Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.
1A. Continuum of Care (CoC) Identification

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: PA-503 - Wilkes-Barre, Hazleton/Luzerne County CoC

1A-2. Collaborative Applicant Name: Commission on Economic Opportunity

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Commission on Economic Opportunity
1B. Continuum of Care (CoC) Engagement

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

<table>
<thead>
<tr>
<th>Organization/Person Categories</th>
<th>Participates in CoC Meetings</th>
<th>Votes, including selecting CoC Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government Staff/Officials</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CDBG/HOME/ESG Entitlement Jurisdiction</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Local Jail(s)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hospital(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EMS/Crisis Response Team(s)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Mental Health Service Organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Substance Abuse Service Organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Affordable Housing Developer(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Disability Service Organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Disability Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Public Housing Authorities</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Youth Homeless Organizations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Youth Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>School Administrators/Homeless Liaisons</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>CoC Funded Victim Service Providers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-CoC Funded Victim Service Providers</td>
<td>Not Applicable</td>
<td>No</td>
</tr>
<tr>
<td>Domestic Violence Advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Street Outreach Team(s)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LGBT Service Organizations</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Agencies that serve survivors of human trafficking</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other homeless subpopulation advocates</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Homeless or Formerly Homeless Persons</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Mental Illness Advocates</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Substance Abuse Advocates</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

This CoC solicits and considers a full range of opinions from all persons/organizations interested in preventing or ending homelessness through information sharing at its meetings to address improvements or new approaches for housing or services. There are 4 quarterly publically advertised full CoC meetings per year and biweekly CoC board meetings. 40 community service providers participate including ESG, CDBG, SSVF, VA, county/city governments, public/private social service providers, State HAP providers, DV, education, and youth programs. Providers share information on housing and services to assist the homeless/near-homeless to coordinate services, develop strategies and address funding decisions. This year, the CoC hosted information sharing on transportation, HVRP, mental health and the ACT Team, employment, corrections, law enforcement and Social Security/SSI benefits. A greater understanding of program eligibility and contact information was shared to enhance the referral process. In addition, law enforcement joined the CoC as a member. CoC members participate in Veterans Subcommittees in 3 CoC’s (PA 503, 508 and 509) to identify, conduct case conferencing and share strategies to address housing and service needs of Veterans. The CoC Board reviewed year one of the CE list and identified areas of housing needs by subpopulation and as a result VYH decided to expand its RRH for young adults by 5 more beds. The CoC Board will monitor the CE monthly to continue to address housing and service needs for all homeless populations. The Board reviews notices for other funding opportunities to enhance housing and services and provides the information by email or handouts to all members. Currently, 4 CoC agencies are applying for outreach and supportive service programs in a FHLB/PHFA Home4Good application to increase services to identify homeless and strengthen programs in assisting participants to secure and retain permanent housing arrangement.

1B-2. Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

1. This CoC’s open invitation process is through emails, publically advertised notices via email, newspaper postings, RFP requests, verbal requests, notice
on the collaborative applicant’s website and participation in meetings both inside and outside its geographical area.

2. Email invitations are sent to participating agencies announcing the meetings and asking members to bring any other interested party. Publicly advertised meetings invite any interested party to attend detailing the meeting time and place. Notices listed in newspapers about meetings or a RFP to contact a CoC chair for further information. At meetings, the CoC chair asks members to invite any individual/group to meetings. CoC members attend various meetings both locally and statewide including the PA-508 and PA-509 CoCs, Veterans subcommittees and the VA CHALENG meetings collaborating with numerous service providers and extending an invitation to attend and participate with the Luzerne County CoC. In addition, CoC members review their emails and notify the CoC chair or secretary of potential interests and then invitations are sent to attend any upcoming CoC meetings.

3. The CoC solicits new members continually at each CoC Board, full CoC meetings and website posting inviting interested parties to participate with the CoC. This year through this process, the City of Wilkes-Barre invited a police officer for information sharing who is now a CoC participating member. We have also contacted an LBGT organization, Rainbow Alliance, asking them to join our CoC and provide information at our October 2018 meeting.

4. During the meetings, the chair verbally asks the members if they have recommendations of any homeless or formerly homeless person(s) who would be interested in participating with the CoC and to invite this person(s) to attend our meetings. At present, this CoC has representation from a formerly homeless Veteran and formerly homeless youth at its meetings.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

This CoC is open to proposals from any entity not previously funded by the CoC by soliciting new projects through both email and public notices. On 7/26/18 the CoC Secretary emailed the full Luzerne County Homeless Coalition members notifying them of a request by the CoC for any new project solicitation. Based on both HUD and CoC priorities, the projects were for Rapid Rehousing, Joint Transitional and Rapid ReHousing for both families and individuals and Permanent Supportive Housing for chronically homeless individuals. In addition, a public notice was posted in 2 local newspapers announcing an RFP for projects under the CoC program for consecutive days of July 27 to July 30, 2018. This public notice invited proposals or inquiry from any organization with a passion for ending homelessness in Luzerne County by 8/10/18. The public notice contained contact information for the CoC consultant so any organization was able to contact the consultant with questions for further information and to request technical assistance, if necessary. The consultant notified the collaborative applicant who in turn notified the CoC Board that only one inquiry for a new application was received. The agency is a current CoC applicant and board member, Valley Youth House, who intends to submit a new proposal to expand its current rapid rehousing program for the youth population. Information on the process for submitting a new application was sent to Valley Youth...
House. The new application was submitted to the Project Review Committee. The process to determine whether to include the application assessed: CoC need; applicant experience with the target populations and HUD CoC regulations; willingness to participate fully with the CoC including HIMS, CE and housing first; and grant management capability.
1C. Continuum of Care (CoC) Coordination

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

<table>
<thead>
<tr>
<th>Entities or Organizations the CoC coordinates planning and operation of projects</th>
<th>Coordinates with Planning and Operation of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Opportunities for Persons with AIDS (HOPWA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF)</td>
<td>Yes</td>
</tr>
<tr>
<td>Runaway and Homeless Youth (RHY)</td>
<td>Yes</td>
</tr>
<tr>
<td>Head Start Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Funding Collaboratives</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs</td>
<td>No</td>
</tr>
<tr>
<td>Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through other Federal resources</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through State Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and services programs funded through Local Government</td>
<td>Yes</td>
</tr>
<tr>
<td>Housing and service programs funded through private entities, including foundations</td>
<td>Yes</td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients. (limit 2,000 characters)

1. Consultation between the CoC and ESG Program recipients for planning and allocating ESG funds is with 2 ESG recipients in the CoC, the Luzerne County OCD and Wilkes-Barre OECD. Both are participating CoC Board members. Each provides ongoing ESG updates and conducts annual presentations
regarding funding opportunities. The CoC Board makes recommendations for the various ESG Program components and budget allocations. In 2/2018 a consultation meeting was held with both CD offices and the CoC regarding the supplemental ESG funding, recommendations and application process. Each ESG jurisdiction solicits applications for funding from any provider including CoC agencies but make their own final decisions without CoC input to avoid conflict of interest in the process as some CoC agencies request funding from the Con Plan jurisdictions. Added collaboration between the CoC Board and the ESG recipients in planning is evidenced through creating a standardized RRH program policy for both the CoC and ESG funded programs included in the CoC’s Governance Charter.

2. The CoC through its HMIS administrator participates in the evaluating and reporting performance of ESG Program recipients and subrecipients by assisting the 2 ESG recipients with training and reporting in the SAGE system. The HMIS administrator provided reports for the various shelters, services and RRH programs excluding DVSC who completed reports from their comparable database. Both ESG recipients and the HMIS administrator reviewed the data and compared achievements to the goals submitted by each applicant in their application for numbers served and outcomes achieved. Some recommendations were discussed about data timeliness and accuracy which will be addressed during an annual HMIS data quality training scheduled for October 2018. The HMIS administrator will assist both jurisdictions in a monthly monitoring of these data concerns, track performance, and provide reports to each jurisdiction.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe: (1) the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and (2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)

1. The CoC’s governance charter has protocols for housing/services developed by the CoC Board in conjunction with its DV member for safety needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.
These protocols ensure that people fleeing DV will have safe/confidential access to the CE process, DV services and that any data collected adheres to the Violence Against Women Act (VAWA). Our DV provider has a CoC funded program and incorporates programs/services from PA Coalition Against Domestic Violence and PA Dept. of Human Services. These protocols call for identification of immediate need for safety, contact with law enforcement, the DV provider and/or Victims Resource Center for their expertise and guidance in operating trauma-informed and victim-centered services. In addition to referrals, persons can also contact the DV or VRC directly. The DV provider provides the participant with options for safety and connection to out of county DV shelters as needed. The CoC Board approved an Emergency Transfer Plan prioritizing safety and trauma-informed, victim-centered services.

2. The Emergency Transfer Plan allows for a participant to request an emergency transfer if they believe themselves or their family qualifies as a victim under one of 4 emergency transfer categories. The program will take every precaution for safety and refer to the DV agency, VRC and/or law enforcement for assistance. If the participant is already involved with these entities, the program will work with them to keep the participant/family safe. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. A program can honor the request dependent on whether the program has another available unit or contact other providers for assistance with safe, temporary or more permanent occupancy. Through this protocol, the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking.

The Domestic Violence Service Center (DVSC) is a CoC Board member and provides annual training for:

1. Provider staff: DVSC provides training to CoC provider staff at least annually. Training utilizes best practices including trauma-informed and victim-centered processes related to safety and planning protocols in serving survivors of DV. Training was held 10/2017 with a professional education program on what DV is, how to recognize the signs, how to sensitively support a victim, what services are available and how to refer them for DV assistance. This training is scheduled for 10/2018.

2. CE staff: This CoC operates a “no wrong door” CE system, whereby every homeless provider needs to understand how to address the unique needs of households fleeing DV, including utilizing best practices such as trauma-informed care. The CoC’s policy on DV and CE is that DVSC is the primary shelter for survivors of DV, dating violence, sexual assault, and stalking. DVSC was involved in the development of CE with special care for persons surviving DV and provided training to ensure that people fleeing DV will have safe and confidential access to the CE process including DV services and that any data collected adheres to the Violence Against Women Act (VAWA). DV and the CoC board agreed to take every precaution in data collection when encountering a person fleeing DV. A non-DV provider does not identify someone with DV on the CE list and all providers are directed to contact DVSC to pursue housing options for the person. DVSC was trained on CE along with
other providers and submits a list with unique identifiers from their comparable database to the CE process. If other providers encounter a person who is or has experienced any form of DV, dating violence, sexual assault, or stalking, the provider will ensure the person feels they are safe and make the needed referrals to either law enforcement, DVSC or Victim’s Resource Center for additional support and guidance.

**1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)**

This CoC uses data collected from the Luzerne County HMIS, PIT and HIC Count, analysis of CE and DV de-identified aggregate data from their comparable database. Primary data is from the Domestic Violence Service Center who is the lead agency for this subpopulation. DVSC’s data shows an increase of 285 (11%) domestic violence service recipients with sheltering increasing by 59 (25%) individuals adding to an increase in shelter nights provided by 932 (19%), and also provides a transitional housing program which saw an increase of 3 (5%) individuals over the previous fiscal year. Additionally, of the increase noted in shelter needs, DVSC sheltered an increase of households/families over individuals - 73 families, demonstrating a 149% increase over the previous fiscal year. Statistics from the Luzerne County HMIS data base show there were 106 persons who were fleeing a domestic violence situation. Of these 106 persons, 58 (55%) were staying in an emergency shelter. Forty-three of these individuals were female and 15 were male. From the PIT and HIC Count conducted on the night of 1/24/18, there were 3 families (3 adults and 5 children) staying in the DVSC emergency shelter which has 24 total beds available. In addition, DVSC has a bridge housing program, with 36 available beds, serving an additional 9 families (9 adults and 8 children). A data analysis of a full year of CE indicates that there were 18 households referred to CE by DVSC, however, it is anticipated that 50% of these households will return to their home of origin.”

**1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects?**

**No**

**1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas: (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission; (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and (3) Indicate whether the CoC has a move-on strategy. The information should be for Federal Fiscal Year 2017.**

<table>
<thead>
<tr>
<th>Public Housing Agency Name</th>
<th>% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness</th>
<th>PHA has General or Limited Homeless Preference</th>
<th>PHA has a Preference for current PSH program participants no longer</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018 CoC Application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.

(limit 2,000 characters)

The CoC invites all 5 PHA authorities in the CoC’s geography to participate with the Luzerne County Homeless Coalition. All 5 come to the quarterly meetings and provide limited participation. The CoC board inquires at each meeting if any of the PHA’s has a housing preference for homelessness. Only the Housing Authority of the City of Pittston has a homeless preference with the other 4 PHA’s responding that they have no preference. When asked if they would consider a preference for homelessness, the 4 PHA’s respond that the CoC would have to approach their board of directors at an annual planning meeting, but each housing authority reports it is doubtful if such a preference would be written into their plans. The CoC Board has asked to be notified of the annual planning meeting for each housing authority and are told that notices of their annual planning meeting are published in the newspapers. The CoC Board will be assigning a member to monitor when the housing authorities have their meetings and to notify the board by email so CoC attendance can be arranged. Each CoC member agency continually refers its program participants to housing authorities, assists with the application process and attempts verbal contact with the housing authorities asking for consideration for their participants.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?

No

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.

(limit 2,000 characters)
This CoC has adopted an anti-discrimination policy into its Governance Charter on August 8, 2017 and has asked each member that they check with their own organization and abide by their organizational Anti- or Non- Discrimination Policy as well. The CoC board has also attempted to invite the NEPA Rainbow Alliance to attend CoC meetings and as of yet were not successful in having anyone from the organization participate. However, a CoC Board member has accepted the responsibility to continue to make contact with the NEPA Rainbow Alliance and invite to a future meeting in October 2018. This CoC also does not discriminate against a LGBT person in any of its shelters or housing programs. If a LGBT person enters the homeless system through any agency and expresses apprehension about staying in a shelter, the agency will contact CEO for arrangements in a hotel/motel for sheltering while the search for housing options in in process. CoC member agency staff have viewed or listened to the HUD webinar—“Equal Access and Gender Identity Rules Training” on March 13, 2018 with plans to do so on an annual basis.

### 1C-6a. Anti-Discrimination Policy and Training

Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 1C-7. Criminalization of Homelessness

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

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged/educated local policymakers:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated law enforcement:</td>
<td>X</td>
</tr>
<tr>
<td>Engaged/educated local business leaders:</td>
<td></td>
</tr>
<tr>
<td>Implemented communitywide plans:</td>
<td></td>
</tr>
<tr>
<td>No strategies have been implemented:</td>
<td></td>
</tr>
<tr>
<td>Other:(limit 50 characters)</td>
<td></td>
</tr>
</tbody>
</table>
1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC
geographic area;
(2) demonstrate the coordinated entry system reaches people who are
least likely to apply homelessness assistance in the absence of special
outreach;
(3) demonstrate the assessment process prioritizes people most in need
of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC’s standard assessment tool.

1. The CoC continues operating a CE system serving the entire PA-503
geography of Luzerne County, PA. Since 11/2015, the CoC adopted a “no
wrong door” CE process for shelters and all housing providers utilizing a
common assessment tool (attached) and begins when any homeless
person/family contacts a CoC or non-CoC community agency. If a CoC agency
is contacted, a CE intake/assessment is completed and referral made to a
service. If a non-CoC agency is first point of contact, the agency usually
contacts HELPLINE, a 24-hour, 365 day per year, I&R service. HELPLINE is a
first response point for crisis calls in 16 counties of Northeastern PA including
Luzerne County, and is a known contact point of inquiry for shelter/housing
services. When a homeless person contacts HELPLINE, they are referred
directly to an appropriate shelter or housing service provider including
authorization from CEO to arrange hotel/motel sheltering if the need arises. CE
is then completed by the shelter or CEO.
2. Through the no wrong door approach provider network or HELPLINE, the
CoC reaches any homeless person who is least likely to apply for homeless
assistance. It takes a phone call inquiry to any agency who then tries to locate
the person.
3. Priority for assistance is based on housing status, history, vulnerability, and
service needs (not “first come, first served”). Agencies triage the homeless with
safety being the immediate need addressed and shelter or prevention services
being arranged. When safely in a shelter, the shelter or provider staff completes
a CE intake/assessment in HMIS. The DV provider utilizes their data system for
CE and emails a spreadsheet with unique identifiers weekly to the HMIS
administrator. The CE list details housing priority from most severe chronic
homeless to all homeless populations needing PSH, RRH or TH. The list is
compiled weekly and sent to all CoC housing providers to ensure timely referral
for housing.
1D. Continuum of Care (CoC) Discharge Planning

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

<table>
<thead>
<tr>
<th>System of Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

<table>
<thead>
<tr>
<th>System of Care</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Care</td>
<td>X</td>
</tr>
<tr>
<td>Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Mental Health Care</td>
<td>X</td>
</tr>
<tr>
<td>Correctional Facilities</td>
<td>X</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
### 1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

**Instructions**
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
1. (1) objective criteria;
2. (2) at least one factor related to achieving positive housing outcomes;
3. (3) a specific method for evaluating projects submitted by victim services providers; and
4. (4) attach evidence that supports the process selected.

<table>
<thead>
<tr>
<th>Used Objective Criteria for Review, Rating, Ranking and Section</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Included at least one factor related to achieving positive housing outcomes</td>
<td>Yes</td>
</tr>
<tr>
<td>Included a specific method for evaluating projects submitted by victim service providers</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
1. (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
2. (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process. (limit 2,000 characters)

1. The CoC Board which includes members of the Project Review/Ranking Committee considered severity of needs and vulnerabilities of participants when determining renewal project ranking scores. We worked with a consultant to develop a 2018 Renewal Project Scoring Standard form which required applicants to submit an APR (Annual Performance Report) to complete the five questions for prioritizing the severity of need at project entry looking at program data in questions Q16; Q13a2; Q15:Q13a1; and Q14a:
   a. no income
   b. 2 or more disabilities
   c. were unsheltered
   d. substance abuse
   e. history of domestic violence.
2. Responses for all the above renewal projects were calculated and the highest number was used as the base for a maximum point value from 2 to 0 based on quintiles. Further a threshold category was added with a yes or no answer by renewal project included using a housing first approach and coordinated entry. All renewal projects are committed to using a housing first approach.
Coordinated Entry looked at a project’s acceptance of participants based on the CE housing priorities, if the project enrolls participants in CE or refers participants to CE. Again all projects met this threshold. For targeted subpopulations, there were specific questions in the scoring for the DV provider focusing on safety. The Review/Ranking Committee conducted face to face interviews with all applicants to further explain their projects which included project participant eligibility which addressed any specific targeted populations such as Veterans, families with children and youth. Renewal applicants noted that their programs could accept any participant who is in specific subpopulation.

1E-3. Public Postings. Applicants must indicate how the CoC made public:

(1) objective ranking and selection process the CoC used for all projects (new and renewal);

(2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and

(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

<table>
<thead>
<tr>
<th>Public Posting of Objective Ranking and Selection Process</th>
<th>Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC or other Website</td>
<td>CoC or other Website</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Mail</td>
<td>Mail</td>
</tr>
<tr>
<td>Advertising in Local Newspaper(s)</td>
<td>Advertising in Local Newspaper(s)</td>
</tr>
<tr>
<td>Advertising on Radio or Television</td>
<td>Advertising on Radio or Television</td>
</tr>
<tr>
<td>Social Media (Twitter, Facebook, etc.)</td>
<td>Social Media (Twitter, Facebook, etc.)</td>
</tr>
</tbody>
</table>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: No

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-funded projects to determine the viability of reallocating to create new high performing projects.
The CoC Board has agreed to begin monthly analysis of each project and their system performance beginning in October 2018. During the monthly review, the CoC Board will monitor all HMIS data for performance including, but not limited to, income from both employment and non-employment sources; non-cash benefits; entrance and exit into programs; retention of permanent housing and reduction in the numbers who return to homelessness within 6 months to 2 years. The CoC Board will decide on a benchmark performance level that is acceptable as a measure by which to compare projects’ performance. The CoC will track performance monthly and determine how to address low performing projects and if necessary, will request reallocation or reduction in funding for next year’s competition to create new housing programs deemed as gaps in service provision.

2. The CoC did not reallocate 20% of its ARD between the years of 2014-2018. The overall reallocation for these years was 1.35%. In 2014 the CoC Board requested all projects reallocate 2% of their budgets and one TH project chose not to renew due to be underutilized which resulted in a 5% reallocated amount. The applicant for this project chose to submit a new RRH program. In program years 2015 and 2016, the CoC Board chose not to reallocate or reduce any projects feeling all projects were necessary to be continued as is for a continuum of programs and services to help the homeless in our CoC geography. In 2016, one project voluntarily chose to reallocate 2% of its budget due to underutilization. For 2018, the CoC Board decided at 2 board meetings, on June 19 and July 31, 2018, not to reallocate any projects once again determining that all renewal projects are necessary to continue providing the variety of housing and supportive services needed and to be able to offer a continuum of services in our CoC geography.

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;
(2) rejected or reduced project application(s)—attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.</td>
<td>Yes</td>
</tr>
<tr>
<td>(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.</td>
<td>Yes</td>
</tr>
<tr>
<td>(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
2A. Homeless Management Information System (HMIS) Implementation

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.

Yes

2A-1a. Applicants must:
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

Pages 5 and 13 of the Luzerne County CoC Governance Charter


Yes

2A-3. HMIS Vendor. What is the name of the HMIS software vendor?

Bitfocus, Inc.

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.

Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and
(3) **total number of beds in HMIS.**

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) beds</td>
<td>107</td>
<td>24</td>
<td>83</td>
<td>100.00%</td>
</tr>
<tr>
<td>Safe Haven (SH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transitional Housing (TH) beds</td>
<td>118</td>
<td>36</td>
<td>82</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) beds</td>
<td>116</td>
<td>0</td>
<td>116</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) beds</td>
<td>275</td>
<td>0</td>
<td>238</td>
<td>86.55%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

Not applicable.

2A-6. **AHAR Shells Submission:** How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

2A-7. **CoC Data Submission in HDX.** Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 03/09/2018
2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/24/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 03/23/2018
2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results.
(limit 2,000 characters)

There were no changes in methodology and data quality between the 2017 and 2018 in this CoC’s PIT Count, however, several reasons can be noted as having impact on the count. Our lower count of 165 persons in 2018 compared to 174 in 2017 are due to more people being permanently housed as quickly as possible with more experience and use of Coordinated Entry; a CoC wide increased focus in Housing First; increase with a new CoC rapid rehousing program offering 7 beds for people who would otherwise be in a shelter; and increased capacity with the addition of more affordable housing units with a PHFA funded project in the geographical area.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

| Beds Added: | 7 |
| Beds Removed: | 0 |
| Total: | 7 |

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count? No
2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

| Beds Added: | 0 |
| Beds Removed: | 0 |
| Total: | 0 |

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

Yes

2C-4a. If “Yes” was selected for question 2C-4, applicants must:
(1) describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and
(2) specify how those changes impacted the CoC’s unsheltered PIT count results.
(limit 2,000 characters)

1. Changes in this CoC’s unsheltered 2018 PIT count implementation, including methodology and data quality, included the solicitation and use of fewer volunteers; CoC member agencies decided it was better to not conduct any outside solicitation of volunteers and instead, exclusively utilize volunteers from our Homeless Coalition who have a better understanding of the homeless population and our need to gather information by conducting the unsheltered PIT Count. A second change in implementation was due to the weather conditions the week and night of the count which caused ice jams and flooding of known campsite locations along a major river, resulting in the homeless population not being able to access these areas. The third change that impacted the count was the addition of the local police department as a partner in conducting our unsheltered count. Due to the high water levels along the river, the police department was able to provide other locations as potential gathering sites and conduct interviews. We also scouted known areas 2 days before to identify potential locations and visited them on the night of the count.
2. With these changes, the group who conducted the unsheltered count felt they were better organized with the identification of known locations and felt secure in going into the locations accompanied by the police department for safety. The group also felt their experience in working with homeless participants helped in interviewing more unsheltered persons. They also felt that their knowledge of our CoC’s shelter services helped in convincing 2 unsheltered persons to go to the shelters and were successful in arranging contact and transportation to the shelters.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify

No
youth experiencing homelessness in its 2018 PIT count?

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

This CoC continues to implement in its PIT Count an accurate count for all individuals and families experiencing chronic homelessness, families with children and Veterans by completing a program roster for all housing providers and having each program review their roster and data. Any discrepancies identified by a provider are to be corrected within a week and the provider is to notify the HMIS administrator via email that information on their program is correct and accurate to date. On the Monday during the week of the count, the HMIS administrator runs a revised program roster for comparison to the sign in roster on the night of the count. Any discrepancies are corrected.

PIT Count survey forms are used by the Domestic Violence Provider and the unsheltered survey team which has a question to determine if anyone fits into the subpopulation categories.
1. For individual and families experiencing chronic homelessness - the HMIS administrator reviews the definition of chronic homelessness and accurate reporting in HMIS of persons who meet this definition with providers. A hard copy of a PIT survey form has questions with the definition of chronic homelessness for individuals and families.
2. Families with children - the HMIS administrator reviews the HMIS program rosters for families with children and compares this to the provider sign in sheets ensuring children are accurately enrolled as family members. A hard copy of a PIT survey form contains questions for family identification of adults and children including ages.
3. Veterans experiencing homelessness - the HMIS administrator reviews all program reports for Veteran status and asks the providers with an identified Veteran if this Veteran is correctly identified in HMIS. The VAMC- HCHV Veterans staff case manager is part of the outreach team to assist in identification of Veterans. A hard copy of a PIT survey form contain questions about Veteran status, military service and National Guard history.
3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

| Number of First Time Homeless as Reported in HDX. | 410 |

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

The number of first time homeless decreased by 454 persons from 864 in 2016 to 410 in 2017.

1. The CoC Board identified risk factors from CE and HMIS data analysis, provider discussions, and shelter providers input at its 2017-18 meetings. CE and HMIS data indicated first time homelessness factors as evictions without either prevention/diversion services for non-payment of rent, landlord/tenant issues, property condemnations, decrease or loss of employment/income, DV, family breakup, hospitalizations/medical emergencies, criminal behavior, and natural disasters (i.e., fires). Shelter providers serving individuals noted issues similar to those above with greater emphasis on lack of income or the difficulty of rapidly obtaining income. For family first time homelessness, providers identified fires, condemnations of a home, or a family breakup (including DV) as primary reasons.

2. The CoC Board identified strategies for homeless prevention and shelter diversion using CE and the no wrong door approach by referrals to providers and mainstream programs for employment/income; legal services; required HQS inspections; and diversion from shelter to housing by case managers trained in Prepared Renters Program (PREP) educating participants on affordable units, FMR rates, landlord negotiations, and leases. For future emergencies, some CoC programs maintain 6 month follow up and the CoC is encouraging exit interviews to let participants know that if problems/needs arise, they can re-establish contact with the provider to see if further assistance is available.

3. The CoC Board is the responsible party for overseeing the strategy to reduce or end first time homelessness for individuals and families with necessary input from CEO, the provider of CoC Homeless Case Management, as well as input...
from rental/mortgage assistance programs such as PA Homeless Assistance, ESG, and SSVF. The CoC Board also leverages private resources for rent/utility arrearages.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. The average length of time individuals or families remain homeless is measured by the number of bed nights; this increased by 17 nights from 57 nights in 2016 to 74 nights in 2017. The CoC has a method to track length of time homeless in HMIS by running reports on entry and exit dates. Although these reports are reviewed with the CoC Board monthly, shelters sometimes have a difficult time exiting participants in a timely manner. Some extended lengths of stays occur due to the time it takes for a homeless person to locate housing. Once housing is located, there may be a delay in obtaining a completed inspection due to inspectors’ schedules or unit repair issues.

2. The CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless includes providing daily housing referrals gathered from a Housing Specialist, landlord engagement, newspaper and internet searches. In addition, as soon as a unit is identified and deemed appropriate based on rent reasonableness and FMR rates, the required inspection process begins to determine if the residence meets HQS standards. Provider staff also work with landlords to encourage repairs are completed ASAP. In addition, some agencies use a master leasing and have units already available for an eligible program participant.

3. The CoC Board is requiring the use of CE by all providers with a no wrong door approach; prioritizing length of time homeless by implementing a question specific to length of time homeless during the assessment and recording the answer on the shared CE list; prioritizing chronically homeless individuals, families with children, individuals experiencing domestic violence, veterans, and youth; reviewing public and private housing availability; and encouraging shelters to engage with CEO’s CoC Homeless Case Management program.

4. The CoC Board is the party responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.
3A-3a. Applicants must:
(1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

The CoC Board is responsible to oversee the CoC’s strategy to increase exits in all PH projects and attempts to have an effective system but saw a 5% decrease from 66% in 2016 to 61% in 2017. The Board determined this decrease due to negative exits from RRH projects. When some RRH participants are required to pay any portion of their rent, they vacate the unit without informing the program and the landlord.
1. The Board developed policies for PH exits. For shelters, the CoC encourages providers to engage with CEO for housing and to support participants in their housing search. For TH, the CoC encourages providers to be trained in PREP, provide PREP resources to their participants and collaborate with the Housing Specialist or housing providers. For RRH programs, the CoC developed a policy for 12 months of rent assistance for ESG and 3 CoC RRH programs excluding VYH with a 24 month graduated scale and SSVF RRH with assistance from 6 to 12 months dependent on income eligibility. We will monitor how this RRH policy affects future performance. The Board viewed SSVF and GPD with 82 to 87% exits to PH; determined that a more data review is needed and to develop CoC policies based on the review. The Board encourages programs to have participants apply for PHA programs as well as programs for employment or mainstream benefits.
2. 96% of all households in PSH projects, other than RRH, retained or exited to other PH destinations. This % remained the same for 2016 and 2017. The CoC Board is responsible for the strategy is to retain or increase this PH rate by encouraging providers to use intensive case management and conduct case conferencing with other providers. The Board is supplying providers with PREP resources for participants including landlord/tenant relations, tenant rights, life skills, budgeting, and referrals to all mainstream benefits. The CoC notifies programs of PHA Section 8 openings and to encourage participants to apply.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

| Percentage | 61% |
| Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX. |

| Percentage | 96% |
| Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX. |
3A-4a. Applicants must:
   (1) describe how the CoC identifies common factors of individuals and 
       persons in families who return to homelessness;
   (2) describe the CoC’s strategy to reduce the rate of additional returns to 
       homelessness; and
   (3) provide the name of the organization or position title that is 
       responsible for overseeing the CoC’s strategy to reduce the rate 
       individuals and persons in families returns to homelessness.
       (limit 2,000 characters)

1. In this CoC, 22% of households returned to homelessness within 6 months. 
   The Board reviewed this HMIS performance data by program and concluded 
   single individuals are more likely to return to homelessness than families. 
   Review shows individuals often leave one shelter, not securing PH, and then go 
   to another shelter in the county. Previously, persons would go to shelters in 
   other counties and therefore not be counted as returns in our CoC. The Board 
   asked shelters for the reasons and the barriers to housing for this population 
   and were told that a small but significant number of individuals max out at 
   shelter, exit to temporary housing for 60 days, and then return. These 
   individuals usually have no job/income and overstay their welcome with others. 
   A small number of families return to homelessness due to a fire, DV, or loss of a 
   job/income.
2. The Board has requested that shelters communicate with each other and 
   establish a policy for repeat shelter stays. The Board developed strategies to 
   reduce individual returns to homelessness by requiring the use of CE and that 
   shelters are to meet with their participants daily to contact them to housing 
   providers. CEO visits 2 shelters weekly to meet with the homeless and begin 
   case management/housing plans ASAP. The Board conducts case 
   conferencing on returns to shelters at their bi-weekly meetings to address 
   service options for this population. The Board has implemented strategies for 
   both individuals and families that upon a PH exit, the provider agency will 
   ensure that households have established a sustainable income; have PREP 
   education materials; are referred to mainstream benefits; and are aware that if 
   their situation changes, they could re-establish contact with the agency before 
   loss of housing.
3. The CoC Board is responsible for overseeing the CoC’s strategy to reduce the 
   rate at which households return to homelessness.

3A-5. Job and Income Growth. Applicants must:
   (1) describe the CoC’s strategy to increase access to employment and 
       non-employment cash sources;
   (2) describe how the CoC works with mainstream employment 
       organizations to help individuals and families increase their cash income; 
       and
   (3) provide the organization name or position title that is responsible for 
       overseeing the CoC’s strategy to increase job and income growth from 
       employment.
       (limit 2,000 characters)

In reviewing the 2018 performance measures, there is a 5% increase in total 
income for adult system stayers and a 6% increase in total income for adult 
system leavers as compared to the previous year.
1. The CoC’s strategy to increase access to employment and non-employment 
cash sources for the homeless is to have all member agencies work with public
and private employment agencies and mainstream providers. Through information sharing at meetings, emails and points of contact with CareerLink, the VA, CEO employment programs including HVRP, temporary employment agencies, and the PA Department of Human Services, the CoC providers are able to refer participants and assist with completing applications for employment or non-cash benefits.

2. To help participants increase their cash income, the CoC has been able to: 1) develop a job referral process with CareerLink, CEO employment programs including HVRP and with the VA's CWT program; 2) CareerLink provides training and support to access employment and encouraged providers to register to receive daily emails of job postings and job fairs. 3) placement in temporary jobs through partnering with temp employment agencies; 4) utilize SOAR-trained staff across 3 agencies to work with participants and other housing providers to obtain staff certification in SOAR; 6) utilization of single access/application for SNAP, health benefits, and public assistance. 7) CareerLink has advised the CoC that the county transportation system is beginning evening bus service to area industrial parks to assist workers on Sept. 24, 2018 and also to check with employers regarding van pick-up or employee shared ride programs.

3. The CoC Board’s Employment Subcommittee oversees implementation of CoC strategies to increase access to employment and income growth with assistance from the Board with monthly performance reviews and updates on trainings or new programs in this area.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy)
3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of beds dedicated as DedicatedPLUS</td>
<td>0</td>
</tr>
<tr>
<td>Total number of beds dedicated to individuals and families experiencing chronic homelessness</td>
<td>56</td>
</tr>
<tr>
<td>Total</td>
<td>56</td>
</tr>
</tbody>
</table>

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Checkmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)</td>
<td>X</td>
</tr>
<tr>
<td>Number of previous homeless episodes</td>
<td>X</td>
</tr>
<tr>
<td>Unsheltered homelessness</td>
<td>X</td>
</tr>
<tr>
<td>Criminal History</td>
<td>X</td>
</tr>
<tr>
<td>Bad credit or rental history</td>
<td>X</td>
</tr>
<tr>
<td>Head of Household with Mental/Physical Disability</td>
<td>X</td>
</tr>
</tbody>
</table>
3B-2.2. Applicants must:
   (1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
   (2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
   (3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
   (limit 2,000 characters)

1. The CoC has a policy that no homeless family with children will go unsheltered and works to rapidly rehouse every homeless family within 30 days of contact with the CoC system. Since PA-503 operates through a No Wrong Door CE, when a family experiencing homelessness is identified by any agency, they are entered into CE and prioritized for the most appropriate/available housing resource and immediate shelter is arranged with McAuley House, CEO or Children & Youth Services, as our CoC has no family shelter. To support this policy, a 2017 PSH expansion project added 22 family beds. CoC housing providers review CE and contact a family to complete intake/assessment and begin a housing search. The CoC program will maintain daily contact with the family for housing search progress until housing is located and meets all eligibility criteria. Program enrollment is completed and the family exits shelter. HMIS data indicates a family’s exit from shelter to housing usually takes up to 21 days. If PSH and RRH are filled at the CE stage, CEO SHP Case Management will work with the family completing the intake/assessment, conduct a daily housing search and when housing is located review eligibility for ESG or the State HAP programs for financial assistance to secure housing.

2. Once in PSH, case management is provided by the program with referrals to necessary services to support housing stability. For families in the RRH programs, case management continues while the family is in the program and upon exit, conduct an exit interview to verify that housing can be retained and to let the participant know who they can re-contact in case of future problems. CEO SHP Case Management will also conduct an exit interview and follow the household for 6 months following exit into a permanent housing arrangement.

3. The CoC Board will be the responsible entity for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.
CoC conducts optional training for all CoC and ESG funded service providers on these topics.
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.

### 3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied homeless youth includes the following:

<table>
<thead>
<tr>
<th>Human trafficking and other forms of exploitation</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGBT youth homelessness</td>
<td>Yes</td>
</tr>
<tr>
<td>Exits from foster care into homelessness</td>
<td>Yes</td>
</tr>
<tr>
<td>Family reunification and community engagement</td>
<td>Yes</td>
</tr>
<tr>
<td>Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs

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

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

### 3B-2.6. Applicants must describe the CoC’s strategy to increase:

1. The CoC has a number of experienced and effective youth service providers: Catholic Social Services (CSS), Catholic Youth Center (CYC), Valley Youth House (VYH), Volunteers of America (VOA), and the County Children & Youth Services, all provide some form of housing and/or supportive services to the homeless youth population. CSS operates a DHHS Runaway and Homeless Youth Program for youth aged 12 to 18 and their families with the primary goal of family reunification. This program assists with 24-hour crisis intervention; shelter; transportation; individual, family, and group counseling; advocacy; prevention, and referral. VYH operates a 20 unit RRH program for both individual and parenting youth and is applying for an expansion of 5 new units for youth in this competition. VOA operates an 8 bed TH program for youth aged 18 to 24. Besides HUD CoC funding, the program receives funds from the Applicant: Commission on Economic Opportunity-CoC, CoC PA 503 Project: 2018 PA-503 CoC Application

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PA DHS to provide added life skills, transportation for employment, and 24-hour case management. Recently VOA had contact with a Youth Advisory Squad from Luzerne/Wyoming County System of Care to conduct outreach and I&R with their population. New in 2018, the CYC opened a Youth Drop-In Center operating from 3pm to 7:30pm, 3 days per week for youth aged 14 to 20. The Drop-In Center funded by the Luzerne/Wyoming County System of Care operates as a place to meet, share, and receive information. These providers look to federal/state/local funding and foundations to increase capacity in housing/services for youth. Within the CoC, VYH has a non-CoC grant to provide mental health services. Another project within the CoC- VOA’s Manna House- is experiencing challenges in youth uptake of needed mental health services. VYH has committed to provide Manna House with support regarding youth accessing mental health services, thus more effectively utilizing resources that already exist among CoC members. VYH also has grants to better support their youth in achieving housing stability funded by DHHS for a housing stability coach; the Weinberg Foundation for furniture, life skills, education, employment, etc.; the Moses Taylor Foundation for therapeutic (mental health) services and the Willary Foundation for diversion services to prevent homelessness. New in 2018, VYH is applying for the PHFA Home4Good Initiative to increase supportive services for youth.

2. Based on the 2018 and previous PIT counts, there were no youth experiencing unsheltered homelessness in the CoC. However, based on data from the LIU and school districts there may be youth who are “doubled up or couch surfing” living with family or friends and at risk of becoming unsheltered. Any unsheltered youth is eligible for the above listed programs as well as all other housing resources in the CoC. The CoC will monitor VOA and VYH involvement with the youth squad as well as information from the CYC on its drop in center and school districts to assist in outreach activities to better serve the youth population.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC’s strategies.

(limit 3,000 characters)

1. The CoC reviews several measures to determine whether their strategies result in increased availability of housing/services for youth. 2018 PIT shows 7 youth in ES & 8 in TH. This along w/ongoing CE analysis was used to identify the need for more housing resources for youth. The CE list is monitored weekly to identify youth experiencing homelessness & expedite entry into the most appropriate resource. This information was used in the solicitation of new projects for FY2018 CoC & selection of VYH to expand its RRH program by 5 units. With the current programs and proposed expansion of the VYH program, the CoC believes it currently has adequate housing resources for youth experiencing homelessness. The CoC also recognizes that all current housing projects in the CoC can accept a youth household into any available program opening and will continue to monitor if additional housing resources specifically
targeting youth are needed throughout the year.
2. To calculate the effectiveness of strategies, the CoC uses the following data sources: a) PIT/HIC to identify changes in the number of homeless youth & track the inventory of housing resources available to them, giving a snapshot of whether there are gaps in services; b) CE data to track immediate need & prioritize referrals for services - a key factor in the solicitation & selection of the VYH RRH expansion; c) HMIS/APR data to evaluate programs applying for funding in the FY2018 CoC competition, with housing placement/retention the measure with the greatest value in scoring (15/100 pts). VOA TH had a 72% PH placement rate. In their interview with the Project Rev Committee, they raised the need for MH assessment & counseling services (leading to a potential collaboration with VHY). VYH RRH had an 85% outcome for housing retention/exit to PH. The CoC plans to look at APR data quarterly to monitor outcomes, effectiveness and identify areas for intervention/additional resources to improve performance. d) system performance measures data run at the project level provides information on the extent to which youth projects contribute to outcomes for exits to permanent housing; length of time homeless (TH) and return to homelessness and increase in income and mainstream benefits.
3. As the CoC’s data systems become more robust, we believe that these data sources when analyzed in a systematic way will provide good indicators of effectiveness.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)
1. VOA and VYH are currently working with the Educational Opportunity Centers, Inc. (EOC, Inc.) to provide onsite information and assistance to program participants to prepare and motivate youth for success in postsecondary education and ultimately a career. This partnership is just starting and both VOA & VHY will keep the Board apprised as it develops.
2. The Luzerne Intermediate Unit (LIU) #18 is a McKinney-Vento LEA with the PA Department of Education (SEA) and a CoC member agency. The LIU’s Homeless Liaison is the direct point of contact for both the Luzerne County School Districts and CoC agencies to refer, seek assistance, and case conference for the educational needs of a homeless child.
3. The CoC has contacted all 13 Luzerne County School Districts, inviting each to attend CoC meetings and share information. When a school district identifies a homeless child/family, they either contact the LIU Homeless Liaison, an agency they are familiar with or HELPLINE, the county’s 24-hour I&R and 211 system, for referrals to a service provider. CEO, the collaborative applicant, has written MOU partnerships with 5 school districts to provide onsite nutrition education with a food pantry and with 2 added school districts for a child’s produce market. CEO nutrition staff provide information handouts and website information on programs able to assist the families in these districts. In addition, the DVSC although no formal agreements, offers presentations on domestic violence, safety, bullying, internet and cyber safety, and addiction in
all 13 Luzerne County School Districts from preschoolers to 12th grade as well as to Boys and Girls Clubs.

