by the U.S. Department of Housing and Urban Development. Additionally, OHS shall:

- A. Staff the CoC and related board, committees, workgroups, and ad hoc committees, including but not limited to:
  1. Preparing agendas and minutes, meetings materials, and communications
  2. Maintaining records and distribution lists
- B. Serve as the Collaborative Applicant for CoC program funds
- C. Serve as the CoC HMIS Lead
- D. Establish and operate a coordinated assessment system

## **CoC Membership**

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Membership in the Philadelphia CoC is open to all stakeholders interested in the purposes of the CoC, including nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and individuals currently or formerly experiencing homelessness.

Annually, the Office of Homeless Services shall issue a public invitation for any interested person to become a member of the CoC. The invitation shall be sent to relevant organizations and posted on the Office of Homeless Services website. New members may enroll at any time during the year by providing their name, contact information, and any relevant affiliations to the OHS.

All homeless assistance shelter and housing providers in Philadelphia and stakeholders serving on the Philadelphia CoC Board, CoC Advisory Committee, and CoC Standing Subcommittees are automatically members of the Philadelphia CoC. Voting members are limited to the members of the Philadelphia CoC Board (hereinafter referred to as the CoC Board).

### **Section 1.01 Full Membership Meetings**

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The full membership of the Philadelphia CoC shall meet at least semi-annually. The semi-annual meetings shall include the following:

1. A report on the CoC's activities and progress toward meeting goals

2. Any other business the CoC Board and the Office of Homeless Services chooses to put before the members

Notice of the date, time, and place of full Membership Meetings shall be sent to members by email at least fifteen (15) business days before the meeting date.

The agenda of full Membership Meetings shall be sent to members by email at least five (5) business days before the meeting date.

## **CoC Governance Structure**

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The Continuum of Care shall have a CoC Board, CoC Advisory Committee, standing Subcommittees, and ad hoc subcommittees and workgroups to accomplish the responsibilities of the CoC, as defined in the CoC Program interim rule.

### **Section 1.02 CoC Board**

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The Philadelphia CoC Board is the primary decision making body of the CoC. Decisions shall be made with input from the CoC Advisory Committee, Standing Subcommittees, and the Office of Homeless Services.

#### **Responsibilities**

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The CoC Board shall be responsible for approval of all CoC policies, procedures, and CoC program funding decisions.

#### **Composition**

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In compliance with CoC Program interim rule, the CoC Board must:

1. Include at least one individual currently or formerly experiencing homelessness
2. Represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking.

One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the board.

The Philadelphia CoC Board shall consist of 17 members, of which 15 are voting members and 2 are non-voting ex-officio members, as follows:

- Voting Members
  - Five (5) government agencies:
    - Department of Behavioral Health and Intellectual disAbility Services (DBHIDS)
    - Division of Housing and Community Development (DHCD)
    - Philadelphia's Community Action Agency (Mayor's Office of Community Empowerment and Opportunity)
    - Philadelphia Housing Authority (PHA)
    - Philadelphia VA Medical Center
  - Four (4) nonprofit homeless assistance providers
  - Four (4) individuals currently or formerly experiencing homelessness representing single males and single females, families, and/or youth

- Two (2) community stakeholders, e.g. business community, hospitals, universities, funders, neighborhood groups/associations
- Non-voting Ex-Officio Members
  - Office of Homeless Services (OHS)
  - Chair of the CoC Advisory Committee

Each organization/agency shall only fill one voting seat.

Each voting Board member representing an agency or organization must be an executive or senior level staff person.

Each Board member must have a designated alternate on file with the Office of Homeless Services. Both are considered CoC Board representatives for their specific seat. The CoC Advisory Committee Vice-Chair shall serve as the designated alternate for the Advisory Committee Chair.

### Selection/Election Process

For government representatives, each government agency selects a representative and alternate.

For nongovernment representatives, the Office of Homeless Services shall invite CoC members to apply for CoC Board membership annually. The Nominating Subcommittee shall recommend members to the CoC Board for election to the Board.

### Term of Office

Government seats are permanent seats dedicated to respective government agencies to encourage interagency coordination.

Board members representing nongovernment entities shall serve staggered terms of three years so that approximately one-third of members stand for election each year. In the Board's first year (Fiscal Year 2014-2015), newly-elected members shall draw lots to determine the length of their term—one, two, or three years. A member may serve two – three year terms. Following the end of a member's second term, he/she shall not be eligible for re-election until one year has passed.

The Chair of the CoC Advisory Committee shall serve on the CoC Board for the duration of his/her two year term as Advisory Committee Chair.

### Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Co-Chairs and the Office of Homeless Services. In addition, members may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, or violation of code of conduct policies.

### Vacancies

When a nongovernment representative resigns, is removed from the Board, or cannot serve his/her full term for any reason, the Nominating Subcommittee shall call a special election to fill the unexpired term. The Nominating Subcommittee shall recommend members to the CoC Board for election to the Board.

### Officers

The CoC Board shall be led by two Co-Chairs, on which one shall represent the Office of Homeless Services.

### Election and Term

The Co-Chair not representing the Office of Homeless Services shall be elected by the CoC Board. The ex-officio member representing the CoC Advisory Committee is not eligible for Co-Chair election.

The CoC Board Co-Chair not representing the Office of Homeless Services shall serve a two-year term. Following the end of this Co-Chair's term, he/she shall not be eligible for re-election to the Co-Chair position until one year has passed.

### *Responsibilities*

The Co-Chairs are responsible for the following:

1. Call for and preside over Regular and Special meetings.
2. Set the CoC Board Meeting agenda, in collaboration with Office of Homeless Services staff.
3. Ensure that the CoC Board is working collectively and individually to meet the purposes of the Philadelphia CoC.

### *Resignation*

Unless otherwise provided by written agreement, the Co-Chair not representing OHS may resign at any time by giving written notice to the remaining Co-Chair and the Office of Homeless Services.

### *Vacancies*

When the Co-Chair not representing OHS resigns or cannot serve his/her full term for any reason, the remaining Board members shall call a special election to fill the unexpired term.

### CoC Board Meetings

1. There will be a minimum of three (3) CoC Board meetings each Philadelphia CoC year
  - a. The agenda for CoC Board meetings shall be distributed no later than seven (7) business days prior to the scheduled meeting.
  - b. Minutes of all meetings shall be distributed no later than two (2) weeks following the recorded meeting.
2. Special meetings of the CoC Board may be called by the Co-Chairs when it is deemed in the best interest of the Philadelphia CoC, or upon the request of the Office of Homeless Services.
3. Voting Procedure:
  - a. Each voting member present, in person or by their designated alternate, shall be entitled to one vote.
  - b. Upon demand of any voting member, any vote shall be by ballot.
  - c. A quorum of more than 50% of the voting members must be present for a motion to be brought to a vote. If there is no quorum present, the motion is tabled until a time a quorum is present.
  - d. A motion passes if greater than 50% of votes cast are in favor of the motion.
  - e. When time-sensitive issues arise requiring a vote before the next scheduled CoC Board meeting, the CoC Board co-chairs may call for votes to be conducted via email. More than 50% of the CoC Board must vote in favor in order for a motion to pass by email vote.
4. The Philadelphia CoC Board will be governed by Roberts Rules of Order.
5. 100% attendance is expected. However, in order to be eligible for reelection, a representative, or their alternate, must have attended at least 2/3 of the previous year's CoC Board meetings.

### Section 1.03 CoC Advisory Committee

#### Responsibilities

The CoC Advisory Committee shall advise and provide input to the Office of Homeless Services and the CoC Board on issues related to the planning and operation of the Philadelphia CoC, including but not limited to:

1. Process for CoC program funding application development and submission, ensuring it is as competitive as possible
2. Data collection and review of Point-in-Time Count, Housing Inventory Chart, Annual Homeless Assessment Report, and Annual Performance Reports
3. Policy and process recommendations made by CoC Standing Subcommittees

The Advisory Committee shall also provide input to the Office of Homeless Services on broader implementation and policy issues impacting homelessness (e.g., emerging trends, service gaps).

If applicable, Advisory Committee members shall communicate important Philadelphia CoC activities and decisions to their agencies and/or membership.

### Composition

The Advisory Committee shall be made up of CoC members interested in the purposes of the Committee.

Each CoC Advisory Committee member must have a designated alternative on file with the Office of Homeless Services. Both are considered CoC Advisory Committee representatives for their specific seat.

Each organization/agency shall only fill one seat.

### Term of Office

CoC Advisory Committee members shall serve a one year term. There is no limit to the number of terms a member may serve.

### Membership Process

To ensure thorough representation by all relevant stakeholders, the Office of Homeless Services shall invite all CoC members to join the CoC Advisory Committee annually.

### Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chair and the Office of Homeless Services. In addition, members may be removed from the Advisory Committee by a majority vote of remaining Committee members for misconduct or violation of code of conduct policies.

### Officers

The CoC Advisory Committee shall be led by a Chair, who is a non-voting ex-officio member of the CoC Board, and a Vice-Chair.

### Election and Term

The Chair and Vice-Chair shall be elected by the Advisory Committee. The Chair and Vice Chair shall each serve 2 year terms. After serving one 2-year term, the Vice-Chair becomes the Committee's Chair. Following the end of the Chair's term, he/she shall not be eligible for re-election until one year has passed.

### Responsibilities

The Chair and Vice-Chair are responsible for the following:

1. Call for and preside over Regular and Special meetings.
2. Set the Advisory Committee agenda, in collaboration with Office of Homeless Services staff.

The Chair represents the Advisory Committee on the CoC Board.

### *Resignation*

Unless otherwise provided by written agreement, a Chair or Vice-Chair may resign at any time by giving written notice to the remaining Chair or Vice-Chair.

### *Vacancies*

When the Chair resigns or cannot serve his/her full term for any reason, the Vice-Chair fills the unexpired term.

When the Vice-Chair resigns or cannot serve his/her full term for any reason, the remaining Committee members shall call a special election to fill the unexpired term.

### *Advisory Committee Meetings*

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1. The CoC Advisory Committee shall meet bi-monthly.
  - a. The agenda for Advisory Committee meetings shall be distributed no later than five (5) business days prior to the scheduled meeting.
  - b. Minutes of all meetings shall be distributed no later than two (2) weeks following the recorded meeting.
2. Special meetings of the Advisory Committee may be called by the Chair and Vice-Chair when it is deemed in the best interest of the Philadelphia CoC or upon the request of the Office of Homeless Services.
3. 100% attendance is expected. However, in order to be eligible for election to a leadership position on the CoC Advisory Committee, a representative, or his/her alternate, must have attended at least 2/3 of the previous year's Committee meetings. Also, in order to be eligible to vote for the Chair and Vice-Chair, a representative, or their alternate, must have attended at least 2/3 of the previous year's Committee meetings.

### *Section 1.04 Standing Subcommittees*

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The Philadelphia CoC shall have three standing subcommittees, as follows:

1. HMIS HEARTH Data Subcommittee
2. Nominating Subcommittee
3. Quality Improvement and Evaluation Subcommittee

### *Responsibilities*

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#### *HMIS HEARTH Data Subcommittee*

At a minimum, the HMIS HEARTH Data Subcommittee shall work with the HMIS Lead to:

1. Develop, annually review, and as necessary, make revision recommendations for Philadelphia CoC Board approval the HMIS Governance Charter, privacy, security, and data quality plans, as well as any other HMIS policies and procedures required by federal partners;
2. Develop for Philadelphia CoC Board approval, and implement a plan for monitoring the HMIS to ensure that:
  - a. All HMIS Participating Agencies consistently participate in HMIS;

- b. HMIS is satisfying the requirements of all regulations and notices issued by federal partners;
  - c. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Philadelphia CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
3. Oversee and monitor HMIS data collection and production of the following reports:
    - a. Sheltered point-in-time count (PIT)
    - b. Housing Inventory Chart (HIC)
    - c. Annual Homeless Assessment Report (AHAR)
    - d. Annual Performance Reports (APRs); and
    - e. Data Quality Monitoring Reports

### *Nominating Subcommittee*

At a minimum, the Nominating Subcommittee is responsible for the following:

1. Recommend a written process to select a board
2. Coordinate CoC Board election processes
3. Provide guidance and input to OHS on the development and annual update of the governance charter

### *Quality Improvement and Evaluation Subcommittee*

At a minimum, the Quality Improvement and Evaluation Subcommittee is responsible for the following:

1. Provide guidance and input on a quality improvement process
2. Consult with OHS to establish performance targets appropriate for population and program type
3. Evaluate outcomes and recommend actions against poor performers
4. Using PIT, HIC, and gap analysis data, recommend funding priorities for annual CoC application
5. Develop evaluation criteria, measurement tool, and renewal evaluation process for project applications
6. Recommend and rank programs/projects to include in the annual CoC application

### *Composition*

Standing Subcommittees shall be made up of CoC members interested in the purposes of the respective subcommittee.

### *Term of Office*

Standing Subcommittee members shall serve a one year term. There is no limit to the number of terms a member may serve.

### *Membership Process*

The Office of Homeless Services shall invite all CoC members to join the Standing Subcommittees annually.

### *Resignation and Removal*

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Office of Homeless Services. In addition, members may be removed from the

Advisory Committee by a majority vote of remaining Committee members for misconduct or violation of code of conduct policies.

### Officers

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Each Standing Subcommittee shall be led by a Chair who shall serve a one year term. There is no limit to the number of terms a Chair may serve.

### Section 1.05 Workgroups and Ad Hoc Subcommittees

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The Philadelphia CoC may establish workgroups and/or ad hoc subcommittees centered around specific subpopulations or to accomplish action specific work. These groups may be ongoing or time limited, shall meet as needed, and may include but are not limited to:

- Children
- Chronic Homelessness
- Coordinated Assessment
- Employment and Income
- Families
- Outreach
- Point-in-Time Count Planning
- Policies and Standards
- Unaccompanied Youth
- Veterans

### Code of Conduct

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The Philadelphia CoC shall adopt a Code of Conduct to guide its members and staff in their conduct when acting on behalf of the CoC. At a minimum, CoC members and staff shall:

1. Abide by the governing documents and policies of the Philadelphia CoC
2. Comply with applicable federal, state, and local laws, regulations, and fiduciary responsibilities
3. Not accept commissions, gifts, payments, loans, or other items of value from anyone who has or may seek some benefit from the Philadelphia CoC
4. Act at all times in accordance with the highest ethical standards and in the best interest of the Philadelphia CoC, its members, program participants, and constituents
5. Respect the confidentiality of sensitive information about the Philadelphia CoC, its members, program participants, and staff
6. Respect the uniqueness and intrinsic worth of every individual, and treat all people with dignity, respect, and compassion
7. Develop, administer, and advocate for policies and procedures that foster fair, consistent, and equitable treatment for all

### Section 1.06 Rules Regarding Conflicts of Interest

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Board members, committee members, and other Philadelphia CoC agents and employees must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Board and any of its committees.

1. Board members, committee members, and other Philadelphia CoC agents and employees may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:

- a. Any organization that they or a member of their immediate family represents; or
  - b. Any organization from which they or a member of their immediate family derives income, services, or anything of value.
2. Whenever Philadelphia CoC Board members, committee members, agents, employees, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
    - a. Fully disclose the nature of the interest; and
    - b. Withdraw from discussing, lobbying or voting on the matter.

With regard to participation in proposal reviews, proposals assigned to each reviewer are sent before the review meeting takes place. Before reviewers score project applications, reviewers are asked to determine whether a conflict of interest exists with any application that has been assigned. If it is determined that a conflict or the appearance of a conflict exists, the application shall be assigned to another reviewer and a replacement application shall be provided. All reviewers shall be required to sign a conflict of interest document.

### Disclosure

At the beginning of every meeting of the Board, Committee, or Subcommittee, members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

### Abstention from Decision-Making

Any matter in which Board or committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Board and committee members' abstention.

### Section 1.07 Rules Regarding Confidentiality

All Board members, committee members, and other Philadelphia CoC agents and employees shall respect the confidentiality of sensitive information about the Philadelphia CoC, its members, program participants, and staff.

With regard to project application reviews, adherence to confidentiality is critical to the integrity of the review process and the protection of reviewers who are evaluating project applications. Therefore, each individual who participates in the project application review process shall abide by the following confidentiality requirements before, during, and after the review process and when required to vote of funding/submission of funding requests:

1. All information related to project applications shall be kept in strict confidence;
2. Impressions or judgments concerning project applications shall not be discussed or shared with anyone prior to, during, or after the review panel's deliberations (exceptions: discussions with other review panel members during committee deliberations and OHS staff discussions with the CoC Board);
3. Project applications, as well as the ideas, concepts, methods, or techniques included in the applications shall be considered proprietary, and all rights thereby implied shall be respected;
4. Project applications, in part or whole, shall not to be photocopied except by OHS staff for CoC business purposes; and
5. Questions about any specific proposals shall not be directed to the applicant organization, or to a consultant who assisted in the preparation of the application.

Reviewers shall adhere to the following requirements:

1. Statements and notes of the reviewers shall not be shared with anyone outside the review panel;
2. Discussions concerning any specific application shall be confined to the meetings;
3. Proceedings of meetings shall be kept in strict confidence; and
4. Proposals and review materials shall be left with the Office of Homeless Services staff at the conclusion of the review session.

**Section 1.08 Code of Conduct Acknowledgement Form**

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Philadelphia CoC Board, Advisory Committee and Standing Subcommittee members must sign a Code of Conduct Acknowledgement Form annually, affirming that they have reviewed the code of conduct and conflict of interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties.

**Effective Date**

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The Philadelphia CoC Governance Charter shall be effective July 1, 2014.

**Approval of Governance Charter and Subsequent Amendments**

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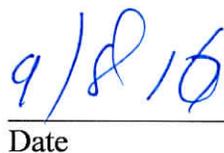
In consultation with the Office of Homeless Services, the Board shall review, and if necessary, make changes to the Governance Charter annually to improve the functioning of the Philadelphia CoC and maintain compliance with federal regulations. This Governance Charter and every subsequent amendment to it must be approved by a majority of the Philadelphia CoC Board.

