FY 2018  
PA-503 Luzerne County  
Continuum of Care

Attachment:  
1E-1 Objective Criteria – Rate, Rank, Review and Selection Criteria

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ATTACHMENT 1E-1: CoC Rating and Ranking Procedure Documents:

1E-1a: PA-503 CoC Renewal Project Scoring Standards

This is the CoC’s tool for scoring renewal projects – it includes the following:

**Objective Criteria for Review, Rating, Ranking and Selection**

**Performance Criteria:**
- Exit to PH Destination
- Increased or Maintained Income, Any Source
- Length of Stay/Length of Time Homeless (TH only)
- Returns to Homelessness

**Address HUD Priorities:**
- CoC Participation
- Non-Cash Mainstream Benefits
- Health Insurance
- Prioritize Severity of Need

**Grant Management:**
- Unit Utilization
- Cost Effectiveness
- Grant Drawdown Rate
- Expenditure of Funds
- HMIS Data Quality
- HUD Monitoring
- Timely Submission of APR

**Projects Dedicated to Serving Victims of Domestic Violence**
- Policies/Protocols/Procedures in Place to Improve Client Safety
- Safety Planning

**Threshold**
- Housing First
- Project Participant Eligibility

**At least one factor related to achieving positive housing outcomes**

Criteria # 1.1 Ext to PH Destinations
Criteria # 1.3 Returns to Homelessness
Specific method for evaluating projects submitted by victim services providers

Criteria 4:
4.1 Policies/Protocols/Procedures in Place to Improve Client Safety
4.2 Safety Planning

Policies in the ranking process specific to projects dedicated to serving those fleeing Domestic Violence:

- For DV projects, an APR data report will need to be run by the agency from their HMIS-equivalent data management system and submitted with the 2018 Renewal Project Summary Form. For DV programs unable to generate an APR through a database, a manually completed version of the APR tables used for scoring must be submitted.
- DV projects will be exempted from the following criteria:
  - All Data Quality criteria due to use of HMIS-equivalent data management system
  - Performance Outcomes criteria:
    - #1.4 Returns to Homelessness – DV projects are exempted due to data restrictions put into place in order to maintain client confidentiality and safety.
- Only DV projects will be scored on Section 4 criteria, related to client safety and safety planning.

1E-1b PA-503 Policy for Ranking

Per the attached June 19, 2018, CoC Board meeting the following order for Ranking projects was approved:

- PSH
- RRH
- TH
- SSO with housing component
- SSO

1E-1c: Luzerne County CoC: 2018 Criteria for New Projects

Objective Criteria for Review, Rating, Ranking and Selection

- Demonstration of Need
- Target population aligned with CoC goals
- Experience with Housing First
- Experience with project type
- Experience with target population
- Strategic partnerships
- Case management approach and ratio
Organizational capacity
Cost effectiveness
Past performance
At least one factor related to achieving positive housing outcomes
Experience with PHJ, RRH, TH-RRH

Specific method for evaluating projects submitted by victim services providers
Threshold: For DV, document safety planning

1E-1d: Luzerne County CoC: 2018 Ranking Process
# Renewal Evaluation Criteria | 2018 Benchmarks | Points | Notes | Calculation
--- | --- | --- | --- | ---
**TIME PERIOD FOR DATA REVIEW: APR - 05/01/17-4/30/18**

## 1. PERFORMANCE CRITERIA – PSH, RRH, SSO: 30 POINTS, TH: 35 POINTS

### 1.1 EXIT TO PH DESTINATION:
- **PSH:** Percentage of all participants who remain in PSH or exited to permanent housing
- **RRH/TH/SSO:** Percentage of all participant leavers who exited to Permanent Housing

<table>
<thead>
<tr>
<th>Points</th>
<th>MAX POINTS</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>95%-100%</td>
<td>Data Source APR</td>
</tr>
<tr>
<td>10</td>
<td>90%-94%</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>80%-89%</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>&lt;80%</td>
<td></td>
</tr>
</tbody>
</table>

- **PSH**
  - APR Q5a Report Validation Table; Q22a1: Length of Participation – CoC Projects; Q23a: Exit Destination – More Than 90 Days; Q23b: Exit Destination – 90 Days or Less
  - Numerator: (Q22a1 Stayers-Total) + (Q23a Total persons exiting to positive housing destinations) + (Q23b-Total persons exiting to positive housing destinations)
  - Denominator: (Q22a1 Total-Total) – (Q23a-Total persons whose destinations excluded them from the calculation) – (Q23b-Total persons whose destinations excluded them from the calculation)

- **RRH/TH**
  - APR Q23a: Exit Destination – More Than 90 Days & Q23b: Exit Destination – 90 Days or Less
  - Numerator: (Q23a Total persons exiting to positive housing destinations) + (Q23b-Total persons exiting to positive housing destinations)
  - Denominator: (Q23a Total-Total) – (Q23a-Total persons whose destinations excluded them from the calculation) – (Q23b-Total persons whose destinations excluded them from the calculation)

### 1.2 INCREASED or MAINTAINED INCOME, ANY SOURCE:
- % of all adult participants who increased or maintained income from any source from entry to exit/follow up (leavers and stayers)

<table>
<thead>
<tr>
<th>Points</th>
<th>MAX POINTS</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>85%+</td>
<td>Data Source: APR</td>
</tr>
<tr>
<td>7</td>
<td>75%-84%</td>
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</tr>
<tr>
<td>5</td>
<td>65%-74%</td>
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</tr>
<tr>
<td>3</td>
<td>55%-64%</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>&lt;55%</td>
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</tr>
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</table>

- APR Q 19a3: Cash Client Income Change – Income Source - by Entry and Latest Status/Exit; Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status
- Numerator: Q19a3 Number of Adults w/Any income- Retained Income Category and Same $ at Annual Assessment/Exit as at Entry) + Q19a3 Number of Adults w/Any Income-Retained Income Category and
<table>
<thead>
<tr>
<th>#</th>
<th>Renewal Evaluation Criteria</th>
<th>2018 Benchmarks</th>
<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
</tr>
</thead>
</table>
| 1.2a  | INCREASE EARNED INCOME: % of all adult participants who increased earned income from entry to exit/follow up (leavers and stayers) | Not Scored In FY2018 | Not Scored in FY2018 | Data Source: APR Excludes participants not yet required to have an annual assessment and where adults refused to provide information                                                                 | Increased $ at Annual Assessment/Exit + (Q19a3 Number of Adults w/Any Income-Did Not Have the Income Category at Entry and Gained the Income Category at Annual Assessment/Exit)  
**Denominator:** ((Q18 Adults at Annual (Stayers)-Total Adults + Q18 Adults at Exit (Leavers)-Total Adults) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have an annual assessment) – (Q18 Adults at Annual (Stayers)-Client Doesn’t Know/Client Refused) – (Q18 Adults at Exit (Leavers)-Client Doesn’t Know/Client Refused) |