4. The CoC Board will continue to invite and offer information on homeless services and work with the LIU to formalize partnerships in the upcoming year with school districts and any other youth education providers; and expand the CEO nutrition partnerships with the 7 districts to include the CoC.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

In August 2017, the CoC adopted HUD’s policy to promote access to programs for educational needs, including early childhood development programs, in its governance charter. Each agency involved with a homeless family with children completes an assessment and makes referrals to the appropriate child care and educational service provider. In addition, all CoC agencies have their own policy requiring that households with school-aged children enroll their children in school and have access to educational programs. Agencies complete an educational assessment and case plan with the parent, the case manager, or a designated Children’s Advocate with referrals between the agencies, the school districts, and the Homeless Liaison. While in a shelter or transitional housing program, the case manager of the provider agency meets with the parents to review schooling needs and concerns and is responsible for contacting the Homeless Liaison from LIU for assistance. The Homeless Liaison works with the school district and family to ensure that the proper documentation for the child(ren) is available to successfully register in a school. Each agency’s staff maintains contact with the liaison to ensure steps are taken to retain the child(ren) in their home school or to provide assistance in registering the child(ren) in a new school, as appropriate. The involvement with the Homeless Liaison assists in retaining a child(ren) in their school of origin or facilitates a smoother transition to a new school.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MOA’s or partnerships with providers of early childhood services and support.

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

<table>
<thead>
<tr>
<th>Other Formal Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing Support Program</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Applicant: Commission on Economic Opportunity-CoC  CoC PA 503
Project: 2018 PA-503 CoC Application  COC_REG_2018_159612

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3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).

(limit 2,000 characters)

1. Since 1999, this CoC, through its partner agencies CEO and CSS, has developed a strong collaborative working relationship with the VA-HCHV Coordinator and staff to ensure all Veterans are identified, assessed, and referred to the VA or Veteran Services using CE and the no wrong door policy. When a homeless Veteran is identified, an emergency response for sheltering is immediately provided to ensure safety and connection to the VA-HCHV Program or the VA Homeless Hotline.

2. The VA-HCHV Program verifies a Veteran’s eligibility and the availability of VA Services. This assessment supports CoC programs when enrolling Veteran participants in CE and in determining the most appropriate housing and services for individuals. Once a Veteran is safely housed in a shelter and enrolled in CE, housing providers make contact with the Veteran to assess appropriateness of various housing programs. CoC programs use a housing first approach to locate appropriate housing with the goal of securing a permanent housing arrangement.

3. Referrals are coordinated for a variety of housing options including those through the VA system for transitional housing—CEO/VA Transitional Housing—a CoC and GPD program; permanent housing with a VASH voucher; other CoC PSH projects with/without specific Veteran eligibility requirements; RRH programs including SSVF, ESG, and CoC-funded programs; and a variety of supportive services such as VA healthcare to provide mental health and/or drug and alcohol counseling; VA employment services, CareerLink, and CEO HVRP; and connections to mainstream and VA benefit programs for income. The CoC is in the process of documenting a functional end to Veteran Homelessness and had been working with VETS@Home TA gathering the necessary information including a By-Name Master List & case conferencing on a monthly basis and completing a narrative with the documentation from the BNL for the declaration. Currently on hold pending return of our local VA contact.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?  Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?  Yes
3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? Yes

3B-5. Racial Disparity. Applicants must:
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary. Yes

3B-5a. Applicants must select from the options below the results of the CoC’s assessment.

| People of different races or ethnicities are more or less likely to receive homeless assistance. | X |
| People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance. |  |
| There are no racial disparities in the provision or outcome of homeless assistance. |  |
| The results are inconclusive for racial disparities in the provision or outcome of homeless assistance. | X |

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

| The CoC’s board and decisionmaking bodies are representative of the population served in the CoC. |  |
| The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC. |  |
| The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups. |  |
| The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups |  |
| The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness. |  |
| The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector. |  |
| The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness. |  |
| The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity. |  |
| The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness. |  |
| The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system. |  |
| The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness. |  |
| Other: |  |
4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:
For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

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

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)

1. The CoC collaborative applicant, CEO, has SNAP outreach services in Luzerne County with direct access to COMPASS to enroll in SNAP which in turn provides connection to other PA Department of Human Services (DHS) resources for health and TANF cash assistance. All CoC agencies are both aware of where our local DHS office is located and can assist their participants to directly apply or be accompanied to appointments for mainstream resources. CoC agencies are also able to send their participants to CEO to enroll in COMPASS for SNAP. A DHS caseworker provides on-site enrollment during a monthly life skills activity at the CoC’s Kirby Family TH project. For medical needs and application assistance, CoC agencies refer to the RHC McKinney Clinic or other local clinics. Three CoC agencies have a staff person certified in...
SOAR to assist persons with the SSI application process.

2. The CoC Board systematically provides email notices to all CoC agencies regarding any information about the availability of mainstream resources for their program participants. In addition, if there are webinars, the collaborative applicant notifies all CoC programs and invites them to view the webinars together at the CEO offices. Information on trainings, mandatory or not, are also forwarded to providers to register and attend. CoC member agencies also provide information sharing at meetings. At the April 2018 CoC meeting, we had a presentation on SS and SSI as to how participants can apply for benefits. Our CoC now has a contact person at the local SS office to provide assistance for participants securing benefits.

3. The CoC Board is responsible for overseeing the CoC’s strategy for mainstream benefits and works closely with the Luzerne County DHS, a member agency.

4A-2. Housing First: Applicants must report:

(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and

(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.

| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition. | 25 |
| Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements. | 25 |

Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First. 100%

4A-3. Street Outreach. Applicants must:

(1) describe the CoC’s outreach;

(2) state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;

(3) describe how often the CoC conducts street outreach; and

(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1. The VA, CEO or CSS-RHY do outreach to engage the unsheltered with periodic searches of streets, parks, known campsites, or abandoned buildings as well as visits to the soup kitchen, medical clinic, and bus stations. The CoC also uses our County’s well known, HELPLINE (24-hour I & R and 211) to identify unsheltered homeless. This year we added the WB City Police to help identify areas and assist with outreach within the city limits where the homeless gather. When unsheltered persons are identified by businesses, churches, the general public, etc., and a CoC agency is contacted, an outreach team is assembled and attempts to meet with the unsheltered person to provide shelter...
options. At campsites, information pamphlets, MRE’s (Meals Ready to Eat) and socks are left. The CoC has a policy that no family with children will be unsheltered and when identified, shelter is arranged by CEO, C&Y or HELPLINE.

2. This CoC does not have a specific agency to conduct outreach but we do conduct outreach activities as needed throughout 100% of the Luzerne County geographical area.

3. In winter months and periods of extreme weather conditions, outreach is daily to engage the unsheltered by scouting for campsites and attempting contact as described in 1 above. All other times of the year, outreach is conducted when any CoC agency is made aware of an unsheltered person. A CoC agency is applying for outreach services through the FHLB-PHFA Home4Good program.

4. For persons least likely to request assistance, the CoC provides the service information in Spanish and the team will have a person fluent in Spanish or be able to contact HELPLINE for interpretation needs. The team will also have a member experienced in D&A and MH who will contact 911 for emergencies. For the youth population, the RHY program is responsible for outreach by contacting the LIU or school districts, visiting known locations where young people hang out and at the CYC’s drop in center.

4A-4. Affirmative Outreach. Applicants must describe:

(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability; and

(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.

(limit 2,000 characters)

1. The CoC implemented several strategies to further Fair Housing. Strategies in accordance with 24 CFR 578.93 (c) include: 1) approving a non-discrimination policy that applies to all CoC agencies to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability; and 2) each member agency has their own agency policy for non-discrimination that supports the CoC’s policy that no homeless person is subject to discrimination and that all housing/services are provided to eligible homeless persons in the most integrated setting possible. It is the responsibility of the CoC Board to monitor CoC program adherence to Fair Housing practices.

2. CoC agencies also implemented how to communicate with special needs populations, including persons with disabilities or limited English proficiency regarding the CoC’s Fair Housing strategy by using written large print documents for those with visual impairments; providing informational pamphlets in Spanish; using written questions/responses for those with hearing impairments; using a TTY phone system; contacting the Blind Association for assistance as needed; hiring staff or seeking volunteers to assist with non-English speaking persons; and using HELPLINE, the 24-hour I&R and 211 systems for assistance with interpretation and referrals to housing programs, services, and landlords.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total

Applicant: Commission on Economic Opportunity-CoC

Project: 2018 PA-503 CoC Application

COC_REG_2018_159612

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number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

<table>
<thead>
<tr>
<th>RRH beds available to serve all populations in the HIC</th>
<th>2017</th>
<th>2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>136</td>
<td>116</td>
<td>-20</td>
</tr>
</tbody>
</table>

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

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

Instructions:

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required?</th>
<th>Document Description</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C-5. PHA Administration Plan–Homeless Preference</td>
<td>No</td>
<td>PA-503 Homeless P...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners’ Preference</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C-8. Centralized or Coordinated Assessment Tool</td>
<td>Yes</td>
<td>PA-503 Coordinate...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)</td>
<td>Yes</td>
<td>PA 503 Objective...</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1E-3. Public Posting CoC-Approved Consolidated Application</td>
<td>Yes</td>
<td>PA 503 2018 Publi...</td>
<td>09/14/2018</td>
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<tr>
<td>1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)</td>
<td>Yes</td>
<td>PA 503 Public Pos...</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1E-4. CoC’s Reallocation Process</td>
<td>Yes</td>
<td>PA-503 Reallocati...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Accepted</td>
<td>Yes</td>
<td>PA-503 2018 Notic...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced</td>
<td>Yes</td>
<td>PA-503 2018 Notic...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>1E-5. Public Posting–Local Competition Deadline</td>
<td>Yes</td>
<td>PA 503 2018 Publi...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)</td>
<td>Yes</td>
<td>PA 503 COC and HM...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>2A-2. HMIS–Policies and Procedures Manual</td>
<td>Yes</td>
<td>PA-503 HMIS Polic...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>3B-2. Order of Priority–Written Standards</td>
<td>No</td>
<td>PA-503 Order of P...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>3B-5. Racial Disparities Summary</td>
<td>No</td>
<td>PA 503 Racial Dis...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----</td>
<td>---------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)</td>
<td>No</td>
<td>PA-503 RRH Decrea...</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>Other</td>
<td>No</td>
<td>PA 503 CoC New Me...</td>
<td>09/13/2018</td>
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<tr>
<td>Other</td>
<td>No</td>
<td></td>
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</tbody>
</table>
Attachment Details

Document Description: PA-503 Homeless Preference PHA

Attachment Details

Document Description:

Attachment Details

Document Description: PA-503 Coordinated Assessment Tool

Attachment Details

Document Description: PA 503 Objective Criteria- Rate, Rank, Review and Selection Criteria

Attachment Details

Document Description: PA 503 2018 Public Posting of CoC Approved Consolidated Application
Document Description: PA 503 Public Posting of Local Competition Rate, Rank, Review and Selection Criteria

Attachment Details

Document Description: PA-503 Reallocation Process

Attachment Details

Document Description: PA-503 2018 Notice of Project Acceptance

Attachment Details

Document Description: PA-503 2018 Notice of Project Rejected or Reduced

Attachment Details

Document Description: PA 503 2018 Public Posting- Competition Deadline

Attachment Details

Document Description: PA 503 COC and HMIS Lead Governance

Applicant: Commission on Economic Opportunity-CoC
Project: 2018 PA-503 CoC Application
Attachment Details

Document Description: PA-503 HMIS Policies and Procedures

Attachment Details

Document Description: PA-503 2018 HDX Report

Attachment Details

Document Description: PA-503 Order of Priority- Written Standards

Attachment Details

Document Description: PA 503 Racial Disparities Summary
Document Description: PA-503 RRH Decrease Explanation

Attachment Details

Document Description: PA 503 CoC New Member Notice

Attachment Details

Document Description:
Submission Summary

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

<table>
<thead>
<tr>
<th>Page</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A. Identification</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1B. Engagement</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1C. Coordination</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>1D. Discharge Planning</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>1E. Project Review</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>2A. HMIS Implementation</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>2B. PIT Count</td>
<td>09/12/2018</td>
</tr>
<tr>
<td>2C. Sheltered Data - Methods</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>3A. System Performance</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>3B. Performance and Strategic Planning</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>4A. Mainstream Benefits and Additional Policies</td>
<td>09/13/2018</td>
</tr>
<tr>
<td>4B. Attachments</td>
<td>09/14/2018</td>
</tr>
<tr>
<td>Submission Summary</td>
<td>No Input Required</td>
</tr>
</tbody>
</table>
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1C-5. PHA Administration Plan-
Homeless Preference
1C-5.PHA Administration Plan- Homeless Preference

This PA-503 works with 1 of 5 PHA’s that has a homeless preference. The attached sections are from the Housing Authority City of Pittston regarding a homeless preference in public housing.

Signature and Date: Barbara Gomb 8.22.18

Barbara Gomb, CoC Chair
Note: Persons residing in shelters or halfway houses are considered temporary residences and therefore do not qualify as a permanent resident of City of Pittston.

Currently Employed: An applicant qualifying for a local preference on the basis of residency, will be further evaluated on the basis of being currently employed. If the head or co-head of the applicant household is currently employed at a minimum of 20 hours per week.

Evidence of Economic Empowerment Motivational Activities: An applicant qualifying for a local preference on the basis of residency will be further evaluated on the basis of economic motivational activities provided the head or co-head of the applicant family is a graduate of, or an active participant in educational and training programs designed to prepare individuals for the job market.

Income Targeting: An applicant qualifying for a local preference on the basis of residency will be further evaluated on the basis of the following range of Median Incomes:

- 41% to 50%
- 31% to 40%
- 01% to 30%

Families of Veterans and Servicemen — A person who served (or is currently serving) in the active service of the Armed Forces of the United States for a period of more than 180 days, has been discharged or released under other than dishonorable conditions or was discharged or released from active duty because of a service connected disability, or as a member of a reserve component under an order to active duty of Title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized was discharged or released from such duty with other than a dishonorable discharge (as defined in Section 101, Title 38 of the U.S. Code.)

Victim of Domestic Violence (this category is incorporated into the Displaced Preference as described above).

Currently Living in Substandard Housing. Living in substandard housing (including homeless families) means that a unit is substandard if:

Is dilapidated
Does not have a usable flush toilet inside the unit for the exclusive use of the family

Does not have a usable bathtub or shower inside the unit for the exclusive use of the family

Does not have electricity or have inadequate or unsafe electrical service

Does not have a safe or adequate source of heat

Should, but does not, have kitchen; or

Has been declared unfit for habitation by an agency or unit of government;

A housing unit is dilapidated if it:

Does not provide safe and adequate shelter, and in its present condition endangers the health, safety or well-being of a family; or

It has one or more critical defects, or a combination or intermediate defects in sufficient number and extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair, or from serious damage to the structure;

Note: Single Room Occupancy (SRO) is not considered substandard solely because it lacks sanitary or food preparation facilities (or both)

Applicants who are homeless families are considered to be living in substandard housing.

A homeless family is defined in the McKinney Homeless Assistance Act (PL 100-77, approved 22 July 1987). The definition of a homeless family includes any individual or family who:

Lacks a fixed, regular and adequate nighttime residence; and

Has a primary nighttime residence that is;

A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill).
Victim of Hurricane Katrina and Participant of Public Housing or Section 8

A person or family who was a participant of Public Housing or Section 8 housing in the designated disaster impacted area at the time of Hurricane Katrina and became displaced as a result of such disaster. PHA may access PIC system and REAC to coordinate information provided by victim of disaster.

4.6.2 Nursing Home Transition
A low-income frail elderly individuals who elect to transition from a nursing home or nursing facility care to an affordable housing unit in the community with the appropriate supportive services.

Eligibility for the "Nursing Facility Transition" preference is as follows:

1. The individual must meet the income criteria and all other requirements of the public housing or housing choice voucher programs;

2. Must have resided in a hospital or nursing facility that medical assistance is provided under the Commonwealth plan for service;

3. Must be receiving Medicaid benefits for Inpatient services furnished by such Inpatient facility; and

4. Who is approved by the appropriate home and community based service provider to transition into a community based setting with an appropriate supportive services plan.

4.6.3 Changes in Preference Status While on the Waiting List
Families on the waiting list who did not qualify for any preference when they applied may experience a change in circumstances that later qualifies them for a preference. The reverse may also occur. In such instances, the family is responsible for contacting PHA so that their status may be recertified or reverified.
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1C-8. Centralized or Coordinated Assessment Tool

Table of Contents for Attachment

<table>
<thead>
<tr>
<th>Starting Page</th>
<th>Document Name</th>
</tr>
</thead>
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<td>Luzerne county CoC Clarity /HMIS Coordinated Entry</td>
</tr>
<tr>
<td>6</td>
<td>Coordinated Entry Scoring Sheet</td>
</tr>
<tr>
<td>7-8</td>
<td>Luzerne County Coordinated Entry Scoring</td>
</tr>
</tbody>
</table>
Luzerne County CoC Clarity/HMIS Coordinated Entry

Profile Information

Participant Full Name: ____________________________

Social Security Number: ___________________________

Date of Birth: ________________________________

Gender: _________

Race (circle one or as many as appropriate): White    Black or African American    Asian
American Indian or Alaskan Native    Native Hawaiian or Other Pacific Islander

Ethnicity (circle one): Hispanic/Latino   Non-Hispanic/Non Latino

Veteran Status

Veteran Information

Year Entered Military Service (Year)

Theater of Operations: World War II
Theater of Operations: Korean War
Theater of Operations: Vietnam War
Theater of Operations: Persian Gulf War
Theater of Operations: Afghanistan
Theater of Operations: Iraq (Iraqi Freedom)
Theater of Operations: Iraq (New Dawn)
Theater of Operations: Other Operations

Branch of Military
Discharge Status
Luzerne County CoC Clarity/HMIS Coordinated Entry

Coordinated Entry Questions:

Date of Engagement (date of contact)

Coordinated Entry Date

Verbal Consent to share information with housing providers: ☐ check if yes

Veteran Status

Household – select one even if other family members are not currently with head of household

Is household an individual? ☐

Is household an adult couple? ☐

Is household a family with children under age 18? ☐

Residence Prior to Program Entry

Housing Status

Barriers to Housing

Do you have a criminal history? ☐

If checked, please explain:

Previous Eviction ☐ check if yes

Credit History

Total Months Continuously Homeless prior to Entry

Continually Homeless for at Least One Year

Times Homeless in the Past Three Years

Total Months Homeless in the Past Three years
<table>
<thead>
<tr>
<th>Category</th>
<th>Select Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless Status Documented</td>
<td>check if yes</td>
</tr>
<tr>
<td>Transportation</td>
<td>select</td>
</tr>
<tr>
<td>Client has Cash Income</td>
<td>select</td>
</tr>
<tr>
<td>Total Monthly Income</td>
<td></td>
</tr>
<tr>
<td>Is anyone in the household currently employed?</td>
<td>check if yes</td>
</tr>
<tr>
<td>Disabling Condition</td>
<td>select</td>
</tr>
<tr>
<td>Physical Disability</td>
<td>select</td>
</tr>
<tr>
<td>Long Term Physical Disability</td>
<td>select</td>
</tr>
<tr>
<td>Developmental Disability</td>
<td>select</td>
</tr>
<tr>
<td>Chronic Health Condition</td>
<td>select</td>
</tr>
<tr>
<td>Long Term Chronic Health Condition</td>
<td>select</td>
</tr>
<tr>
<td>HIV - AIDS</td>
<td>select</td>
</tr>
<tr>
<td>Mental Health Problem</td>
<td>select</td>
</tr>
<tr>
<td>Long Term Mental Health Problem</td>
<td>select</td>
</tr>
<tr>
<td>Substance Abuse Problem</td>
<td>select</td>
</tr>
<tr>
<td>Victim of Domestic Violence</td>
<td>select</td>
</tr>
</tbody>
</table>
In the past six months, how many times have you been to the emergency department/room?
Select

In the past six months, how many times have you had an interaction with the police?
Select

In the past six months, how many times have you been taken to the hospital in an ambulance?
Select

In the past six months, how many times have you used a crisis service, including distress centers or suicide prevention hotlines?
Select

In the past six months, how many times have you been hospitalized as an in-patient, including hospitalizations in a mental health hospital?
Select

Severe Service Needs (If any of the previous 5 questions have 2 or more) □ if yes, check

These 5 questions are on separate scoring sheet.

1. (Scroll across to read all of comment for 1 to 4 or refer to separate scoring sheet)
   CoC Priority for Chronic Homeless: add 1 if chronic
   □  □

2.
   CoC Priority for Family Homelessness: add 1 if fam
   □  □

3.
   CoC Priority for Veteran Homelessness: add 1 if Vet
   □  □

4.
   CoC Priority for Youth Homelessness: add 1 if youth
   □  □

5. (Scroll down to read all)
   Other criteria for priority:
   - Adult age>50: add 1
   □  □
   - Disability: add 1
   □  □

Coordinated Assessment Score: Number from these 5 above, i.e. 3 (adult in household with permanent disability plus over age 50- add 1, disabled - add 1 and homeless over 25 days- add 1)
## Luzerne County CoC Clarity/HMIS Coordinated Entry

### Coordinated Assessment Score Code

<table>
<thead>
<tr>
<th>Permanent Supportive Housing - Chronic</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Supportive Housing</td>
<td>□</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>□</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>□</td>
</tr>
</tbody>
</table>

**Pick Services:** refer to Luzerne County Coordinated Entry Scoring Housing Priority Sheet (can be in more than one service, but not more than 1 score level in that service):

<table>
<thead>
<tr>
<th>PSH CH 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSH CH 2</td>
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<tr>
<td>PSH CH 3</td>
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<td>PSH CH 4</td>
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<td>TH 4</td>
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<tr>
<td>TH 5</td>
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</tbody>
</table>
# Coordinated Entry Scoring Sheet

<table>
<thead>
<tr>
<th>CoC Priority Category</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoC Priority for Chronic Homelessness: add 1 if chronically homeless, a person must have a disability and have been living in a place not meant for human habitation, in an emergency shelter, or a safe haven for the last 12 months continuously or on at least four occasions in the last three years where those occasions cumulatively total at least 12 months</td>
<td></td>
</tr>
<tr>
<td>CoC Priority for Family Homelessness: add 1 if family with child(children)</td>
<td></td>
</tr>
<tr>
<td>CoC Priority for Veteran Homelessness: add 1 if Veteran in Household</td>
<td></td>
</tr>
<tr>
<td>CoC Priority for Youth Homelessness: add 1 if youth head of household between ages of 18 and 24</td>
<td></td>
</tr>
<tr>
<td>Adult age &gt; 50: add 1</td>
<td></td>
</tr>
<tr>
<td>Disability: add 1</td>
<td></td>
</tr>
<tr>
<td>Severe Service Needs = 2 or more: add 1</td>
<td></td>
</tr>
<tr>
<td>Barriers to Housing = yes (any type): add 1</td>
<td></td>
</tr>
<tr>
<td>Homeless more than 25 days: add 1</td>
<td></td>
</tr>
</tbody>
</table>

**Total Coordinated Entry Score**

* This worksheet should be fully completed and in the client file.