The Philadelphia CoC Governance Charter was originally approved by the Philadelphia CoC Strategic Planning Committee on May 12, 2014, was re-approved on November 5, 2015, and was last approved by the Philadelphia CoC Board on August 29, 2016.



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Elizabeth G. Hersh  
Director, City of Philadelphia Office of Homeless Services



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Date



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Steve Culbertson  
Chairperson, Philadelphia Continuum of Care Board



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Date

# HMIS Policies and Procedures Manual

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Philadelphia Continuum of Care

August 29, 2016

# Philadelphia Continuum of Care HMIS Governance Charter

## Purpose

The purpose of this document is to serve as a governance charter for the oversight of the Homeless Management Information System ("HMIS"). This document is to serve as an agreement between the Philadelphia Continuum of Care ("CoC") and the City of Philadelphia Office of Homeless Services ("Homeless Services"), the designated HMIS Lead Agency. The provisions of this charter shall go into effect immediately.

## Responsibilities of the Philadelphia Continuum of Care

As established in the CoC Program interim rule, the Continuum of Care must:

1. Designate a single HMIS for the Philadelphia CoC;
2. Designate a single eligible applicant to manage its HMIS, which is known as the HMIS Lead Agency;
3. Review, revise, and approve privacy, security, and data quality plans for the HMIS;
4. Ensure the consistent participation of CoC Program-funded recipients and subrecipients in the HMIS; and
5. Ensure HMIS is administered in compliance with requirements prescribed by HUD.

The Philadelphia CoC will carry out its responsibilities through the work of Homeless Services staff, the CoC Board, the Advisory Committee, and the HMIS HEARTH Data Subcommittee.

## Designations

The Philadelphia CoC designates Homeless Services as the HMIS Lead Agency to operate the Philadelphia CoC's HMIS.

The Philadelphia CoC designates ClientTrack™ operated by Eccovia Solutions, Inc. as the official HMIS for the Philadelphia CoC.

## Responsibilities of the HMIS Lead Agency

The HMIS Lead Agency will:

1. Ensure the operation of and consistent participation by recipients of funds from federal partners and their respective programs in the effort to end homelessness, which include 1) U.S. Department of Health and Human Services (HHS), 2) U.S. Department of Housing and Urban Development (HUD), and 3) U.S. Department of Veterans Affairs (VA). Duties include:
  - a. Establishing the HMIS, which includes the selection of the vendor and software;
  - b. Conducting oversight of the HMIS;
  - c. Taking corrective action, if needed, to ensure that HMIS is compliant with all federal standards;

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- d. Making recommendations for changes to the HMIS in order to better support the data reporting needs and requirements of the Philadelphia CoC and the HMIS Participating Agencies.
  - e. Adopting written policies and procedures for the operation of the HMIS that apply to the HMIS Lead Agency, the HMIS Participating Agencies, and the Philadelphia CoC. At least once annually, or as required by HUD, submit to the Philadelphia CoC an unduplicated count of clients served and an analysis of the unduplicated counts;
  - f. Submitting reports to HUD as required;
  - g. Developing a privacy policy that, at a minimum, includes: data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice. Every organization with access to Protected Identifying Information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of this part, including enforcement of sanctions for noncompliance.
  - h. Requiring the HMIS vendor and software to comply with HMIS standards issued by federal partners as part of its contract.
2. Execute a written HMIS Participation Agreement with each HMIS Participating Agency, which includes:
    - a. Obligations and authority of HMIS Lead Agency and each HMIS Participating Agency;
    - b. Requirements of the Security Plan with which each HMIS Participating Agency must abide;
    - c. Requirements of the privacy policy with which each HMIS participating agency must abide;
    - d. Sanctions for violating the HMIS Participation Agreement (e.g., imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution);
    - e. Agreement that the HMIS Lead Agency and HMIS Participating Agencies will process Protected Identifying Information consistent with the agreement; and
    - f. Any additional activities to meet local needs.

3. Serve as the applicant to HUD for grant funds to be used for HMIS activities for the Philadelphia CoC, as directed by the Philadelphia CoC, and enter into a grant agreement with HUD to carry out the HUD-approved activities;
4. Monitor and enforce compliance by all HMIS Participating Agencies with all federal requirements and report on compliance to the Philadelphia CoC Advisory Committee and federal partners;
5. Monitor data quality and take necessary actions to maintain input of high-quality data from all HMIS

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Participating Agencies.

6. Submit a Security Plan, a Data Quality Plan, and a Privacy Policy to the Philadelphia CoC Board for approval within six (6) months of the effective date of the HMIS Final Rule and within six (6) months after the date that any change is made to the local HMIS. The HMIS Lead Agency must review and update the plans and policy at least annually. During this process, the HMIS Lead Agency must seek and incorporate feedback from the Philadelphia CoC and from the HMIS Participating Agencies. The HMIS Lead Agency must implement the plans and policy within six (6) months of the date of approval by the Philadelphia CoC Board.

**Responsibilities of the CoC HMIS HEARTH Data Subcommittee**

The HMIS Subcommittee will work with the HMIS Lead Agency to:

1. Develop, annually review, and, as necessary, make recommendations for Philadelphia CoC Board approval privacy, security, and data quality plans, as well as any other HMIS policies and procedures required by federal partners;
2. Develop for Philadelphia CoC Board approval, and implement, a plan for monitoring the HMIS to ensure that:
  - a. All HMIS Participating Agencies consistently participate in HMIS;
  - b. HMIS satisfies the requirements of all regulations and notices issued by federal partners;
  - c. The HMIS Lead Agency fulfills the obligations outlined in its HMIS Governance Charter with the Philadelphia CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
3. Oversee and monitor HMIS data collection and production of the following reports:
  - a. Sheltered point-in-time count;
  - b. Housing Inventory Chart;
  - c. Annual Homeless Assessment Report (AHAR);
  - d. Annual Performance Reports (APRs);
  - e. Data Quality Monitoring Reports; and
  - f. System Performance Measures

**Responsibilities of the HMIS Participating Agencies**

HMIS Participating Agencies will:

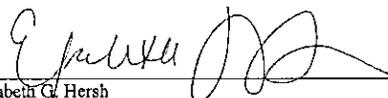
1. Comply with federal HMIS regulations as found in:  
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- a. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice"); and
- b. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, 2014 Homeless Management Information System (HMIS) Data Standards: Dictionary and Manual, Version 2.1, August 2014 ("2014 HMIS Data Standards");
- c. Any subsequent revisions of either notice; and
- d. Any subsequent additional releases containing HMIS regulations and requirements.

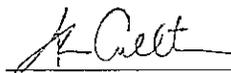
2. Comply with the HMIS Participation Agreement;
3. Comply with all policies and procedures that are developed by the HMIS Lead Agency, including: data quality, privacy, and security plans;
4. Participate in the Philadelphia CoC Data Quality Monitoring efforts by implementing internal processes to reduce the percentage of client records containing null, client don't know, client refused, and data not collected values and to ensure valid program entry and exit dates are entered into HMIS in a timely fashion.

**Duration**

The duration of this charter will last until terminated by either party. This charter must be reviewed annually and updated as needed. This charter was originally approved by the Philadelphia CoC Board on December 7, 2012, was re-approved by the Philadelphia CoC Board on November 5, 2015, and was last approved by the Philadelphia CoC Board on August 29, 2016.

  
\_\_\_\_\_  
Elizabeth G. Hersh  
Director, City of Philadelphia Office of Homeless Services

9/17/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Steve Culbertson  
Chairperson, Philadelphia Continuum of Care Board

8/21/16  
\_\_\_\_\_  
Date

August 29, 2016

# Philadelphia Continuum of Care HMIS Security Plan

## Purpose

This plan describes the standards for the security of all data contained in the Philadelphia Continuum of Care Homeless Management Information System (HMIS). This plan outlines the security measures currently implemented by the HMIS Lead Agency, the City of Philadelphia Office of Homeless Services (Homeless Services) and details the baseline security requirements for all HMIS Participating Agencies.

## Applicability

OSH and HMIS Participating Agencies must apply system security provisions to all the systems where personal protected information (PPI) is stored, including, but not limited to, its networks, desktops, laptops, mini-computers, mainframes and servers.

In addition to the Philadelphia Continuum of Care Security Plan, Homeless Services must also adhere to the City of Philadelphia's Information Security Policy – Access Control and the Information Security Policy – Physical and Environmental Security (see Appendix).

## User Authentication

Upon successful completion of training and subject to approval by Homeless Services, each HMIS user will be provided with a unique personal User Identification Code (User ID) and initial password to access the HMIS.

While the User ID provided will not change, HUD standards require that the initial password only be valid for the user's first access to the HMIS. Upon access with the initial password, the user will see a screen that will prompt the user to change the initial password to a personal password created by the user.

- A. Only the user will know the personal password he or she creates. It is the user's responsibility to remember the password.
- B. The password created by the user must meet the following Federal and application-enforced guidelines:
  - The password must be at least eight characters long.
  - The password must contain at least one letter.
  - The first character of the password must be a letter.
  - The password must contain at least one number.
  - The password must contain at least one symbol or punctuation character.
  - The password may not contain your User ID.
  - The password may not contain the consecutive upper- or lower-case letters "HMIS" or "hmis."

Providers are responsible for communicating all staff departures to the HMIS Helpdesk in a timely manner to ensure user profiles for departed staff are inactivated.

- C. The password may not be stored in a publicly accessible location and written information pertaining to the User ID, password, or how to access the HMIS may not be displayed in any publicly accessible location.
- D. The user is not permitted to divulge this password or to share this password with anyone.

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## Application Security

All computers connecting to HMIS must run a current version of anti-virus software. This is enforced for City of Philadelphia workers through an Active Directory network policy, and applies to devices directly attached to the City of Philadelphia's Wide Area Network. HMIS Participating Agencies must maintain anti-virus software on all PCs on their network. PCs that access the Internet must be configured to automatically download updated virus definitions. HMIS participating providers are responsible for assuring that devices used to access the Philadelphia Continuum of Care's HMIS are protected. Steps should also be taken to prevent the intrusion of "adware" and "spyware" programs.

The application is accessed by users via a secure HTTPS connection to the software web application server. The HTTPS protocol, which is designed to prevent eavesdropping and tampering, provides a secure communication channel to the application.

## Physical Access to Systems with Access to HMIS Data

Every computer that is used to access the HMIS must have a password-protected screen saver that automatically turns on when the computer is temporarily not in use. If an HMIS user will be away from the computer for an extended period of time, he or she is required to log off from HMIS before leaving the work area in which the computer is located.

## Disaster Protection and Recovery

Backup procedures and off-site storage facilities – Incremental/differential database backups are performed every three (3) hours. Transaction logs are backed up every four (4) hours. A full database backup to the hosted offsite secure storage facility is performed nightly. All backups are encrypted with 256-bit Advanced Encryption Standard (AES).

Restoration and recovery procedures at the host level – In the event that the primary Eccovia Solutions, Inc. hosting facility experiences a catastrophic interruption in service, the service will fail over to the secondary hosting facility within a Recovery Time Objective (RTO) of four (4) hours or less. For all other interruptions in service affecting data integrity, the Recovery Point Objective (RPO) will be to the last backup, which is three (3) hours or less.

## Issue Severity Levels

Issues will be categorized and handled according to an assigned Severity Level. The Issue Severity Level is assigned by Eccovia Solutions, Inc. based upon initial triage processes.

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Severity Level	Description	Response Times
Level 1 -- Critical (Security Related)	The issue relates to the security of private data or the perception that private data may be available to unauthorized users.	1 hour
Level 2 -- Urgent (Data Integrity)	The issue relates to the integrity of data being saved or viewed. No reasonable workaround is available.	1 hour
Level 3 -- High (Availability)	The issue related to the availability of the Application, including all issues related to latency.	1 hour
Level 4 -- Medium (Warranty)	The issue relates to a bug impacting normal use of the Application as it was intended or configured to perform.	1 business day
Level 5 -- Medium (Information Request)	Inquiry regarding a routine technical issue; information requested on application capabilities, navigation, installation or configuration; request for a System change.	2 business days

#### Support Escalation Table

- All Severity Level 1 and 2 issues should be escalated to the 3<sup>rd</sup> level of the Escalation Table at the time of Issue submission.
- All Severity Level 3 issues should be escalated to the 1<sup>st</sup> level of the Escalation Table at the time of Issue submission.
- Any incident handling that does not achieve its objective response time for its Severity Level or for which a resolution plan is viewed as unsatisfactory by either party should be escalated to the next level, and to each successive escalation level until satisfaction is achieved.

Level	ClientTrack Resource	Licence Resource
1st Level	Support Manager	Project Manager
2nd Level	Director-level Contact	Director-level Contact
3rd Level	Corporate Officer Contact	Corporate Officer Contact

#### Disposal

The City of Philadelphia contracts with a certified specialist for destruction of physical disk drives who can be utilized as required.

#### Encryption

The application is accessed by users via a secure HTTPS connection to the software web application server. The HTTPS protocol, which is designed to prevent eavesdropping and tampering, provides a secure communication channel to the application.

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#### Hard Copy Security

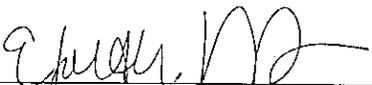
The guidelines regarding the security of paper or other hard copy containing PPI that is either generated by or for the HMIS, including, but not limited to reports, data entry forms, and signed consent forms are:

- HMIS Participating Agency staff must supervise at all times any paper or other hard copy generated by or for the HMIS that contains PPI when the hard copy is in a public area.
- Hard copy records containing PPI must be disposed of through means such as cross cut shredding and pulverizing.
- When HMIS Participating Agency staff is not present, the information must be secured in areas that are not publicly accessible.
- Written information specifically pertaining to user access (e.g., User ID and password) must not be stored or displayed in any publicly accessible location.

#### Duration

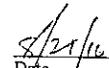
This plan must be reviewed annually and updated as needed by the Philadelphia Continuum of Care.

This plan was originally approved by the Philadelphia CoC Strategic Planning Committee on January 30, 2014, was re-approved by the Philadelphia CoC Board on March 18, 2015, and was last approved by the Philadelphia CoC Board on August 29, 2016.

  
 Elizabeth G. Hersh  
 Director, City of Philadelphia Office of Homeless Services

  
 Date 9/8/17

  
 Steve Culbertson  
 Chairperson, Philadelphia Continuum of Care Board

  
 Date 8/29/16

August 29, 2016



CITY OF PHILADELPHIA

Issued:	<b>Information Security Policy Access Control</b>	Policy Number: 10.00
Effective:		
Revised:		Approved By:
Revision #: 1.0		

1 PURPOSE

The purpose of this policy is to establish general standards for securing access to City of Philadelphia (City) information systems and information, for assigning access rights and credentials (user ID and passwords) based on job functions, and for limiting individual users' access in accordance with their access rights. These general standards are intended to ensure the security of information accessed, stored or processed by any City information system, including portable devices and portable media, and by information systems that are not owned or furnished by the City.

Portable device means any portable electronic computing device including but not limited to, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, messaging systems, smartphones (e.g., BlackBerrys) or any other portable device that may be used to store City information.

Portable media means any portable material or device (other than an electronic computing device) that stores information, including, but not limited to floppy disks, CD-ROMS, DVDs, magnetic tape, external hard drives, memory devices, and microfilm or microfiche and USB external flash drives (e.g., pen drives, thumb drives or memory sticks).

Access rights means the privileges that a particular user has to access a City information system and/or the information on it, such as the right to read, write, modify or delete information, the right to use certain system commands, or the right to access certain file folders.

2 POLICY SCOPE

This policy applies to all City information users, information systems, and information; to information systems not owned or furnished by the City that are used to access, store or process City information (including user-provided information systems); to users who have access to City information systems or information and to the activities related to all stages in the user access lifecycle, from initial user request for access through final termination of access to users who no longer require it.

Information systems include, but are not limited to, mainframes, servers, desktop computers, notebook computers, hand-held computers, portable devices, portable media, pagers, messaging systems, distributed processing systems, network attached and computer controlled medical and laboratory

equipment (i.e., embedded technology), telecommunication resources, network equipment, telephones, fax machines and printers. Information systems also include operating system software, software applications and service bureaus and software applications that are hosted by third parties and accessed through the Internet.

User access lifecycle means the activities related to requesting, authorizing, granting, establishing, documenting, reviewing and/or modifying and terminating a user's right to access City information systems and information.

3 USERS

The users to whom this policy applies are all City personnel, including but not limited to, agency heads and information technology (IT) administrators, who request, authorize, grant, establish, document, review, modify and/or terminate a user's right to access City information systems and information, and all information users who have access to City information systems or information.

Agency head means the person who is responsible for the supervision and operation of a City agency. Information technology administrators means and includes all City employees, contractors, third party users, consultants, vendors and any other City information users who provide support and management to City information systems and the information created, received, transmitted, stored or deleted within.

Information users or users means and includes City employees, information technology administrators (or information technology administrators or administrators); officers and elected officials; City divisions, agencies, departments, boards and commissions; City-related agencies; City contractors; and third party users who use or have access to City information systems and information.

4 DEFINITIONS

Italicized terms defined in this policy shall have the meanings in this policy that are here provided. Italicized terms not defined in this policy shall have the meanings contained in City Information Security Policy No. 13.00: Glossary of Information Security Terms.

5 POLICY

This policy sets forth the general standards for securing access to City of Philadelphia (City) information systems and information, for assigning access rights and credentials (User ID and passwords) based on job functions, and for limiting the individual user's access in accordance with the user's access rights. The general standards set forth in this policy are intended to ensure the security of information accessed, stored or processed by any City information system, including portable devices and portable media, and by information systems that are not owned or furnished by the City. The Information Security Group (ISG) shall develop specific standards, as required, to implement the general standards in this policy.