| 1.3   | LENGTH OF STAY/LENGTH OF TIME HOMELESS – TH ONLY:                                                   | MAX POINTS = 5   |        |                                                                                                                                                                                                   | APR Q.19a3: Cash Client Income Change – Income Source- by Entry and Latest Status/Exit; Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status  
**Numerator:** (Q19a3 Number of Adults w/Earned Income-Retained Income Category and Increased $ at Annual Assessment/Exit) + (Q19a3 Number of Adults w/Earned Income-Did Not Have the Income Category at Entry and Gained the Income Category at Annual Assessment/Exit)  
**Denominator:** ((Q18 Adults at Annual (Stayers)-Total Adults + Q18 Adults at Exit (Leavers)-Total Adults) – (Q18 Adults at Annual (Stayers)-Number of adult stayers not yet required to have an annual assessment) – (Q18 Adults at Annual (Stayers)-Client Doesn’t Know/Client Refused) – (Q18 Adults at Exit (Leavers)-Client Doesn’t Know/Client Refused) |

|        | Leavers Average Length of Stay | Points       |        | Data Source APR                                                                                                                | APR Q.22b: Average and Median Length of Participation in Days  
Average Length of Stay - Leavers |
# Renewal Evaluation Criteria | 2018 Benchmarks | Points | Notes | Calculation
--- | --- | --- | --- | ---
1.4 RETURNS TO HOMELESSNESS: % returns to homelessness within 6 months of program exit  
*Note: Excludes DV Projects* | Not Scored in FY2018  
(Based on SPMS too few returns from CoC funded projects to measure performance) | Not Scored in FY2018 | Data Source: HMIS/SPM data Returns to ES, TH, SH | SPM 2ab Data File – Returns to Homelessness  
*Numerator: # of Clients w/Returned on Begin Date within 6 months of Exiting on End Date and returned to ES, TH or SH project Denominator: # Clients who exited from program*

## 2. ADDRESS HUD PRIORITIES – 35 POINTS

### 2.1 COC PARTICIPATION: Percent of meetings attended

- Percent of meetings attended  
  - **Points**  
    - 95%  
      - 10 | 95%-100%  
      - 7 | 85%-94%  
      - 5 | 75%-84%  
      - 0 | <75%

- Data Source: Meeting minutes  
  - *Numerator: # of meetings that agency was represented  
    *Denominator: # of meetings held*

### 2.2 NON-CASH MAINSTREAM BENEFITS: Percent with 1+ source

- Percent with 1+ source  
  - **Points**  
    - 90%  
      - 10 | 90%  
      - 7 | 80%-89%  
      - 5 | 70%-79%  
      - 3 | 60%-69%  
      - 0 | <60%

- Data Source: APR  
  - *Numerator: (Q20b Benefit at Latest Annual Assessment for Stayers-Client Doesn’t Know/Client Refused) + (Q20b Benefit at Exit for Leavers-Client Doesn’t Know/Client Refused) – (Q18 Number of Stayers-Number of adult stayers not yet required to have an annual assessment) – (Q20b Benefit at Latest Annual Assessment for Stayers-Total) + (Q20b Benefit at Exit for Leavers-Total) – (Q18 Number of Stayers-Total)  
    *Denominator: (Q20b Benefit at Latest Annual Assessment for Stayers-Total) + (Q20b Benefit at Exit for Leavers-Total) – (Q18 Number of Stayers-Total)*
<table>
<thead>
<tr>
<th>#</th>
<th>Renewal Evaluation Criteria</th>
<th>2018 Benchmarks</th>
<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3</td>
<td>HEALTH INSURANCE: Percent obtained or maintained health insurance</td>
<td>95%</td>
<td>MAX POINTS = 5</td>
<td>Data Source: APR</td>
<td>APR Q21: Health Insurance; APR Q1 Report Validation Table</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Numerator: (Q21 At Annual Assessment for Stayers-1 Source of Health Insurance) + (Q21 At Annual Assessment for Stayers-More than 1 Source of Health Insurance) + (Q21 At Exit for Leavers-1 Source of Health Insurance) + (Q21 At Exit for Leavers-More than 1 Source of Health Insurance)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>95%-100%</td>
<td>Denominator: ((Q22a1 Total-Total) + (Q1 Number of Leavers)) - (Q21 Latest Annual Assessment for Stayers-Number of Stayers not yet Required to Have an Annual Assessment) - (Q21 Latest Annual Assessment for Stayers-Client Doesn’t Know/Client Refused) - (Q21 Exit for Leavers-Client Doesn’t Know/Client Refused)</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>3</td>
<td>90%-94%</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>1</td>
<td>80%-89%</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>&lt;80%</td>
<td></td>
</tr>
<tr>
<td>2.4a</td>
<td>PRIORITIZE SEVERITY OF NEED: Percent of adults who had no income at project entry</td>
<td>Project outcome will be assessed in quintiles.</td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
<td>APR Q16: Cash Income – Ranges</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>Top Quintile</td>
<td>Numerator: (Q16 Income At Entry-No Income)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.5</td>
<td>2nd Quintile</td>
<td>Denominator: (Q16 Income At Entry-Total) - (Q16 Income At Entry-Client Doesn’t Know/Client Refused)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>3rd Quintile</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>.5</td>
<td>4th Quintile</td>
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<td></td>
<td>0</td>
<td>Bottom Quintile</td>
<td></td>
</tr>
<tr>
<td>2.4b</td>
<td>PRIORITIZE SEVERITY OF NEED: Percent with 2+ Disabilities</td>
<td>Project outcome will be assessed in quintiles.</td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
<td>APR Q13a2. Number of Conditions at Entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>Top Quintile</td>
<td>Numerator: (Q13a2 Total Persons-2 Conditions) + (Q13a2 Total Persons-2+ Conditions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.5</td>
<td>2nd Quintile</td>
<td>Denominator: (Q13a2 Total Persons-Total) - (Q13a2 Total Persons-Condition Unknown) - (Q13a2 Total Persons-Client Doesn’t Know/Client Refused)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>3rd Quintile</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>.5</td>
<td>4th Quintile</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Bottom Quintile</td>
<td></td>
</tr>
<tr>
<td>2.4c</td>
<td>PRIORITIZE SEVERITY OF NEED: Percent unsheltered at entry</td>
<td>Project outcome will be assessed in quintiles.</td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
<td>APR Q15 Living Situation</td>
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<td>2</td>
<td>Top Quintile</td>
<td>Numerator: (Q15 Total-Place Not Meant for Human Habitation)</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>1.5</td>
<td>2nd Quintile</td>
<td>Denominator: (Q15 Total-Total) - (Q15 Total-Client Doesn’t Know/Client Refused)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>3rd Quintile</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>.5</td>
<td>4th Quintile</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>Bottom Quintile</td>
<td></td>
</tr>
</tbody>
</table>
## 1E-1a 2018 Luzerne CoC – PA-503 CoC Renewal Project Scoring Standards

**FINAL Approved by Board 7-31-18**

### 2.4d
**Prioritize Severity of Need: Percent with Substance Use at entry**
- **Project outcome will be assessed in quintiles.**