* The coordinated entry assessment score needs to be recorded in the coordinated entry program in Clarity.
**Luzerne County Coordinated Entry Scoring**

**Order of Priority for Permanent Supportive Housing**

Permanent Supportive Housing beds/units will be prioritized according to HUD Notice CPD-14-012, reflected in the two charts below.

### Order of Priority for Permanent Supportive Housing Dedicated or Prioritized for Chronic Homeless

<table>
<thead>
<tr>
<th>Homeless History (Q 1)</th>
<th>Disability (Q 9)</th>
<th>Has Severe Service Needs? (Q 8)</th>
<th>Other Requirement (Q 3)</th>
<th>Scoring Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year continuously homeless or four episodes of homelessness within the last three years. <strong>NOTE:</strong> Homelessness must be unsheltered, in shelter, or hotel/motel paid by charitable organization.</td>
<td>Adult in household has a disability or is believed to have a non-documented disability</td>
<td>Yes</td>
<td>At least 12 months continuous or at least 12 months cumulative across 4 episodes in three years</td>
<td>PSH-CH-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>At least 12 months continuous or at least 12 months cumulative across 4 episodes in three years</td>
<td>PSH-CH-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>Less than 12 months cumulative across 4 episodes in three years</td>
<td>PSH-CH-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>Less than 12 months cumulative across 4 episodes in three years</td>
<td>PSH-CH-4</td>
</tr>
</tbody>
</table>

**Order of Priority for Permanent Supportive Housing --- NOT Chronic**

<table>
<thead>
<tr>
<th>Disability (Q 9)</th>
<th>Has Severe Service Needs? (Q 8)</th>
<th>Other Requirements (Q2 &amp; Q3)</th>
<th>Scoring Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult or child in household has a disability or is believed to have a non-documented disability</td>
<td>Yes</td>
<td>Coming from streets, emergency shelter (includes hotel/motel if paid by charitable organization)</td>
<td>PSH-1</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Coming from streets, emergency shelter, publicly funded hotel/motel PLUS at least 6 months continuously homeless or at least 4 occasions in 3 years.</td>
<td>PSH-2</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Coming from streets, emergency shelter, publicly funded hotel/motel</td>
<td>PSH-3</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Coming from transitional housing (first came from streets, emergency shelter, publicly funded hotel/motel)</td>
<td>PSH-4</td>
</tr>
</tbody>
</table>
Order of Priority for Rapid Re-Housing

Rapid re-housing will be prioritized for households (individual or family) in shelter or receiving hotel/motel assistance and have the following characteristics: family households that cannot be served in the CoC’s transitional housing programs due to family composition and/or family size; households in need of permanent supportive housing who are waiting for an open bed and/or documentation of disability; households with employment or previously had employment history; households with fewer barriers to housing (NEED TO DEFINE “FEWER”);

<table>
<thead>
<tr>
<th>Homeless History (Q 3)</th>
<th>Prioritization Considerations</th>
<th>Scoring Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be unsheltered, in shelter, or hotel/motel paid by charitable organization.</td>
<td>Not able to enter Transitional Housing program due to family composition and/or family size</td>
<td>RRH-1</td>
</tr>
<tr>
<td></td>
<td>Prioritized as PSH-CH or PSH and awaiting an open Permanent Supportive Housing unit</td>
<td>RRH-2</td>
</tr>
<tr>
<td></td>
<td>Households currently employed or have employment history</td>
<td>RRH-3</td>
</tr>
<tr>
<td></td>
<td>Households with fewer barriers to housing</td>
<td>RRH-4</td>
</tr>
<tr>
<td></td>
<td>Other eligible populations</td>
<td>RRH-5</td>
</tr>
</tbody>
</table>

Order of Priority for Transitional Housing

Transitional housing will be prioritized for households in shelter or receiving hotel/motel assistance and have the following characteristics: fleeing domestic violence or has concerns for safety; transition age youth; expected to need up to 24 months to gain employment; head of household has a disability but the household is not eligible for RRH or PSH; has additional barriers to housing (NEED TO DEFINE “ADDITIONAL”)

<table>
<thead>
<tr>
<th>Prioritization Considerations</th>
<th>Scoring Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleeting domestic violence or has concerns for safety or transitional age youth (age 18-24)</td>
<td>TH-1</td>
</tr>
<tr>
<td>Expected to need up to 24 months to gain employment</td>
<td>TH-2</td>
</tr>
<tr>
<td>Head of Household has a disability, but household is not eligible for RRH or PSH</td>
<td>TH-3</td>
</tr>
<tr>
<td>Households with additional barriers to</td>
<td>TH-4</td>
</tr>
<tr>
<td>Other eligible populations</td>
<td>TH-5</td>
</tr>
</tbody>
</table>

Other policies

- Hotel/motel assistance will be prioritized for any unsheltered family household and/or families that cannot be served in shelter due to family composition and/or family size.
- Shelter beds will be prioritized for unsheltered persons.
- ESG-funded Rapid rehousing will be for a maximum of 6 months with the ability to go up to 12 months in the case of extenuating circumstances. (should be defined)
FY 2018
PA-503 Luzerne County
Continuum of Care

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

Table of Contents for Attachment

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<th>Document Name</th>
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</thead>
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<td>PA 503 Statement of Attachment</td>
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<tr>
<td>2 - 4</td>
<td>1E-1 PA-503 Summary of Attachment 1-1 Content</td>
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<tr>
<td>5 - 12</td>
<td>1E-1a PA-503 CoC Renewal Project Scoring Standards</td>
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<tr>
<td>13 – 14</td>
<td>1E-1b PA-503 Policy for Ranking (Board Minutes)</td>
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<td>15 – 16</td>
<td>1E-1c PA-503 2018 Criteria for New Projects</td>
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<td>17 – 18</td>
<td>1E-1d PA-503 2018 Ranking Process</td>
</tr>
<tr>
<td>19-31</td>
<td>RFP Public Posting and Preliminary Application</td>
</tr>
<tr>
<td>32</td>
<td>2018 Project Ranking List</td>
</tr>
</tbody>
</table>
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
<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><strong>TIME PERIOD FOR DATA REVIEW:</strong> APR - 05/01/17-4/30/18</td>
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<tr>
<td>1.</td>
<td>PERFORMANCE CRITERIA – PSH, RRH, SSO: 30 POINTS, TH: 35 POINTS</td>
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<td><strong>EXIT TO PH DESTINATION:</strong></td>
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<tr>
<td>a.</td>
<td>PSH: Percentage of all participants who remain in PSH or exited to permanent housing</td>
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<td>1.1</td>
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<td>MAX POINTS = 15</td>
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</tbody>
</table>

<p>| <strong>INCREASED or MAINTAINED INCOME, ANY SOURCE:</strong> | | | MAX POINTS = 10 | | |
| | | Points | | | |
| | | | 10 | 85%+ |
| | | | 7 | 75%-84% |
| | | | 5 | 65%-74% |
| | | | 3 | 55%-64% |
| | | | 0 | &lt;55% |
| | | | | | | Data Source: APR |
| | | | | | | Excludes participants not yet required to have an annual assessment and where adults refused to provide information |
| | | | | | | 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... |</p>
<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>1.2a</td>
<td>INCREASE EARNED INCOME: % of all adult participants who increased earned income from entry to exit/follow up (leavers and stayers)</td>
<td>Not Scored in FY2018</td>
<td>Not Scored in FY2018</td>
<td>Data Source: APR Excludes participants not yet required to have an annual assessment and where adults refused to provide information</td>
<td>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)</td>
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<td></td>
<td>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)</td>
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<tr>
<td>1.3</td>
<td>LENGTH OF STAY/LENGTH OF TIME HOMELESS – TH ONLY:</td>
<td>Leavers Average Length of Stay</td>
<td>MAX POINTS = 5</td>
<td>Data Source: APR Q.22b: Average and Median Length of Participation in Days</td>
<td>APR Q.22b: Average and Median Length of Participation in Days</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Points</td>
<td></td>
<td>Average Length of Stay - Leavers</td>
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<td>5</td>
<td>Least # of Days</td>
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<td>3</td>
<td>Others</td>
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<td>0</td>
<td>Most # of Days</td>
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### 1E-1a 2018 Luzerne CoC – PA-503 CoC Renewal Project Scoring Standards

FINAL Approved by Board 7-31-18

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<th>Renewal Evaluation Criteria</th>
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<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
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</thead>
<tbody>
<tr>
<td>1.4</td>
<td>RETURNS TO HOMELESSNESS: % returns to homelessness within 6 months of program exit</td>
<td>Not Scored in FY2018 (Based on SPMS too few returns from CoC funded projects to measure performance)</td>
<td></td>
<td>Data Source: HMIS/SPM data Returns to ES, TH, SH</td>
<td>SPM 2ab Data File - Returns to Homelessness&lt;br&gt;Numerator: # of Clients w/Returned on Begin Date within 6 months of Exit until End Date and returned to ES, TH or SH project Denominator: # Clients who exited from program</td>
</tr>
<tr>
<td>2.</td>
<td><strong>ADDRESS HUD PRIORITIES – 35 POINTS</strong></td>
<td></td>
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<tr>
<td>2.1</td>
<td>COC PARTICIPATION: Percent of meetings attended</td>
<td>95%</td>
<td></td>
<td>Data Source: Meeting minutes</td>
<td>Numerator: # of meetings that agency was represented&lt;br&gt;Denominator: # of meetings held</td>
</tr>
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<td></td>
<td>Points</td>
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<td>2.2</td>
<td>NON-CASH MAINSTREAM BENEFITS: Percent with 1+ source</td>
<td>90%</td>
<td></td>
<td>Data Source: APR</td>
<td>APR Q20b Number of Non-Cash Benefit Sources; APR Q18 Client Cash Income Category - Earned/Other Income Category - by Entry and Annual Assessment/Exit Status&lt;br&gt;Numerator: (Q20b Benefit at Latest Annual Assessment for Stayers-1 + Source(s)) + (Q20b Benefit at Exit for Leavers-1 + Source(s))&lt;br&gt;Denominator: ((Q20b Benefit at Latest Annual Assessment for Stayers-Total) + (Q20b Benefit at Exit for Leavers-Total)) – (Q18 Number of Stayers-Number of adult stayers not yet required to have an annual assessment) – (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)</td>
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<td>60% - 69%</td>
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<tr>
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<td>Renewal Evaluation Criteria</td>
<td>2018 Benchmarks</td>
<td>Points</td>
<td>Notes</td>
<td>Calculation</td>
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<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>
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<td>Points</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 Exit for Leavers-1 Source of Health Insurance) + (Q21 Exit for Leavers-More than 1 Source of Health Insurance) 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>
<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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<td></td>
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<td>Points</td>
<td></td>
<td>Numerator: (Q16 Income At Entry-No Income) Denominator: (Q16 Income At Entry-Total) - (Q16 Income At Entry-Client Doesn’t Know/Client Refused)</td>
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<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>
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<td>Points</td>
<td></td>
<td>Numerator: (Q13a2 Total Persons-2 Conditions) + (Q13a2 Total Persons-2+ Conditions) Denominator: (Q13a2 Total Persons-Total) - (Q13a2 Total Persons-Condition Unknown) (Q13a2 Total Persons-Client Doesn’t Know/Client Refused)</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>Points</td>
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<td>Numerator: (Q15 Total-Place Not Meant for Human Habitation) Denominator: (Q15 Total-Total) - (Q15 Total-Client Doesn’t Know/Client Refused)</td>
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### 1E-1a 2018 Luzerne CoC – PA-503 CoC Renewal Project Scoring Standards
FINAL Approved by Board 7-31-18

<table>
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<tbody>
<tr>
<td>2.4d</td>
<td>PRIORITIZE SEVERITY OF NEED: Percent with Substance Use at entry</td>
<td>Project outcome will be assessed in quintiles.</td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
<td>APR Q13a1. Physical and Mental Health Conditions at Entry: 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)</td>
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<tr>
<td>2.4e</td>
<td>PRIORITIZE SEVERITY OF NEED: Percent with a history of Domestic Violence</td>
<td>Project outcome will be assessed in quintiles.</td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
<td>APR Q14a Domestic Violence History: Numerator: (Q14a Total-Yes) Denominator: (Q14a Total-Total) – (Q14a Total-Client Doesn’t Know/Client Refused)</td>
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### 3. GRANT MANAGEMENT– 30 POINTS

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<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
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<tbody>
<tr>
<td>3.1</td>
<td>UNIT UTILIZATION: Average unit utilization</td>
<td></td>
<td>95%</td>
<td>Data Sources: APR and Renewal Summary Form (# Units funded in FY2017)</td>
<td>Information provided in the 2018 Renewal Project Summary Form will be considered in calculating utilization. APR Q8b Point-in-Time Count of Households on the Last Wednesday; Renewal Summary Form - # of units funded Numerator: Average of Q8b Point-in-Time Count of Households Served on the Last Wednesday in Jan, April, July, October Denominator: # Units per 2017 Project Applications</td>
</tr>
<tr>
<td>3.2a</td>
<td>COST EFFECTIVENESS: Amount of grant funds per household served – services only</td>
<td>Project outcome will be assessed in quartiles.</td>
<td>MAX POINTS = 3</td>
<td>Data Sources: 2017 GIW Renewal Summary Form</td>
<td>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</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>
<td>3.2b</td>
<td>COST EFFECTIVENESS – COST PER POSITIVE EXIT: RRH/PSH - Average cost per household that remains or exits to Permanent Housing destination. 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>MAX POINTS = 3</td>
<td>Data Source: 2017 GIW, Supplementary household survey</td>
<td>Calculation for RRH/PSH: Numerator: GIW Total ARA Amount Denominator: (APR Q5 Number Adult Stayers + # HHs w/Positive Exit)</td>
</tr>
<tr>
<td>3.3</td>
<td>GRANT DRAWDOWN RATE: At least quarterly drawdowns of grant funds from HUD</td>
<td>At least 1 Drawdown from eLOCs per quarter</td>
<td>MAX POINTS = 3</td>
<td>Data Source: Renewal Summary Form</td>
<td>Review of Renewal Summary Form, to determine frequency of drawdowns.</td>
</tr>
<tr>
<td>3.4</td>
<td>EXPENDITURE OF FUNDS: Percentage of grant funds expended</td>
<td>90%</td>
<td>MAX POINTS = 5</td>
<td>Data Source: Report from SAGE APRs submitted for last completed grant year</td>
<td>Numerator: Amount of grant funds expended in most recently completed grant year Denominator: Total grant amount for most recently completed grant year</td>
</tr>
<tr>
<td>3.5a</td>
<td>HMIS: PERSONALLY IDENTIFIABLE INFORMATION OVERALL SCORE: % of Error Rate for Personally Identifiable Information entered into HMIS</td>
<td>&lt;5%</td>
<td>MAX POINTS = 2</td>
<td>Data Source: APR</td>
<td>APR Q8a. Data Quality: Personally Identifiable Information (PII) Overall Score - % of Error Rate</td>
</tr>
<tr>
<td>#</td>
<td>Renewal Evaluation Criteria</td>
<td>2018 Benchmarks</td>
<td>Points</td>
<td>Notes</td>
<td>Calculation</td>
</tr>
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| 3.5b | **HMIS: INCOME AND HOUSING DATA QUALITY:** % of Error Rate for the following data points entered into Luzerne CoC HMIS:  
   a. Destination  
   b. Income and Sources at Entry  
   c. Income and Sources at Annual Assessment  
   d. Income and Sources at Exit | a. Destination  
   Points  
   b. Income and Sources at Entry  
   Points  
   c. Income and Sources at Annual Assessment  
   Points  
   d. Income and Sources at Exit  
   Points | MAX POINTS = 2  
   a. DESTINATION:  
   Points  
   b. INCOME & SOURCES AT ENTRY:  
   Points  
   c. INCOME & SOURCES AT ANNUAL ASSESSMENT:  
   Points  
   d. INCOME & SOURCES AT EXIT:  
   Points | APR Q6c. Data Quality: Income and Housing Data Quality  
   Destination - % of Error Rate  
   Income and Sources at Entry - % of Error Rate  
   Income and Sources at Annual Assessment - % of Error Rate  
   Income and Sources at Exit - % of Error Rate | Data Source: APR |
| 3.6 | **HUD MONITORING:** Disposition of HUD Monitoring and Findings | No monitoring, no findings if monitored, or monitoring findings have been resolved within last 2 years. | 0 points: Within last 2 years, no monitoring, no findings if monitored, or monitoring findings have been resolved  
-5 points: Monitored within last 2 years and findings unresolved | Source: Supplementary Renewal Data Form Provision of HUD Monitoring Report and Response to Findings over the past 2 years | 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. |
| 3.7 | **TIMELY SUBMISSION OF APR:** APR submitted within required time, (If due after start of SAGE) | Yes/No or NA | MAX POINTS = 2  
   Points  
   Yes or NA | Data Source: Sage Submissions Instructions in 2018 Supplementary Renewal Data Form | Review of documentation requested in 2018 Renewal Project Summary Form Agencies that are given an extension or exemption for their APR submission by HUD must provide documentation from HUD to that effect. |
| 4. | **PROJECTS DEDICATED TO SERVING VICTIMS OF DOMESTIC VIOLENCE — 4 POINTS** | | | | |
| 4.1 | **POLICIES/PROTOCOLS/PROCEDURES IN PLACE TO IMPROVE CLIENT SAFETY:** Projects serving survivors of domestic violence have policies, protocols and/or | Yes/No | MAX POINTS = 2  
   Points  
   Yes | Data Source: Description provided in 2018 Supplementary | Description of policies, protocols and/or procedures and documentation provided will be reviewed to determine whether the agency has established |
### 4.2 SAFETY PLANNING:
Project staff works with individual clients (and their households) to develop a safety plan that is designed to improve and maintain the safety of the clients.

<table>
<thead>
<tr>
<th>#</th>
<th>Renewal Evaluation Criteria</th>
<th>2018 Benchmarks</th>
<th>Points</th>
<th>Notes</th>
<th>Calculation</th>
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<tr>
<td></td>
<td>procedures in place at the project-level that are designed to improve the safety of their clients.</td>
<td></td>
<td>0</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>
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<td>No</td>
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<td>4.2</td>
<td>SAFETY PLANNING: Project staff works with individual clients (and their households) to develop a safety plan that is designed to improve and maintain the safety of the clients.</td>
<td>Yes/No</td>
<td>Max Points = 2</td>
<td>Data Source: Description provided in 2018 Supplementary Renewal Data Form; Documentation of policies, protocol or procedures.</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>
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<td>Points</td>
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<td>PSH/RRH/TH</td>
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</table>

### 5. THRESHOLD

<table>
<thead>
<tr>
<th>5.1</th>
<th>HOUSING FIRST: The project follows a Housing First approach</th>
<th>Yes or No</th>
<th>If no, project is not eligible for renewal</th>
<th>Data Source: FY2018 Renewal Application</th>
<th>Review of FY2018 Renewal Application</th>
</tr>
</thead>
</table>

| 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 would be 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 point 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 (s)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 hereto 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 time, place and character or publication are true 

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

(Notary Public)

[Stamp: Commonwealth of Pennsylvania - Notary Seal]
[Stamp: Member, Pennsylvania Association of Notaries]

REQUEST FOR PROPOSAL

The PA-503 - Continuum of Care (CoC) announces a Request for Proposal (RFP) for funding 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@dmahousing.com or 215-576-5410. A preliminary proposal is due noon August 10, 2018.