The general standards in this policy shall apply to all City agencies and all information systems containing City information, whether or not they are owned or furnished by the City, including user-provided information systems. Agency heads, in consultation with the Division of Technology (DOT),

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shall develop and implement detailed *procedures* in accordance with this *policy* and specific access *standards* issued by the *Information Security Group* to control access to the *City information systems* and *information* for which they are responsible.

## 5.1 Standards of Compliance

### 5.1.1 User Access Lifecycle

The *access rights* available to the *user* shall be controlled by the *specific standards* established by the *Information Security Group* and the *general standards* contained in this *policy* governing each stage of the *user access lifecycle*. The *standards* for each stage shall be sufficient to prevent unauthorized access to *City information systems* and *information*. Authorization of *user access rights* and modification or removal of *access rights* are normally the responsibility of the *users' agency head* or designee, but the *Information Security Group* may assume this responsibility, with notice to the *agency head*, if the *Information Security Group* determines it is necessary to do so in order to protect the *security* of *City information systems* or *information*.

### 5.1.2 User Responsibilities

In accordance with City Information Security Policy No. 02.00: *Acceptable Use* and the *general standards* contained in this *policy*, *information users* are permitted to access and use *City information systems* and *information* only as required to carry out their specific job responsibilities, as determined by the head of the *users' agency*, and to conduct *City business*. *Users* are responsible for the following:

- a) Protecting their *user IDs* and passwords, and maintaining the *security* of *City information systems* and *information* they use and have access to. *Users* should avoid keeping a record (e.g., paper record, or electronic file) of passwords unless they can be stored securely and the method of storage has been approved by the *Information Security Group*;
- b) Not sharing computer accounts, passwords and other access *credentials* assigned to them;
- c) Selecting passwords in accordance with the *Information Security Group's specific standard* governing *user IDs* and passwords;
- d) Changing temporary passwords at the first logon;
- e) Terminating active sessions when finished, unless the session can be secured by a locking mechanism approved by the *Information Security Group* (e.g., the Windows computer locking feature) when unattended; and
- f) Protecting *information systems* and *information* under their control by using passwords or other security controls as required by the *Information Security Group* when not in use.

### 5.1.3 Network Access Control

The Division of Technology shall implement *security controls* sufficient to prevent unauthorized access and otherwise ensure the *security* of *City networks*, including at a minimum the following types of *security controls*:

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### a) Network Controls

At a minimum, access to *City networks* shall be governed by *security controls* that:

- i) Ensure the *security of information* passing to and from *City networks* over public *networks* or wireless *networks*, such as, but not limited to, *data encryption*;
- ii) Provide prevention and detection controls such as, but not limited to, firewalls and intrusion detection and prevention systems;
- iii) Require redundancy for *networks* that support *critical information systems*;
- iv) Restrict physical *network* connections (i.e., *network* board, jack and cable) and other *network* ports allowing connectivity to *City networks* to only authorized *users*; and
- v) Ensure that all *networks* and *network equipment*, including but not limited to routers and switches, require *user* authentication in accordance with Section 5.1.3(b) and (c) of this *policy* as a condition of access.

### b) User Identification and Authentication

The *Information Security Group* shall establish a *specific standard* for creating *user* identification (*user ID*), and *user* accounts, including the method of authentication to be used on *City network equipment*. At a minimum, this *specific standard* shall include the following:

- i) The requirement that a unique *user ID* be established for each *user* that is sufficient to provide an audit trail and permit accountability for the *user's* actions performed on *networks* and *network equipment*; and
- ii) Criteria for password creation, including temporary passwords, such as, but not limited to, number and type of characters required in a password.

### c) Secure Logon Standard

The *Information Security Group* shall establish a *specific standard* for logging onto *City networks* and *network equipment* sufficient to limit access to authorized *users*. The logon shall disclose no more *information* about the *network equipment* than is necessary to complete a secure logon. At a minimum, the logon *standard* shall:

- i) Prevent display of system or application identifiers until the logon process has been successfully completed;
- ii) Prohibit help messages during logon procedures that would aid an unauthorized *user* to access the *network* or *network equipment*, such as messages identifying the incorrect credential(s) during failed logon attempts;

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- iii) Limit the number of unsuccessful logon attempts allowed before the user is shut out (e.g., three attempts);
  - iv) Hide or disguise passwords as they are entered; and
  - v) Prevent transmission of passwords in clear text over the network.
- d) Remote Access Controls

The Division of Technology and agency heads shall implement security controls to protect City information systems and information accessed remotely. Information users who remotely access City networks, information systems or information are responsible for preventing unauthorized access by means they control. Remote access means the ability to access a City network, information system or information from outside the City's networks, or to access and control or manage an information system from another information system within the City's networks, using protocols that include, but are not limited to, virtual network computing (VNC), remote desktop protocol (RDP) or Citrix independent computing architecture (ICA).

- i) The Division of Technology shall develop specific standards specifying approved methods for remote access.
  - ii) Remote access shall be authorized only for users whose job functions and specific City business needs require remote access.
  - iii) Only information technology administrators and other users authorized by the Information Security Group may have remote access to maintenance and diagnostic paths into City information systems. Contractors shall not have such remote access unless authorized by the Information Security Group.
  - iv) All user accounts for remote access shall be created and maintained in accordance with Sections 5.1.2 and 5.1.5 of this policy.
- e) Wireless Access
- No user may access any City network, information system or information by any wireless communications system or wireless equipment unless authorized by the Division of Technology. Wireless connections to City networks, information systems and information shall comply with specific standards developed by the Information Security Group, which shall at a minimum specify encryption and user authentication protocols.
- f) Segregation of Networks
- City networks shall be segregated into logical network segments by means of network security controls that restrict access between and among City networks and information systems. The controls shall permit such access only to the extent necessary for users to carry out their job functions and conduct City business, and shall restrict access based on the criticality and classification of the information resident on the networks and information system(s).
- i) City networks shall be segregated into logical network segments based upon the criticality and classification of information stored or processed on the network, the degree of verification (or

trust) needed for users to perform transactions using that information and business requirements. Logical network segments shall be protected by network controls sufficient to minimize or eliminate the impact of service disruptions in any segment to any other segment. Logical network segments shall be protected by routing, filtering and blocking controls sufficient to restrict access among segments except as authorized by the Information Security Group.

- ii) City networks, accessed through the Internet, the City's intranet, or a City or non-City extranet shall be protected by network access controls that establish logical network segments (such as, but not limited to, segregation into an internal logical network segment and an external logical network segment), each protected by a defined security zone or perimeter that controls access to and from the segment. The Division of Technology shall establish security controls within security zones and perimeters that are sufficient to provide, at a minimum, positive source and destination address verification, and filtering and blocking mechanisms to prevent access among logical network segments except as authorized by the Information Security Group.
- g) Security of Network Devices

The Information Security Group and agency information technology administrators shall ensure that access to all City network devices, including, but not limited to, routers, switches, firewalls and access control servers, is controlled by means of user IDs and passwords for authentication, and that such IDs and passwords are different from the IDs and passwords used for access to other City information systems.

#### 5.1.4 Portable Devices and Portable Media

All agencies shall follow the specific standards established by the Information Security Group for implementing security controls to protect information accessed, transmitted and stored on portable devices and portable media, whether or not issued by the City. Special care shall be taken to ensure the security of portable devices and portable media containing confidential or for official use only information.

#### 5.1.5 Information System Access Control

The Division of Technology and City agency heads shall implement security controls in City information systems to restrict access to authorized users. Security controls shall include at least the following:

- a) Information Access Restriction

Information stored or processed on information systems shall have security controls that restrict the access of each user to only the information required to perform the user's job functions.

- b) User Identification and Authentication

The Information Security Group shall establish a specific standard for creating user IDs and the method of authentication to be employed on City information systems. At a minimum, this specific standard shall:

- i) Require unique *user* identification for each *user* that is sufficient to provide an audit trail and permit accountability for the *user's* actions performed on *networks* and *network equipment*;
- ii) Specify criteria for password creation, including temporary passwords, such as, but not limited to, number and type of characters required in a password; and
- iii) Require a separate *user ID* and password for each *information system* accessed by the *user*.

c) Secure Logon Standard

The Division of Technology shall establish *specific standards* for logging onto *information systems* that are sufficient to prevent unauthorized access. The logon shall disclose no more *information* about the *information system* than is necessary to complete a secure logon. At a minimum, the logon standard shall:

- i) Prevent display of *system* or application identifiers until the logon process has been successfully completed;
- ii) Prohibit help messages during logon *procedures* that would aid an unauthorized *user* to access the *information system*, such as identifying incorrect *credential(s)* during failed logon attempts;
- iii) Limit the number of unsuccessful logon attempts allowed before the *user* is shut out (e.g., three attempts);
- iv) Hide or disguise passwords as they are entered; and
- v) Prevent transmission of passwords in clear text over any *network*.

d) Use of System Utilities

Access to and use of *system* utilities that can override authentication or other *information systems'* controls shall be restricted to *users* authorized by the *Information Security Group*.

e) Computer Timeout

The Division of Technology and *agency heads* shall ensure that *information systems* are configured to log off or lock a *user* or shut down after waiting a certain period of time without receiving expected input. The timeout period shall be determined by the *security risks* related to the *information system*, the criticality and classification of the *information* on the system, and the criticality of the *software applications* being used.

5.1.6 Monitoring System Access, Use and Risk

The Division of Technology and *agency heads* shall ensure *security controls* are implemented and maintained to detect unauthorized or suspicious system events and identify and record *security incidents*. Such controls shall include, at a minimum, the following:

a) Event Logging

Audit logs shall record relevant *security events* and exceptions to provide for regular access control *monitoring* and to support any investigations of *security incidents*.

b) Assessment of Risk

The *Information Security Group* shall establish *specific standards* for *monitoring information systems* to ensure that *users* are carrying out only authorized activities. *Agencies* and the *Information Security Group* shall regularly review every *City information system* to identify and assess risks specific to the *software applications* resident on the *information system*. The review shall take into account the criticality of the *information system* and the *information* it processes, as well as the criticality of the *software applications*, the history of misuse of the *information system* (including *security incidents*), and the accessibility of the *information system* from other *City networks* and *information systems*.

c) Logging and Reviewing Events

The *information technology administrators* shall ensure that a regular review of system logs is performed in accordance with the *Information Security Group's specific standard* for such review to identify *system events* and exceptions that are suspicious and warrant further investigation. Such system log reviews shall not be performed by the *information technology administrators* who are responsible for the *information systems* being reviewed.

d) Time Synchronization

Time synchronization with the City's authorized time source shall be maintained for all *City information systems* in order to ensure the accuracy of audit logs.

5.1.7 Exception Management

This *policy* is not intended to preclude the use and access of *City information systems* and *information* to meet any legitimate business need of the *user* or the *user's agency*. If an *agency* needs to transmit or access materials prohibited by this *policy* or otherwise to act contrary to the *policy* in order to conduct its business and carry out its responsibilities, the *agency* is responsible for first obtaining approval for an exception to the *policy* from the *Information Security Group*.

6 ENFORCEMENT; DISCIPLINARY ACTION

Each *City agency head* shall be responsible for enforcing compliance with this *policy* by *agency information users*.

*Information users* that violate this *policy* may be subject to disciplinary action, up to and including, termination of employment, in accordance with the disciplinary *policies* of the *information user's agency* and, for *information users* represented by the Fraternal Order of Police, International Association of Firefighters, District Council 47 or District Council 33, the terms of the applicable collective bargaining agreement.

If a *City contractor* or *third party user* knowingly or negligently commits or permits a material violation of this *policy*, the City may terminate the contract in accordance with its terms, and/or terminate the *contractor's* or *third party user's* access to *City information processing facilities, information systems*

and *information*, in addition to any legal or remedial actions the City may take to enforce and protect its interests.

## 7 GETTING MORE INFORMATION

Questions about this *policy* and other *information security* matters should be addressed to the *Information Security Group* (Email: [ISG@phila.gov](mailto:ISG@phila.gov) Phone: (215) 686-8180).



## CITY OF PHILADELPHIA

Issued:	<b>Information Security Policy Physical and Environmental Security</b>	Policy Number: 09.00
Effective:		Approved By:
Revised:		
Revision #: 1.0		

### 1 PURPOSE

The purpose of this *policy* is to define the minimum physical and environmental *security controls* required by the City of Philadelphia (City), including City *general standards* to be applied in the implementation of such *security controls*, to protect the *confidentiality, integrity and availability* of City *information processing facilities, information systems and information*. *Security controls* means and includes the safeguards or countermeasures to avoid, counteract or minimize *security risks*. *Security controls* may include, but are not limited to, identification badges; *information backup procedures; policy and procedures for employee separation from the City; and controls on physical network access*. Such controls are intended to prevent unauthorized disclosure of, access to, destruction or theft of, damage to and interference with City *information processing facilities, information systems and information*, including *information systems* that present special *security risks*, such as, but not limited to, *portable devices, portable media, and network equipment*.

### 2 POLICY SCOPE

This *policy* applies to all *information processing facilities* owned, leased, controlled, or used by the City; to all *information systems* owned, controlled, or used by the City; and to all *information* created, received, transmitted, stored and/or deleted by means of City *information systems*.

*Information systems* include, but are not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, *portable devices, portable media*, distributed processing systems, *network* attached and computer controlled medical and laboratory equipment (i.e., embedded technology), telecommunication *resources* and systems, *network equipment*, telephones, fax machines and printers. *Information systems* also include *operating system software, software applications and service bureaus* and *software applications* that are hosted by third parties and accessed through the *Internet*.

*Portable devices* include, but are not limited to, notebook computers, hand-held computers, *personal digital assistants (PDA)*, pagers, *messaging systems*, smartphones (e.g., Blackberry) or any other *portable device* that may be used to store City *information*.

*Portable media* include, but are not limited to, floppy disks, CD-ROMs, DVDs, magnetic tape, external hard drives, external memory devices, microfilm or microfiche, and USB external flash drives (pen drives, thumb drives, flash drives or memory sticks).

*Network equipment* includes, but is not limited to, switches, *firewalls*, wireless access points, routers and cabling.

### 3 USERS

The *users* to whom this *policy* applies include all *City information users* who use and/or have access to *City information processing facilities, information systems and information. Information users or users* mean and include *City employees; information technology (IT) administrators (or information technology administrators or administrators); officers and elected officials; City divisions, agencies, departments, boards and commissions; City-related agencies; City contractors; and third party users* who use or have access to *City information processing facilities, information systems, and information.*

### 4 DEFINITIONS

Italicized terms defined in this *policy* shall have the meanings in this *policy* that are here provided. Italicized terms not defined in this *policy* shall have the meanings contained in City Information Security Policy No. 13.00: *Glossary of Information Security Terms.*

### 5 POLICY

*City information processing facilities, information systems and information* shall at all times be protected by *security controls* sufficient to ensure their *confidentiality, integrity, and availability* and prevent unauthorized disclosure or access, damage, destruction, theft or interference. *Information users* are responsible for applying such *security controls* to the *information processing facilities, information systems and information* to which they control or have access.

#### 5.1 Standards for Compliance

##### 5.1.1 Secure Areas

Access to *City information processing facilities, information systems and network equipment* shall be secured with sufficient controls to protect them from unauthorized access, damage, destruction, theft and interference.

##### a) Physical Security Perimeter

A clearly defined *security perimeter* shall be established for each *City information processing facility*. The *security perimeter* shall provide a secure area within each *City information processing facility* to house *information systems and network equipment*.

##### b) Physical Access Control

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Offices and rooms containing *confidential information or for official use only information* shall have effective access controls sufficient to ensure that only authorized persons may enter the *information processing facility* and/or access the *information systems or information* maintained in the facility. Such *security controls* may include, but are not limited to, electronic or mechanical locks, gates or doors controlled by electronic badges and security guards.

##### c) Identification Badges

All persons accessing a *City information processing facility*, including, but not limited to, *City employees, contractors* and visitors, shall be required to wear, in plain view, an identification badge.

##### d) Facility Access

Access to *City information processing facilities* and to any restricted area in the facilities shall be controlled in accordance with each facility's access management *procedures*. Access to a secure area shall be granted only to *information users* who require access to perform job duties, and shall be no greater in scope than is necessary for the performance of these duties.

The Department of Public Property (DPP) shall ensure that records of all persons obtaining access to any *City information processing facility*, including, but not limited to, *visitors, contractors and third party users*, are created and maintained. Reports summarizing such records shall be made available to *users' agency head* or designee, the Inspector General, Police Department, Internal Affairs Division, the Law Department, the Ethics Board, the District Attorney's Office and the *Information Security Group (ISG)*. Access reports may be used to investigate unauthorized access to or use of *information processing facilities or information systems*, and may be the basis for modifying or rescinding *access rights* or disciplinary action.

##### e) Facility Surveillance

Entrances and exits to *City information processing facilities* shall be equipped with surveillance devices placed and configured in accordance with *City standards* established by the Department of Public Property.

#### 5.1.2 Information System Security

*Information systems and network equipment* shall be installed and maintained with *security controls* sufficient to protect the *confidentiality, integrity, and availability* of information systems and *network equipment*, and the *information* stored and/or processed on them, from unauthorized disclosure or access, damage, destruction, theft and interference.

##### a) Network Equipment

A secure area for *network equipment* shall be established in each *information processing facility* in accordance with *City physical and environmental security standards* established by the Department of Public Property and the Division of Technology (DOT).