<table>
<thead>
<tr>
<th>Points</th>
<th>benchmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Top Quintile</td>
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<td>1.5</td>
<td>2nd Quintile</td>
</tr>
<tr>
<td>1</td>
<td>3rd Quintile</td>
</tr>
<tr>
<td>.5</td>
<td>4th Quintile</td>
</tr>
<tr>
<td>0</td>
<td>Bottom Quintile</td>
</tr>
</tbody>
</table>

**Notes:**
- **Data Source:** APR Q13a1. Physical and Mental Health Conditions at Entry
- **Calculation:** Numerator: (Q13a1 Total Persons-Alcohol Abuse) + (Q13a1 Total Persons-Drug Abuse) + (Q13a1 Total Persons-Both Alcohol and Drug Abuse) Denominator: (Q13a2 Total Persons–Total) – (Q13a2 Total Persons-Condition Unknown) - (Q13a2 Total Persons-Client Doesn’t Know/Client Refused)

### 2.4e
**Prioritize Severity of Need: Percent with a history of Domestic Violence**
- **Project outcome will be assessed in quintiles.**

<table>
<thead>
<tr>
<th>Points</th>
<th>benchmarks</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Top Quintile</td>
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<tr>
<td>1.5</td>
<td>2nd Quintile</td>
</tr>
<tr>
<td>1</td>
<td>3rd Quintile</td>
</tr>
<tr>
<td>.5</td>
<td>4th Quintile</td>
</tr>
<tr>
<td>0</td>
<td>Bottom Quintile</td>
</tr>
</tbody>
</table>

**Notes:**
- **Data Source:** APR Q14a Domestic Violence History
- **Calculation:** Numerator: (Q14a Total-Yes) Denominator: (Q14a Total-Total) - (Q14a Total-Client Doesn’t Know/Client Refused)

## 3. Grant Management– 30 Points

### 3.1
**Unit Utilization: Average unit utilization**

- **95%**

<table>
<thead>
<tr>
<th>Points</th>
<th>benchmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>95% - 100%</td>
</tr>
<tr>
<td>7</td>
<td>90% - 94%</td>
</tr>
<tr>
<td>5</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>3</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>0</td>
<td>&lt;70%</td>
</tr>
</tbody>
</table>

**Notes:**
- **Data Sources:** APR and Renewal Summary Form (# Units funded in FY2017)
- **Calculation for PSH:** Numerator: GIW Supportive Services Amount Denominator: Renewal Summary Form Households Served
- **Calculation for RRH/TH:** Numerator: GIW Supportive Services Amount Denominator: Renewal Summary Form Households Served

### 3.2a
**Cost Effectiveness: Amount of grant funds per household served – services only**
- **Project outcome will be assessed in quartiles.**

<table>
<thead>
<tr>
<th>Points</th>
<th>benchmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Top Quartile</td>
</tr>
<tr>
<td>2</td>
<td>2nd Quartile</td>
</tr>
<tr>
<td>1</td>
<td>3rd Quartile</td>
</tr>
<tr>
<td>0</td>
<td>Bottom Quartile</td>
</tr>
</tbody>
</table>

**Notes:**
- **Data Sources:** 2017 GIW Renewal Summary Form
- **Calculation for PSH:** Numerator: GIW Supportive Services Amount Denominator: Renewal Summary Form Households Served
- **Calculation for RRH/TH:** Numerator: GIW Supportive Services Amount Denominator: Renewal Summary Form Households Served
<table>
<thead>
<tr>
<th>#</th>
<th>Renewal Evaluation Criteria</th>
<th>2018 Benchmarks</th>
<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COST EFFECTIVENESS – COST PER POSITIVE EXIT:</td>
<td>RRH/PSH - Average cost per household that remains or exits to Permanent Housing destination.</td>
<td></td>
<td>MAX POINTS = 3</td>
<td>Calculation for RRH/PSH:&lt;br&gt;Numerator: GIW Total ARA Amount &lt;br&gt;Denominator: (APR Q5 Number Adult Stayers + # HHs w/Positive Exits</td>
</tr>
<tr>
<td>3.2b</td>
<td>TH/SSO - Average cost per exit to Permanent Housing destination.</td>
<td>Project Average Household Cost will be assessed in quartiles. Projects with the lowest average costs will be in the top quartile. Projects with highest average costs will be in the lowest quartile.</td>
<td></td>
<td>Data Source: 2017 GIW, Supplementary household survey</td>
<td>Calculation for TH/SSO:&lt;br&gt;Numerator: GIW Total ARA Amount &lt;br&gt;Denominator: (APR Q23 Permanent Destinations Subtotal + Q24 Permanent Destinations Subtotal)</td>
</tr>
<tr>
<td></td>
<td>GRANT DRAWDOWN RATE: At least quarterly drawdowns of grant funds from HUD</td>
<td>At least 1 Drawdown from eLOCcs per quarter</td>
<td></td>
<td>MAX POINTS = 3</td>
<td>Data Source: Renewal Summary Form</td>
</tr>
<tr>
<td>3.3</td>
<td></td>
<td></td>
<td>Points</td>
<td>PSH/RRH/TH</td>
<td>Review of Renewal Summary Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXPENDITURE OF FUNDS: Percentage of grant funds expended</td>
<td>90%</td>
<td></td>
<td>MAX POINTS = 5</td>
<td>Data Source: Report from SAGE APRs submitted for last completed grant year</td>
</tr>
<tr>
<td>3.4</td>
<td></td>
<td></td>
<td>Points</td>
<td></td>
<td>Numerator: Amount of grant funds expended in most recently completed grant year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>90%-100%</td>
<td>Denominator: Total grant amount for most recently completed grant year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>80%-89%</td>
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<td></td>
<td></td>
<td>3</td>
<td>70%-79%</td>
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<td></td>
<td></td>
<td></td>
<td>2</td>
<td>60%-69%</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1</td>
<td>50%-59%</td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td>&lt;50%</td>
<td></td>
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<tr>
<td></td>
<td>HMIS: PERSONALLY IDENTIFIABLE INFORMATION OVERALL SCORE: % of Error Rate for Personally Identifiable Information entered into HMIS</td>
<td>&lt;5%</td>
<td></td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
</tr>
<tr>
<td>3.5a</td>
<td></td>
<td></td>
<td>Points</td>
<td></td>
<td>APR Q8a, Data Quality: Personally Identifiable Information (PII) Overall Score - % of Error Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>0%-3.5%</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>1</td>
<td>3.5%-5%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>&gt;5%</td>
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</tbody>
</table>
### 1E-1a 2018 Luzerne CoC – PA-503 CoC Renewal Project Scoring Standards