RECEIVED
FISCAL

AUG 03 2018
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 30 day of July, 2018

Renee Sager

Notary Public

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
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:

    | PROGRAM COMPONENT                              | REQUESTED BUDGET | BRIEF DESCRIPTION OR BASIS OF CALCULATION |
    |------------------------------------------------|------------------|------------------------------------------|
    | Operating Cost (site-based)                    | Total $_________ | ______                                    |
    | Maintenance and repair                         | $_______         | ______                                    |
    | Property taxes and insurance                   | $_______         | ______                                    |
    | Reserves for replacement of major systems      | $_______         | ______                                    |
    | Building security                              | $_______         | ______                                    |
    | Electric, gas and water                        | $_______         | ______                                    |
    | Furniture                                      | $_______         | ______                                    |
If RENTAL ASSISTANCE or Leasing, complete the below chart:

<table>
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<th>Size of Units</th>
<th># of Units</th>
<th>2017 Fair Market Rent*</th>
<th>12 months</th>
<th>Total Request</th>
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<td>SRO</td>
<td>___ x</td>
<td>$415</td>
<td>x 12</td>
<td>$___</td>
</tr>
<tr>
<td>0 Bedroom</td>
<td>___ x</td>
<td>$553</td>
<td>x 12</td>
<td>$___</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>___ x</td>
<td>$657</td>
<td>x 12</td>
<td>$___</td>
</tr>
<tr>
<td>2 Bedrooms</td>
<td>___ x</td>
<td>$802</td>
<td>x 12</td>
<td>$___</td>
</tr>
<tr>
<td>3 Bedrooms</td>
<td>___ x</td>
<td>$1037</td>
<td>x 12</td>
<td>$___</td>
</tr>
<tr>
<td>4 Bedrooms</td>
<td>___ x</td>
<td>1202</td>
<td>x 12</td>
<td>$___</td>
</tr>
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If LEASING other than individual units, complete the below chart:

Requested Leasing Budget: $___
Description of requested costs:

SUPPORTIVE SERVICES COSTS

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<tr>
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<th>REQUESTED BUDGET</th>
<th>BRIEF DESCRIPTION OR BASIS OF CALCULATION</th>
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<td>Annual Assessment of Service Needs</td>
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<td>Assistance with moving costs</td>
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<td>Education services</td>
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<tr>
<td>Employment assistance and job training</td>
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<tr>
<td>Food</td>
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<td>Housing search and counseling services</td>
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<td>Legal services</td>
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<td>Life skills training</td>
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<td>Outreach services</td>
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<td>Substance abuse treatment services</td>
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<td>Direct provision of services</td>
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**ADMINISTRATIVE COSTS**

**Requested Budget:**
(cannot exceed 10% of the total cost of the above activities) $____

**Brief description of how the admin will be structured/used:**
_____

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: __________________________________________
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<th>Project Name</th>
<th>Grant Number</th>
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<th>Budget</th>
<th>Proposed Ranking</th>
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<td>The Salvation Army, a New York Corporation</td>
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<td>William Cherny Residence</td>
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<td>Monmouth House</td>
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<td>Commission on Economic Opportunity</td>
<td>New York Family Hospital</td>
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<td>TOTAL TIER 1</td>
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<td>$ 241,609</td>
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<td>Valley Youth House Committee, Inc.</td>
<td>RRM Expansion (HEW Bonus)</td>
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<td>Not Scored Tier 2</td>
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Annual Renewal Demand (total of all renewals) $ 4,021,709
Tier 1 (45% Annual Renewal Demand) $ 1,780,405
Bonus $ 263,854
Tier 2 (55% Annual Renewal Demand + Bonus) $ 505,187
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1E-3: Public Posting of CoC Approved Consolidated Application

Table of Contents for Attachment

<table>
<thead>
<tr>
<th>Starting Page</th>
<th>Document Name</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2-3</td>
<td>Website link</td>
</tr>
<tr>
<td>4 -5</td>
<td>Document Properties- Date/Time Created and Modified fro Website Posting</td>
</tr>
</tbody>
</table>
Homelessness and Homeless Prevention Services

CEO’s Case Management for the Homeless Program can assist persons who are homeless or at those at risk of becoming homeless with the supportive services necessary to achieve the highest level of self-sufficient living. Through an intensive, interactive relationship coordinated between the client and the case manager, the program provides the resources to integrate available assistance, both material aid and counseling, to motivate and alleviate the circumstances of those presently homeless/near-homeless clients and provide the intervention necessary to prevent future homelessness.

CEO is designated as the overall lead agency on homelessness for the Luzerne County Continuum of Care Process. In this capacity it coordinates with other agencies in providing services to the area’s homeless and near-homeless. CEO is also a member and co-chair of the Luzerre County Homeless Coalition.

Case Management for the Homeless Services will be made available to any individual or family who first meets with a CEO case manager to complete an intake assessment of eligibility for the program. Eligibility will include certification of homeless or at-risk-of-homelessness status and income eligibility.

Individuals or families are homeless if they meet one of HUD’s "Criteria for Defining Homeless" below:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Literally Homeless</th>
<th>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2</td>
<td>Imminent Risk of Homelessness</td>
<td>Individual or family who will imminently lose their primary nighttime residence, provided that: (i) residence will be lost within 14 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing.</td>
</tr>
<tr>
<td>Category 3</td>
<td>Homeless under other Federal statutes</td>
<td>Unaccompanied youth under 35 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers.</td>
</tr>
<tr>
<td>Category 4</td>
<td>Fleeing/Attempting to Flee DV</td>
<td>Any individual or family who: (i) is fleeing or attempting to flee, domestic violence; and (ii) has no other residence; and (iii) lacks the resources or support networks to obtain other permanent housing.</td>
</tr>
</tbody>
</table>
For the At-Risk-of-Homelessness, the following HUD definition applies:

<table>
<thead>
<tr>
<th>Category</th>
<th>Individuals and Families</th>
<th>Unaccompanied Children and Youth</th>
<th>Families with Children and Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An individual or family who: (i) has an annual income below 30% of median family income for the area; and (ii) does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the &quot;homeless&quot; definition; and (iii) meets one of the following conditions: (a) has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or (b) is living in the home of another because of economic hardship; or (c) has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or (d) lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or Local government programs for low-income individuals; or (e) lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or (f) is exiting a publicly funded institution or system of care; or (g) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Privacy Policy to Secure LCoCMIS Information*
*Solicitation for New Members to CoC*
*PA 503 2018 CoC Application with attachments*
*PA 503 2018 CoC Project Priority Listing*
*2018 PA 503 Objective Criteria- Rate Rank Review and Selection Criteria*
*2018 Luzerne County CoC New Projects Solicitation and Preliminary Application*
*2018 PA 503 Project Notification to Applicants*
*PA 503 2017 Continuum of Care Application with Attachments*
*PA 503 2017 CoC Project Priority Listing*
*2017 PA 503 Project Review Score and Rank Procedure*
*2017 New Project Solicitation*
Print screen Project Priority Listing

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- **PDF Version:** 1.4 (Acrobat 5.x)
- **Location:** C:\Users\boyle\Downloads\pdf
- **File Size:** 362.41 KB (371,107 Bytes)
- **Page Size:** 8.50 x 11.00 in
- **Number of Pages:** 22
- **Tagged PDF:** No
- **Fast Web View:** Yes

[OK] [Cancel]
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1E-3 Public Posting – Local Competition – Rate, Rank, Review and Selection Criteria

Table of Contents for Attachment

<table>
<thead>
<tr>
<th>Starting Page</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Website Posting Documents</td>
</tr>
</tbody>
</table>
# Homelessness and Homeless Prevention Services

CEO's Case Management for the Homeless Program can assist persons who are homeless or at those at risk of becoming homeless with the supportive services necessary to achieve the highest level of self-sufficient living. Through an intensive, interactive relationship coordinated between the client and the case manager, the program provides the resources to integrate available assistance, both material aid and counseling, to motivate and alleviate the circumstances of those presently homeless/near-homeless clients and provide the intervention necessary to prevent future homelessness.

CEO is designated as the overall lead agency on homelessness for the Luzerne County Continuum of Care Process. In this capacity it coordinates with other agencies in providing services to the area's homeless and near-homeless. CEO is also a member and co-chair of the Luzerne County Homeless Coalition.

Case Management for the Homeless Services will be made available to any individual or family who first meets with a CEO case manager to complete an intake assessment of eligibility for the program. Eligibility will include certification of homeless or at-risk-of-homelessness status and income eligibility.

**Individuals or families are homeless if they meet one of HUD's "Criteria for Defining Homeless" below:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Literally Homeless</th>
<th>Imminent Risk of Homelessness</th>
<th>Homeless under other Federal statutes</th>
<th>Fleeing/Attempting to Flee DV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</td>
<td>Individual or family who will imminently lose their primary nighttime residence, provided that: (i) residence will be lost within 14 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing.</td>
<td>Unaccompanied youth under 35 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers.</td>
<td>Any individual or family who: (i) is fleeing or attempting to flee, domestic violence; and (ii) has no other residence; and (iii) lacks the resources or support networks to obtain other permanent housing.</td>
</tr>
</tbody>
</table>
For the At-Risk-of-Homelessness, the following HUD definition applies:

| Category | Individuals and Families | An individual or family who:
(i) has an annual income below 30% of median family income for the area; and
(ii) does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; and
(iii) meets one of the following conditions:
(a) has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or
(b) is living in the home of another because of economic hardship; or
(c) has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or
(d) lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or Local government programs for low-income individuals; or
(e) lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or
(f) is exiting a publicly funded institution or system of care; or
(g) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan |
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<thead>
<tr>
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<th></th>
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<tr>
<td>Category 2</td>
<td>Unaccompanied Children and Youth</td>
</tr>
<tr>
<td>Category 3</td>
<td>Families with Children and Youth</td>
</tr>
</tbody>
</table>

Privacy Policy to Secure LCOCMIS Information
5 2018 PA 503 Objective Criteria- Rate Rank Review and Selection Criteria.pdf
5 2018 Luzerne County CoC New Projects Solicitation and Preliminary Application
5 2018 PA 503 Project Notification to Applicants
5 PA 503 2017 Continuum of Care Application with Attachments
5 PA 503 2017 CoC Project Priority Listing
5 2017 PA 503 Project Review Score and Rank Procedure
5 2017 New Project Solicitation

CEO - People Helping People

FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1E-4. CoC’s Reallocation Process

Table of Contents for Attachment

<table>
<thead>
<tr>
<th>Starting Page</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PA 503 Reallocation Statement</td>
</tr>
<tr>
<td>2-3</td>
<td>Continuum of Care Board Meeting June 19, 2018</td>
</tr>
<tr>
<td>4-6</td>
<td>Continuum of Care Board Meeting July 31, 2018</td>
</tr>
<tr>
<td>7</td>
<td>Pa-503 Reallocation Information 2014 to 2018</td>
</tr>
</tbody>
</table>
PA 503- Reallocation Process

The CoC Board comprised of 8 applicant agencies and 5 project review committee members for PA -503 reviewed the Grant Inventory Worksheet and discussed reallocation at 2 board meetings – June 19, 2018 and July 31, 2018 (minutes attached). At both meetings, a verbal request was made by the CoC-Chair if any applicant was considering reallocation or reduction for the 2018 CoC process. No applicant responded that they were either reallocating or not applying for the amount listed in their GIW renewal. It was a unanimous agreement not to reallocate any project and that all renewal projects are necessary to continue providing the variety of housing and supportive services to the homeless population in Luzerne County to be able to offer a continuum of services in our CoC. The minutes of both meetings reflected the board’s decision and no further information was necessary.

Signature and Date: Barbara Gomb 7/31/2018
Barbara Gomb, CoC Chair
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 would be 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.
- B. Gomb asked if any applicant was planning to reallocate funds in this year’s competition. All agreed that no one is considering reallocating project funds at this time.

Monitoring/Ranking Committee Report:
- No report. There was no call last week.
- Nie 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.
• 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
CONTINUUM OF CARE BOARD MEETING
July 31, 2018

Attendees:
Barbara Gomb
Jennifer Yaworski
Mark Sopranos
Jay Zupa
Eileen Rosentel
Mike Kendra
Jackie Tona
Sr. Breige Laverty
Melissa Wildrick
Deb Bolus
Nichole Lauvurea
Nicholas Cave
Carlie Wetzel
Crystal Williams
Lt. Oziel Urbaez

Agency Affiliation:
CEO
HDC
CYC
Luzerne County OCD
CSS
CSS
VOA
Catherine McAuley House
DVSC
DVSC/CLRPG
VYH
Wilkes-Barre City
community volunteer
Ruth’s Place
The Salvation Army

Barb Gomb called the meeting to order. We will be having a conference call with Barbara Hodas and Laura Welder from DMA around 11:00 a.m. All grantees present confirmed that their renewal applications were submitted on Friday.

New Applications:
The group reviewed the New Project Scoring handout and agreed to the following additions:
- Add “operating within Luzerne County borders” to Threshold
- Add “have experience with HUD CoC regulations and definitions” to Organizational Capacity.

The Board reviewed the FY2018 Project Review Schedule and approved all potential due dates. New projects are due August 10. Valley Youth House is submitting for an expansion of their current RRH program. There is still a possibility of a new DV project. An RFP was published in the Citizen’s Voice and Times Leader but we haven’t received any responses yet.

Homes for Good:
- Notices of Intent are due this Friday to CEO. We can be awarded anywhere from $50,000 to $250,000.
- CEO is applying on behalf of the CoC for a grant for furniture to support all CoC Rapid Rehousing program and meet the critical need. This will also include some prevention dollars for when there is not RAP funding available.
- It was suggested to also include money to pay for photo IDs and bus passes.

CoC Policies:
- Policies on Rapid Re-Housing and Emergency Transfer Plan were distributed and are to be reviewed by the next meeting.
- Move On Strategy – brand new, and agreement with a PHA to accept participants in Supportive Housing Programs when they no longer need the case management and supportive services.
- System Performance and Responsible Entity – new question on the CoC application. HUD is looking for who is responsible for System Performance. All were in agreement it should be the CoC Board.
- Racial Disparity – new question on the CoC application. As there is no time for any additional assessments Barbara Hodas suggested we look at Luzerne County statistics from the last Census and compare that to the percentage of the racial population in CoC programs.

**Ranking and Review:**

- The information that DMA is asking for on the Supplementary Renewal Data Form is a duplication of information that was already provided through the APR, application, and Renewal Step 1. All agreed that if the committee had any additional questions they can go to the grantee directly for that information.
- As submitting 2 years of elocc draws is a time-consuming task Barb created a spreadsheet for every grantee to be reviewed for their approval which identifies their funding amount on the current GIW as well as their funding for the most recently submitted APR and how much of those funds were expended. Grantees have until August 7 to review this information and let Barb Gomb know if she can submit the list to DMA for the review committee.
- Reallocated funds – it was agreed by all present that no grantees are planning on reallocating funds this year. Underspent budgets can be due to reallocated budgets not being active yet. Security deposits may not be needed each year, supportive services aren’t needed as much for ongoing clients, and FMRs could go either up or down.
- Consolidation – applies only to grantees with multiple projects. CEO, CSS, and HDC are not prepared to do this at this time.
- The Board reviewed the Draft Renewal Scoring and had the following questions/suggestions:
  - 2.4 – What are quintiles?
  - 1.4 – A participant could successfully graduate from RRH with full time employment and something happens 4 months down the road and they’re homeless – how can the project that they’re no longer in be responsible? It was suggested to let clients know at the exit interview to call the agency if a problem arises to hopefully prevent them from becoming homeless again. This data element is not being scored this year.
  - 3.4 – The Board is proposing to increase the spread on scoring.
  - 5.2 – The Board is proposing to change the wording to indicate that the project is using CE, but doesn’t “only accept” as a specific population may not be on the list at the time but someone could have contacted an agency in need of service prior to the next list being generated. All grantees would place someone presenting for services on the CE prior to acceptance. Barb Gomb let the Board know that for the first time she is being asked to attach screen shots of the coordinated entry screens and our priority list to the CoC application.
  - 5.1 – The Board already agreed that all projects are eligible for renewal. Barb Gomb said she did tell Barb Hodas to propose what the Balance of State is doing and then change it to fit our need. The ranking committee said they are aware that we decided to score the same as last year, with our priorities being SHP/RRH, TH, and then SSO, with HMIS fitting somewhere in Tier 1. The difficult part is assigning a numeric score to each project. The ranking committee also voiced concern with this year’s process as conference calls were confusing and more face to face meetings would have been helpful.
  - The Planning Grant is not ranked. It is used to pay DMA, part of Barb’s time for completing the CoC application and all other CoC wide reporting.
Home for Good:
The Board will meet August 7th at 10:00 a.m. to rank Home for Good applications. At this time, CEO, VYH, and VOA will be excluded from ranking as they are applying for funds. Leigh Howard is trying to change the deadline for applications to October, after the CoC process has ended.

DMA Phone Conference:
Barb Gomb called DMA for Barbara Hodas and Laura Welder to join us. The following was approved:

- The new project schedule that was distributed was approved with the opportunity to make changes if there are multiple new project applications.
- New project criteria – include operating within Luzerne County borders and have experience with HUD CoC regulations and definitions.
- Additional information can be elicited during one on one interview.
- Consultants are free to call applicants directly.
- Supplemental forms will not be used. The information has already been provided, each applicant received an expenditure analysis today and will give Barb the okay to submit.
- Quintiles: score the projects in 20% steps – it is similar to applying a scoring curve. There is a concern that a client may have multiple disabilities but not disclose that during the interview and caseworkers are required to enter only what the client states. Had we known that this was a ranking criteria we would have been more intrusive during intakes. Barbara Hodas said this is HUD’s way of showing we are serving those with the most severe service needs. It is only 2 points so it shouldn’t be a make it or break it question.
- 3.4 expenditures: point scale will now be 90 and above 5 points, 80-89 4 points, 70-79 3 points, 60-69 2 points, 50-59 1 point, below 50 0 points.
- 5. Threshold: We already determined all renewal projects are eligible based on approved GIW. All programs use Housing First and CE for admission purposes. SSOs do not use CE. CEO and DVSC enter onto CE. The CYC serves clients from shelters and TH providers who would put clients on CE.
- Kristy at DMA will be creating a chart for Laura which includes embedded calculations so as Laura enters data from APRs the spreadsheet will assign points accordingly. They will send the spreadsheet out once it's finished on August 16th so there is time to review prior to meeting with the ranking committee on August 20th.

In Person Interview Schedule:
- Grantees reviewed the interview schedule. Jenn Yaworski at HDC will be on vacation the week before and returning August 20th. Jackie Tona at VOA will switch interview times with Jenn to provide additional time to review information. That was the only change to the schedule.

The next CoC Board Meeting is August 7, 2018 at 10:00 a.m. at CEO
PA-503 Reallocation Information
2014-2018

<table>
<thead>
<tr>
<th>Year</th>
<th>Funding Request</th>
<th>Reallocated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$3,706,459.00</td>
<td>$179,369.00</td>
</tr>
<tr>
<td>2015</td>
<td>$3,837,881.00</td>
<td>-</td>
</tr>
<tr>
<td>2016</td>
<td>$3,880,107.00</td>
<td>-</td>
</tr>
<tr>
<td>2017</td>
<td>$3,796,781.00</td>
<td>$80,789.00</td>
</tr>
<tr>
<td>2018</td>
<td>$4,021,709.00</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$19,242,937.00</td>
<td>$260,158.00</td>
</tr>
</tbody>
</table>

Percent 1.35%
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1E-5. Notification Outside e-snaps- Projects Accepted

Table of Contents for Attachment

<table>
<thead>
<tr>
<th>Starting Page</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Network Administrator Signed Statement of Posting</td>
</tr>
<tr>
<td>2</td>
<td>Screen Shot of Posting on Website</td>
</tr>
<tr>
<td>3</td>
<td>Email to Applicants Notifying of Posting on Website</td>
</tr>
<tr>
<td>4-5</td>
<td>Website page with posting</td>
</tr>
<tr>
<td>6-9</td>
<td>Information Posted on ceopeoplehelpingpeople,.org website</td>
</tr>
</tbody>
</table>
1E-5. Notifications Outside esnaps—Projects Accepted

This is to certify that the PA-503 2018 Public Notification to Applicants—Projects Accepted was posted on the ceopeoplehelpingpeople.org website on August 29, 2018. Attached is a screen shot showing the document was created and modified on 8/29/2018 at 12:02:37 p.m.

Lois Boyle, Network Administrator

August 29, 2018
Date
Hi,

I put both the one from yesterday and the one from this email up on the website.

Attached is the printout...

If you need anything changed please let me know.

Have a nice day,
LA
Barbara Gomb

From: Barbara Gomb
Sent: Wednesday, August 29, 2018 12:28 PM
To: Bruce Livingston; Carlie Wetzel (carliewetzel@gmail.com); Eileen Weaver (eileenethetroublemaker@yahoo.com); Jennifer Yaworski; Jackie Tona (jtona@voapa.org); Jay Zupa (jay.zupa2@luzernecounty.org); Joann E. Gainard (Joann.Gainard@va.gov); Kermit Douglas; Lisa Caruthers (lisa.caruthers@use.salvationarmy.org); Michael Kendra (mkendra@csswb.org); Melissa Wildrick; msoprano@wyomingvalleycy.org; Marcie Walker; Noel Duffy; Nichole Laivara (nrion@valleyyouthhouse.org); Nick Cave (ncave@wilkes-barre.pa.us); Paula Triano (ptriano@dvsclc.org); Sister Breige Lavery (blavery@catherinemcauleycenter.org)
Cc: 'Barbara Hodas'; Laura Welder (laura@dma-housing.ccm); 'Leigh Howard'
Subject: 2018 Applicant Notification website posting; Homeless - Commission on Economic Opportunity 8 29 2018.pdf
Attachments:

Hi.

This is to let everyone know that the 2018 Project Applicant Notification is listed on the CEO website. Attached is the page with the link to the document.

Also, this can be accessed at CEO’s website – ceopoplehelpingpeople.org under Housing & Energy then the Homeless Page.

Thank you, Barbara
Homelessness and Homeless Prevention Services

CEO's Case Management for the Homeless Program can assist persons who are homeless or at those at risk of becoming homeless with the supportive services necessary to achieve the highest level of self-sufficient living. Through an intensive, interactive relationship coordinated between the client and the case manager, the program provides the resources to integrate available assistance, both material aid and counseling, to motivate and alleviate the circumstances of those presently homeless/near-homeless clients and provide the intervention necessary to prevent future homelessness.