##### b) Portable Devices and Media

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Users are responsible for protecting all *portable devices* and *portable media* that contain City *information*, whether or not they were issued by the City. Such *portable devices* and *portable media* shall be stored securely when not in use to prevent theft, damage and unauthorized access, in accordance with *standards* established by the Division of Technology.

c) Information System Re-Use

Re-use of equipment and other *information systems* by another user or agency or sale or other transfer of used equipment to non-City persons or entities may be permitted only if all City *information* is first removed from the equipment in accordance with City *standards* established by the Division of Technology.

d) Power Supplies

*Agency heads*, in coordination with the Division of Technology, shall determine which *information systems*, *network equipment*, telecommunications equipment and other *critical systems* shall be equipped with an uninterruptible power supply (UPS) sufficient to ensure system *availability* in accordance with the *service level agreement (SLA)* defined for the *information system*.

e) Cabling

*Network* and communication cables to and from *information systems* shall comply with the Institute of Electrical and Electronics Engineers (IEEE) 802.3 -2006 domestic cabling *standard* and with any additional cabling *standards* established by the Department of Public Property and the Division of Technology to ensure the *availability* of City *information systems* and *network equipment*.

f) Environmental Damage

In accordance with City *standards* established by the Department of Public Property and the Division of Technology, *agency heads* shall ensure *information systems* and *network equipment* are installed, operated, maintained and stored in a manner that will protect against environmental risks, including, but not limited to, damage or destruction by fire, water, heat, humidity, electrical surges and static electric discharge. *Security controls* shall include, but are not limited to, fire detection and suppression equipment, electrical power conditioning, climate controls and other measures designed to protect against environmental damage.

A preventive maintenance program shall be established in accordance with City *standards* established by the Department of Public Property and the Division of Technology to ensure the proper function and adequate environmental quality of City *information processing facilities*, *information systems* and *network equipment*.

### 5.1.3 Securing Third Party Access to City Information Processing Facilities, Information Systems and Information

The Division of Technology and the Department of Public Property shall develop *procedures* and *protocols* for ensuring the *security* of City *information processing facilities*, *information systems* and *information* accessed and/or used by persons and entities that are not *employees* or *agencies* of the City,

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including, but not limited to, City *contractors* and *third party users* (collectively, third parties). Such *procedures* and *protocols* shall include at least the following:

- a) No third party may have access to City *information processing facilities*, *information systems*, *network equipment* or *information* unless it has first fully executed a City contract for goods or services or *security agreement* containing terms and conditions approved by the *Information Security Group* and the City's Law Department.
- b) All third party access shall be controlled in accordance with Sections 5.1.1 (b), (c) and (d) of this *policy*.
- c) Contracts with third parties that manage or maintain City *information systems*, *network equipment* and/or *information* on an *outsourcing* basis shall include terms and conditions that require the third party to maintain the *integrity* and *security* of City *information*.
- d) Third parties that perform *outsourcing* functions for the City outside City premises shall be subject to a *security* audit by the City. No contract may be entered into with such a third party, and no access to any City *information processing facilities*, *information systems*, *network equipment* or *information* may be granted to such a third party, unless or until the Chief Information Security Officer reviews and approves the results of the *security* audit.

### 5.1.4 Securing Visitor Access to City Information Processing Facilities, Information Systems, Network Equipment and Information

The Department of Public Property and the Division of Technology shall develop *procedures* and *protocols* for ensuring the *security* of City *information processing facilities* and the *information systems* and *information* located in them from unauthorized access by visitors. Such *procedures* and *protocols* shall, at a minimum, require that physical access by visitors to any City *information system*, including *network equipment*, be controlled in accordance with Sections 5.1.1 (b), (c) and (d) of this *policy*, and specifically, that all visitors be escorted by authorized City *employees* whenever they have such physical access.

### 5.1.5 Exception Management

This *policy* is not intended to preclude or interfere with the use of City *information processing facilities*, *information systems* and *information* to meet the legitimate business needs of the user or the user's *agency*. If an *agency* or user needs to have access to *information processing facilities*, *information systems*, or *information* in a manner prohibited by this *policy* or otherwise to act contrary to the *policy* in order to meet legitimate business needs and carry out the responsibilities of the *agency* and the user, the *agency* is responsible for obtaining *Information Security Group* approval for an appropriate exception to the *policy*.

## 6 ENFORCEMENT; DISCIPLINARY ACTION

Each City *agency* head shall be responsible for enforcing compliance with this *policy* by *agency information users*.

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*Information users* that violate this *policy* may be subject to disciplinary action, up to and including, termination of employment in accordance with the disciplinary *policies* of the *information user's agency* and, for *information users* represented by the Fraternal Order of Police, International Association of Firefighters, District Council 47 or District Council 33, the terms of the applicable collective bargaining agreement.

If a *City contractor* or *third party user* knowingly or negligently commits or permits a material violation of this *policy*, the City may terminate the contract in accordance with its terms, and/or terminate the *contractor's* or *third party user's* access to *City information systems* and *information*, in addition to any legal or remedial actions the City may take to enforce and protect its interests.

#### 7 GETTING MORE INFORMATION

Questions about this *policy* and other *information security* matters should be addressed to the *Information Security Group* (Email: [ISG@phila.gov](mailto:ISG@phila.gov) Phone: (215) 686-8180).

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## Philadelphia Continuum of Care HMIS Privacy Plan

### Purpose

This document describes the privacy plan of the City of Philadelphia Office of Homeless Services (OHS), which is the Philadelphia Continuum of Care HMIS Lead Agency, and agencies contributing data (HMIS Participating Agencies) to the Philadelphia Continuum of Care Homeless Management Information System (HMIS). This document covers the processing of Protected Personal Information (PPI) for clients of HMIS Participating Agencies.

PPI is any information we maintain about a client that:

- a. Allows identification of a client/consumer directly or indirectly
- b. Can be manipulated by a reasonably foreseeable method to identify a specific client/consumer, or
- c. Can be linked with other available information to identify a specific client/consumer.

The provisions of this plan shall go into effect immediately.

### Data Collection Notice

HMIS Participating Agencies must let clients know that PPI is being collected and the reasons for collecting this information. To meet this requirement, HMIS Participating agencies must post the following language in places where PPI is collected from clients for the purpose of entering it into the HMIS:

OHS and its contracted provider agencies collect personal information directly from you for reasons that are discussed in our NOTICE OF PRIVACY PRACTICES. OHS and its contracted provider agencies may be required to collect some personal information by law or by organizations that provide funds to operate this program. Other personal information that is collected is important to run our programs, to improve services, and to better understand the needs of individuals being served. OHS and its contracted provider agencies only collect information that is considered to be appropriate.

Each Agency must provide a copy of the *HMIS Privacy Notice* upon client request. Clients must acknowledge receipt by signing the *Acknowledgement Form*. The Agency must keep signed copies of the *Acknowledgement Form*.

Agencies may choose to take additional steps to obtain consent from clients, including obtaining written consent.

Each Agency shall adopt and comply with the Notice of Privacy Practices for Use with the Homeless Management Information System ("HMIS Privacy Notice").

Each Agency shall provide reasonable accommodations to persons with disabilities and to persons with limited English proficiency to ensure their understanding of the HMIS Privacy Notice and/or Acknowledgement Form.

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### Accountability

Each agency must uphold relevant federal and state confidentiality regulations and laws that protect client records, including but not limited to the privacy and security standards found in HUD's Data and Technical Standards. If the Agency is a HIPAA-covered entity, the Agency is required to operate in accordance with HIPAA regulations and is exempt from the privacy and security standards found in HUD's Data and Technical Standards.

### Access and Correction

Each agency must allow individuals to inspect and have a copy of their personal information that is maintained in HMIS.

Each agency must offer to explain any information that is not understood.

Individuals must submit a request to inspect their HMIS data in writing to their social worker/case manager. Each agency must consider a written request for correction of inaccurate or incomplete personal information. If the agency agrees that the information is inaccurate or incomplete, the agency may delete it or may choose to mark it as inaccurate or incomplete and to supplement it with additional information.

Each agency may deny the individual's request for inspection or copying of personal information if:

- a. Information was compiled in reasonable anticipation of litigation or comparable proceedings
- b. Information is about another client/consumer
- c. Information was obtained under a promise of confidentiality and the disclosure would reveal the source of the information, or
- d. Disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual.

If the agency denies a request for access or correction, it must explain the reason for the denial and include documentation of the request and the reason for the denial.

Each agency may reject repeated or harassing requests for access or correction.

### Purpose and Use Limitations

Each agency may use or disclose PPI for activities described in this part of the notice. The agency assumes that clients consent to the use or disclosure of PPI for the purposes described here and for other uses and disclosures that are determined to be compatible with these uses or disclosures:

- a. To provide or coordinate services to individuals (shelter, housing, case management, etc.)
- b. For functions related to payment or reimbursement for services
- c. To carry out administrative functions such as personnel oversight, management functions, and auditing purposes
- d. To create de-identified (anonymous) information that can be used for research and statistical purposes
- e. When required by law

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- f. To avert a serious threat to health or safety if
  - i. the agency believes that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to health or safety of an individual or the public, and
  - ii. the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat
- g. To report victims of abuse when authorized by law.
- h. For academic research purposes by an individual or institution that has a formal relationship with the agency unless restricted by other federal and state laws and provided there is a written research agreement in place between the agency and the individual or institution conducting the research.
- i. To a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct).
- j. For judicial and administrative proceedings in response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena.
- k. To comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.

### Confidentiality

Each agency must maintain any/all personal information as required by federal, state, or local laws.

Each agency shall only solicit or input into HMIS client information that is essential to providing services to the client.

Each agency shall not knowingly enter false or misleading data under any circumstance, nor use HMIS with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

Each agency shall ensure that all staff, volunteers and other persons who use HMIS are issued an individual User ID and password by OHS.

Each agency shall ensure that all staff, volunteers and other persons issued a User ID and password for HMIS receive confidentiality training, HMIS training, and comply with the attached *HMIS User Agreement* and the *HMIS Participation Agreement*.

### Protections for victims of domestic violence, dating violence, sexual assault, and stalking

Victim service providers are prohibited from entering data into HMIS. Other agencies must be particularly aware of the need for confidentiality regarding information about persons who are victims of domestic violence, dating violence, sexual assault, and stalking. Additional protections for these clients includes explicit training for staff handling personal identifying information of the potentially dangerous circumstances that may be created by improper release of this information.

### Duration

This plan must be reviewed annually and updated as needed by the Philadelphia Continuum of Care. This plan was originally approved by the Philadelphia CoC Strategic Planning Committee on January 21, 2014 and was subsequently approved by the Philadelphia CoC Board on March 18, 2015 and August 29, 2016.

### Governing Regulation

This Privacy Plan shall be governed by and interpreted for any and all purposes in accordance with the "Department of Housing and Urban Development Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice," July 30, 2004. In the event of any discrepancy between the two documents, the latter shall prevail.

## Philadelphia Continuum of Care HMIS Data Quality Plan

### Background

For more than a decade, Congress has expressed the need for better local and national information about persons experiencing homelessness in a series of Congressional directives, beginning with the FY 1999 U.S. Department of Housing and Urban Development (HUD) Appropriations Act. In 2001 Congress directed HUD to take the lead in requiring every jurisdiction to have unduplicated client-level data within three years. In subsequent years, Senate and House Appropriations Committee reports have directed HUD to assist communities in implementing local Homeless Management Information Systems (HMIS) and to develop an Annual Homeless Assessment Report (AHAR) that is based on HMIS data.

HMIS is now used by the following federal partners and their respective programs in the effort to end homelessness:

- U.S. Department of Health and Human Services (HHS)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Veterans Affairs (VA)

Philadelphia Continuum of Care's (CoC) HMIS is a client information system designed to record and store client-level information on the characteristics and service needs of persons experiencing homelessness. HMIS assists the Philadelphia CoC to become better informed about the extent and nature of homelessness over time. Specifically, HMIS can be used to produce an unduplicated count of persons experiencing homelessness, understand patterns of service use, measure the effectiveness of homeless programs, and assist in the efficient provision of services to homeless persons. HMIS is also used to help with system planning and design including long-term strategic planning and shorter-term evaluations and interventions.

The City of Philadelphia Office of Homeless Services (OHS) has been designated by the Philadelphia CoC as the HMIS Lead Agency in accordance with federal HMIS rules and regulations.

### Purpose

The purpose of the Philadelphia Continuum of Care Homeless Management Information System Data Quality Plan (HMIS Data Quality Plan) is to standardize expectations and provide guidance to HMIS-participating projects on the extent, completeness, and quality data elements entered into HMIS to meet participation and reporting requirements established by HUD and the federal partners.

In so doing, the CoC hopes to streamline the process of completing Annual Performance Reports for HUD and submitting information for the Annual Homeless Assessment Report in full compliance with HUD's expectations. In addition, the HMIS Data Quality Plan is intended to assist the CoC in its preparations for the new system-wide performance measures contained in the McKinney-Vento Homeless Assistance Act as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of

2009. Further, the improvement of HMIS data will assist the CoC to continue to achieve a high score in the competitive annual application for CoC Program funding.

### Development Process

The HMIS Data Quality Plan was developed through a collaborative effort across homeless service providers and spearheaded by the HMIS & HEARTH Data Subcommittee of the McKinney Public/Private Strategic Planning Committee, which included representatives from the following organizations: City of Philadelphia Office of Homeless Services (formerly Office of Supportive Housing), People's Emergency Center, Kutztown University, Project HOME, Dignity Housing, The Salvation Army Red Shield Family Residence, SELF, Inc., and Temple University.

### Definitions

**Project vs Program:** Across the federal agencies the terms project and program are used differently. In this document, and for the purposes of data collection in HMIS, a program refers to the federal funding source (e.g., HUD CoC, HHS PATH, VA SSVF, etc). A project refers to a distinct unit of an organization, which may or may not be funded by HUD or the federal partners, that provides services and/or housing and is identified by the CoC as part of its service system. A continuum project can be classified as one that provides housing (housing project) or one that does not provide housing (services project). Projects may enter data directly into HMIS or submit data extract files for upload into HMIS. Projects which submit via data extract have chosen to participate in HMIS in this way because they have their own proprietary data systems in place to track and maintain data on their constituents. They create an annual export for import into HMIS.

**Housing Project:** Provides overnight accommodations and whose primary purpose is to meet the specific needs of people who are experiencing homelessness. This includes projects classified as the following under the data element Project Type: Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, Permanent Housing with Services, and Permanent Housing: Housing Only.

**Services Project:** Does not provide housing and whose primary purpose is to provide services that meet the specific needs of people who are experiencing or at risk of homelessness. This includes projects classified as the following under the data element Project Type: Coordinated Assessment, Homelessness Prevention, Street Outreach, Day Shelter, Services Only, and Other.

**HMIS Universal Data Elements (UDE)** are elements required to be collected by all projects participating in HMIS, regardless of funding source. They establish the baseline data collection requirements for all contributing CoC projects; and are the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

**Program Specific Data Elements (PSDE)** differ from the Universal Data Elements in that no one project must collect every single element in this section. Required data elements are dictated by the reporting requirements set forth by funding source.

**HMIS data quality** refers to the extent that data recorded in HMIS accurately reflects the same information in the real world. To meet the Philadelphia CoC's goal of presenting accurate and consistent information on homelessness, it is critical that HMIS have the best possible representation of reality as it relates to homeless people and the programs that serve them. Specifically, the goal is to record the most accurate, consistent and up-to-date information in order to draw reasonable conclusions about the extent of homelessness and the impact of homeless services and to utilize for planning and evaluation purposes.

#### **Applicability of Data Quality Standards**

The Data Quality Standards contained herein are applicable to all HMIS participating projects, including projects that enter data directly into HMIS and projects that submit data extract files for upload into HMIS. For those projects that submit data extract files, the HMIS Data Quality Standards apply to the entry of data into the agency's in-house client information system. The Standards also apply to all actions taken by providers leading up to the creation of their extract files; in other words, all information entered into the data systems used to create extract files must conform with the guidelines set out in this document.

#### **Key Documents**

Key documents needed as supporting references to this document are listed below:

- a. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice")
- b. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, 2014 Homeless Management Information System (HMIS) Data Standards; Dictionary and Manual, Version 2.1, August 2014 ("2014 HMIS Data Standards") and
- c. The McKinney-Vento Homeless Assistance Act as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

#### **HMIS Data Quality Standards**

The HMIS Data Quality Standards for the Philadelphia CoC are split into six (6) categories: Timeliness, Completeness, Accuracy, Consistency, Monitoring, and Incentives. Unless otherwise noted, all HMIS participating programs, including those that provide data extract files for upload into HMIS, are expected to achieve and maintain the Data Quality Standards.

Training of HMIS system users is recognized to be important in assuring the completeness, accuracy, and consistency of data. To that end, data quality will be supported through timely and appropriate system training, including the utilization of methodologies such as: Train-the-Trainer and Computer Based Training (CBT).

## **1. Timeliness**

The purpose of this timeliness standard is to reduce human error that occurs when too much time has elapsed between data collection (or service transaction) and data entry into HMIS. The individual doing the data entry may be relying on handwritten notes or his/her own recall of a case management session, service transaction, or program exit date; therefore, the sooner the data is entered, the better chance the data will be correct. Timely data entry also ensures that data is as close to "real-time" as possible and accessible when it is needed -- either pro-actively (for monitoring purposes, publishing information to increase awareness, or to meet reporting requirements) or reactively (in response to a request for information or to respond to inaccurate information).

### *1a. Timeliness Standard*

All Projects will ensure that data elements for new clients, services, and entry/exits are entered in a timely manner into HMIS.

Data must be collected, at a minimum, at project entry, during program enrollment, and at project exit according to the baselines found in the Appendix. All projects are encouraged to collect all of the required Data Elements as close to each client's project entry and exit as possible. In addition:

- OHS-contracted Emergency Housing programs must collect the required Data Elements within the timeframes established in the Social Worker/Case Management Performance Standards and Homeless Management Information System Standards (HMIS) found in the OHS Emergency Housing Standards.
- Homelessness Prevention, Housing Retention, and Rapid Re-housing Programs must collect the HUD-required Data Elements in accordance with the timeframes set forth in the most recent Request for Proposals as well as the program's most recent OHS contract documents.