**FINAL Approved by Board 7-31-18**

<table>
<thead>
<tr>
<th>#</th>
<th>Renewal Evaluation Criteria</th>
<th>2018 Benchmarks</th>
<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5b</td>
<td><strong>HMIS: INCOME AND HOUSING DATA QUALITY:</strong> % of Error Rate for the following data points entered into Luzerne CoC HMIS:</td>
<td>a. Destination - 0%</td>
<td>MAX POINTS = 2</td>
<td></td>
<td>APR Q6c. Data Quality: Income and Housing Data Quality&lt;br&gt;Income and Sources at Entry - % of Error Rate&lt;br&gt;Income and Sources at Annual Assessment - % of Error Rate&lt;br&gt;Income and Sources at Exit - % of Error Rate</td>
</tr>
<tr>
<td></td>
<td>b. Income and Sources at Entry - 0%</td>
<td>b. INCOME &amp; SOURCES AT ENTRY:</td>
<td>a. DESTINATION:</td>
<td></td>
<td>Data Source: APR</td>
</tr>
<tr>
<td></td>
<td>c. Income and Sources at Annual Assessment - 0%</td>
<td>b. INCOME &amp; SOURCES AT ENTRY:</td>
<td>0.5</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Income and Sources at Exit - 0%</td>
<td>c. INCOME &amp; SOURCES AT ANNUAL ASSESSMENT:</td>
<td>0.5</td>
<td>0%</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>d. INCOME &amp; SOURCES AT EXIT:</td>
<td>0.5</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td><strong>HUD MONITORING:</strong> Disposition of HUD Monitoring and Findings</td>
<td>No monitoring, no findings if monitored, or monitoring findings have been resolved within last 2 years.</td>
<td>0 points: Within last 2 years, no monitoring, no findings if monitored, or monitoring findings have been resolved&lt;br&gt;-5 points: Monitored within last 2 years and findings unresolved</td>
<td>Source: Supplementary Renewal Data Form Provision of HUD Monitoring Report and Response to Findings over the past 2 years&lt;br&gt;Review of information provided in 2018 Supplementary Renewal Project Data Form regarding monitoring, along with any supplemental monitoring documents provided. Monitored within last two years and findings unresolved. If the monitoring was too recent for findings to have been resolved, then reviewers should use discretion on this.</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td><strong>TIMELY SUBMISSION OF APR:</strong> APR submitted within required time, (If due after start of SAGE)</td>
<td>Yes/No or NA</td>
<td>MAX POINTS = 2</td>
<td>Data Source: Sage Submissions Instructions in 2018 Supplementary Renewal Data Form&lt;br&gt;Review of documentation requested in 2018 Renewal Project Summary Form</td>
<td>Agency's that are given an extension or exemption for their APR submission by HUD must provide documentation from HUD to that effect.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>PROJECTS DEDICATED TO SERVING VICTIMS OF DOMESTIC VIOLENCE – 4 POINTS</strong></td>
<td>Yes/No</td>
<td>MAX POINTS = 2</td>
<td>Data Source: Description provided in 2018 Supplementary&lt;br&gt;Description of policies, protocols and/or procedures and documentation provided will be reviewed to determine whether the agency has established</td>
<td>Description of policies, protocols and/or procedures and documentation provided will be reviewed to determine whether the agency has established</td>
</tr>
<tr>
<td>#</td>
<td>Renewal Evaluation Criteria</td>
<td>2018 Benchmarks</td>
<td>Points</td>
<td>Notes</td>
<td>Calculation</td>
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</tr>
<tr>
<td></td>
<td>procedures in place at the project-level that are designed to improve the safety of their</td>
<td>0</td>
<td>No</td>
<td>Renewal Data Form; Documentation of policies, protocols or procedures.</td>
<td>policies, protocols and/or procedures at the project level that improve client safety.</td>
</tr>
<tr>
<td>4.2</td>
<td>SAFETY PLANNING: Project staff works with individual clients (and their households) to</td>
<td>Yes/No</td>
<td>MAX POINTS = 2</td>
<td>Data Source: Description provided in 2018</td>
<td>Description of activities and documentation provided will be reviewed to determine whether there is an established project-level process to work with clients to develop a safety plan tailored to their circumstances and needs and that is designed to improve and maintain client safety.</td>
</tr>
<tr>
<td></td>
<td>develop a safety plan that is designed to improve and maintain the safety of the clients.</td>
<td></td>
<td></td>
<td>Supplementary Renewal Data Form; Documentation of policies, protocol or procedures.</td>
<td></td>
</tr>
</tbody>
</table>

5. THRESHOLD

5.1 **HOUSING FIRST:**
   The project follows a Housing First approach
   
   Yes or No
   
   If no, project is not eligible for renewal
   
   Data Source: FY2018 Renewal Application
   
   Review of FY2018 Renewal Application

5.2 **PROJECT PARTICIPANT ELIGIBILITY:**
For TH, RRH, PSH: The project only accepts eligible households prioritized through Coordinated Entry
For SSO (CEO, DVSC): The project enters participants into CE
For SSO (CYC): The referring agency enters parents into CE

   Yes or No
   
   If no, project is not eligible for renewal
   
   Data Source:
   
   Renewal Summary Form
   
   Review of Renewal Summary Form

The following policies apply to projects dedicated to serving those fleeing from Domestic Violence:

- For DV projects, an APR data report will need to be run by the agency from their HMIS-equivalent data management system and submitted with the 2018 Renewal Project Summary Form. For DV programs unable to generate an APR through a database, a manually completed version of the APR tables used for scoring must be submitted.
- DV projects will be exempted from the following criteria:
  - All Data Quality criteria due to use of HMIS-equivalent data management system
  - Performance Outcomes criteria:
    - #1.4 Returns to Homelessness – DV projects are exempted due to data restrictions put into place in order to maintain client confidentiality and safety.
- Only DV projects will be scored on Section 4 criteria, related to client safety and safety planning.
CONTINUUM OF CARE BOARD MEETING
June 19, 2018

Attendees:  
Barbara Gomb  
Nicholas Cave  
Michael Kendra  
Eileen Rosentel  
Sr. Breige Lavery  
Lisa Caruthers  
Jackie Tona  
Joann Gainard  
Melissa Wildrick  
Mark Kostelansky  
Jennifer Yaworski  
Kermit Douglas  
John Rosengrant

Agency Affiliation:  
CEO  
Wilkes-Barre City  
CSS  
CSS  
Catherine McAuley House  
Kirby Family House  
VOA  
VAMC  
DVSC  
CYC  
HDC  
CEO  
VYH

Barb Gomb called the meeting to order and introductions were given.

Notice of Funding Application:
- The NOFA has not been released as of this time. The minutes were pulled from last year’s August 8, 2017 Board Meeting where it was discussed that “the Board approved ranking criteria to be all the housing components such as PSH, RRH, TH, then SSO with a housing component, and SSO. All projects were based on populations such as chronic homeless, families with children, veterans and youth.” On a motion made by Mike Kendra and seconded by Eileen Rosentel, it was decided that we would use the same priorities as last year. All in attendance were in agreement. Barb Gomb will send this information to Barbara Hodas for the phone meeting on 6/21/18.
- Be sure to update all forms in the applicant profile in esnaps. The code of conduct has to be on file with HUD or attached, the 2880 should be updated to include renewal amounts, and the SF 424 Supp has to be attached.
- Barb inquired if anyone was thinking about applying for a new project. Jackie said VOA was thinking about applying for a rapid rehousing project but is not certain at this time. A Notice of Intent will be sent to the CoC and published in local newspapers in case any other agencies want to join us.
- Nobody is considering reallocating money at this time.

