



# CERTIFICATION OF CAPACITY

## HOME-ARP SUPPORTIVE SERVICES PROGRAM

APPLICANT NAME &amp; DATE:

Union Mission of Latrobe, Inc. 7/13/2024

Please answer the following in as much detail as necessary.  
Additional pages may be added and inserted behind this page.

### A. Capacity and Experience Related to Proposed Activity(s)

Describe the *applicant's* experience and capacity to administer Supportive Services programs by completing the project/program experience tables. Describe specific types of programs/services/activities/projects the applicant administers or provides that are relevant to the objectives of the HOME-ARP Program. Be sure to provide sufficient details.

#### PROJECT/PROGRAM EXPERIENCE TABLES

1. PROGRAM NAME: Homeless Response System	2. ACTIVITY/PROGRAM TYPE: HPS, ES, RRH, PSH, SH	3. SOURCE OF FUNDS: CoC, ESG, Private Donations
4. PROGRAM LOCATION: Westmoreland County	5. START-COMPLETION DATES & STATUS: 1987 to present - Ongoing	6. TOTAL PROJECT COSTS: \$1,400,441.00 (annually)
7. PROGRAM DESCRIPTION: <i>(Scope &amp; complexity, significant accomplishments, issues or experience, etc.)</i> <p>Union Mission of Latrobe, Inc. operates a comprehensive array of programs designed to address the multifaceted needs of individuals and families experiencing homelessness in Westmoreland County. Our services encompass Emergency Shelter, Housing Search and Navigation, Housing Problem-Solving (including prevention, diversion, and rapid exit), Permanent Supportive Housing, and Shared Housing Programs. Each program is tailored to provide holistic support, ensuring clients receive personalized assistance to achieve housing stability and self-sufficiency.</p> <p>With nearly 40 years of experience, Union Mission has developed a robust framework for delivering high-quality services. Our commitment to ongoing support and follow-up ensures that clients not only secure housing but also work towards long-term stability. Through our comprehensive approach and unwavering dedication, Union Mission has become a cornerstone of support for individuals and families experiencing homelessness in Westmoreland County, consistently achieving significant outcomes and driving community-wide impact.</p>		
8. PROGRAM REFERENCE: <i>(Contact Name, Phone &amp; Email)</i> Dan Carney 724-539-3550 x203 dcarney@theunionmission.org & Lyndsay Burrik 724-539-3550 x214 lburrik@theunionmission.org		

9. PROGRAM NAME: Coordinated Entry - SSO	10. ACTIVITY/PROGRAM TYPE: Supportive Services Only	11. SOURCE OF FUNDS: CoC Funds
12. PROGRAM LOCATION: 20 Counties in Western PA	13. START-COMPLETION DATES & STATUS: 10/01/2023 to present - Ongoing	14. TOTAL PROJECT COSTS: \$1,119,000 (plus \$200k H4G Funds)
15. PROGRAM DESCRIPTION: <i>(Scope &amp; complexity, significant accomplishments, issues or experience, etc.)</i> <p>Union Mission of Latrobe, Inc. plays a pivotal role in the Coordinated Entry System (CES) as the Lead Agency for a 20-county Continuum of Care in Western Pennsylvania. Our responsibilities encompass overseeing the integration and management of the CES to ensure streamlined access to housing and services for individuals experiencing homelessness. As the primary access site in Westmoreland County, we facilitate the initial engagement and assessment of clients, providing a centralized point of entry for those in need. The scope and complexity of our role extend beyond mere administration. We have successfully braided Home4Good (H4G) funding into the Coordinated Entry System, enhancing the capacity of access sites across the 20-county area to provide Housing Problem-Solving services. This innovative approach allows us to support diversion and rapid exits from homelessness, toward reducing the time individuals and families spend without stable housing.</p>		
16. PROGRAM REFERENCE: <i>(Contact Name, Phone &amp; Email)</i> Dan Carney 724-539-3550 x203 dcarney@theunionmission.org & Lyndsay Burrik 724-539-3550 x214 lburrik@theunionmission.org		

**B. List current staff positions and qualifications of individuals who will carry out the grant or project activities.** Add additional rows as necessary. Positions must include the staff responsible for subrecipient agreements, environmental review, monitoring of subrecipients, invoicing, habitability and lead-based paint inspections, and reporting to DCED.

Department/Agency	Position	Program Related Duties	Years Current Employee Conducting Duties	Approximate Hours per Week Completing Duties for the Program
<i>Example: XYZ County</i>	<i>Planner</i>	<i>Application Prep, Environmental Reviews, Closeouts</i>	<i>12 Years</i>	<i>10 hrs.</i>
Union Mission	Executive Director	ERR, Contracts, Invoicing, MOUs	20 years	3 hours
Union Mission	Assistant Director	ERR, Contracts, Invoicing, MOUs, Program Quality Assurance	2 years (20 years experience)	5 hours
Union Mission	Program Manager	Payroll, Reports, Vendor Payments, Staff Supervision	12 years	7 hours
Union Mission	Resource Specialist	Intake, Eligibility, Follow Up	3 years	40 hours
Union Mission	Case Managers	Intake, Eligibility, Follow Up	3 years	40 hours
UnionMission	Housing Locators	Housing Location & Inspections	1 years	40 hours

**C. If the applicant is applying to administer rental assistance, describe your experience in inspecting housing units for both habitability and lead based paint compliance.**

Union Mission and its staff have conducted habitability and lead based paint inspections since 2017. Staff utilize the forms recommended through the HUD Exchange, including Housing Quality Standards Inspections and Housing Stability Inspections.

**D. Describe how the grantee will monitor the program and sub-recipients (if any) for compliance.**

To ensure the effective implementation of the HOME-ARP program, Union Mission of Latrobe, Inc. will employ a comprehensive monitoring strategy that emphasizes accountability, transparency, and continuous improvement. We will utilize the Homeless Management Information System (HMIS) to track all program activities and client interactions, generating detailed monthly reports on key performance indicators. Regular audits of program files and financial records will ensure compliance with regulations, while quarterly checks will identify discrepancies and prompt corrective actions.

Additionally, continuous training for staff on best practices, compliance, and data management tools will be prioritized to ensure efficient and accurate program execution.

Semi-annual performance evaluations will assess program effectiveness, focusing on housing placements and financial assistance outcomes. Findings will be documented in detailed reports submitted to funding agencies, reflecting our commitment to transparency and accountability in improving housing outcomes for those experiencing homelessness in Westmoreland County.

Projected Performance Targets for HOME-ARP	Target Numbers
<b>Total Number of Households Served in all Activities Proposed in this Application</b>	250
<b>Mental Health</b>	0
<b>Housing Counseling</b>	150-200
<b>Transportation</b>	0
<b>Case Management</b>	250
<b>Financial Assistance</b>	0
<b>Rental Assistance</b>	50