Once collected, projects will enter the data in HMIS according to the following timeframes:

- OHS-contracted Emergency Housing Projects: All required UDEs and PSDEs will be entered within 24 hours of the data collection.
- Transitional and Permanent Supportive Housing Projects receiving funding through OSH and/or the McKinney-Vento Act: All required UDEs and PSDEs will be entered within thirty (30) days of data collection.
- OHS Centralized Intake Sites and After Hours Processing Sites: All required UDEs will be entered at time of data collection.
- Homelessness Prevention, Housing Retention, and Rapid Re-housing Programs: All required UDEs and PSDEs will be entered at time of data collection.
- OHS Emergency Assistance and Response Unit: All required UDEs and PSDEs will be entered at time of data collection.
- Non-Contracted Emergency Housing, Transitional Housing, and Permanent Supportive Housing Projects (Projects not receiving funding through OHS and/or the McKinney-Vento Act): All UDEs will be entered within thirty (30) days of data collection.

## **2. Completeness**

The purpose of completeness is to ensure sufficient demographic and service use data is collected to facilitate confident reporting and analysis on the extent and characteristics of persons experiencing homelessness in Philadelphia including:

- Unduplicated counts of clients served at the local level

- Patterns of use of people entering and exiting the homeless assistance system
- Evaluation of the effectiveness of homeless systems
- Systems planning for future housing and service needs

In effect, complete data tells the full "story" of homelessness.

**2a. Completeness Standard**

All Projects will ensure each of their required Data Elements is entered into HMIS for all clients served by the project. Therefore, the percentage of data elements with missing/blank entries for all clients served will be zero (0). Please refer to Appendix 1 for a detailed listing of the required Data Elements. In addition, all Projects will make reasonable efforts to limit the percentage of don't know/refused entries. While a specific standard for don't know/refused entries has not been set, these entries will also be included in the data monitoring process.

**3. Accuracy**

The purpose of accuracy is to ensure that the data housed in HMIS is the best possible representation of reality as it relates to people who are experiencing homelessness and the projects in which they participate.

**3a. Accuracy Standard**

All Projects will ensure that data entered in HMIS accurately reflects the information provided by the client. Project staff will not knowingly enter into HMIS inaccurate or false information. To the extent that clients and other agencies supplying information have provided accurate data, HMIS users are responsible for the accuracy of the data they enter into the HMIS. Immediately upon discovery, inaccurate or out-dated data will be updated by the project. In addition, responses of "Don't Know" and "Refused" will be updated immediately once the information is known.

**4. Consistency**

The purpose of consistency is to ensure a common interpretation of questions, answers, and which fields need completion in HMIS.

**4a. Consistency Standard**

All data required to be in HMIS will be collected and entered in a common and consistent manner across all Projects. To that end, all HMIS users will complete an initial orientation before accessing the HMIS. As part of the orientation, all new HMIS users will review Sections 3 and 4 of the 2014 HMIS Data Standards, which outlines the Universal and Program Specific Data Elements, including their rationale, collection point(s), data collection instructions, and response category descriptions. All existing HMIS users are encouraged to review this document on a quarterly basis.

**5. Monitoring**

The purpose of monitoring is to ensure that the HMIS Data Quality Standards are met to the greatest possible extent and that data quality issues are quickly identified and resolved.

**5a. Monitoring Standard**

All Projects are expected to meet the HMIS Data Quality Standards described in this document. Each Project is responsible for monitoring its own data and establishing internal data quality control procedures. Projects are encouraged to utilize all applicable reports that can be generated directly from HMIS. In addition, the HMIS Lead Agency will monitor HMIS data on the project and system levels in accordance with the Data Quality Monitoring Plan to be developed by the HMIS HEARTH Data Subcommittee and will report results by program and by overall totals at appropriate times throughout the year. Projects that fail to meet the data standards will be asked by the HMIS Lead Agency to submit a written plan that details how they will take corrective action and the timeline for doing so. The plan will be submitted to, and monitored by, the CoC Advisory Committee.

**6. Incentives**

The purpose of incentives is to provide positive re-enforcement to Philadelphia CoC service providers who achieve and maintain the level of data quality outlined in this HMIS Data Quality Plan.

**6a. Incentives Standard**

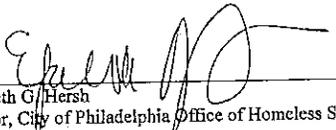
Projects with the best performance with regards to the Data Quality Standards will be recognized by the CoC Advisory Committee.

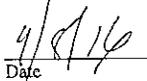
Projects that receive CoC Program funding will submit data quality statistics in their annual renewal application to the OHS. One of the criteria on which the project's renewal application will be scored will be the project's achievement of the Data Quality Standards.

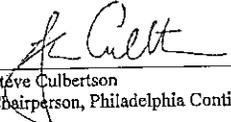
Projects are encouraged to develop their own internal incentives.

**Duration**

This plan must be reviewed annually and updated as needed by the Philadelphia Continuum of Care. This plan was originally approved by the Philadelphia CoC on August 8, 2011, and re-approved on March 18, 2015, and was last approved by the Philadelphia CoC Board on August 29, 2016.

  
 Elizabeth G. Hersh  
 Director, City of Philadelphia Office of Homeless Services

  
 Date

  
 Steve Culbertson  
 Chairperson, Philadelphia Continuum of Care Board

  
 Date

**Data Collection Requirements**

**Universal Data Element (UDE) Collection Summary**

Applicable Projects: All HMIS Participating Projects, regardless of funding source, including but not limited to:

- Emergency, Transitional, and Permanent Supportive Housing
- Homelessness Prevention
- Rapid Re-Housing
- OHS Centralized Intake Sites
- After Hours Processing Sites
- Emergency Assistance and Response Unit

Data Element	Collected For				Collection Point			
	All	HoH	HoH and Adults	Adults	Record Creation	Project Entry	Update	Project Exit
3.1 Name	X				X			
3.2 Social Security Number	X				X			
3.3 Date of Birth	X				X			
3.4 Race	X				X			
3.5 Ethnicity	X				X			
3.6 Gender	X				X			
3.7 Veteran Status				X	X			
3.8 Disabling Condition				X		X		
3.9 Residence Prior to Project Entry			X			X		
3.10 Project Entry Date	X					X		
3.11 Project Exit Date	X							X
3.12 Destination			X					X
3.13 Personal ID	X				X			
3.14 Household ID	X					X		
3.15 Relationship to Head of Household	X					X		
3.16 Client Location		X				X	X	
3.17 Length of Time on Street, in an Emergency Shelter or Safe Haven			X			X		

**Program Specific Data Elements (PSDE)**

The following PSDEs are required for Homeless Prevention, Emergency Housing (EH), Transitional Housing (TH), Rapid Re-Housing (RRH), and Permanent Supportive Housing (PSH) projects receiving funding from the following sources:

- City of Philadelphia OHS
- HUD Continuum of Care Program (CoC)
- HUD Emergency Solutions Grants Program (ESG)
- HUD-Veterans Affairs Supportive Housing Program (HUD/VASH)

Data Element	Collected For			Collection Point				
	All	HoH	HoH and Adults	Adults	Project Entry	Annual Assessment	Update as Info Changes	Project Exit
4.2 Income and Sources			X		X	X	X	X
4.3 Non-Cash Benefits			X		X	X	X	X
4.4 Health Insurance	X				X	X	X	X
4.5 Physical Disability	X				X		X	X
4.6 Developmental Disability	X				X		X	X
4.7 Chronic Health Condition	X				X		X	X
4.8 HIV/AIDS	X				X		X	X
4.9 Mental Health Condition	X				X		X	X
4.10 Substance Abuse	X				X		X	X
4.11 Domestic Violence			X		X		X	X
4.17 Residential Move-In Date (RRH Projects Only)	X				X		X	
4.19 Housing Assessment at Exit (Homeless Prevention Projects Only)	X							X

\* These are the minimum data collection standards as established by federal partners. OHS-contractual requirements supersede these baseline standards, if applicable.

Please refer to the 2014 HMIS Data Standards for information on required PSDEs for projects receiving funding from the following sources:

- HUD Housing Opportunities for Persons with AIDS Program (HOPWA)
- HHS Runaway and Homeless Youth Program (RHY)
- HHS Projects for Assistance in Transition from Homelessness (PATH)
- VA Supportive Services for Veteran Families Program (SSVF)

## Philadelphia Continuum of Care HMIS Participation Agreement

### Between the City of Philadelphia Office of Homeless Services and HMIS Participating Agencies

The City of Philadelphia Homeless Management Information System ("HMIS") is a client information system designed to record and store client-level information on the characteristics and service needs of homeless persons. HMIS assists the Philadelphia Continuum of Care to become better informed on the extent and nature of homelessness over time. Specifically, HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs.

HMIS is administered by the City of Philadelphia Office of Homeless Services ("OHS") in partnership with the Philadelphia Continuum of Care and in accordance with the U.S. Department of Housing and Urban Development's ("HUD") HMIS regulations as found in:

- *Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice");* and
  - *U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards, Revised Notice, March 2010 ("HUD HMIS 2010 Revised Notice").*
- These documents will be henceforth collectively referred to as HUD's Data and Technical Standards.

#### A. HMIS Participation

- An agency is considered to be an HMIS Participating Agency ("Agency") when it collects client-level data on homeless clients for an HMIS.
- By participating in HMIS, the Agency, including its employees, volunteers, affiliates, contractors, and associates, is subject to all data collection, privacy, and security standards set forth in HUD's Data and Technical Standards as well as any subsequent revisions.
- The Agency shall provide accurate and timely client data to OHS through direct data entry into HMIS and/or the submission of data extract files for upload into HMIS (data integration). The manner of participation shall be determined by OHS on the program level and shall be based on the program's status in relation to the following factors:
  - Contractual relationship between OHS and the program; and
  - Program's existing client-level data collection system.

- The Agency's minimum data collection requirements shall be determined on the program level and shall be based on the program's status in relation to the following factors:
  - Contractual relationship between OHS and the program; and
  - Program's receipt of U.S. Department of Housing and Urban Development (HUD) McKinney-Vento Act program funds

#### Minimum Data Reporting Requirements:

Program Status	HUD Universal Data Elements	HUD Program-Specific Data Elements	Data Elements Established by OHS
<ul style="list-style-type: none"> <li>▪ No contractual relationship with OHS and</li> <li>▪ Does not receive HUD McKinney-Vento Act funds and</li> <li>▪ Does not receive Homelessness Prevention and Rapid Re-Housing Program funds</li> </ul>	X		
<ul style="list-style-type: none"> <li>▪ No contractual relationship with OHS and</li> <li>▪ Receives HUD McKinney-Vento Act funds and/or</li> <li>▪ Receives Homelessness Prevention and Rapid Re-Housing Program funds</li> </ul>	X	X	
<ul style="list-style-type: none"> <li>▪ Contractual relationship with OHS and</li> <li>▪ Does not receive HUD McKinney-Vento Act funds and</li> <li>▪ Does not receive Homelessness Prevention and Rapid Re-Housing Program funds</li> </ul>	X	X	X
<ul style="list-style-type: none"> <li>▪ Contractual relationship with OHS and</li> <li>▪ Receives HUD McKinney-Vento Act funds and/or</li> <li>▪ Receives Homelessness Prevention and Rapid Re-Housing Program funds</li> </ul>	X	X	X

#### B. Privacy, Confidentiality, and Security

This section is not applicable if the Agency is covered under the *Health and Insurance Portability and Accountability Act of 1996 ("HIPAA")*. If the Agency is a HIPAA-covered entity, the Agency is required to operate in accordance with HIPAA regulations and is exempt from the privacy and security standards found in HUD's Data and Technical Standards.

1. The Agency shall uphold relevant federal and state confidentiality regulations and laws that protect client records, including but not limited to the privacy and security standards found in HUD's Data and Technical Standards.
2. The Agency shall adopt and comply with the attached *Notice of Privacy Practices for Use with the Homeless Management Information System ("HMIS Privacy Notice")*. Agencies without a contractual relationship with OHS may use an Agency-specific alternative that complies with HUD's baseline privacy standards.

3. The Agency shall prominently display the attached *Notice of Privacy Practices Posting* at each intake desk (or comparable location). Agencies without a contractual relationship with OHS may use an Agency-specific alternative that complies with HUD's baseline privacy standards.
4. The Agency shall provide a copy of the *HMIS Privacy Notice* upon client request. Clients must acknowledge receipt by signing the attached *Acknowledgement Form*. Agencies without a contractual relationship with OHS may use an Agency-specific alternative. The Agency shall keep signed copies of the *Acknowledgement Form*.
5. The Agency shall provide reasonable accommodations to persons with disabilities and to persons with limited English proficiency to ensure their understanding of the *HMIS Privacy Notice* and/or *Acknowledgement Form*.
6. The Agency shall use client information in HMIS only to assist the Agency in providing adequate and appropriate services to the client.

### C. Data Collection

#### 1. Direct Data Entry into HMIS

- a) The Agency shall only solicit or input into HMIS client information that is essential to providing services to the client.
- b) The Agency shall not knowingly enter false or misleading data under any circumstance, nor use HMIS with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.
- c) The Agency shall ensure that all staff, volunteers and other persons who use HMIS are issued an individual User ID and password.
- d) The Agency shall ensure that all staff, volunteers and other persons issued a User ID and password for HMIS receive confidentiality training, HMIS training, and comply with the attached *HMIS User Agreement* and the *HMIS Participation Agreement*.
- e) The Agency shall enter information into HMIS on a timely (real-time or close to real time) basis.

#### 2. Data Integration

- a) The Agency shall submit client-level data to OHS for integration into HMIS in an agreed upon format no less than once annually.

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- b) All data shall be cleaned, updated, and formatted according to agreed upon data specifications prior to submission to OHS.
- c) The data specifications shall be collaboratively developed by the Agency and OHS based on the Agency's existing database, the Agency's capacity to modify said database, and the Agency's data reporting requirements.
- d) The Agency shall not knowingly submit false or misleading data under any circumstance.

### D. Data Output

1. OHS may provide aggregate or statistical data to the Agency on a periodic basis.
2. The Agency may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons in accordance with HUD's HMIS Data and Technical Standards. Such aggregate data shall not directly identify individual clients.
3. OHS will use HMIS data for homeless policy and planning decisions; in preparing federal, state or local applications for homelessness funding; to demonstrate the need for and effectiveness of programs; and, to obtain a system-wide view of program utilization.
4. If the Agency ceases to participate in HMIS, OHS will retain all HMIS client data previously entered/submitted by the Agency.

### Period of Agreement and Modification/Termination

This agreement will become effective when signed by both parties and will remain in effect until revoked in writing by either party. This agreement may be amended at any time by further written consent of both parties. This agreement may be terminated with 60 days written notice.

This agreement is not intended to and does not create any contractual rights or obligations with respect to the signatory or any other parties. The parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Philadelphia Office of Homeless Services  
Agency

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## Philadelphia Continuum of Care HMIS Notice of Privacy Practices

### OFFICE OF HOMELESS SERVICES NOTICE OF PRIVACY PRACTICES FOR USE WITH THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

This notice describes the privacy policy and practices of the City of Philadelphia Office of Homeless Services (OHS) as it relates to the Homeless Management Information System (HMIS). The employees of OHS and its contracted provider agencies collect personal information only when appropriate. OHS and its contracted provider agencies may use or disclose your information to provide you with services. OHS and its contracted provider agencies may also use or disclose personal information to comply with legal and other obligations.

As a client/consumer, you may request to inspect the electronic or paper record of the personal information about you that OHS or its contracted provider agencies maintain in HMIS. You may also ask OHS or its contracted provider agencies to correct inaccurate or incomplete information. You may ask OHS and its contracted provider agencies about the HMIS privacy policy or practices. OHS or its contracted provider agencies will respond to your questions and complaints.

Please read this entire notice for more details. A copy of the entire notice can be provided to you upon request.

#### **B. What This Notice Covers**

1. This notice describes the privacy policy and practices of OHS and its contracted provider agencies.
2. The policy and practices in this notice cover the processing of protected personal information for clients of OHS and its contracted provider agencies.
3. Protected Personal Information is any information we maintain about a client that:
  - a. allows identification of a client/consumer directly or indirectly
  - b. can be manipulated by a reasonably foreseeable method to identify a specific client/consumer, or
  - c. can be linked with other available information to identify a specific client/consumer.

#### **C. Why Collect Personal Information?**

1. Personal information is collected for a number of purposes including but not limited to the following:
  - a. to provide or coordinate services to clients/consumers
  - b. to locate other programs that may be able to assist clients/consumers
  - c. for functions related to payment or reimbursement from others for services that are provided
  - d. to operate our organization, including administrative functions such as legal, audits, personnel, oversight, and management functions
  - e. to comply with government reporting obligations

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f. when required by law

2. OHS and its contracted provider agencies will only use lawful and fair means to collect personal information. If you seek assistance from OHS and its contracted provider agencies and provide us with personal information, it is assumed that you consent to the collection of information as described in this notice. OHS and its contracted provider agencies may also get information about you from other sources, including the following:
  - a. Individuals who are with you
  - b. Other private organizations that provide services
  - c. Government agencies
  - d. Telephone directories and other published sources
3. OHS and its contracted provider agencies will post notices (as per below) at various intake and service locations:

#### **NOTICE OF PRIVACY PRACTICE**

OHS and its contracted provider agencies collect personal information directly from you for reasons that are discussed in our NOTICE OF PRIVACY PRACTICES. OHS and its contracted provider agencies may be required to collect some personal information by law or by organizations that provide funds to operate this program. Other personal information that is collected is important to run our programs, to improve services, and to better understand the needs of individuals being served. OHS and its contracted provider agencies only collect information that is considered to be appropriate.