Monitoring/Ranking Committee Report:
- No report. There was no call last week.
- Nic and Joann from the review committee met with the CYC to discuss ways to improve data collection.

CoC Policy for Rapid Rehousing:
- We need to come up with an outline that melds CoC funded RRH and ESG funded RRH.
- Barb looked on the internet and many have very basic standards such as available to all and serves the literally homeless.
1E-1b Ranking Policies

- Mike Kendra proposed that it provides rental assistance for up to 12 months with flexibility in the amount of assistance provided during the 12 month period as each program operates differently.
- There was a discussion about negative exits from CoC programs and not being allowed back into other CoC programs for behavior such as willful destruction of property and gang related violence. This would not apply to shelters. CSS in working on developing an intra-agency rule about shelter stays and looking into extending enrollment on previous stays if never housed.
- All rapid rehousing programs have the following in common:
  o Serve the literally homeless
  o Conduct initial evaluation and assessment
  o Require homeless certification
  o Provide housing relocation and stabilization
  o No rent applications
  o Provide security deposits/utility deposits
  o Provide case management
  o Rental assistance is varied
  o Require 1 year lease
  o Abide by FMR and rent reasonableness
  o All units are inspected
  o Use a form of a landlord agreement

The next CoC Board Meeting to be determined.
The next full CoC meeting is July 17th at 11:30 a.m. at the CYC
Luzerne County CoC: 2018 Criteria for New Projects

As approved by the Board July 31, 2018

Meets Threshold: Agrees to
- Operate in accordance with Housing First
- Participate in Coordinated Entry
- Enter data into HMIS or for DV, a comparable data base
- Participate in the CoC
- Client-centered and culturally competent
- Experience operating within Luzerne County
- For DV: document safety planning

1. Demonstration of need = 0 - 5 points
   - 0 points if need not described
   - 3 points if narrative but no data, or data does not support the need for this project
   - 5 points if applicant describes need and provides supporting data

2. Target population is aligned with CoC goals (chronic, veterans, families and youth, DV) = 0 - 1 point
   - 0 points if these populations not targeted
   - 1 point if project targets chronic, veterans, families, youth, or DV

3. Experience with housing first = 0 - 2 points
   - 0 points if not described
   - 1 point if somewhat described
   - 2 points if applicant indicates low/no barriers to entry and that reviewer believes the applicant has needed experience

4. Experience with project type (PH, RRH, TH-RRH) = 0 - 5 points
   - 0 points if no experience with the proposed project type
   - 3 points if some experience
   - 5 points if highly experienced

Note: it is recognized that TH-RRH is a new model. This scoring will be based on experience with each of the components – TH and RRH

5. Experience with target population = 0 - 5 points
   - 0 points if no experience with the target population
   - 3 points if some experience
   - 5 points if highly experienced

6. Strategic partnerships with community providers = 0 - 5 points
   - 0 points if no partnerships/collaboration described
   - 3 points if somewhat described
   - 5 points if partners named and nature of partnership described

7. Case management approach and ratio = 0-4 points
   - Case management approach is reasonable based on population being served 0-2 points
1E-1c: Criteria for New Projects

- If scattered-site, shows an understanding of housing locator services = 0-2 points

8. Organizational capacity (including working knowledge of HUD CoC requirements = 0-2 points
   - 0 points if organization does not appear to have capacity
   - 1 point if capacity somewhat described
   - 2 points if it is clear that the organization has capacity to operate the project based on HUD and CoC requirements

9. Is project cost effective? = 0-2 points
   - Total housing costs are equal to or less than Fair Market Rents = 1 point
   - Compare each project’s service costs to each other = 1 point if less than new project average

Past performance = 0-3 points
   - Current Grantees: FY2016 and/or FY2017 performance related outcomes are strong 0-3 points
   - Applicants who are not current/former CoC grantees = 0 – 3 points if describe performance outcomes appropriately 0-3 points

Total points available = 34
PA-503 2018 Ranking Process

The project ranking and selection process was the responsibility of the Project Review Committee of the Luzerne CoC Governance Board. Members of the Project Review Committee are members of the Board who are not employed by nor have any other financial self-interest in any of the CoC recipient organizations. The members are:

Jay Zupa  Luzerne County Office of Community Development
Carlie Wetzel  Community Volunteer
Joann Gainard  Health Care for Homeless Veterans Coordinator
Nic Cave  Wilkes Barre Office of Community Development
Sister Briege Lavery  Catherine McAuley House

The Committee held 6 teleconferences, coordinated by the CoC Consultant on the following dates:

May 31, 2018  Review of FY2017 Criteria
June 7, 2018  Development of FY2018 Renewal Ranking Criteria
June 21, 2018  Development of FY2018 Renewal Ranking Criteria
July 24, 2018  Development of FY2018 Renewal Ranking Criteria
July 30, 2018  Development of FY2018 New Project Scoring Criteria
August 27, 2018  Decision on Scoring and Tiering to Present to the Board

Between meetings the CoC Consultant developed tools to present to the Committee for discussion.

Data Collection and Analysis:

- The HMIS Administrator ran an APR for the period 5/1/17 to 4/30/18 each renewal project
- Each renewal grantee provided a supplementary Renewal Summary Form with additional data needed for ranking
- The CoC Consultant developed a spreadsheet to calculate the scores for each of the criteria developed by the Committee

Grantee Review of Scoring and Ranking

August 16, 2018  Preliminary Renewal Project Scoring was sent to grantees
August 16 -24, 2018  Grantee data review period
August 20, 2018  Grantee Interviews with Project Review Committee
August 24, 2018  Final Renewal Project Scoring was sent to grantees
1E-1d: Ranking Process

**Board Actions:**

July 31, 2018    Board review of Scoring Criteria and modifications made
August 28, 2018  Board approved Ranking and Tiering

**Notification:**

August 28, 2018  Grantees were notified by email of Accept-Reject-Reallocate and Ranking
August 29, 2018  CA posted Accept-Reject-Reallocate on the CEO website
COMMISSION ON ECONOMIC OPPORTUNITY
165 AMBER LANE
WILKES BARRE PA 18702

Account # 97344
Order # 82236620
Ad Price: 222.50

CONTINUUM OF CARE

Being duly sworn according to law deposes and says that he is Billing clerk for The Citizens Voice, owner and publisher of The Citizens Voice, a newspaper of general circulation, established in 1978, published in the city of Wilkes-Barre, county and state aforesaid, and that the printed notice or publication hereeto attached is exactly as printed in the regular editions of the said newspaper on the following dates:

07/28/2018 07/29/2018 07/30/2018

Affiant further deposes and says that neither the affiant nor The Citizens Voice is interested in the subject matter of the aforesaid notice or advertisement and that all allegations in the foregoing statement as to time, place and character or publication are true

Sworn and subscribed to before me
this 30th day of July A.D., 2018

(Notary Public)

REQUEST FOR PROPOSAL

The PA-503 Continuum of Care (COC) announces a Request for Proposal (RFP) for housing of individuals or families experiencing homelessness. The PA-503 Continuum of Care is a collaboration of community organizations that provide shelter, short-term and permanent housing to people who are homeless, and services that assist homeless people to obtain and maintain housing. This RFP is for funding through the Continuum of Care program of the United States Department of Housing and Urban Development (HUD). The PA-503 Continuum of Care welcomes inquiries from organizations with a passion for ending homelessness in Luzerne County. Please direct all questions and requests for the full RFP by email or phone call to Barbara Hodas: barbara@dms-housing.com or 215-578-6410. A preliminary proposal is due noon August 10, 2018.