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<th>Fleeing/Attempting to Flee DV</th>
</tr>
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<tbody>
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<td>1</td>
<td>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</td>
<td></td>
<td></td>
<td></td>
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<td>2</td>
<td>Individual or family who will imminently lose their primary nighttime residence, provided that: (i) residence will be lost within 14 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing.</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>Unaccompanied youth under 35 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers.</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>Any individual or family who: (i) is fleeing or attempting to flee, domestic violence; and (ii) has no other residence; and (iii) lacks the resources or support networks to obtain other permanent housing.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For the At-Risk-of-Homelessness, the following HUD definition applies:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Individuals and Families</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An individual or family who:</td>
</tr>
<tr>
<td></td>
<td>(i) has an annual income below 30% of median family income for the area; and</td>
</tr>
<tr>
<td></td>
<td>(ii) does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the &quot;homeless&quot; definition; and</td>
</tr>
<tr>
<td></td>
<td>(iii) meets one of the following conditions:</td>
</tr>
<tr>
<td></td>
<td>(a) has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or</td>
</tr>
<tr>
<td></td>
<td>(b) is living in the home of another because of economic hardship; or</td>
</tr>
<tr>
<td></td>
<td>(c) has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or</td>
</tr>
<tr>
<td></td>
<td>(d) lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or Local government programs for low-income individuals; or</td>
</tr>
<tr>
<td></td>
<td>(e) lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or</td>
</tr>
<tr>
<td></td>
<td>(f) is exiting a publicly funded institution or system of care; or</td>
</tr>
<tr>
<td></td>
<td>(g) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 2</th>
<th>Unaccompanied Children and Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 3</th>
<th>Families with Children and Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</td>
</tr>
</tbody>
</table>
Dear Luzerne County Continuum of Care grantees, members and stakeholders

The following is a revised notification of the projects to be included in the FY2018 CoC application. The changes are not substantive, they are:

- HDC project names changed to 2018
- Inclusion of the Planning Project

The below is an important notice regarding the FY 2018 CoC NOFA Competition.

This email summarizes the list of projects that have been accepted by the CoC and will be included in the Luzerne County (PA-503) CoC Project Priority List for funding. This includes renewal projects, renewal projects that have been partially reallocated and new projects that will be submitted.

RENEWAL PROJECTS

The following renewal projects have been accepted by the CoC and will be included in the Project Priority Listing submitted to HUD. Each of these projects will be funded at the full Annual Renewal Amount, as indicated on the CoC’s 2018 Grant Inventory Worksheet:

<table>
<thead>
<tr>
<th>Catholic Social Services</th>
<th>Gabriel House</th>
<th>$113,140</th>
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PLANNING PROJECT:

Commission on Economic Opportunity  Luzerne County CoC 2018 Planning Application  $131,927

If you have any questions, please contact Barbara Hodas, Diana T. Myers and Associates, Inc., barbara@dma-housing.com.

The CoC’s final ranking will be posted on the www.ceopeoplehelpingpeople.org website within one week. (Final Ranking is also attached).

Thank you for your participation in in the Luzerne County CoC and your ongoing commitment and efforts to end homelessness.

Barbara Hodas
Diana T. Myers and Associates, CoC Consultant
On Behalf of the Project Review Committee and CoC Board

On Tue, Aug 28, 2018 at 2:24 PM, Barbara Hodas <barbara@dma-housing.com> wrote:
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Diana T. Myers and Associates, CoC Consultant
On Behalf of the Project Review Committee and CoC Board

cc:
Project Review Committee

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215-576-6410, -8650 (f)
barbara@dma-housing.com
7900 Old York Road, Suite 108B
Elkins Park, PA 19027

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7900 Old York Road, Suite 108B
Elkins Park, PA 19027
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1E-5. Notification Outside e-snaps- Projects Rejected or Reduced

Table of Contents for Attachment

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<th>Starting Page</th>
<th>Document Name</th>
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<tr>
<td>1</td>
<td>PA 503 Statement for Attachment</td>
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<td>Network Administrator Signed Statement of Posting</td>
</tr>
<tr>
<td>3</td>
<td>Screen Shot of Posting on Website</td>
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<tr>
<td>4</td>
<td>Email to Applicants Notifying of Posting on Website</td>
</tr>
<tr>
<td>5-6</td>
<td>Website page with posting</td>
</tr>
<tr>
<td>7-10</td>
<td>Information Posted on ceopeoplehelpingpeople.org website</td>
</tr>
</tbody>
</table>
4B. Attachments

1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced

This is to certify that PA-503 Project Review and Ranking Committee did not reject or reduce any applications in the 2018 HUD Continuum of Care Process.

Please see page 8 of attached documents.

Signature and Date:  

Barbara Gomb, CoC Chair

8-29-2018
1E-5. Notifications Outside esnaps– Projects Accepted

This is to certify that the PA-503 2018 Public Notification to Applicants- Projects Accepted was posted on the ceopeoplehlpinglepeople.org website on August 29, 2018. Attached is a screen shot showing the document was created and modified on 8/29/2018 at 12:02:37 p.m.

[Signature]
Lois Boyle, Network Administrator

August 29, 2018
Date
Barbara Gomb

From: Lois Boyle
Sent: Tuesday, September 04, 2018 11:04 AM
To: Barbara Gomb
Subject: RE: Website Continuum of Care

Commission on Economic
People Helping People

Homelessness and Homeless

CEO’s Case Management is one of the key processes that can intervene at risk of becoming homeless with sufficient living. Through an intensive case management, the program provides education, counseling, to motivate and assist with clients and provide the intervention.

CEO is designated as the overall leader of Case Management Process. In this capacity, it coordinates with clients and near-homeless, CEO’s case management, and provides intervention.

Case Management for the Homeless: It is the responsibility of CEO’s case manager to coordinate with the clients and near-homeless, CEO’s case management, and provides intervention.

Individuals or families are homeless if they meet one of HUD’s “Criteria for Defining Homeless” below:

From: Lois Boyle
Sent: Wednesday, August 29, 2018 12:05 PM
To: Barbara Gomb
Subject: RE: Website Continuum of Care

Hi,

I put both the one from yesterday and the one from this email up on the website.

Attached is the printout...

If you need anything changed please let me know.

Have a nice day,

LA
Hi.

This is to let everyone know that the 2018 Project Applicant Notification is listed on the CEO website. Attached is the page with the link to the document.

Also, this can be accessed at CEO's website – ceopeoplehelpingpeople.org under Housing & Energy then the Homeless Page.

Thank you, Barbara
# Homelessness and Homeless Prevention Services

CEO's Case Management for the Homeless Program can assist persons who are homeless or at risk of becoming homeless with the supportive services necessary to achieve the highest level of self-sufficient living. Through an intensive, interactive relationship coordinated between the client and the case manager, the program provides the resources to integrate available assistance, both material aid and counseling, to motivate and alleviate the circumstances of those presently homeless/near-homeless clients and provide the intervention necessary to prevent future homelessness.

CEO is designated as the overall lead agency on homelessness for the Luzerne County Continuum of Care Process. In this capacity it coordinates with other agencies in providing services to the area's homeless and near-homeless. CEO is also a member and co-chair of the Luzerne County Homeless Coalition.

Case Management for the Homeless Services will be made available to any individual or family who first meets with a CEO case manager to complete an intake assessment of eligibility for the program. Eligibility will include certification of homeless or at-risk-of-homelessness status and income eligibility.

Individuals or families are homeless if they meet one of HUD's "Criteria for Defining Homeless" below:

| Category 1 | Literally Homeless | Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. |
| Category 2 | Imminent Risk of Homelessness | Individual or family who will imminently lose their primary nighttime residence, provided that: (i) residence will be lost within 14 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing. |
| Category 3 | Homeless under other Federal statutes | Unaccompanied youth under 35 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers. |
| Category 4 | Fleeing/Attempting to Flee DV | Any individual or family who: (i) is fleeing or attempting to flee, domestic violence; and (ii) has no other residence; and (iii) lacks the resources or support networks to obtain other permanent housing. |
For the At-Risk-of-Homelessness, the following HUD definition applies:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Individuals and Families</th>
<th>An individual or family who: (i) has an annual income below 30% of median family income for the area; and (ii) does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the &quot;homeless&quot; definition; and (iii) meets one of the following conditions: (a) has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or (b) is living in the home of another because of economic hardship; or (c) has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or (d) lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or Local government programs for low-income individuals; or (e) lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or (f) is exiting a publicly funded institution or system of care; or (g) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan</th>
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<td>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.</td>
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<td>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</td>
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[Privacy Policy to Secure LCoCMIS Information](#)  
[2018 Luzerne County CoC New Projects Solicitation and Preliminary Application](#)  
[2018 PA 503 Project Notification to Applicants](#)  
[PA 503 2017 Continuum of Care Application with Attachments](#)  
[PA 503 2017 CoC Project Priority Listing](#)  
[2017 PA 503 Project Review Score and Rank Procedure](#)  
[2017 New Project Solicitation](#)  

CEO - People Helping People
Barbara Gomb
Barbara Hodas <barbara@dma-housing.com>
Wednesday, August 29, 2018 10:12 AM
Mike Kendra; Weaver, Eileen; Eileen Weaver (eileenetroublemaker@yahoo.com); Mark
Soprano; Barbara Gomb; Paula Triano; Melissa Wildrick; Noel Duffy; Jennifer Yaworski;
Lisa Caruthers; Bruce Livingston; jtona@voapa.org; Kathi Krablin; Lisa Weingartner;
Nichole Laiuvara; Marcie Walker; Andy Reilly; jay.zupa2@luzernecounty.org; Barbara
Hodas; Leigh Howard; Laura Welder
Carlie Wetzel; Gainard, Joann E.; Nicholas Cave; Breige Lavery
Re: Luzerne CoC - Projects to be Included in FY2018 CoC Application - REVISED

Dear Luzerne County Continuum of Care grantees, members and stakeholders

The following is a revised notification of the projects to be included in the FY2018 CoC application. The changes are not substantive, they are:

- HDC project names changed to 2018
- Inclusion of the Planning Project

The below is an important notice regarding the FY 2018 CoC NOFA Competition.

This email summarizes the list of projects that have been accepted by the CoC and will be included in the Luzerne County (PA-503) CoC Project Priority List for funding. This includes renewal projects, renewal projects that have been partially reallocated and new projects that will be submitted.

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On Behalf of the Project Review Committee and CoC Board

cc:  
Project Review Committee

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7900 Old York Road, Suite 108B  
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FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
1E-5. Public Posting- Local Competition Deadline

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<td>4</td>
<td>Times Leader Newspaper Public Notice</td>
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1E-5. Public Posting–Local Competition Deadline

Attached please find documentation of Public Posting–Local Competition Deadline.

Signature and Date: Barbara Gomb 8-29-2018

Barbara Gomb, CoC Chair
The PA-503 Luzerne County Continuum of Care is currently soliciting applications for Rapid Re-Housing or Joint Transitional Housing and Rapid Re-Housing projects for individuals AND families or Permanent Supportive Housing projects for chronically homeless individuals. Eligible projects will serve households entering directly from the streets or places not meant for human habitation, emergency shelter or safe havens, or those who are fleeing or attempting to flee domestic violence. Please see the attached for further details.

Applications are due by noon on Friday, August 10th.

Thank you,

Luzerne County CoC
Commonwealth of Pennsylvania, County of Luzerne

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 (s)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 hereto 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 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 Proposals (RFP) for the placement of individuals and families experiencing homelessness. The PA-503 Continuum of Care is a collaboration of community organizations that provide shelter, housing, and services that assist homeless people to continue and maintain housing. The 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 proposals from organizations with a mission for ending homelessness in Luzerne County.

[Contact information]

RECEIVED  
FISCAL  
AUG 03 2018
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

Copy of Notice or Publication

Sworn to before me this 30 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
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:

2A.1. CoC and HMIS Lead Governance
(e.g. section of Governance Charter, MOU, MOA)

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<th>Starting Page</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PA 503 Statement for Attachment</td>
</tr>
<tr>
<td>2-3</td>
<td>Pages for Luzerne County Governance Charter regarding HMIS Lead</td>
</tr>
</tbody>
</table>
2A-1 CoC and HMIS lead Governance (e.g., section of Governance Charter, MOU, MOA)

This is to certify that the PA-503 has no MOU between the CoC and HMIS as the Collaborative Applicant and the HMIS Administering agency are the same—Commission on Economic Opportunity.

Signature and Date: Barbara Gomb 8.23.2018

Barbara Gomb, CoC Chair
Luzerne County Continuum of Care Governance Charter

Adopted August 29, 2014
Amended August 12, 2015
Amended November 17, 2015
Amended August 16, 2016
Amended May 16, 2017
Amended July 24, 2017
Amended August 8, 2017
Amended August 22, 2017
Amended August 14, 2018
ARTICLE VII: HMIS Lead Agency: For the purposes of this Governance Charter, the Commission on Economic Opportunity, the collaborative applicant is also recognized as the HMIS Lead Agency for the CoC. (There is no written agreement or MOU for HMIS as the agency is the same entity.) Responsibilities of the HMIS Lead Agency may include, but are not limited to:

- Chair and oversee the HMIS/Data Collection Subcommittee
- Oversee the Luzerne County HMIS in order to comply with all HEARTH Act, CoC requirements including the latest HMIS Data and Technical standards published by HUD
- Develop and annually review a privacy, security and data quality plan for the Luzerne County HMIS
- Oversees the day-to-day administration of the HMIS system
- Provides staffing for operation of HMIS
- Responds to CoC directives
- Maintain agreements with provider agencies
- Ensure that all CoC agencies enter service data in HMIS within ten (10) business days following the end of each month for data quality purposes
- Ensure system integrity and availability
- Provides training on software and related issues including privacy and security
- Provides technical support to participating agencies
- Ensures HMIS software is capable of producing required reporting
- Provides recommendations on use of software and software enhancements
- Supports HMIS by providing ongoing funding
- Ensures accuracy of CoC NOFA and AHAR
- Fulfill CoC reporting requirements for project APR data
- Makes all final HMIS-related decisions on:
  o Planning
  o Participation
  o Coordination of resources
  o Coordination of Data Integrity
  o Determination of long term policies and procedures
  o Determination of software application
- Design and implement a process to provide the Board with quarterly data summarizing project performance and resource utilization, as well as CoC-level performance

ARTICLE VIII: General Provisions

A. It is mandatory that all agencies receiving CoC and/or ESG funding participate in the HMIS system. This will include but is not limited to all shelters, homeless prevention and rapid rehousing projects, transitional housing and permanent supportive housing programs. The only exception to this is a domestic violence provider agency.

B. Membership shall participate to ensure appropriate and proactive discussions and decisions.
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:

Luzerne County CoC HMIS
Policy and Procedures Manual

1. Roles and Responsibilities

(a) HMIS Coordinator and System Administrator

Policy: The Commission on Economic Opportunity of Luzerne County (CEO) is responsible as the lead entity for the Luzerne County CoC HMIS. The Luzerne County CoC HMIS will provide two staff members to assist with this project.

Procedure: The duties of both the HMIS Coordinator and the System Administrator at CEO will be a joint effort.

(b) HMIS Support Coordinator

Policy: The Commission on Economic Opportunity of Luzerne County (CEO) will oversee the implementation of the Luzerne County CoC HMIS. CEO will monitor the purchase of software with internet-access and coordinate the reimbursement process. CEO will also help the agencies to gain access to the database system, assist participating agencies in developing any necessary custom reports, assist with training and help provide technical assistance to the HMIS participants.

Procedure: CEO will assist Luzerne County CoC HMIS participating agencies with the implementation process as part of the HMIS/Data Collection Subcommittee. CEO will oversee the subcommittee Group meetings and assist with duties in the HMIS implementation.

(c) Subcommittee

Policy: The subcommittee will consist of staff members from both CEO and Luzerne County CoC HMIS participating agencies as part of a HMIS/Data Collection Subcommittee. The subcommittee under the leadership of CEO will review all broadcast email. In addition, all documents, manuals, and web postings will be reviewed first by the CEO and the subcommittee with final approval for release pending CEO legal entity review.

Procedure: The subcommittee will meet on a routine basis to plan for trainings, troubleshoot problems with the database system and provide feedback to the HMIS agencies that request assistance. The HMIS Coordinator and the System Administrator will report to CEO’s Director of Special Projects and will be involved with the project throughout its implementation. The Subcommittee will review all broadcast email. All other documents, manuals, and web postings will require final approval from CEO’s legal entity.

(d) Agency Administrators
Policy: Each participating agency will designate an HMIS Agency Administrator. The HMIS Agency Administrator is required to have an email address.

Procedure: Each participating agency should choose its Agency Administrator and send that person's name and contact information to the HMIS Coordinator at CEO. Changes to that information should be promptly reported to the HMIS Coordinator.

(e) Participating Agencies

Policy: Any agency participating in the Luzerne County CoC HMIS will abide by all policies and procedures outlined in this manual.

Procedure: Any agency, organization or group who has signed an HMIS Agency Agreement with CEO will be given access to the LUZERNE COUNTY COC HMIS database. These agencies will connect to Clarity Human Services independently via the Internet.

(f) HMIS/Data Collection Subcommittee

Policy: CEO will assemble an HMIS/Data Collection Subcommittee through the Luzerne county Homeless Coalition member agencies.

Procedure: The Subcommittee will solicit names of particularly skilled candidates for this committee and will invite them to join. The Subcommittee will elicit advice and convene meetings of this group as necessary.

(g) HMIS User

Policy: Any individual who is a paid employee or volunteer of a Participating Agency may be assigned the right to seek access to the Luzerne County CoC HMIS.

Procedure: Any individual who uses Clarity Human Services must have a signed End User Agreement on file with CEO and abide by all policies and procedures in this Manual.

(h) HMIS User Access Levels

Policy: All LUZERNE COUNTY COC HMIS end users will be assigned an appropriate level of access to HMIS data as determined by the Agency Administrator.

Procedure: The Agency Administrator, in consultation with the HMIS System Administrator, will assign appropriate user levels when adding new users.

(i) Communication with Participating Agencies

Policy: The HMIS Administrator is responsible for relevant and timely communication with each Participating Agency regarding the LUZERNE COUNTY COC HMIS. Agency staff will be notified prior to any aggregate report that is generated or any Clarity Human Services upgrade that is added to the database.
Procedure: General communications from the HMIS Administrator will be directed towards the Agency Administrator. Specific communications will be addressed to the person or people involved. The HMIS Administrator will be available via email, phone, and mail.

(j) Participating Agency Communications with the HMIS Administrator

Policy: Participating Agencies are responsible for communicating needs and questions regarding the LUZERNE COUNTY COC HMIS directly to the HMIS Administrator.

Procedure: Users at Participating Agencies will communicate needs, issues and questions to the HMIS Administrator. If the Agency Administrator is unable to resolve the issue, he/she will contact the HMIS Administrator via email, phone, or mail.

(k) System Availability

Policy: CEO, the System Administrator, and Clarity Human Services will provide a highly available database server and will inform users in advance of any planned interruption in service by email.

Procedure: In the event that the database server is or will be unavailable due to disaster or routine maintenance, Clarity Human Services will contact the HMIS Administrator. The HMIS Administrator will contact Agency Administrators and inform them of the cause and duration of the interruption in service. The HMIS Administrator will log all downtime for purposes of system evaluation.

(l) Inter-Agency Data Sharing

Policy: Universal Data included in the Profile section of a client record will be able to be viewed by all users. Participating Agencies will determine which other Participating Agencies will have access to the data entered by each of their users that is not in the profile section. Participating Agencies will specify the Participating Agencies with which it will share data, and the data sections that will be shared, in its HMIS Agency Agreement.

Procedure: Participating Agencies will have access to all Universal Data Elements as specified in the data sections that will be shared with other Participating Agencies in the HMIS Agency Agreement. Participating Agencies will amend this section of the HMIS Agency Agreement in the event that these data sharing practices change.

(m) Ethical Data Use

Policy: Data contained in the LUZERNE COUNTY COC HMIS will only be used to support the delivery of homeless and housing services in Luzerne County. Each HMIS User will affirm the principles of ethical data use and client confidentiality contained in the LUZERNE COUNTY COC HMIS Policies and Procedures Manual and the HMIS End User Agreement.

Procedure: All HMIS users will sign an HMIS End User Agreement before being given access to the LUZERNE COUNTY COC HMIS. Any individual
or Participating Agency misusing, or attempting to misuse HMIS data will be denied access to the database, and his/her/its relationship with the LUZERNE COUNTY CoC HMIS will be terminated.

(n) Access to Core Database

Policy: No one will have direct access to the LUZERNE COUNTY CoC HMIS database through any means other than the Clarity Human Services software, unless explicitly given permission by the System Administrator during a process of software upgrade or conversion.

Procedure: In contract with CEO, Clarity Human Services will monitor access of the database server and employ security methods to prevent unauthorized database access.

(o) Client Confidentiality

Policy: The HMIS System Administrator and Participating Agencies will ensure the confidentiality of all client data. No identifiable client data will be entered into the LUZERNE COUNTY CoC HMIS without written client consent, and no identifiable client data will be shared outside of the limits of that written consent.

Procedure: Access to client data will be tightly controlled using security technology and restrictive access policies. Only individuals authorized to view or edit individual client data will have access to that data.

(p) Client Grievance

Policy: Clients will contact the Participating Agency with which they have a grievance for resolution of HMIS problems. Participating Agencies will report all HMIS-related client grievances to the HMIS Coordinator or System Administrator.

Procedure: Clients will bring HMIS complaints directly to the Participating Agency with which they have a grievance. Participating Agencies will provide a copy of the LUZERNE COUNTY CoC HMIS Policies and Procedures Manual upon request, and respond to client issues. Participating Agencies will send written notice to the HMIS Coordinator of any HMIS-related client grievance. The HMIS Coordinator will record all grievances and will report these complaints to the HMIS/Data Collection Subcommittee.