#### **D. Use and Disclosure of Personal Information**

1. OHS and its contracted provider agencies will use or disclose personal information for activities described in this part of the notice. We assume that you consent to the use or disclosure of your personal information for the purposes described here and for other uses and disclosures that we determine to be compatible with these uses or disclosures:
  - a. to provide or coordinate services to individuals (shelter, housing, case management, etc.)
  - b. for functions related to payment or reimbursement for services
  - c. to carry out administrative functions such as personnel oversight, management functions, and auditing purposes.
  - d. to create de-identified (anonymous) information that can be used for research and statistical purposes
  - e. when required by law
  - f. to avert a serious threat to health or safety if
    - i. we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public, and
    - ii. the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat
  - g. to report victims of abuse when authorized by law.

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- h. for research purposes unless restricted by other federal and state laws.
- i. to a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct).
- j. for judicial and administrative proceedings in response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena.
- k. to comply with government reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.
- l. Before we make any use or disclosure of your personal information that is not described here, we seek your consent first.

**E. How to Inspect and Correct Personal Information**

1. You may inspect and have a copy of your personal information that we maintain. We will offer to explain any information that you may not understand.
2. We will consider a request from you for correction of inaccurate or incomplete personal information that we maintain about you. If we agree that the information is inaccurate or incomplete, we may delete it or we may choose to mark it as inaccurate or incomplete and to supplement it with additional information.
3. To inspect, get a copy of, or ask for correction of your information, by submitting your request in writing to your social worker/case manager.
4. We may deny your request for inspection or copying of personal information if:
  - a. the information was compiled in reasonable anticipation of litigation or comparable proceedings
  - b. the information is about another client/consumer
  - c. the information was obtained under a promise of confidentiality and the disclosure would reveal the source of the information, or
  - d. disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual.
5. If we deny a request for access or correction, we will explain the reason for the denial. We will also include, as part of the personal information that we maintain, documentation of the request and the reason for the denial.
6. We may reject repeated or harassing requests for access or correction.

**F. Data Quality**

1. We collect only personal information that is relevant to the purposes for which we plan to use it. To the extent necessary for those purposes, we seek to maintain only personal information that is accurate, complete, and timely.
2. OHS will maintain any/all personal information as required by federal, state, or local laws.

**G. Complaints and Accountability**

1. We accept and consider questions or complaints about our privacy and security policies and practices. Any questions or complaints can be brought to your social worker/case manager.

If you feel your question/complaint is not fully addressed within a reasonable timeframe, you may register a complaint with the Office of Homeless Services by calling 215-686-7181 during normal business hours.

**CITY OF PHILADELPHIA OFFICE OF HOMELESS SERVICES  
HOMELESS MANAGEMENT INFORMATION SYSTEM**

**INFORMATION REQUEST FORM**

I understand that I have the right to inspect, get a copy of, or ask for correction of personal information that is maintained by the Office of Homeless Services in the Homeless Management Information System (HMIS). Therefore, this is to request in writing the following (items with checkmarks):

- To inspect personal information in HMIS
- To have a copy of personal information that is maintained in HMIS
- To request correction of the information in HMIS as described below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Legal guardian or personal representative \_\_\_\_\_

Relationship \_\_\_\_\_

- Requested information provided by (staff name)

\_\_\_\_\_ Date \_\_\_\_\_

- Correction made in HMIS by (staff name)

\_\_\_\_\_ Date \_\_\_\_\_

CITY OF PHILADELPHIA OFFICE OF HOMELESS SERVICES  
HOMELESS MANAGEMENT INFORMATION SYSTEM  
NOTICE OF PRIVACY PRACTICES

ACKNOWLEDGEMENT

I agree that I have been given an opportunity to review the Office of Homeless Services Homeless Management Information System (HMIS) Notice of Privacy Practices.

I acknowledge that I may obtain a copy of the Notice of Privacy Practices upon request.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Legal guardian or personal representative \_\_\_\_\_

Relationship \_\_\_\_\_

Notice offered/acknowledgment refused \_\_\_\_\_ Staff initials \_\_\_\_\_

Reason for refusal if known

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



NOTICE OF PRIVACY PRACTICES

OHS and its contracted provider agencies collect personal information directly from you for reasons that are discussed in our NOTICE OF PRIVACY PRACTICES. OHS and its contracted provider agencies may be required to collect some personal information by law or by organizations that provide funds to operate this program. Other personal information that is collected is important to run our programs, to improve services, and to better understand the needs of individuals being served. OHS and its contracted provider agencies only collect information that is considered to be appropriate.



## Philadelphia Continuum of Care HMIS User Agreement

This agreement between the City of Philadelphia (City) and the undersigned user of its Homeless Management Information System (HMIS) specifies policies, rights and responsibilities, and ethical guidelines with regard to the use of the HMIS.

### I. Background

The City's Office of Homeless Services ("Homeless Services") is the Lead Agency of Philadelphia's Continuum of Care (CoC)-wide HMIS, as defined by the US Department of Housing and Urban Development (HUD). Entities using this HMIS currently include Homeless Services and the agencies and organizations within the CoC. In accordance with HUD directives, HMIS participation will continue to expand to include additional agencies and organizations within the Philadelphia CoC, as well as federal partner agencies.

### II. Training

Any individual who has not received Homeless-Services-approved training on how to properly use the system should not use the HMIS. All HMIS users will therefore be required to complete HMIS training prior to using the system. Any Homeless Services user who feels he or she needs refresher training should contact his or her supervisor. Non-Homeless-Services employees should contact Homeless Services' HMIS Lead Trainer.

### III. User Identifications Codes and Passwords

After successful completion of training and signing of this HMIS User Agreement, and subject to approval by the City, each HMIS user will be provided with a unique personal User Identification Code (User ID) and initial password to access the HMIS.

While the User ID provided will not change, HUD standards require that the initial password only be valid for the user's first access to the HMIS. Upon access with the initial password, the user will see a screen that will prompt the user to change the initial password to a personal password created by the user.

- A. Only the user will know the personal password he or she creates. It is the user's responsibility to remember the password.
- B. The password may not be stored in a publicly accessible location and written information pertaining to the User ID, password, or how to access the HMIS may not be displayed in any publicly accessible location.

- C. The user is not permitted to divulge this password or to share this password with anyone.

### IV. Security, Privacy, and Confidentiality of Client Data

The HMIS contains a range of Personal Protected Information (PPI) on clients and all such information must be treated carefully and professionally by all who access it. According to HUD, PPI is defined as "any information maintained by a Covered Homeless Organization about a living homeless client or homeless individual that: (1) identifies, either directly or indirectly, a specific individual; (2) can be manipulated by a reasonably foreseeable method to identify a specific individual; or (3) can be linked with other available information to identify a specific individual." A Covered Homeless Organization (CHO) is defined as "any organization (including its employees, volunteers, affiliates, and associates) that records, uses or processes PPI on homeless clients for an HMIS." HMIS users are therefore subject to the following guidelines regarding the security, privacy, and confidentiality of client PPI.

- A. The only individuals who may view or receive data from the HMIS are authorized users of the HMIS, users of other City databases for which clients have granted explicit informed consent to share data, and the individual clients to whom the data pertains. The User ID and password assigned to each individual HMIS user is to be used only for his or her access to the HMIS. An HMIS user may not allow access to the HMIS with his or her User ID and password to any other individual, regardless of whether or not the individual is an authorized HMIS user or whether or not the individual has the same job role or the same level of access rights.
- B. Each HMIS user may only view, obtain, extract, or use the data from the HMIS that is necessary to perform his or her job. Each HMIS user may only operate the HMIS using the job roles assigned to him or her.
- C. Failure to properly log off the HMIS may result in a breach of system security and the privacy of client data. A computer that has the HMIS application open must therefore never be left unattended. Every computer that is used to access the HMIS must have a password-protected screen saver that automatically turns on when the computer is temporarily not in use. If an HMIS user will be away from the computer for an extended period of time, he or she is required to log off from the HMIS before leaving the work area in which the computer is located.
- D. The guidelines regarding the security of paper or other hard copy containing PPI that is either generated by or for the HMIS, including, but not limited to reports, data entry forms, and signed consent forms are:
  1. A CHO must supervise at all times any paper or other hard copy generated by or for the HMIS that contains PPI when the hard copy is in a public area.
  2. When CHO staff is not present, the information must be secured in areas that are not publicly accessible.
  3. Written information specifically pertaining to user access (e.g., User ID and password) must not be stored or displayed in any publicly accessible location.

E. Information obtained by the HMIS user from the HMIS is to remain confidential even after the HMIS user's relationship with the City and/or the participating agency that employs him or her changes or concludes for any reason.

**V. Data Quality Control**

A. To the extent that clients and other agencies supplying information have provided accurate data, HMIS users are responsible for the accuracy of the data they enter into the HMIS.

B. HMIS users are required to enter data into the HMIS in a timely manner and in accordance with Homeless Services' performance standards and with any existing applicable agreements between Homeless Services and its provider agencies.

I affirm that I have read this Homeless Management Information System (HMIS) User Agreement and received training on how to use the HMIS. I agree that I will use the HMIS only for its intended use and in accordance with the training and access rights I have received. If I believe a security breach has occurred, I will report it by sending an email to [PhilaHMIS@phila.gov](mailto:PhilaHMIS@phila.gov). I understand and agree to comply with the terms of this agreement. My failure to uphold terms of this agreement may result in progressive disciplinary action, up to and including termination of my employment. There is no expiration date of this agreement.

\_\_\_\_\_  
Signature of HMIS User

\_\_\_\_\_  
Date



## HMIS Definitions and Acronyms

**Annual Homeless Assessment Report (AHAR)** - Annual report to Congress, providing an in-depth look at the state of homelessness in the country. The AHAR is prepared by HUD and provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons. The AHAR is based primarily on data from Homeless Management Information Systems.

**Annual Performance Report (APR)** - An annual report produced by grant recipients to track project progress and accomplishments including progress in moving homeless persons to self-sufficiency, services rendered, project goals and beds created. This report is required by HUD for all recipients of McKinney-Vento funding.

**Client** - An individual (adult or child) who has or is currently participating in a homeless assistance program.

**Continuum of Care (CoC)** - A collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of outreach, emergency, transitional, and permanent housing and supportive services to address the various needs of homeless persons. HUD also refers to the group of community stakeholders involved in the decision making processes as the Continuum of Care.

**Covered Homeless Organization (CHO)** - Any organization (including its employees, volunteers, affiliates, and associates) that records, uses or processes PPI on homeless clients for HMIS. The requirements of HUD's Data and Technical Standards apply to all Covered Homeless Organizations.

**HMIS Data Quality** - The accuracy and completeness of all information collected and reported to the HMIS.

**HMIS Data Quality Plan** -- Plan that standardizes expectations and provides guidance to HMIS-participating programs on the extent, completeness, and quality of HUD-required Data Elements entered into HMIS.

**HMIS Governance Agreement** - A governance agreement that designates the HMIS Lead Agency and outlines the responsibilities of the CoC and the HMIS Lead Agency.

**HMIS Lead Agency** - The entity designated by the Continuum of Care to administrator and manage the HMIS. In Philadelphia, the Office of Supportive Housing is the HMIS Lead Agency.

**HMIS Participating Programs** - Any program that collects client-level data on homeless clients for inclusion in HMIS, including programs that enter data directly into HMIS and programs that submit data extract files for upload into HMIS.

**HMIS Participation Agreement** -- An agreement that outlines the roles and responsibilities of the HMIS Lead Agency and HMIS Participating Agencies.

**Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act** - The HEARTH Act, which consolidates and amends three separate homeless assistance programs carried out under title IV of the McKinney-Vento Homeless Assistance Act into a single grant program that is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons.

**Homeless Management Information Systems (HMIS)** -- HMIS is a client information system designed to record and store client-level information on the characteristics and service needs of homeless persons. HMIS assists the Philadelphia Continuum of Care to become better informed on the extent and nature of homelessness over time. Specifically, HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs. This system is required by HUD for all Continuums of Care.

**HUD-required Data Elements** - The Universal Data Elements (UDE) and Program-Specific Data Elements (PDE) contained in the HUD HMIS 2010 Revised Notice as well as any subsequent revisions.

**HUD's Data and Technical Standards** -- refers to HUD's HMIS regulations as found in:

- Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice"); and
- U.S. Department of Housing and Urban Development, Office of Community Planning and Development, Homeless Management Information System (HMIS), Data Standards, Revised Notice, March 2010 ("HUD HMIS 2010 Revised Notice").

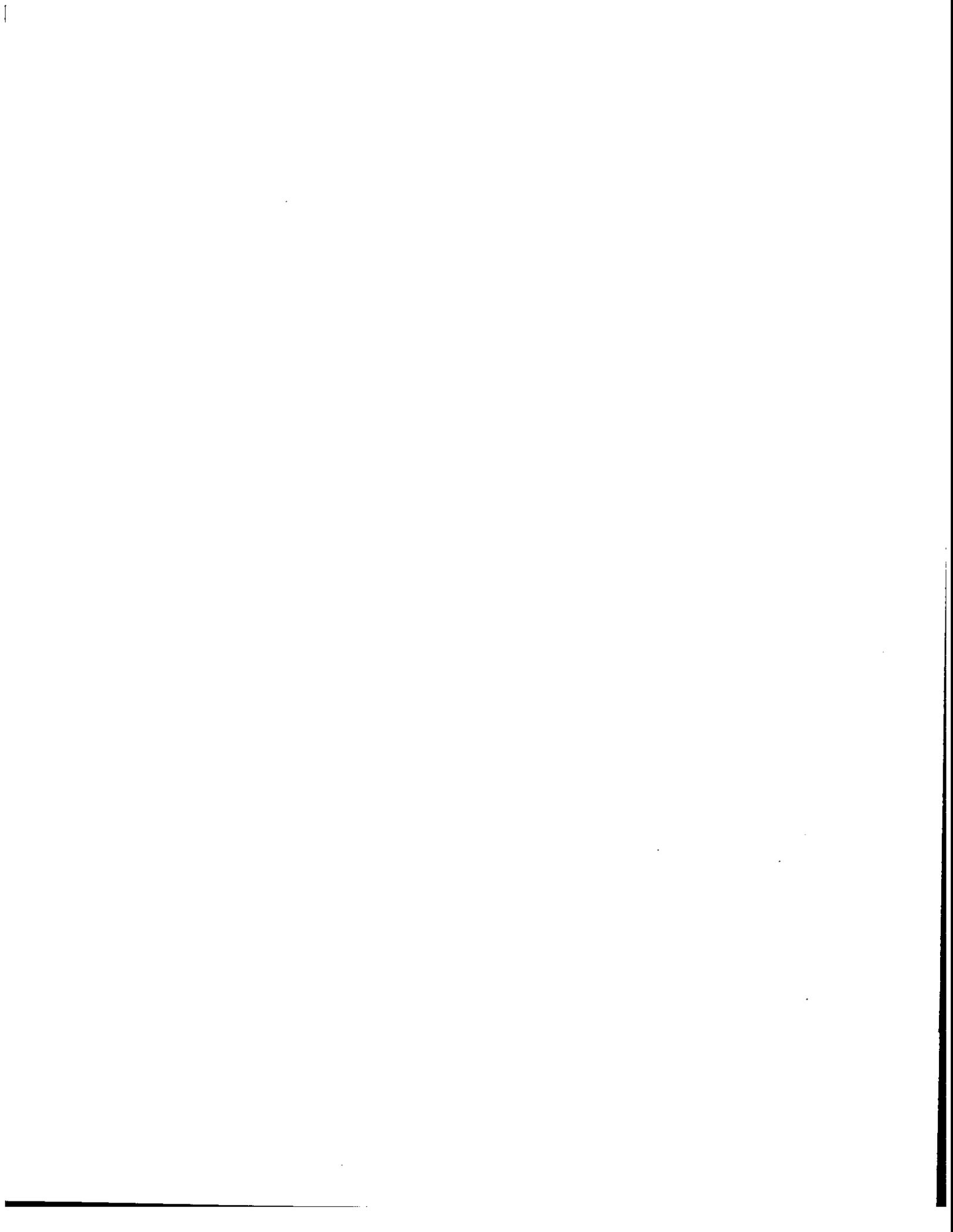
**McKinney- Vento Homeless Assistance (McKinney Vento) Act** - The Stewart B. McKinney Homeless Assistance Act (PL100-77) was the first -- and remains the only -- major federal legislative response to homelessness. It was reauthorized by President Obama on May 20, 2009 through the HEARTH Act.

**The Office of Supportive Housing** - The Office of Supportive Housing (OSH) is the public entity charged with the policy, planning, and coordination of the City's response to homelessness. Major areas of work include the coordination of the Homeless Continuum of Care and implementation of Philadelphia's Recalibrated Ten Year Plan to End Homelessness. OSH offers a wide array of services including emergency, transitional, and supportive housing to individuals, couples, and families.

**Privacy Notice** - A written, public statement of an agency's privacy practices. A notice informs clients of how personal information is used and disclosed.

**Personal Protected Information (PPI)** -- Information that can be used to (1) identify either directly or indirectly, a specific individual; (2) can be manipulated by a reasonably foreseeable method to identify a specific individual; or (3) can be linked with other available information to identify a specific individual.

**The U.S. Department of Housing and Urban Development (HUD)** - A federal department created in 1965 to increase homeownership and support community development. Since 1987, HUD has been responsible for funding homeless programs which today comprise the Continuum of Care.





**Public Housing Program  
Admissions and Continued  
Occupancy Policy**

Last Approved: April 21, 2016  
Effective Date: August 1, 2016

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constructed units. Seniors and people with disabilities will be exempt from employment requirements, if applicable. The policy will include provisions to address residents with temporary disabilities and/or temporary loss of employment. PHA may modify its Admissions and Continued Occupancy Policy in FY 2017, subject to Board approval, to reflect these new preferences. To the extent that any such modifications require MTW authority, PHA will establish appropriate MTW activities for HUD approval in future Plans.