RECEIVED
FISCAL
AUG 03 2018
Proof of Publication

THE TIMES LEADER

(Under Act of No. 587, approved May 16, 1929)

STATE OF PENNSYLVANIA,
COUNTY OF LUZERNE

Linda Byrnes, being duly sworn according to law, deposes and says that he/she is the bookkeeper of The Times Leader, a daily newspaper published in the City of Wilkes-Barre, County and State aforesaid, by Civitas Media, LLC, that said The Times Leader was established in 1939, and that the printed notice or publication hereto attached is exactly as printed in the regular edition of The Times Leader on the following date(s):

July 27, 28, 29, 2018

Affiant further deposes and says that The Time Leader is a daily newspaper of general circulation and that neither the affiant nor The Times Leader is interested in the subject matter of the aforesaid notice of advertisement, and that all allegations in the foregoing statement as to time, place and character of publication are true.

Linda Byrnes

Sworn to before me this 30th day of July, 2018

Renee Sager

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Renee Sager, Notary Public
City of Wilkes-Barre
Luzerne County
My Commission Expires 11-14-2020
Luzerne Continuum of Care (CoC) PA-503
FY2018 Request for Proposals
NEW Permanent Housing Project

Preliminary Application due by NOON on August 10, 2018

The Luzerne CoC is soliciting Preliminary Applications from agencies interested in applying for new projects to be submitted as part of the FY2018 Continuum of Care (CoC) Application this fall. At this time, the CoC is eligible to apply for up to:

- $263,854 for a Bonus
- $439,757 for a Domestic Violence Bonus (NEW)

Additional funding may be available through the CoC’s reallocation process.

Funding is not guaranteed to the organization(s) selected through this RFP. Funding will be made available by HUD based on the performance of the Luzerne CoC in the FY2018 Continuum of Care competition and the local ranking of new project applications.

The Luzerne County CoC is soliciting projects under the following eligible program types:

**Eligible under Bonus and the Domestic Violence Bonus**
- Rapid Re-Housing
- Joint Transitional Housing and Rapid Re-Housing

*Note:* the applicant under the DV Bonus may be a DV service provider or another agency that collaborates with a DV service provider to assure that DV-specific services and safety planning are available to program participants.

**Eligible under ONLY the Bonus**
- Permanent Supportive Housing Projects serving Chronically Homeless Individuals and/or Families
- Expansion of Current RRH or PSH grant to provide additional units/serve additional households/provide additional services

These will initially be 1-year grants with the expectation that they will be eligible for renewal in future CoC applications. However, future funding will be dependent on the availability of funding from HUD and program performance.

To indicate your interest in a new project, please submit the attached Preliminary Application by noon on August 10, 2018.

- The application should be emailed to barbara@dma-housing.com
- Please use the e-mail subject line: Preliminary Application – Luzerne CoC
Please review the information provided below regarding project type, eligible participants, eligible activities, expectations and requirements of the project recipient, and considerations for selection of new project applicants.

To assess whether you should submit a Preliminary Application, consider these questions

- Is there a need for this project in Luzerne County?
- How will this project help to end homelessness in Luzerne County?
- For which population will this project help end homelessness?
- Does my organization have the capacity to manage this project well?

Eligible populations to be served with a new project

- Who is eligible for homeless assistance under the CoC? Project participants are limited to the literally homeless and fleeing/attempting to flee domestic violence categories of homelessness, as defined in HUD's Homeless Definition Final Rule.

- How is chronic homelessness defined? An individual or family head of household has a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.
  
  AND

- Is currently living in a place not meant for human habitation, a safe haven, or in an emergency shelter.
  
  AND

- Has been homeless for at least 12 months. This includes:
  
  o 12 Months Continuous: At least 12 months of continuous homelessness living in a place not meant for human habitation, a safe haven, or in an emergency shelter;

  OR

  o 12 Months Cumulative: Has experienced homelessness during at least 4 separate occasions in the last three years, where these 4+ occasions equal a total of at least 12 months.

Eligible Project Types through this RFP:

- **Permanent Supportive Housing Projects** that meet the requirements of Dedicated PLUS as defined in Section III.C.3 of the FY2018 CoC NOFA or where 100 percent of the beds are dedicated to individuals and families experiencing chronic homelessness as defined above.

- **Permanent Housing - Rapid Re-Housing**: Rapid Re-Housing is a model of housing assistance that is designed to assist those experiencing homelessness, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited,
individualized, and flexible.

Individuals, families and unaccompanied youth eligible for Rapid Re-Housing under the FY2018 CoC NOFA include those who are:
- Coming directly from the streets or emergency shelters
- Fleeing domestic violence AND no subsequent residence has been identified AND has no resources or support networks to obtain permanent housing
- Residing in a transitional housing project that was eliminated in the FY 2018 CoC Program Competition
- Residing in transitional housing funded by a Joint TH and PH-RRH component project
- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

- **Joint TH and PH-Rapid Rehousing:** This project type was introduced in FY2017. The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing—rapid rehousing—in a single project to serve individuals and families experiencing homelessness. Both the TH and RRH components must operate as **low barrier** to entry and can serve the same populations are listed above for Rapid Rehousing.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the grant recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Participants can only receive 24 months of total assistance.

- **Expansion of Current RRH or PSH grant to provide additional units/serve additional households/provide additional services:** This component allows current grantees of PSH or RRH projects to expand their existing program to provide more units, assist more persons and/or provide additional services. The new grant will be combined with the existing grant at contracting time.

**What will the grant pay for?** The HUD grant can be used towards:

- **Housing Costs:**
  - **Operating funds** to operate a site owned or leased by your agency (including the Transitional Housing portion of a Joint TH-RRH project).
  - **Rental Assistance** to assist a household pay their rent;
    - **Note:** If applying for Rapid Rehousing, Rental Assistance is the only eligible housing type.
  - **Leasing** of a single site or scattered site housing units;
• **Supportive Services Costs:** Case management to assist households in obtaining and maintaining their housing. This could include “Housing Locator” services to support households’ accessing housing. Such services might include landlord engagement, locating eligible housing units, assisting program participants with lease negotiations and provide assistance with housing set-up.

• **Administrative Costs:** To provide funding for your agency to manage the grant including drawing down funds and reporting to HUD.

**Are there match requirements?** The grantee must provide a 25% match – either cash or in-kind. The only exception is that leasing costs do not require a match.