(q) Participating Agency Hardware/Software Requirements

Policy: Participating Agencies will be provided with necessary computers, printer and must have their own means to connect to the Internet, and thus the LUZERNE COUNTY CoC HMIS. Should the agency need additional equipment, HMIS Support Coordinator will work with the agency to identify the need and determine availability of additional equipment.
Procedure: It is the responsibility of the Luzerne County HMIS to provide a computer and printer to participating agency. The participating agency must provide its own connection to the Internet.

(r) Participating Agency Technical Support Requirements

Policy: Participating Agencies will provide their own technical support for all hardware and software employed to connect to the LUZERNE COUNTY CoC HMIS. Additional technical support may be obtained from the HMIS administrator.

Procedure: Participating Agencies will provide internal technical support for the hardware, software and Internet connections necessary to connect to the LUZERNE COUNTY CoC HMIS according to their own organizational needs. If necessary, the HMIS Administrator may be called for technical support.

2. Security

(a) User Access

Policy: Agency Administrators will provide user names and initial passwords to each Participating Agency user. User names will be unique for each user and will not be exchanged with other users. The CEO System Administrator and the Agency Administrator will have access to the list of user names.

Procedure: Agency Administrators will provide unique user names and initial passwords to each user upon completion of training and signing of a confidentiality agreement and receipt of the Policies and Procedures Manual. The sharing of user names will be considered a breach of the HMIS Agency Agreement.

(b) Passwords

Policy: Users will have access to the LUZERNE COUNTY CoC HMIS via a user name and password. Passwords will be reset every 45 days. Users will keep passwords confidential. Upon employment termination, the passwords will become null and void.

Procedure: The Participating Agency Administrators will issue a user name and password to each new user who has completed training. Every 45 days, passwords are reset automatically. Agencies will notify the HMIS Administrator immediately of each employee termination so the password can be de-activated.

(c) Data Retrieval

Policy: LUZERNE COUNTY CoC HMIS Users will maintain the security of any client data extracted from the database and stored locally, including all data used in custom reporting. LUZERNE COUNTY CoC HMIS users will not electronically transmit any unencrypted client data across a public network.
Procedure: Data extracted from the database and stored locally will be stored in a secure location and will not be transmitted outside of the private local area network unless it is properly protected. Security questions will be addressed to the System Administrator.

(d) Data Access Location

Policy: Users will ensure the confidentiality of client data, following all security policies in the LUZERNE COUNTY CoC HMIS Policies and Procedures Manual and adhering to the standards of ethical data use, regardless of the location of the connecting computer. All users are prohibited from accessing the HMIS database from any location other than the designated and approved work site.

Procedure: All Policies and Procedures and security standards will be enforced regardless of the location of the connecting computer. Users will be instructed in both policies and security. The System Administrator will provide any additional clarification. All users will be informed at the time they are assigned passwords that they are prohibited from working at home. All HMIS related data entry will be processed at the designated and approved work site.

3. Access to LUZERNE COUNTY CoC HMIS

(a) HMIS Agency Agreements

Policy: The Executive Director (or other empowered officer) of any agency wishing to connect to the LUZERNE COUNTY CoC HMIS will sign an HMIS Agency Agreement with the System Administrator (and CEO) before any member of that organization will be granted access.

Procedure: Participating Agencies will be given a copy of the HMIS Agency Agreement, the Policies and Procedures Manual, and any other relevant paperwork in time for adequate review and signature. Once that paperwork has been reviewed and signed, agency users will be trained to use Clarity Human Services. Once training has been completed, each user will be issued a user name and password.

(b) User Licenses

Policy: If necessary, Participating Agencies will purchase additional User Licenses from Clarity Human Services. The cost for User Licenses will be determined by Clarity Human Services, and will not be charged to the System Administrator.

Procedure: Participating Agencies wishing to purchase additional User Licenses over and above the four licenses per agency maximum, will purchase licenses directly from Clarity Human Services and inform the System Administrator of their intent to acquire additional User Licenses. The System Administrator will assign additional user names and passwords upon Clarity Human Service’s receipt of payment for additional user licenses.
(c) **User Activation**

**Policy:** Each new user will be issued a user name and password to access the LUZERNE COUNTY CoC HMIS upon approval of the Participating Agency, completion of Clarity Human Services training, and signing of the HMIS User Agreement.

**Procedure:** Agency Administrators will distribute user licenses for their Participating Agency, adding and deleting users as needed. Agency Administrators will be responsible for training new users. The LUZERNE COUNTY CoC HMIS System Administrator will provide training to Agency Administrators and will supplement this training as necessary.

(d) **HMIS User Agreements**

**Policy:** Each Participating Agency User will sign an HMIS User Agreement before being granted access to the LUZERNE COUNTY COC HMIS.

**Procedure:** The Participating Agency Administrator will distribute HMIS User Agreements to new HMIS Users for signature. The user will sign the HMIS User Agreement. The Agency Administrator will collect and store signed HMIS User Agreements for all users. A copy of all signed user agreements must be forwarded to CEO for the permanent HMIS file.

(e) **Training**

**Policy:** The Subcommittee will coordinate adequate and timely Clarity Human Services training.

**Procedure:** The Subcommittee and the staff of Clarity Human Services will provide training to all new users at the beginning of the HMIS implementation. Agency Administrators will be given additional training relevant to their position. After the initial training, Agency Administrators will be expected to train new Participating Agency staff with the assistance of the Subcommittee. The System Administrator will provide periodic training updates for all users.

4. **Data Collection**

(a) **Required Data Collection**

**Policy:** Participating Agencies will collect a required set of universal data variables for each client, which will be specified in the HMIS Agency Agreement.

**Procedure:** The HMIS Agency Agreement will contain a listing of data elements to be collected for each client contact. These data elements may change from time to time.

(b) **Informed Client Consent**
Policy: Participating Agencies will collect and retain signed client consent forms before any client data will be entered into the LUZERNE COUNTY CoC HMIS. Participating Agency staff will thoroughly explain the client consent to each client.

(c) Appropriate Data Collection

Policy: LUZERNE COUNTY CoC HMIS users will only collect client data relevant to the delivery of services to people experiencing a housing crisis in Luzerne County.

Procedure: LUZERNE COUNTY CoC HMIS users will ask the System Administrator for any necessary clarification of appropriate data collection. The System Administrator will periodically audit pick-lists and agency-specific fields to ensure the database is being used appropriately.

5. Data Entry

(a) Required Fields

Policy: Participating Agencies will enter into the LUZERNE COUNTY CoC HMIS a required set of data variables for each client, which will be specified in the HMIS Agency Agreement.

Procedure: The HMIS[Agency Agreement] will contain a listing of data elements to be entered into the LUZERNE COUNTY CoC HMIS for each client contact.

(b) Profile Information

Policy: Users will designate profile information as either open or read-only in the client security portion of the profile section of the client record in Clarity Human Services. No user will close the profile section of a client record.

Procedure: Users will designate profile information as either open or read-only. The System Administrator will report any closed profiles and ask users to change or delete these records.

(c) Data Element Customization

Policy: Participating Agencies will have 5 fields available for agency-specific customization.

Procedure: Agency Administrators will be trained to customize the agency-specific fields.

(d) Additional Customization
Policy: Participating Agencies will purchase any additional database customization directly from Clarity Human Services. The System Administrator will not provide additional customization.

Procedure: Participating Agencies will first contact the HMIS Administrator and discuss the need to additional customized reports. The HMIS Administrator will contact Clarity Human Services directly with additional customization needs and arrange for communication with the participating agency.

6. Quality Control

(a) Data Integrity

Policy: LUZERNE COUNTY CoC HMIS users will be responsible for the accuracy of their data entry.

Procedure: In order to test the integrity of the data contained in the LUZERNE COUNTY CoC HMIS, the Systems Administrator will perform regular data integrity checks on the LUZERNE COUNTY CoC HMIS. Any patterns of error will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance.

(f) Data Integrity Expectations

Policy: Participating Agencies will provide the following levels of data accuracy and timeliness:

(i) All names will be accurate;

(ii) Blanks or "unknown" entries in required data fields will not exceed 5% per month;

(iii) All services provided will be compatible with the providing program;

(iv) In all reports of shelter provided for a client, the client must be eligible to receive shelter services from the listed provider; and

(v) Data entry for all services provided during one calendar month must be entered into the LUZERNE COUNTY COC HMIS by the fifteenth working day of the following calendar month.

Procedure: The System Administrator will perform regular data integrity checks on the LUZERNE COUNTY CoC HMIS. Any patterns of error at a Participating Agency will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct data entry techniques and will be monitored for compliance.
(g) **On-Site Review**

**Policy:** The Subcommittee will perform annual on-site reviews at each Participating Agency of data processes related to the LUZERNE COUNTY CoC HMIS.

**Procedure:** This review will be done as part of the renewal of the HMIS Agency Agreement.

7. **Data Retrieval**

(a) **Participating Agencies**

**Policy:** Participating Agencies will have access to retrieve any individual and aggregate data entered by their own programs. Participating Agencies will not have access to retrieve individual records entered by other programs except when data is explicitly shared through the HMIS Agency Agreement, and with the explicit consent of the client.

**Procedure:** At the time of data entry, HMIS users will determine the appropriate level of access to that data. When using the report writer module, users will only be able to extract data from those records, which they have access.

(b) **System Administrator**

**Policy:** The System Administrator will have access to retrieve all data in the LUZERNE COUNTY CoC HMIS. The System Administrator will not access individual client data for purposes other than maintenance and checking for data integrity. The System Administrator will only report client data in aggregate form.

**Procedure:** The System Administrator will be responsible for ensuring that no individual client data is retrieved for purposes other than maintenance and performing data integrity checks.

(c) **Clarity Human Services**

**Policy:** Clarity Human Services will not have access to individual or aggregate data contained within the LUZERNE COUNTY CoC HMIS without the explicit permission of CEO for purposes of software maintenance and/or data conversion.

**Procedure:** Clarity Human Services will sign an agreement with CEO prohibiting its access to the database except under the conditions described above.

(d) **Client**

**Policy:** Any client will have access on demand to view, or keep a printed copy of, his or her own records contained in the LUZERNE COUNTY CoC HMIS. All requests for client information will follow agency policy guidelines for release of information. The client will also have access to a logged audit trail of changes to those records. No client
shall have access to another client's records in the LUZERNE COUNTY CoC HMIS.

Procedure: A client will provide a signed written request to his or her case manager to see his or her own record. The case manager, or any available staff person within LUZERNE COUNTY CoC HMIS access, will verify the client's identity and print all requested information. The case manager can also request a logged audit trail of the client's record from the Agency Administrator. The Agency Administrator will contact the System Administrator who will print this audit trail and with agency approval forward to the Agency Administrator for distribution to the client.

(e) Public

Policy: The HMIS Coordinator, on behalf of the HMIS/Data Collection Subcommittee, will address all requests for data from entities other than Participating Agencies or clients. No individual client data will be provided to any group or individual that is neither the Participating Agency, which entered the data, nor the client without proper authorization or consent.

Procedure: All requests for data from anyone other than a Participating Agency or client will be directed to the HMIS Coordinator. As part of the System Administrator's regular employment functions, periodic public reports about homelessness and housing issues in Luzerne County will be issued. No individually identifiable client data will be reported in any of these reports.

(f) Data Retrieval Support

Policy: Participating Agencies will create and run agency-level reports.

Procedure: The Agency Administrator will be trained in reporting by Clarity Human Services or by the System Administrator. The System Administrator will be a resource for report creation.
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
3A-6 HDX- 2018 Competition Report
2018 HDX Competition Report
PIT Count Data for PA-503 - Wilkes-Barre, Hazleton/Luzerne County CoC

<table>
<thead>
<tr>
<th>Total Population PIT Count Data</th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count</td>
<td>169</td>
<td>174</td>
<td>165</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>82</td>
<td>82</td>
<td>78</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>78</td>
<td>89</td>
<td>81</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>160</td>
<td>171</td>
<td>159</td>
</tr>
<tr>
<td>Total Unsheltered Count</td>
<td>9</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chronically Homeless PIT Counts</th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of Chronically Homeless Persons</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sheltered Count of Chronically Homeless Persons</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unsheltered Count of Chronically Homeless Persons</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Homeless Households with Children PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2016 PIT</th>
<th>2017 PIT</th>
<th>2018 PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children</td>
<td>23</td>
<td>29</td>
<td>24</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Households with Children</td>
<td>23</td>
<td>29</td>
<td>24</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Households with Children</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Homeless Veteran PIT Counts

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Sheltered and Unsheltered Count of the Number of Homeless Veterans</td>
<td>25</td>
<td>16</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>Sheltered Count of Homeless Veterans</td>
<td>23</td>
<td>16</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>Unsheltered Count of Homeless Veterans</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
### 2018 HDX Competition Report

**HIC Data for PA-503 - Wilkes-Barre, Hazleton/Luzerne County CoC**

**HMIS Bed Coverage Rate**

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Total Beds in 2018 HIC</th>
<th>Total Beds in 2018 HIC Dedicated for DV</th>
<th>Total Beds in HMIS</th>
<th>HMIS Bed Coverage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter (ES) Beds</td>
<td>107</td>
<td>24</td>
<td>83</td>
<td>100.00%</td>
</tr>
<tr>
<td>Safe Haven (SH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Transitional Housing (TH) Beds</td>
<td>118</td>
<td>36</td>
<td>82</td>
<td>100.00%</td>
</tr>
<tr>
<td>Rapid Re-Housing (RRH) Beds</td>
<td>116</td>
<td>0</td>
<td>116</td>
<td>100.00%</td>
</tr>
<tr>
<td>Permanent Supportive Housing (PSH) Beds</td>
<td>275</td>
<td>0</td>
<td>238</td>
<td>86.55%</td>
</tr>
<tr>
<td>Other Permanent Housing (OPH) Beds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Total Beds</strong></td>
<td><strong>615</strong></td>
<td><strong>60</strong></td>
<td><strong>519</strong></td>
<td><strong>93.35%</strong></td>
</tr>
</tbody>
</table>

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2018 HDX Competition Report
HIC Data for PA-503 - Wilkes-Barre, Hazleton/Luzerne County CoC

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

<table>
<thead>
<tr>
<th>Chronically Homeless Bed Counts</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC</td>
<td>18</td>
<td>27</td>
<td>41</td>
</tr>
</tbody>
</table>

### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

<table>
<thead>
<tr>
<th>Households with Children</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH units available to serve families on the HIC</td>
<td>10</td>
<td>33</td>
<td>32</td>
</tr>
</tbody>
</table>

### Rapid Rehousing Beds Dedicated to All Persons

<table>
<thead>
<tr>
<th>All Household Types</th>
<th>2016 HIC</th>
<th>2017 HIC</th>
<th>2018 HIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH beds available to serve all populations on the HIC</td>
<td>62</td>
<td>136</td>
<td>116</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitted FY 2016</td>
<td>FY 2017</td>
<td>Submitted FY 2016</td>
</tr>
<tr>
<td>1.1 Persons in ES and SH</td>
<td>824</td>
<td>655</td>
<td>19</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, and TH</td>
<td>936</td>
<td>642</td>
<td>57</td>
</tr>
</tbody>
</table>

b. This measure is based on data element 3.17.

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

The construction of this measure changed, per HUD's specifications, between FY 2015 and FY 2017. HUD is aware that this may impact the change between these two years.
## FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Universe (Persons)</th>
<th>Average LOT Homeless (bed nights)</th>
<th>Median LOT Homeless (bed nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Persons in ES, SH, and PH (prior to &quot;housing move in&quot;)</td>
<td>824</td>
<td>540</td>
</tr>
<tr>
<td>1.2 Persons in ES, SH, TH, and PH (prior to &quot;housing move in&quot;)</td>
<td>936</td>
<td>646</td>
</tr>
</tbody>
</table>
Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

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

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

<table>
<thead>
<tr>
<th>Exit was from</th>
<th>Total # of Persons who Exit to a Permanent Housing Destination (2 Years Prior)</th>
<th>Returns to Homelessness in Less than 6 Months FY 2017 % of Returns</th>
<th>Returns to Homelessness from 6 to 12 Months FY 2017 % of Returns</th>
<th>Returns to Homelessness from 13 to 24 Months FY 2017 % of Returns</th>
<th>Number of Returns in 2 Years FY 2017 % of Returns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit was from SO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from ES</td>
<td>431</td>
<td>110 26%</td>
<td>17 4%</td>
<td>31 7%</td>
<td>158 37%</td>
</tr>
<tr>
<td>Exit was from TH</td>
<td>90</td>
<td>8 9%</td>
<td>5 6%</td>
<td>0 0%</td>
<td>13 14%</td>
</tr>
<tr>
<td>Exit was from SH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Exit was from PH</td>
<td>32</td>
<td>2 6%</td>
<td>0 0%</td>
<td>0 0%</td>
<td>2 6%</td>
</tr>
<tr>
<td>TOTAL Returns to Homelessness</td>
<td>553</td>
<td>120 22%</td>
<td>22 4%</td>
<td>31 6%</td>
<td>173 31%</td>
</tr>
</tbody>
</table>

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts
### 2018 HDX Competition Report
#### FY2017 - Performance Measurement Module (Sys PM)

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

<table>
<thead>
<tr>
<th></th>
<th>January 2016 PIT Count</th>
<th>January 2017 PIT Count</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Total PIT Count of sheltered and unsheltered persons</td>
<td>169</td>
<td>174</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>82</td>
<td>82</td>
<td>0</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>78</td>
<td>89</td>
<td>11</td>
</tr>
<tr>
<td>Total Sheltered Count</td>
<td>160</td>
<td>171</td>
<td>11</td>
</tr>
<tr>
<td>Unsheltered Count</td>
<td>9</td>
<td>3</td>
<td>-6</td>
</tr>
</tbody>
</table>

### Metric 3.2 – Change in Annual Counts

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Unduplicated Total sheltered homeless persons</td>
<td>942</td>
<td>642</td>
<td>-300</td>
</tr>
<tr>
<td>Emergency Shelter Total</td>
<td>830</td>
<td>557</td>
<td>-273</td>
</tr>
<tr>
<td>Safe Haven Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transitional Housing Total</td>
<td>188</td>
<td>119</td>
<td>-69</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of adults (system stayers)</td>
<td>75</td>
<td>108</td>
<td>33</td>
</tr>
<tr>
<td>Number of adults with increased earned income</td>
<td>3</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>4%</td>
<td>6%</td>
<td>2%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of adults (system stayers)</td>
<td>75</td>
<td>108</td>
<td>33</td>
</tr>
<tr>
<td>Number of adults with increased non-employment cash income</td>
<td>19</td>
<td>28</td>
<td>9</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>25%</td>
<td>26%</td>
<td>1%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of adults (system stayers)</td>
<td>75</td>
<td>108</td>
<td>33</td>
</tr>
<tr>
<td>Number of adults with increased total income</td>
<td>19</td>
<td>32</td>
<td>13</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>25%</td>
<td>30%</td>
<td>5%</td>
</tr>
</tbody>
</table>
### Metric 4.4 – Change in earned income for adult system leavers

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>38</td>
<td>24</td>
<td>-14</td>
</tr>
<tr>
<td>Number of adults who exited with increased earned income</td>
<td>17</td>
<td>6</td>
<td>-11</td>
</tr>
<tr>
<td>Percentage of adults who increased earned income</td>
<td>45%</td>
<td>25%</td>
<td>-20%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>38</td>
<td>24</td>
<td>-14</td>
</tr>
<tr>
<td>Number of adults who exited with increased non-employment cash income</td>
<td>6</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Percentage of adults who increased non-employment cash income</td>
<td>16%</td>
<td>46%</td>
<td>30%</td>
</tr>
</tbody>
</table>

### Metric 4.6 – Change in total income for adult system leavers

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Number of adults who exited (system leavers)</td>
<td>38</td>
<td>24</td>
<td>-14</td>
</tr>
<tr>
<td>Number of adults who exited with increased total income</td>
<td>23</td>
<td>16</td>
<td>-7</td>
</tr>
<tr>
<td>Percentage of adults who increased total income</td>
<td>61%</td>
<td>67%</td>
<td>6%</td>
</tr>
</tbody>
</table>
2018 HDX Competition Report
FY2017 - 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH or TH during the reporting period.</td>
<td>859</td>
<td>550</td>
<td>-309</td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td>156</td>
<td>159</td>
<td>3</td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)</td>
<td>703</td>
<td>391</td>
<td>-312</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Person with entries into ES, SH, TH or PH during the reporting period.</td>
<td>1051</td>
<td>580</td>
<td>-471</td>
</tr>
<tr>
<td>Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.</td>
<td>187</td>
<td>170</td>
<td>-17</td>
</tr>
<tr>
<td>Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)</td>
<td>854</td>
<td>410</td>
<td>-454</td>
</tr>
</tbody>
</table>
Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons who exit Street Outreach</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Of persons above, those who exited to temporary &amp; some institutional destinations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% Successful exits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Metric 7b.1 — Change in exits to permanent housing destinations
## 2018 HDX Competition Report
### FY2017 - Performance Measurement Module (Sys PM)

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing</td>
<td>873</td>
<td>509</td>
<td>-364</td>
</tr>
<tr>
<td>Of the persons above, those who exited to permanent housing destinations</td>
<td>580</td>
<td>309</td>
<td>-271</td>
</tr>
<tr>
<td>% Successful exits</td>
<td>66%</td>
<td>61%</td>
<td>-5%</td>
</tr>
</tbody>
</table>

**Metric 7b.2 – Change in exit to or retention of permanent housing**

<table>
<thead>
<tr>
<th>Metric</th>
<th>Submitted FY 2016</th>
<th>FY 2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universe: Persons in all PH projects except PH-RRH</td>
<td>242</td>
<td>265</td>
<td>43</td>
</tr>
<tr>
<td>Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations</td>
<td>232</td>
<td>273</td>
<td>41</td>
</tr>
<tr>
<td>% Successful exits/retention</td>
<td>96%</td>
<td>96%</td>
<td>0%</td>
</tr>
</tbody>
</table>
This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

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

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.
### 2018 HDX Competition Report

**FY2017 - SysPM Data Quality**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of non-DV Beds on HIC</td>
<td>59</td>
<td>65</td>
<td>63</td>
<td>87</td>
<td>113</td>
<td>95</td>
</tr>
<tr>
<td>2. Number of HMIS Beds</td>
<td>59</td>
<td>65</td>
<td>63</td>
<td>87</td>
<td>98</td>
<td>94</td>
</tr>
<tr>
<td>3. HMIS Participation Rate from HIC (%)</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>4. Unduplicated Persons Served (HMIS)</td>
<td>661</td>
<td>725</td>
<td>703</td>
<td>904</td>
<td>171</td>
<td>195</td>
</tr>
<tr>
<td>5. Total Leavers (HMIS)</td>
<td>516</td>
<td>564</td>
<td>699</td>
<td>842</td>
<td>59</td>
<td>72</td>
</tr>
<tr>
<td>6. Destination of Don’t Know, Refused, or Missing (HMIS)</td>
<td>114</td>
<td>133</td>
<td>69</td>
<td>176</td>
<td>4</td>
<td>26</td>
</tr>
<tr>
<td>7. Destination Error Rate (%)</td>
<td>22.09</td>
<td>23.58</td>
<td>9.87</td>
<td>20.90</td>
<td>6.76</td>
<td>56.11</td>
</tr>
</tbody>
</table>

6/26/2018 1:55:15 PM

15
## 2018 HDX Competition Report

**Submission and Count Dates for PA-503 - Wilkes-Barre, Hazleton/Luzerne County CoC**

### Date of PIT Count

<table>
<thead>
<tr>
<th>Date CoC Conducted 2018 PIT Count</th>
<th>Date</th>
<th>Received HUD Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/24/2018</td>
<td></td>
</tr>
</tbody>
</table>

### Report Submission Date in HDX

<table>
<thead>
<tr>
<th>Submitted On</th>
<th>Met Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 PIT Count Submittal Date</td>
<td>Yes</td>
</tr>
<tr>
<td>2018 HIC Count Submittal Date</td>
<td>Yes</td>
</tr>
<tr>
<td>2017 System PM Submittal Date</td>
<td>Yes</td>
</tr>
</tbody>
</table>
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:

3B-2. Order of Priority- Written Standards
Appendix B: Prioritization Policy for Permanent Supportive Housing – Revised
PA-503 Written standards for Order of Priority

This CoC will base prioritization for permanent housing on the updated with Notice CPD-16-11: Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.