## 5.21 Income Targeting MTW

### MTW Policy

PHA shall:

- Ensure that at least 75 percent of the families assisted are very low-income families, as defined in section 3(b)(2) of the 1937 Act,
- Assist substantially the same total number of eligible low-income families under MTW, as would have been served absent the demonstration, and
- Maintain a comparable mix of families by family size, as would have been served or assisted had the amounts not been used under MTW.

## 5.22 Targeted Funding

When HUD awards special funding for certain family types, families who qualify are placed on the waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

## 5.23 Designated Housing

Senior (Elderly) Only Unit/Developments: Elderly families will receive a priority in admission to units or buildings designated as elderly. No other families may be admitted to elderly designated properties. Only elderly families will be allowed to place their names on the Senior Only SBWLs.

## 5.24 Special Housing Initiatives (SHI)

PHA may develop special housing initiatives that receive limited local preference through PHA Board approval. These special initiatives are targeted for specifically named families and may be based on PHA and community priorities or HUD targeted funding. In addition, SHIs may include a defined number of PH units that will be allocated to families meeting specific described criteria. Examples of special housing initiatives include Blueprint to End Homelessness, The Second Chance Program, Nursing Home Transition Initiative and the Development Program Relocation Special Housing Initiative. See ACOP chapter on Special Programs and Allocations for more detail.

Generally, applicants for SHIs are referred to PHA. When referred to PHA, these families may have already been determined eligible based on the referring organizations criteria. However, these families must meet PHA income and other eligibility requirements in order to be housed. In establishing special housing initiatives, PHA will determine the priority given to special housing initiative applicants, including if appropriate, the ratio of admissions of standard applicants to special initiatives applicants.

## CHAPTER 20: SPECIAL PROGRAMS AND ALLOCATIONS

### 20.1 Overview

PHA will administer special allocations for specific groups, individuals and families needing housing assistance. An applicant must meet PHA eligibility requirements as well as qualify under the specific guidelines for special program(s). In the case of HUD awarding funds for a specific category of applicants, PHA will assist these families in accordance with HUD's special instructions.

### 20.2 Local Preferences

Subject to Board approval, PHA may establish preferences for designated properties, including but not limited to a working preference.

### 20.3 Super Preference

PHA has established a Super Preference for applicants who can document that they have been displaced by a natural disaster declared by the President of the United States. Applicants displaced by declared natural disasters will take immediate priority over all other applicants and such families will move to the top of any PHA waiting list. Super Preference applicants must meet PHA income and other eligibility requirements. Applicants eligible for public housing units under the Super Preference will generally be referred by agencies with oversight over the natural disaster.

### 20.4 Special Preference

PHA may provide emergency rental assistance in cases of extreme emergencies and natural disaster. PHA has authorized the Mayor (CEO) or the Managing Director of the City of Philadelphia to certify families for emergency rental assistance in cases of extreme emergencies and natural disaster. These applicants will be serviced as certified by the Mayor of the City of Philadelphia and will not exceed fifty (50) housing opportunities annually. Applicants must meet the Public Housing Program eligibility requirements as well as qualify under the specific guidelines for the program(s). Applicants eligible for public housing units under the Special Preference will generally be referred by Mayor's Office or the Managing Director of the City of Philadelphia.

### 20.5 Special Housing Initiatives

Subject to Board approval, PHA may enter into MOUs or other agreements with qualified partner organizations and/or establish Special Housing Initiatives that provide an admissions preference to the Public Housing and/or HCV Programs. The number and type of housing opportunities, eligibility and admissions criteria, lease terms, rent payments and other terms and conditions may vary from program to program. The terms and conditions of each Special Housing Initiative shall be described in MOUs or other agreements subject to Board approval.

### 20.6 Good Neighbors Make Good Neighborhoods

As part of the PHA Good Neighbors Make Good Neighborhoods Program (formerly called "Blueprint to End Homelessness"), PHA will make additional housing opportunities available for families leaving

transitional housing per the terms of the MOU with the City of Philadelphia dated April 2009, as amended.

PHA has established a limited preference category for families in the Good Neighbors Program. This preference category will be capped so that on a fiscal year basis a total of 500 housing opportunities will be provided annually. PHA may adjust the mix of vouchers and public housing units in its sole discretion depending on availability and demand in each program. All other occupancy, rent, and other continued occupancy policies for the Public Housing or HCV programs, as applicable, apply to these families. Applicants for Blueprint Vouchers/PH units are referred to PHA from the City of Philadelphia.

### 20.7 Nursing Home Transition Initiative (NHTI)

#### MTW Policy

The Nursing Home Transition Initiative (NHTI) is a partnership with DPW that assists persons transitioning out of nursing homes to access affordable housing. As part of NHTI, PHA administers state-supported vouchers/housing opportunities for referrals of disabled consumers in need of low-income housing. NHTI families may be eligible for a preference for public housing or HCV. PHA utilizes its MTW flexibility to increase HCV payment standards up to 120% of the HUD Fair Market Rents in order to secure housing, subject to rent reasonableness. Rent Simplification does apply to tenants in the NHTI program. All other occupancy, rent, and other continued occupancy policies for the Public Housing or HCV programs, as applicable, apply to these families. Applicants for NHTI units are referred to PHA from applicable partnering agencies.

### 20.8 Special Housing Initiatives

Subject to Board approval, PHA may enter into MOUs or other agreements with qualified partner organizations and/or establish Special Housing Initiatives that provide an admissions preference to the Public Housing and/or HCV programs. The number and type of housing opportunities, eligibility and admissions criteria, lease terms, rent payments and other terms and conditions may vary from program to program. The terms and conditions of each Special Housing Initiative shall be described in MOUs or other agreements subject to Board approval.

### 20.9 Development Program Relocation Special Housing Initiative

PHA will provide priority admission to eligible families through the Development Program Relocation Special Housing Initiative (DPR Initiative). The DPR Initiative establishes a preference for eligible families who reside in buildings or units that must be vacated and/or demolished pursuant to a PHA development program, including but not limited to PHA's "6 in 5" development program.

### 20.10 Special Needs Units Funded by PHFA

As part of PHA's "6 in 5" program PHA will work with the City's Office of Housing and Community Development and Pennsylvania Housing Finance Agency to provide admission preferences for eligible households requiring accessible and Special Needs units and supportive services. Referrals for Special Needs units will be required to come from the City of Philadelphia's Deputy Mayor for Health and Opportunities Permanent Supportive Housing Clearinghouse (HOPSHC), which shall act as PHA's Local Lead Agency. HOPSHC will be responsible for planning and assessing the needs of the referenced target populations; providing funding services and organizing the service system to assure tenants get services they need in a timely and comprehensive manner; management of the referral process consistent with fair housing laws; and entering into agreements with developers for referrals, pre-tenancy and post-tenancy services and supports. To be eligible for consideration under PHA's ACC program,

not have legal custody of such child or children to be a kinship caregiver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law)

- **Late Rental Payment:** Rental payments that are received by Management after the 5<sup>th</sup> day of the month.
- **Lead Based Paint (LBP) Abatement:** Removal of lead-based paint in a dwelling unit requiring Residents to be relocated to a lead-free unit.
- **Lease:** A written agreement between PHA and an eligible family for the leasing of a unit. The document that provides the Tenant and Household Members with the right to use and occupy, for a specified period of time, the Unit provided by PHA for the sole purpose of the Tenant, Household Members for use as a primary residence. The Lease also establishes the rights, obligations and responsibilities of each party.
- **Live-In Aide:** A person who resides with either one or more elderly persons, near-elderly persons, or persons with disabilities, and who:
  - Is determined to be essential to the care and well-being of the persons;
  - Is not obligated for the support of the persons; and
  - Would not be living in the unit except to provide the necessary supportive services.
- **Limited Local Preference (Special Housing Initiative):** An admission preference utilized to meet local housing objectives and to serve the unique needs of individual communities. In most cases, applicants are referred to PHA from an organization or entity (these applicants are not selected from a PHA Waiting List) and must meet PHA eligibility and suitability criteria. Categorized as PHA's Special Housing Initiatives. Some the initiatives include: the Nursing Home Transition Program, the Liberty Resources Incorporated (LRI) Program; and the Blueprint to End Homelessness Program. A public hearing is required to adopt a housing authority's local preferences.
- **Management:** The staff of the Philadelphia Housing Authority that manage or oversee the daily operations of a PHA site(s).
- **Minimum Rent:** Minimum amount of rent a Public Housing tenant is required to pay, except when financial hardship exists. Established at \$50.
- **Minor:** A minor is a person less than 18 years of age. An unborn child will not be considered as a minor (See definition of dependent.) Some minors are permitted to execute contracts, provided a court declares them "emancipated".
- **Misrepresentation:** The act of making a false or misleading statement or omitting a material fact about an issue with the intent to deceive or to be unfair.
- **Mixed Family:** A family whose members include both those with citizenship or eligible immigration status and those without citizenship or eligible immigration status.
- **Monthly Adjusted Income:** One twelfth of annual adjusted income.
- **Monthly Income:** One twelfth of annual gross income.
- **Move-In Inspection:** PHA and the family will inspect the premises prior to occupancy of the unit in order to determine the condition of the unit and equipment in the unit. A copy of the initial inspection, signed by PHA and the tenant, is kept in the tenant file.
- **Move-Out Inspection:** PHA will perform an inspection when the family vacates a unit and will



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HCV Program  
Administrative Plan

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### 5.16 Targeted Funding

When HUD awards special funding for certain family types, families who qualify are placed on the waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

### 5.17 Income Targeting

#### MTW Policy

For the HCV program vouchers, the Agency shall:

- Ensure that at least 75 percent of the families assisted are very low-income families, as defined in section 3(b)(2) of the 1937 Act.
- Assist substantially the same total number of eligible low-income families under MTW, as would have been served absent the demonstration, and
- Maintain a comparable mix of families by family size, as would have been served or assisted had the amounts not been used under MTW.

During the PHA fiscal year, not less than 75 percent of the families admitted to PHA's Tenant-Based Voucher program from the PHA waiting list shall be extremely low income families.

### 5.18 Special Housing Initiatives (SHI)

PHA may develop special housing initiatives that receive limited local preference through PHA Board approval. These special initiatives are targeted for specifically named households and may be based on PHA and community priorities or HUD targeted funding. In addition, SHIs may include a defined number of HCVs that will be allocated to households meeting specific described criteria. Examples of special housing initiatives include Blueprint to End Homelessness, The Second Chance Program, Nursing Home Transition Initiative and the Development Program Relocation Special Housing Initiative. See Admin Plan chapter on Special Programs and Allocations for more detail.

Generally, applicants for SHIs are referred to PHA. When referred to PHA, these families may have already been determined eligible based on the referring organizations criteria. However, these families must meet PHA income and other eligibility requirements in order to be housed. In establishing special housing initiatives, PHA will determine the priority given to special housing initiative applicants, including if appropriate, the ratio of admissions of standard applicants to special initiatives applicants.

### 5.19 Notification of Selection

PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of:

- The date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview;
- Who is required to attend the eligibility interview; and
- Documents that must be provided at the interview.

FUP Vouchers are treated as "Targeted Funding" as described in this Plan. Households and youth who qualify for FUP Vouchers are placed on the regular HCV waiting list. When a new FUP Voucher becomes available, the waiting list is searched for the first available family or youth meeting targeted funding criteria. These vouchers will be provided under a separate agreement to support the Family Unification Program.

### 22.5 Mainstream Vouchers

PHA applies non-MTW policies to Mainstream Five Vouchers (MS5). MS5 vouchers must be issued to families where the head, spouse or co-head is a person with disabilities. The qualifying family member does not have to be non-elderly. When a MS5 voucher turns over, the voucher must be reissued to a family where the head, spouse or co-head is a person with disabilities.

### 22.6 Veteran's Affairs Supportive Housing Program (VASH)

The HUD-VASH program combines HUD HCV rental assistance for homeless veterans with case management and clinical services provided by the U.S. Department of Veterans Affairs (VA) at its medical centers and in the community. The VA refers eligible homeless veterans to PHA. PHA follows the VASH program requirements as published in the Federal Register under Docket No. FR-5213-N-01. PHA has been provided 105 vouchers to the VASH program. Applicants for VASH Vouchers are referred to PHA from the VA.

The following apply to the VASH program:

- Income limits apply at admission only;
- PHA will NOT deny admission to the HCV program to an otherwise eligible HUD-VASH family that previously participated in PHA's HCV or PH program who has prior debt;
- PHA will only screen VASH households (includes all family members, not just the veteran) for lifetime sex offender status. The HUD-VASH operating requirements state that, with the exception of screening to determine if any family member is subject to a lifetime registration requirement under a state sex offender registration program, the PHA does not have the authority to screen "potentially eligible households" or deny assistance in accordance with 982.552 or 982.553;
- Benefits received under the VA's Incentive Therapy (IT) and Compensated Work Therapy (CWT) programs are included in the calculation of a family's annual income;
- If a family no longer needs case management as determined by the VA Medical Center (VAMC), the family is still eligible for rental assistance under the HCV program. In cases where case management is no longer needed, PHA could use one of its own vouchers, if available, to continue assisting this family and free up a voucher for another HUD-VASH eligible family. If a regular voucher is not available, the family would continue utilizing the HUD-VASH Voucher. Please note that if a HUD-VASH Voucher is switched from a HUD-VASH Voucher to a regular voucher, the family is not subject to PHA's waiting list because the family is already a tenant in PHA's HCV program;
- Households are not required to find a unit within the jurisdiction of the issuing PHA. Households may live in surrounding jurisdictions under voucher portability provisions, with the only limitation being that the VAMC must be able to provide case management services;
- If a family wants to move to another jurisdiction where it will not be possible for the initial HA's partnering VAMC to provide case management services, the VAMC must first determine that the

HUD-VASH family could be served by another VAMC that is participating in this program, and the receiving HA must have a HUD-VASH Voucher available for this family. In these cases, the households must be absorbed by the receiving HA either as a new admission (upon initial participation in the HUD-VASH program) or as a portability move-in (after an initial leasing in the initial HA's jurisdiction);

- The initial term of the VASH Voucher will be for 120 days. Extensions are granted per PHA policy on voucher extensions;
- The initial lease term is for a period of one year, however PHA may approve a shorter initial lease term if the PHA determines that:
  - o Such shorter term would improve housing opportunities for the tenant; and
  - o Such shorter term is the prevailing local market practice.
- VASH households who do not comply with the VAMC case management requirements will be terminated.

#### 22.7 Special Housing Initiatives

Subject to Board approval, PHA may enter into MOUs or other agreements with qualified partner organizations and/or establish Special Housing Initiatives that provide an admissions preference to the Public Housing and/or HCV programs. The number and type of housing opportunities, eligibility and admissions criteria, lease terms, rent payments and other terms and conditions may vary from program to program. The terms and conditions of each Special Housing Initiative shall be described in MOUs or other agreements subject to Board approval.

#### 22.8 Special Needs Units Funded by PHFA

PHA will work with the City's Office of Housing and Community Development and the Pennsylvania Housing Finance Agency (PHFA) to provide admission preferences for eligible households requiring accessible and Special Needs units and supportive services. Referrals for Special Needs units will be required to come from the City of Philadelphia's Deputy Mayor for Health and Opportunities Permanent Supportive Housing Clearinghouse (HOPSHC), which shall act as PHA's local lead agency. HOPSHC will be responsible for planning and assessing the needs of the referenced target populations; providing funding services and organizing the service system to assure tenants get services they need in a timely and comprehensive manner; management of the referral process consistent with fair housing laws; and entering into agreements with developers for referrals, pre-tenancy and post-tenancy services and supports.

To be eligible for consideration under PHA's ACC program, developers must meet the same definition of 'supportive housing' as required by PHFA, be targeting an eligible population, have an agreement with PHA's Local Lead Agency, and have easy access to transportation services. Accessible and Special Needs preferences may be applied to PH, UBV and HCV applicants.

#### 22.9 Good Neighbors Make Good Neighborhoods

As part of the PHA Good Neighbors Make Good Neighborhoods program (formerly called "Blueprint to End Homelessness"), PHA will make additional housing opportunities available for households leaving transitional housing per the terms of the MOU with the City of Philadelphia dated April 2009, as amended.

#### 25.3.31 Maintenance and Operation

The Owner must provide all the services, maintenance and utilities as agreed to under the Contract, subject to abatement of housing assistance payments or other applicable remedies if the Owner fails to meet these obligations.

#### 25.3.32 Periodic Inspection

In addition to the inspections required prior to execution of the Contract, PHA will inspect or cause to be inspected each dwelling unit under Contract at least annually and at such other times as may be necessary to assure that the Owner is meeting the obligations to maintain the unit in decent, safe and sanitary condition and to provide the agreed upon utilities and other services. PHA will take into account complaints and any other information coming to its attention in scheduling inspections.

#### Units not Decent, Safe and Sanitary

If PHA notifies the Owner that the unit(s) under Contract are not being maintained in decent, safe and sanitary condition and the Owner fails to take corrective action (including corrective action with respect to the Family where the condition of the unit is the fault of the Family) within the time prescribed in the notice, PHA may exercise any of its rights or remedies under the Contract, including abatement of housing assistance payments (even if the Family continues in occupancy), termination of the Contract on the affected unit(s) and assistance to the Family.

#### 25.3.33 Termination of Assistance

PHA will follow its policies in this Administrative Plan regarding termination of assistance.

#### 25.4 Mod-Rehab SRO for Homeless Individuals

The Section 5 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals (SRO) assists very low-income, single, homeless individuals in obtaining decent, safe, and sanitary housing in privately owned, rehabilitated buildings. The program is authorized under McKinney-Vento Homeless Assistance Act.