**Are there any special considerations that I need to be aware of?**

• Both PSH and RRH are permanent housing programs and are expected to operate in accordance with a **Housing First approach:**
  o Participants are not screened out based on the following:
    ▪ Having too little or no income
    ▪ Active or history of substance use
    ▪ Having a criminal record with exceptions for state-mandated restrictions
    ▪ History of domestic violence
  o Participants are not terminated from the program based on the following:
    ▪ Failure to participate in supportive services
    ▪ Failure to make progress on a service plan
    ▪ Loss of income or failure to improve income
    ▪ Being a victim of domestic violence
    ▪ Any other activity not covered in a lease agreement typically found in the project’s geographic area

• All project participants will be referred through the CoC’s Coordinated Entry System.

• You must enter complete and accurate data into Luzerne’s HMIS. Victim services organizations must enter data into a DV comparable database.

• Applicants awarded funds which are not existing CoC funded agencies must join the CoC governing board and participate fully.

• You will be expected to have the capacity to operate your program in accordance with HUD requirements including:
  o Submitting your Annual Progress Report (APR) on time
  o Drawing down funds at least quarterly
  o Expend all of your grant funds within the 12-month grant period

• You will be invited by the Project Review Committee to make a presentation about your agency capacity and project on Monday August 20.
How will projects be selected for submission to HUD? All Preliminary Applications will be reviewed by the Project Review Committee, which will send their recommendation to the CoC governing board for voted approval. Those that are selected for submission will be notified by August 22, 2018.

- Considerations for review and selection:
  - Using a Housing First approach
  - Provide program participants with assistance with Mainstream Benefits
  - Experience working with the population to be served
  - Conduct at least monthly face to face case management appointments in the program participant’s home
  - Participate in the Luzerne CoC Coordinated Entry System
  - Follow the CoC’s written standards for providing assistance
  - Enter data into HMIS or DV comparable database
  - Serve on the CoC governing board and participate in CoC activities
  - Be cost effective, compared to similar projects
  - Meeting a need in the CoC
  - Organizational capacity to successfully implement the project
  - For current CoC grantees, history of meeting HUD’s grant management requirements and implementation of HUD policy priorities such as housing first
  - Additional consideration will be given to agencies that have not previously received CoC funding
  - Approach for providing supportive services
  - Ability to provide housing search and location services, using either staff funded through the proposed CoC-funded project or leveraged services
  - Additional consideration will be given to agencies that have voluntarily reallocated

If my project is selected for submission, what is the next step? You will be notified by August 22 if your project has been selected for submission to HUD and the amount of funding that you can request. At that time, you will receive instructions for submission.

You will need to submit your new project application on esnaps, HUD’s online application. The following is the timeline for submission:

- **August 24**: Complete your application on esnaps and provide a pdf to Barbara Hodas at Diana T. Myers and Associates, Inc. (DMA): barbara@dma-housing.com
- **August 24-29**: DMA will review your application and provide feedback
- **September 5**: FINAL completed application must be on esnaps

If I have questions about this who should I contact? Send an e-mail to barbara@dma-housing.com
Luzerne Continuum of Care, CoC PA-503  
FY2018 New Project Preliminary Application

**Instructions:**  
All applications must be returned to barbara@dma-housing.com by noon August 10, 2018.

1) **Agency Name:** ______
   
   **Contact information:**
   - **Name** ______
   - **Phone number** ______
   - **E-mail address** ______

2) **Under which type of program are you applying?**

**BONUS:**
- ______ Permanent Supportive Housing project to serve Chronically Homeless Individuals or Families (PSH-chronic)

- ______ Rapid Rehousing for Homeless Individuals, Families, Unaccompanied Youth

- ______ Joint Transitional Housing and Rapid Rehousing Component Type

- ______ Expansion of Current RRH or PSH grant to provide additional units/serve additional households

**DV BONUS:**
- ______ Rapid Rehousing for Homeless Individuals, Families, Unaccompanied Youth

- ______ Joint Transitional Housing and Rapid Rehousing Component Type

3) **Which of the following subpopulations do you plan to serve?** Check all that apply:

- ______ Chronically Homeless
- ______ Veterans
- ______ Families
- ______ Individuals
- ______ Youth (under age 25)
- ______ DV

4a) **If you are proposing PSH-Chronic:**

- Do you plan to operate in a single site or scattered site?
  - ______ Single site  ______ Scattered site

- If single site, do you already own or have a long-term lease on a specific property?
____ Yes – own property  ____ Yes – long-term property  ____ No
  o If yes, please describe the property. This description should include the layout, configuration – congregate, individual apartments, SRO units, etc. as well as other relevant details: ______

• If scattered site, do you currently have relationships with landlords who would participate in your program?
  ____ Yes  ____ No
  o If yes, please describe: ______

4b) If you are proposing Rapid Re-housing:
• Do you have relationships with landlords who would participate in your program?
  ____ Yes  ____ No
• Please describe your experience in identifying housing opportunities, including landlord engagement practices: _____

4c) If you are proposing Joint Transitional Housing and Rapid Re-Housing:
• Please identify the site for the Transitional Housing portion of this project.
  ______
• Please describe your experience in identifying housing opportunities, including landlord engagement practices: ______

4e) If you are proposing to expand a current project:
• Please identify the project name to be expanded: ______
• What activities do you plan to expand:
  o Housing Units ______
  o Persons Served ______
  o Services Provided ______
• Describe why an expansion of the above is needed at this time: ______

5) Provide a general description of your proposed project.

This should include a clear and concise description of the scope of the project. The following information should be included in your description:
• description of community needs. Applicants are encouraged to provide local data beyond the data reported through the annual PIT count.
• target population(s) to be served
• estimated number of households to be served at a point in time
• estimated number of households to be served annually
• the reason why CoC program funding is required
• experience in working with households experiencing homelessness, and in particular with the subpopulation you identified. This should include any experience using a Housing First model.
  o Additionally, if you are proposing a Permanent Supportive Housing project, describe your experience working with households that meet
HUD's definition of chronically homeless.
- Additionally, if you are proposing a Rapid Re-Housing project or Joint TH/RRH project, describe your experience working to quickly move households from homelessness to permanent housing.
- Additionally, if your target population includes youth, discuss your experience working with youth and best practices you are already utilizing
- project plan for addressing the identified housing and supportive service needs, including any agencies that you plan to partner/coordinate with to provide additional expertise
- projected project outcomes
- how you will ensure that the project provides client-centered and culturally competent services
- describe your community partners and the ways you will work together to meet the needs of households served through the proposed project in addition to or other than what you described above for housing and supportive services.
- if applying under the DV Bonus, also include your safety plan

6) Provide a description of why the project type you are requesting is the best intervention for meeting the above defined need.
- If you are specifically applying for the new Transitional Housing/ Rapid Re-Housing Joint Component, your description needs to explain why this model would be more effective for your target population than a stand-alone Rapid Re-Housing project in your community.

7) Please indicate which of the following requirements you commit to follow:

☐ Using a Housing First approach
☐ Assist participants with Mainstream Benefits:
  ☐ Provide transportation assistance to attend mainstream benefit appointments, employment training or jobs
  ☐ Use a single application form for four or more mainstream programs (example DHS's COMPASS)
  ☐ Conduct annual follow-up appointments with participants to ensure mainstream benefits are received and renewed
  ☐ Provide access to SSI/SSDI technical assistance provided by the applicant, a subrecipient or partner agency
  ☐ Utilize a SOAR trained individual to provide this technical assistance

☐ Participating in the Luzerne Coordinated Entry System
☐ Entering data into HMIS (or DV comparable database, if domestic violence organization)
☐ Joining the CoC governing board and participating in CoC activities
8) Do you anticipate hiring a case manager to provide services to the population being served? ____Yes ____No
   o If yes, provide the number of FTEs and expected FTE rate: _____
   o Provide the expected case management ratio to be used: _____
   o Describe your organization's philosophy or approach to case management services: _____
   o Describe the frequency and location of case management services currently provided by your organization: _____
   o Describe your plans to provide Housing Locator services: _____

9) Describe your experience in administering a program similar to the one that you are proposing. This description should include:
   • Experience effectively utilizing federal funds and performing the described services within given funding and time limitations
   • Experience leveraging other federal, state, local and/or private sector funding
   • Description of the program management and financial account system that will be used to administer the grant
   • Any unresolved monitoring or audit findings from HUD, DCED, the Office of the Inspector General

ORGANIZATIONAL CAPACITY: _____

10) Proposed budget
   For a list and description of eligible cost, please refer to the Continuum of Care regulations at 24 CFR Part 578, Subpart D – Program Components & Eligible Costs

HOUSING COSTS: Operations, Leasing or Rental Assistance

If OPERATIONS, complete the below chart:

<table>
<thead>
<tr>
<th>PROGRAM COMPONENT</th>
<th>REQUESTED BUDGET</th>
<th>BRIEF DESCRIPTION OR BASIS OF CALCULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Cost (site-based)</td>
<td>Total $ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Maintenance and repair</td>
<td>$ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Property taxes and insurance</td>
<td>$ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Reserves for replacement of major systems</td>
<td>$ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Building security</td>
<td>$ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Electric, gas and water</td>
<td>$ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Furniture</td>
<td>$ _____</td>
<td>_____</td>
</tr>
<tr>
<td>Size of Units</td>
<td># of Units</td>
<td>2017 Fair Market Rent*</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>SRO</td>
<td>x</td>
<td>$415</td>
</tr>
<tr>
<td>0 Bedroom</td>
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<td>$553</td>
</tr>
<tr>
<td>1 Bedroom</td>
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</tr>
<tr>
<td>2 Bedrooms</td>
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<td>$802</td>
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<tr>
<td>4 Bedrooms</td>
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<td>1202</td>
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</tbody>
</table>

If LEASING other than individual units, complete the below chart:

| Requested Leasing Budget: $________ | Description of requested costs: |

SUPPORTIVE SERVICES COSTS

<table>
<thead>
<tr>
<th>PROGRAM COMPONENT</th>
<th>REQUESTED BUDGET</th>
<th>BRIEF DESCRIPTION OR BASIS OF CALCULATION</th>
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</thead>
<tbody>
<tr>
<td>Supportive Services</td>
<td>Total $________</td>
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<tr>
<td>Annual Assessment of Service Needs</td>
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<tr>
<td>Assistance with moving costs</td>
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</tr>
<tr>
<td>Case management</td>
<td>$________</td>
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<tr>
<td>Child care</td>
<td>$________</td>
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<tr>
<td>Education services</td>
<td>$________</td>
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<td>Employment assistance and job training</td>
<td>$________</td>
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<tr>
<td>Food</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>Housing search and counseling services</td>
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<tr>
<td>Legal services</td>
<td>$________</td>
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<tr>
<td>Life skills training</td>
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<tr>
<td>Mental health services</td>
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<tr>
<td>Outpatient health services</td>
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<tr>
<td>Outreach services</td>
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<tr>
<td>--------------------------</td>
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<tr>
<td>Substance abuse</td>
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</tr>
<tr>
<td>treatment services</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Utility deposits</td>
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<tr>
<td>Direct provision of</td>
<td></td>
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</tr>
<tr>
<td>services</td>
<td></td>
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</tr>
</tbody>
</table>

**ADMINISTRATIVE COSTS**

| Requested Budget:       | Brief description of how the admin will be structured/used: |
| (cannot exceed 10% of the total cost of the above activities) $   | ______ |

14) A match of 25% is required for all funds, with the exception of leasing. Match can be in-kind or cash. Please indicate your anticipated source(s) of matching funds: ______

Signature of Responsible Party: ________________________________
## LUZERNE County CoC PA-503

**FINAL Ranking and Tiering**

Approved by CoC Board 8/16/18

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Grant Number</th>
<th>Project Type</th>
<th>Adjusted Score</th>
<th>Budget</th>
<th>Proposed Ranking</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tier 1</td>
</tr>
<tr>
<td><strong>TIER 1</strong></td>
<td></td>
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<tr>
<td>Commission on Economic Opportunity</td>
<td>HMHS</td>
<td>2014-LSC17-01710</td>
<td>PSH</td>
<td>$167,618</td>
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<td>Housing Development Corporation of NEPA</td>
<td>HDC SHP 2 2017</td>
<td>PA01427L31701709</td>
<td>PSH</td>
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<tr>
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<td>St. Hedwig's Venerables Village</td>
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<td>FHA-FPS Homeless Services</td>
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<td>Mother Iverne's Haven</td>
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<td>Catholic Social Services</td>
<td>St. Ann's Traverse</td>
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<td>Catholic Social Services</td>
<td>Holy Family Housing</td>
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<tr>
<td>Housing Development Corporation of NEPA</td>
<td>Board Re-housing for Families 2017</td>
<td>PA01427L31701702</td>
<td>PPH</td>
<td>$137,550</td>
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<tr>
<td>Valley Youth House Committee, Inc.</td>
<td>Luzerne County RFK for Young Adults</td>
<td>PA01427L31701702</td>
<td>PPH</td>
<td>$344,005</td>
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<td>Catholic Social Services</td>
<td>HMHS 1</td>
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<td>The Salvation Army, a New York Corporation</td>
<td>Hills Family House</td>
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<td>Catholic Social Services</td>
<td>Catholic House</td>
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<td>Commission on Economic Opportunity</td>
<td>William Cheeks Residence</td>
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<td>Volunteers of America</td>
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<td>Commission on Economic Opportunity</td>
<td>Our Lady of Rosary Residence</td>
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<td>Domestic Violence Service Center, Inc.</td>
<td>See Yourself Succeed</td>
<td>PA01427L31701710</td>
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<td>23</td>
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<td>Commission on Economic Opportunity</td>
<td>SHF Case Management for the Homeless</td>
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<td>CVC-Homeless Child Care Program</td>
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<td>Straddle</td>
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<td><strong>TIER 2</strong></td>
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<td>Catholic Youth Center</td>
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<td>Valley Youth House Committee, Inc.</td>
<td>RVH Expansion (New RVH)</td>
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<td>$486,909</td>
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| Annual Renewal Demand (total of all renewal) | $4,021,709 |
| Tier 1 (45% Annual Renewal Demand) | $1,780,406 |
| Bonus | $263,054 |
| Tier 2 (60% Annual Renewal Demand + Bonus) | $507,157 |