Under the Section 8 Mod-Rehab SRO Program at PHA, HUD enters into Annual Contributions Contracts with PHA (PHAs), whereby HUD agrees to provide annual support to cover housing assistance payments made by PHA to participating owners.

The Philadelphia Housing Authority is responsible for providing the rental assistance for the SRO units. Additionally PHA is responsible for verifying tenant eligibility and for conducting initial inspections and annual inspections on all units to ensure compliance with HUD's Housing Quality Standards.

#### 25.4.1 Housing Assistance Payments Contract

- *Time of execution.* Upon PHA acceptance of the unit(s) and certifications pursuant to 882.507, the Contract will be executed by the Owner and the PHA. The effective date must be no earlier than the PHA inspection which provides the basis for acceptance as specified §882.507(e).
- *Term of contract.* The contract for any unit rehabilitated in accordance with this program must be for a term of 10 years. The contract must give PHA the option to renew the contract for an additional 10 years.

- *Changes in contract rents from agreement.* The contract rents may be higher or lower than those specified in the Agreement, in accordance with §882.805(d).
- *Unleased unit(s).* At the time of execution of the Contract, the Owner will be required to submit a list of dwelling unit(s) leased and not leased as of the effective date of the Contract.
- *Contract rents at end of rehabilitation loan term.* For a contract in which the initial contract rent was based upon a loan term shorter than 10 years, the contract must provide for reduction of the contract rent effective with the rent for the month following the end of the term of the rehabilitation loan. The amount of the reduction will be the monthly cost of amortization of the rehabilitation loan. This reduction should result in a new contract rent equal to the base rent plus all subsequent adjustments.

#### 25.4.2 Tenant Selection

- The owner will rent all vacant units under contract to homeless individuals located through PHA or owner outreach efforts and determined by the HA to be eligible.
- The owner is responsible for tenant selection and may refuse any individual, provided the owner does not unlawfully discriminate.
- If the owner rejects an individual, and the individual believes that the owner's rejection was the result of unlawful discrimination, the individual may request PHA assistance in resolving the issue and may also file a complaint with HUD's Office of Fair Housing and Equal Opportunity in accordance with 24 CFR 103.25.
- PHA will follow its informal review procedures for individuals who request PHA's assistance in resolving an issue related to an owner eligibility determination.

#### 25.4.3 Waiting List

- PHA will refer all eligible applicants on the waiting list to owners of units assisted through the Section 8 Existing Moderate Rehabilitation Program and SRO Programs as necessary.
- As vacancies occur, the selection of applicants to be referred to these programs will be in accordance with the provisions related to Applicant Selection in PHA's HCV Administrative Plan Policies.

#### 25.4.4 Eligibility

- Applicants are screened and referred by the owner to PHA for vacant units. Applicant screening consists of owner screening for program eligibility and suitability to the SRO environment.
- Referring agencies complete PHA's program referral form which certifies the homeless status of the applicant being referred.
- Referring agencies must have applicants complete PHA's Project Based Application and Required forms.
- PHA reviews applications sent from the referring agency and determines family eligibility for the Mod/Rehab SRO Program in accordance with HUD regulations at 24 CFR 882.514(a) and PHA's Administrative Plan screening policies including:

- Criminal background and sex offender screening;
- Required EIV checks; and
- Debts owed to PHA.
- Homeless individuals have the first priority for occupancy of housing rehabilitated under this program.
- PHA will verify the sources and amount of the family's income and other information necessary for determining eligibility and the amount of the assistance payments. PHA's verification procedures in the Administrative Plan are used by staff when determining eligibility for the program.
- If a family is determined to be ineligible, PHA will notify the family by letter of the determination and the reason. The letter states that the applicant has the right within 10 days to request an informal review.

#### 25.4.5 Briefing

- PHA conducts oral briefings for all families determined eligible for the program at the lease signing. Briefings will include the information on the following:
  - Tenant Rent
  - Utility Allowances
  - Family and Owner responsibilities under the lease and Contract;
  - Significant aspects of the applicable State and local laws;
  - Significant aspects of federal, State and local fair housing laws;
  - The fact that the subsidy is tied to the unit and the family must occupy a unit rehabilitated under the Program;
  - The family's options under the Program should the family be required to move due to an increase or decrease in family size;

#### 25.4.6 Lease

- The lease will be provided by the Owner and signed by the owner and tenant. PHA will attach to each lease, the Section 8 Mod Rehab addendum.
- PHA staff will calculate the tenant rent and HAP Portions prior to the scheduled lease signing and forward the calculated amounts to the owner. The signed lease with the rental portions must be provided to PHA.
- The lease for the program limits the occupancy to one eligible individual.
- The initial lease between the family and the Owner will be for at least one year or the term of the HAP contract, whichever is shorter.

# Philadelphia Continuum of Care HMIS Governance Charter

## Purpose

The purpose of this document is to serve as a governance charter for the oversight of the Homeless Management Information System ("HMIS"). This document is to serve as an agreement between the Philadelphia Continuum of Care ("CoC") and the City of Philadelphia Office of Homeless Services ("Homeless Services"), the designated HMIS Lead Agency. The provisions of this charter shall go into effect immediately.

## Responsibilities of the Philadelphia Continuum of Care

As established in the CoC Program interim rule, the Continuum of Care must:

1. Designate a single HMIS for the Philadelphia CoC;
2. Designate a single eligible applicant to manage its HMIS, which is known as the HMIS Lead Agency;
3. Review, revise, and approve privacy, security, and data quality plans for the HMIS;
4. Ensure the consistent participation of CoC Program-funded recipients and subrecipients in the HMIS;  
and
5. Ensure HMIS is administered in compliance with requirements prescribed by HUD.

The Philadelphia CoC will carry out its responsibilities through the work of Homeless Services staff, the CoC Board, the Advisory Committee, and the HMIS HEARTH Data Subcommittee.

## Designations

The Philadelphia CoC designates Homeless Services as the HMIS Lead Agency to operate the Philadelphia CoC's HMIS.

The Philadelphia CoC designates ClientTrack™ operated by Eccovia Solutions, Inc. as the official HMIS for the Philadelphia CoC.

## Responsibilities of the HMIS Lead Agency

The HMIS Lead Agency will:

1. Ensure the operation of and consistent participation by recipients of funds from federal partners and their respective programs in the effort to end homelessness, which include 1) U.S. Department of Health and Human Services (HHS), 2) U.S. Department of Housing and Urban Development (HUD), and 3) U.S. Department of Veterans Affairs (VA). Duties include:
  - a. Establishing the HMIS, which includes the selection of the vendor and software;
  - b. Conducting oversight of the HMIS;
  - c. Taking corrective action, if needed, to ensure that HMIS is compliant with all federal standards;
  - d. Making recommendations for changes to the HMIS in order to better support the data reporting needs and requirements of the Philadelphia CoC and the HMIS Participating Agencies.
  - e. Adopting written policies and procedures for the operation of the HMIS that apply to the HMIS Lead Agency, the HMIS Participating Agencies, and the Philadelphia CoC. At least once annually, or as required by HUD, submit to the Philadelphia CoC an unduplicated count of clients served and an analysis of the unduplicated counts;
  - f. Submitting reports to HUD as required;



## HMIS Governance Charter

1. Develop, annually review, and, as necessary, make recommendations for Philadelphia CoC Board approval privacy, security, and data quality plans, as well as any other HMIS policies and procedures required by federal partners;
2. Develop for Philadelphia CoC Board approval, and implement, a plan for monitoring the HMIS to ensure that:
  - a. All HMIS Participating Agencies consistently participate in HMIS;
  - b. HMIS satisfies the requirements of all regulations and notices issued by federal partners;
  - c. The HMIS Lead Agency fulfills the obligations outlined in its HMIS Governance Charter with the Philadelphia CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
3. Oversee and monitor HMIS data collection and production of the following reports:
  - a. Sheltered point-in-time count;
  - b. Housing Inventory Chart;
  - c. Annual Homeless Assessment Report (AHAR);
  - d. Annual Performance Reports (APRs);
  - e. Data Quality Monitoring Reports; and
  - f. System Performance Measures

## Responsibilities of the HMIS Participating Agencies

HMIS Participating Agencies will:

1. Comply with federal HMIS regulations as found in:
  - a. Federal Register, Vol. 69, No. 146, Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice; Notice, July 30, 2004 ("HUD HMIS 2004 Final Notice"); and
  - b. U.S. Department of Housing and Urban Development, Office of Community Planning and Development, 2014 Homeless Management Information System (HMIS) Data Standards: Dictionary and Manual, Version 2.1, August 2014 ("2014 HMIS Data Standards");
  - c. Any subsequent revisions of either notice: and
  - d. Any subsequent additional releases containing HMIS regulations and requirements.
2. Comply with the HMIS Participation Agreement;
3. Comply with all policies and procedures that are developed by the HMIS Lead Agency, including: data quality, privacy, and security plans;
4. Participate in the Philadelphia CoC Data Quality Monitoring efforts by implementing internal processes to reduce the percentage of client records containing null, client don't know, client refused, and data not collected values and to ensure valid program entry and exit dates are entered into HMIS in a timely fashion.

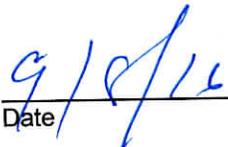
**HMIS Governance Charter**

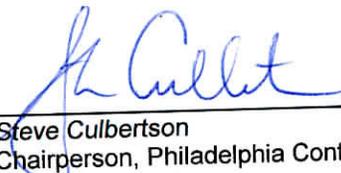
**Duration**

The duration of this charter will last until terminated by either party. This charter must be reviewed annually and updated as needed.

This charter was originally approved by the Philadelphia CoC Board on December 7, 2012, was re-approved by the Philadelphia CoC Board on November 5, 2015, and was last approved by the Philadelphia CoC Board on August 29, 2016.

  
\_\_\_\_\_  
Elizabeth G. Hersh  
Director, City of Philadelphia Office of Homeless Services

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Steve Culbertson  
Chairperson, Philadelphia Continuum of Care Board

  
\_\_\_\_\_  
Date

# **Philadelphia Continuum of Care (PA-500)**

## **Permanent Supportive Housing Prioritization Policy**

### **I. Purpose**

This Policy outlines the order in which eligible households shall be served in **all** Continuum of Care (CoC) Program funded (24 CFR part 578) permanent supportive housing (PSH).

### **II. Background**

This Policy responds to CoC Program interim rule 24 CFR part 578.7(a)(9)(v) which requires Continuums of Care to establish and consistently follow written standards for providing Continuum of Care assistance and must include policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance. The written standards established by the CoC must be integrated into the coordinated entry process.

HUD's Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing was presented to the Coordinated Entry System Workgroup in March 2016. This Workgroup approved the adoption of HUD's Order of Priority for use in Philadelphia's Coordinated Entry System process in July 2016.

### **III. Applicability**

The Philadelphia Continuum of Care requires all CoC Program-funded PSH projects to follow the Order of Priority as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

### **IV. Effective Date**

The Philadelphia CoC Permanent Supportive Housing Prioritization Policy shall be effective once the Coordinated Entry System is operational.

### **V. Key Terms**

**A. Housing First:** A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions for entry (such as sobriety or a minimum income threshold). HUD and the Philadelphia CoC encourages all recipients of CoC Program-funded PSH to follow a Housing First approach to the maximum extent practicable.

**B. Chronically Homeless:** The definition of chronically homeless, as stated in Definition of Chronically Homeless final rule is:

1. A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
  - i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

- ii. Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;
  - 2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
  - 3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
- C. Severity of Services Needs.** This Policy and HUD Notice CPD-16-11 refers to persons who have been identified as having the most severe service needs.
- 1. For the purposes of this Policy and HUD Notice CPD-16-11, this means an individual for whom at least one of the following is true:
    - i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; and/or
    - ii. Significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support in order to maintain permanent housing.
    - iii. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living situations.
  - 2. For the purposes of this Policy, severe service needs as defined in paragraphs i.-iii. above are identified and verified through the use of a standardized assessment tool and process and should be documented in a program participant's case file. The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual. The determination cannot be made based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements, see 24 C.F.R. § 5.105(a).

All households shall be assessed with the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT). For youth and victims of domestic violence, an additional assessment of high risk of continued trauma or high risk of harm or exposure to very dangerous living situations shall also be utilized.

## **VI. Order of Priority in CoC Program-funded Permanent Supportive Housing**

### **A. Order of Priority for Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

1. Recipients of CoC Program-funded PSH that is dedicated or prioritized for the chronically homeless are required to follow this order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.
  - i. First Priority – Individuals and families who meet HUD’s definition of chronic homelessness, have the longest length of time homeless, and has been identified as having severe service needs.
  - ii. Second Priority – Individuals and families who meet HUD’s definition of chronic homelessness, have the longest length of time homeless, and not been identified as having severe service needs.
2. Where there are no chronically homeless individuals and families within the Philadelphia CoC, recipients of CoC Program-funded PSH should follow the order of priority in Section VI.B. of this Policy.
3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section VI.A.1. of this Policy to the extent in which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless within the Philadelphia CoC, the recipient should follow the order of priority under Section IV.B. for persons with a serious mental illness.
4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs. HUD and the Philadelphia CoC recognizes that some persons – particularly those living on the streets or in places not meant for human habitation – might require significant engagement and contacts prior to their entering housing and recipients of CoC Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable. Therefore, a person experiencing chronic homelessness should not be forced to refuse an offer of PSH if they do not want to participate in the project’s services, nor should a PSH project have eligibility criteria or preconditions to entry that systematically exclude those with severe service needs. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and these chronically homeless persons must continue to be prioritized for PSH until they are housed.

## **B. Order of Priority for Beds Not Dedicated or Not Prioritized for Occupancy by Persons Experiencing Chronic Homelessness**

1. Recipients of CoC Program-funded PSH that is not dedicated or prioritized for the chronically homeless are required to follow this order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

- i. First Priority – Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months **and** has been identified as having severe service needs.

- ii. Second Priority – Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

- iii. Third Priority – Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

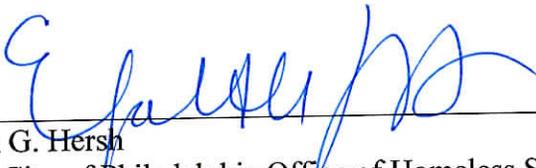
- iv. Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing.

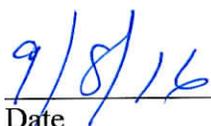
An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

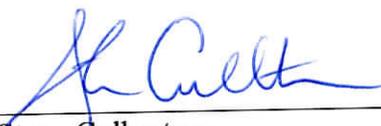
2. Recipients of CoC Program-funded PSH shall follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, non-dedicated or non-prioritized CoC Program-funded PSH that is permitted to target youth experiencing homelessness should follow the order of priority under Section VI.B.1. of this Policy to the extent in which youth meet the stated criteria.
  
3. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are prioritized for assistance based on their length of time homeless and the severity of their needs following the order of priority described in this Policy. HUD and the Philadelphia CoC recognizes that some persons – particularly those living on the streets or in places not meant for human habitation – might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant indefinitely while waiting for an identified eligible individual or family to accept an offer of PSH. Recipients of CoC Program-funded PSH are encouraged to follow a Housing First approach to the maximum extent practicable. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and these individuals and families must continue to be prioritized until they are housed.

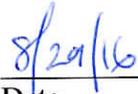
### CoC Approval

This policy was endorsed by the Philadelphia CoC Coordinated Entry System Planning Team, presented to the Philadelphia CoC Advisory Committee for input on August 18, 2016, and approved by the Philadelphia CoC Board on August 29, 2016.

  
 \_\_\_\_\_  
 Elizabeth G. Hersh  
 Director, City of Philadelphia Office of Homeless Services

  
 \_\_\_\_\_  
 Date

  
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 Steve Culbertson  
 Chairperson, Philadelphia Continuum of Care Board

  
 \_\_\_\_\_  
 Date

# Performance Measurement Module (Sys PM)

## Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.**

**Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.**

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		8660		209			114	
1.2 Persons in ES, SH, and TH		11049		276			171	

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

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

## Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO									
Exit was from ES	976	109	11%	70	7%	77	8%	256	26%
Exit was from TH	848	65	8%	37	4%	26	3%	128	15%
Exit was from SH	17	0	0%	1	6%	1	6%	2	12%
Exit was from PH	1103	19	2%	12	1%	17	2%	48	4%
TOTAL Returns to Homelessness	2944	193	7%	120	4%	121	4%	434	15%

# Performance Measurement Module (Sys PM)

## Measure 3: Number of Homeless Persons

### Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	5738	5998	260
Emergency Shelter Total	3642	3558	-84
Safe Haven Total	113	109	-4
Transitional Housing Total	1622	1661	39
Total Sheltered Count	5377	5328	-49
Unsheltered Count	361	670	309

### Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		11633	
Emergency Shelter Total		9218	
Safe Haven Total		59	
Transitional Housing Total		2747	

## 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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		1894	
Number of adults with increased earned income		95	
Percentage of adults who increased earned income		5%	

## Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		1894	
Number of adults with increased non-employment cash income		527	
Percentage of adults who increased non-employment cash income		28%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		1894	
Number of adults with increased total income		579	
Percentage of adults who increased total income		31%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		153	
Number of adults who exited with increased earned income		21	
Percentage of adults who increased earned income		14%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		153	
Number of adults who exited with increased non-employment cash income		53	
Percentage of adults who increased non-employment cash income		35%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		153	
Number of adults who exited with increased total income		64	
Percentage of adults who increased total income		42%	

## Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		8163	
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.		1922	
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)		6241	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		9193	
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.		2516	
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.)		6677	

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

## Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		0	
Of persons above, those who exited to temporary & some institutional destinations		0	
Of the persons above, those who exited to permanent housing destinations		0	
% Successful exits			

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		2618	
Of the persons above, those who exited to permanent housing destinations		1089	
% Successful exits		42%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		5096	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		4949	
% Successful exits/retention		97%	