Households meeting the definition of chronic homelessness will be prioritized for all Permanent Supportive Housing vacancies upon turnover utilizing the CE list. This includes programs having beds dedicated to serving chronic homeless, those who have available beds prioritized for chronic and any other priority for a PSH units. Persons with the longest history for either chronic or non-chronic will be offered a vacant unit first according to the order of priority agreed upon by the board. PSH providers notify all housing providers if they have opening by emails, phone calls or information sharing at meetings. PSH providers will review the weekly CE list for any chronic homeless households, attempt to reach the person or contact the provider agency to complete an assessment for their program. The PSH provider will hold the unit for 5 days while working to identify a chronic household and then go on to the next priority household for review to possibly enter PSH vacancy.

If one chronic household is identified, they will be placed in the available unit. If multiple chronic households are identified, the household who will first receive assistance will be based on HUD’s prioritization described below:

A. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Dedicated or Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

1. Order of priority for CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness that is based on the length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the individual’s or family’s service needs. Recipients of CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness would be required to follow that order of priority when selecting participants for housing, in a manner consistent with their current grant agreement.

2. Where there are no chronically homeless individuals and families within the CoC’s geographic area, CoCs and recipients of CoC Program-funded PSH are encouraged to follow the order of priority in Section III.B. of this Notice. For projects located in CoC’s where a sub-CoC approach to housing and service delivery has been implemented, which may also be reflected in a sub-CoC coordinated entry process, need only to prioritize assistance within their specified sub-CoC area.

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

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 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 where the CoC has adopted these orders of priority into their written standards, these chronically homeless persons must continue to be prioritized for PSH until they are housed.

B. Prioritizing Chronically Homeless Persons in CoC Program-funded Permanent Supportive Housing Beds Not Dedicated or Not Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

(a) 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.

(b) 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.

(c) 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.

(d) 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.
Recipients of CoC Program-funded PSH should follow the order of priority above, as adopted by the CoC, 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 III.B.1. of this Notice, as adopted by the CoC, to the extent in which youth meet the stated criteria.

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 Notice, and as adopted by the CoC. HUD 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 (see FAQ 1895). 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 where the CoC has adopted these orders of priority into their written standards, these individuals and families must continue to be prioritized until they are housed.

IV. Using Coordinated Entry and a Standardized Assessment Process to Determine Eligibility and Establish a Prioritized Waiting List

A. Coordinated Entry Requirement

All PSH providers will enroll a homeless participant individual or household in the PA-503 Coordinated Entry System through HMIS with the exception of Domestic Violence who will use their comparable database and submit an excel spreadsheet weekly to the HMIS administrator using unique identifiers for names upholding privacy/safety concerns.

Written Standards for Creation of a Single Prioritized List for PSH: All CoC Program-funded PSH will accept referrals only through a single prioritized list- the PA 503-CE List- that is created through the CoCs coordinated entry process. This single CE list will be updated on a weekly basis.

Standardized Assessment Tool Requirement: the standardized assessment tool will be the CE enrollment screens using HMIS or the DV comparable database spreadsheet.

Nondiscrimination Requirements: This CoC and its provider agencies will continue to comply with the nondiscrimination provisions of Federal civil rights laws, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II or III of the Americans with Disabilities Act, as applicable. See 24 C.F.R. § 5.105(a).

Recordkeeping Recommendations for CoCs that have Adopted the Orders of Priority in this Notice; each provider who is going to accept a homeless person into their CoC PSH must comply with 24 CFR 578.103(a)(4) with documentation requirements for all recipients of dedicated and non-dedicated CoC Program-funded PSH associated with determining whether or not an individual or family is chronically homeless for the purposes of eligibility.

In addition to those requirements, this CEO will comply with HUD expectations that where CoCs have adopted the orders of priority into their written standards. The CoC, as well as recipients of CoC
Program-funded PSH, will maintain evidence of implementing these priorities. Evidence of
following these orders of priority may be demonstrated by:

A. Evidence of Severe Service Needs. Evidence of severe service needs is that by which the
recipient is able to determine the severity of needs as defined previously in this Notice using data-
driven methods such as an administrative data match or through the use of a standardized assessment.
The documentation should include any information pertinent to how the determination was made,
such as notes associated with case-conferencing decisions.

B. Evidence that the Recipient is Following the CoC’s Written Standards for Prioritizing
Assistance. Recipients must follow the CoC’s written standards for prioritizing assistance, as
adopted by the CoC. In accordance with the CoC’s adoption of written standards for prioritizing
assistance, recipients must in turn document that the CoC’s revised written standards have been
incorporated into the recipient’s intake procedures and that the recipient is following its intake
procedures when accepting new program participants into the project.

C. Evidence that there are no Households Meeting Higher Order of Priority within CoC’s
Geographic Area.
(a) When dedicated and prioritized PSH is used to serve non-chronically homeless households, the
recipient of CoC Program-funded PSH should document how it was determined that there were no
chronically homeless households identified for assistance within the CoC’s geographic area – or for
those CoCs that implement a sub-CoC 3planning and housing and service delivery approach, the
smaller defined geographic area within the CoC’s geographic area – at the point in which a vacancy
became available. This documentation should include evidence of the outreach efforts that had been
undertaken to locate eligible chronically homeless households within the defined geographic area
and, where chronically homeless households have been identified but have not yet accepted
assistance, the documentation should specify the number of persons that are chronically homeless
that meet this condition and the attempts that have been made to engage the individual or family.
Where a CoC is using a single prioritized list, the recipient of PSH may refer to that list as evidence.

(b) When non-dedicated and non-prioritized PSH is used to serve an eligible individual or family that
meets a lower order of priority, the recipient of CoC Program-funded PSH should document how the
determination was made that there were no eligible individuals or families within the CoC’s
geographic area - or for those CoCs that implement a sub-CoC planning and housing and service
delivery approach, the smaller defined geographic area within the CoC’s geographic area - that met a
higher priority. Where a CoC is using a single prioritized list, the recipient of PSH may refer to that
list as evidence that there were no households identified within the CoC’s geographic area that meet
a higher order of priority.

Number of PSH Beds Available for Chronically Homeless Persons

CoC Program-funded PSH are required to prioritize otherwise eligible households in a
nondiscriminatory manner. Program implementation, including any prioritization policies, must
be implemented consistent with the nondiscrimination provisions of the Federal civil rights laws,
including, but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI
of the Civil Rights Act, and Title II or III of the Americans with Disabilities Act, as applicable.
2. Where a CoC or a recipient of CoC Program-funded PSH beds that are dedicated or prioritized is not able to identify chronically homeless individuals and families as defined in 24 CFR 578.3 within the CoC, the order of priority in Section III.B. of this Notice, as adopted by the CoC, may be followed.

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 that has been identified as a project that will prioritize a portion or all of its turnover beds to persons experiencing chronic homelessness should follow the order of priority under Section III.A.1. of this Notice to the extent in which persons with serious mental illness meet the criteria.

4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority in this Notice. HUD 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 remain vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts to engage those persons and the CoC and CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable and for those projects that indicated in the FY 2013 CoC Project Application that they would follow a Housing First approach will be required to do so for both the FY 2013 and FY 2014 operating year(s), as the CoC score for the FY 2013 – FY 2014 CoC Program Competition was affected by the extent in which project applications indicated that they would follow this approach and this requirement will be incorporated into the recipient’s FY 2013 and FY 2014 grant agreement. For eligibility in dedicated or prioritized PSH serving chronically homeless households, the individual or head of household must meet all of the applicable criteria to be considered chronically homeless per 24 CFR 578.3.

If a chronic household cannot be identified within the stated timeframe, a non-chronic household should be placed in the unit based on the following prioritization.

**Order of Priority in Permanent Supportive Housing Beds Not Dedicated or Prioritized for Persons Experiencing Chronic Homelessness**

1. As of the referenced CPD notice, CoCs are encouraged to revise their written standards to include the following priorities for non-dedicated and non-prioritized PSH beds. If adopted into the CoCs written standards, recipients of CoC Program-funded PSH would then be required to follow the order of priority when selecting participants for housing in accordance with the CoC’s revised written standards included in this Notice and in a manner consistent with their current grant agreement. CoCs that adopt this order of priority are encouraged to include in the written standards a policy that would allow for recipients of non-dedicated and non-prioritized PSH to offer housing to chronically homeless individuals and families first, but minimally would be required to place otherwise eligible
households in an order that prioritizes, in a nondiscriminatory manner, those who would benefit the most from this type of housing, beginning with those most at risk of becoming chronically homeless. For eligibility in non-dedicated and non-prioritized PSH serving non-chronically homeless households, any household member with a disability may qualify the family for PSH.

(a) First Priority—Homeless Individuals and Families with a Disability with the Most Severe Service Needs.
An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time, including persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and has been identified as having the most severe service needs.

(b) Second Priority—Homeless Individuals and Families with a Disability with a Long Period of Continuous or Episodic Homelessness. An individual or family that is eligible for CoC Program-funded PSH who has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.

(c) Third Priority—Homeless Individuals and Families with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters. An individual or family that is eligible for CoC Program-funded PSH who has been living in a place not meant for human habitation, a safe haven, or an emergency shelter. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.

(d) 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 coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing—all are eligible for PSH even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.
2. Recipients of CoC Program-funded PSH should follow the order of priority above, as adopted by the CoC, while also considering the goals and any identified target populations served by the project. For example, in CoC Program-funded PSH where the beds are not dedicated or prioritized and which is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section III.B.1. of this Notice, as adopted by the CoC, to the extent in which persons with serious mental illness meet the criteria.

3. Due diligence should be exercised when conducting outreach and assessment to ensure that persons are served in the order of priority in this Notice, and as adopted by the CoC. HUD 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 where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Street outreach providers should continue to make attempts with those persons using a Housing First approach to place as few conditions on a person’s housing as possible.
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
3B-5. Racial Disparities Summary
The CoC Board completed an initial assessment of Racial Disparity among its shelter, housing and service providers by comparing census data with HMIS data.

The Board first reviewed the U.S. Census Bureau QuickFacts for Luzerne County, Pennsylvania and the information shows 90.2% of the population as if July 2017 was White with the additional 9.9% a combination of Races such as Black or African American alone; American Indian and Alaska Native Alone; Asian alone; Native Hawaiian and Other Pacific Islander alone; and Two or More Races.

The HMIS Administrator completed an analysis of HMIS data for the period 5/1/2017 to 4/30/2018 for all shelters, excluding Domestic Violence; transitional housing programs; permanent housing including rapid rehousing programs and CoC service programs. Data indicated that out of 2,161 persons served, 700 (32%) were identified as a race other than White. This analysis is further analyzed to show race other than White 37% were in permanent housing including rapid rehousing; 47% in transitional housing; 32% in shelter and 42% in services.

From the 2018 Point In Time Count, a total of 165 persons were identified as sheltered or unsheltered with 57% White and 43% Black or African American and Multiple Races.

The board concluded that our CoC programs have a higher percent of persons of color who have entered and received some type of CoC service as compared to the overall population. We need further analysis of our system with outcome reports depicting the information by race. We also do not have a person of color on our CoC Board or as a member of the Luzerne County Homeless Coalition.

In regards to the issue of racial outcomes, we need the following:

- HMIS reports to view the outcomes for people of color in the CoC programs;
- examine why people of color are experiencing homelessness at a greater level and how they enter the system;
- explore having a person (s) of color discuss their experiences with the CoC system and participate at future meetings offering opinions;
- research if any CoC agency has persons of color who can participate in the process;
- develop goals to address the reasons and outcomes of homelessness for people of color.
## QuickFacts

Luzerne County, Pennsylvania

QuickFacts provides statistics for all states and counties, and for cities and towns with a population of 5,000 or more.

### Table

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Population estimates, July 1, 2017, (V2017)</td>
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<td>Population estimates, April 1, 2010, (V2017)</td>
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<td>Population, percent change - April 1, 2010 (estimates base) to July 1, 2017, (V2017)</td>
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<td></td>
<td>Population, Census, April 1, 2010</td>
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<td>Age and Sex</td>
<td>Persons under 5 years, percent</td>
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<tr>
<td></td>
<td>Persons under 16 years, percent</td>
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<tr>
<td></td>
<td>Persons 65 years and over, percent</td>
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<tr>
<td></td>
<td>Female persons, percent</td>
<td>51.0%</td>
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<tr>
<td>Race and Hispanic Origin</td>
<td>White alone, percent (a)</td>
<td>90.2%</td>
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<tr>
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<td>Black or African American alone, percent (a)</td>
<td>6.0%</td>
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<td></td>
<td>American Indian and Alaska Native alone, percent (a)</td>
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<tr>
<td></td>
<td>Asian alone, percent (a)</td>
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<tr>
<td></td>
<td>Native Hawaiian and Other Pacific Islander alone, percent (a)</td>
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<td></td>
<td>Two or More Races, percent</td>
<td>1.8%</td>
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<tr>
<td></td>
<td>Hispanic or Latino, percent (b)</td>
<td>11.8%</td>
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<tr>
<td></td>
<td>White alone, not Hispanic or Latino, percent</td>
<td>81.7%</td>
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<tr>
<td>Population Characteristics</td>
<td>Veterans, 2012-2016</td>
<td>34,204</td>
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<td>Foreign born persons, percent, 2012-2016</td>
<td>5.7%</td>
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<tr>
<td>Housing</td>
<td>Housing units, July 1, 2017, (V2017)</td>
<td>150,097</td>
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<td></td>
<td>Owner-occupied housing unit rate, 2012-2016</td>
<td>69.0%</td>
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<tr>
<td></td>
<td>Median value of owner-occupied housing units, 2012-2016</td>
<td>$123,500</td>
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<tr>
<td></td>
<td>Median selected monthly owner costs -with a mortgage, 2012-2016</td>
<td>$1,209</td>
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<td>Median selected monthly owner costs -without a mortgage, 2012-2016</td>
<td>$482</td>
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<td>Median gross rent, 2012-2016</td>
<td>$712</td>
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<td>Building permits, 2017</td>
<td>368</td>
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<td>Families &amp; Living Arrangements</td>
<td>Households, 2012-2016</td>
<td>127,514</td>
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<td>Persons per household, 2012-2016</td>
<td>2.40</td>
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<td>Living in same house 1 year ago, percent of persons age 1 year+, 2012-2016</td>
<td>88.1%</td>
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<td>Language other than English spoken at home, percent of persons age 5 years+, 2012-2016</td>
<td>10.2%</td>
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<tr>
<td>Education</td>
<td>High school graduate or higher, percent of persons age 25 years+, 2012-2016</td>
<td>99.1%</td>
</tr>
<tr>
<td></td>
<td>Bachelor's degree or higher, percent of persons age 25 years+, 2012-2016</td>
<td>51.9%</td>
</tr>
<tr>
<td>Health</td>
<td>With a disability, under age 65 years, percent, 2012-2016</td>
<td>10.8%</td>
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<tr>
<td></td>
<td>Persons without health insurance, under age 65 years, percent</td>
<td>5.5%</td>
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<tr>
<td>Economy</td>
<td>In civilian labor force, total, percent of population age 16 years+, 2012-2016</td>
<td>60.2%</td>
</tr>
<tr>
<td></td>
<td>In civilian labor force, female, percent of population age 16 years+, 2012-2016</td>
<td>56.3%</td>
</tr>
<tr>
<td></td>
<td>Total accommodation and food services sales, 2012 ($1,000) (c)</td>
<td>515,557</td>
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<td>Total health care and social assistance receipt/revenue, 2012 ($1,000) (c)</td>
<td>2,275,087</td>
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<td></td>
<td>Total manufacturers shipments, 2012 ($1,000) (c)</td>
<td>6,627,985</td>
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<td>Total merchant wholesaler sales, 2012 ($1,000) (c)</td>
<td>3,435,852</td>
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<td>Total retail sales, 2012 ($1,000) (c)</td>
<td>5,097,008</td>
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<tr>
<td></td>
<td>Total retail sales per capita, 2012 (c)</td>
<td>2,252,222</td>
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<tr>
<td>Transportation</td>
<td>Mean travel time to work (minutes), workers age 16 years+, 2012-2016</td>
<td>22.0</td>
</tr>
</tbody>
</table>
### Income & Poverty

- Median household income (in 2016 dollars), 2012-2016: $46,577
- Per capita income in past 12 months (in 2016 dollars), 2012-2016: $25,899
- Persons in poverty, percent: ▲ 14.6%

### BUSINESSES

<table>
<thead>
<tr>
<th>Businesses</th>
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<tbody>
<tr>
<td>Total employer establishments, 2016</td>
<td>7,241</td>
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<tr>
<td>Total employment, 2016</td>
<td>133,635</td>
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<td>Total annual payroll, 2015 ($1,000)</td>
<td>5,238,068</td>
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<td>Total employment, percent change, 2015-2016</td>
<td>1.6%</td>
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<td>Total nonemployer establishments, 2016</td>
<td>15,868</td>
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<td>All firms, 2012</td>
<td>21,934</td>
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<td>Men-owned firms, 2012</td>
<td>13,109</td>
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<td>Women-owned firms, 2012</td>
<td>6,611</td>
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<td>Minority-owned firms, 2012</td>
<td>2,156</td>
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<td>Nonminority-owned firms, 2012</td>
<td>15,842</td>
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<tr>
<td>Veteran-owned firms, 2012</td>
<td>2,264</td>
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<td>Nonveteran-owned firms, 2012</td>
<td>13,571</td>
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### GEOGRAPHY

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<tbody>
<tr>
<td>Population per square mile, 2010</td>
<td>360.4</td>
</tr>
<tr>
<td>Land area in square miles, 2010</td>
<td>690.33</td>
</tr>
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<td>FIPS Code</td>
<td>42079</td>
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</table>
QuickFacts are not comparable to other geographic levels due to methodology differences that may exist between different data sources. Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Fact icon to the left of each row in the table view to learn about sampling error.

The vintage year (e.g., 2017) refers to the final year of the series (2010 thru 2017). Different vintage years of estimates are not comparable.

**Fact Notes**
- Includes persons reporting only one race
- Hispanics may be of any race, so also are included in applicable race categories
- Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

**Value Flags**
- D: Suppressed to avoid disclosure of confidential information
- F: Fewer than 25 cases
- FN: Footnote on this item in place of data
- N: Not available
- S: Suppressed; does not meet publication standards
- X: Not applicable
- Z: Value greater than zero but less than half unit of measure shown

Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.

## PA 503 Analysis of Racial Disparity by CoC Program

<table>
<thead>
<tr>
<th>CoC Program</th>
<th>total</th>
<th>Other races than White</th>
<th>total</th>
<th>Other races than White</th>
<th>total</th>
<th>Other races than White</th>
<th>total</th>
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<td>Perm Housing</td>
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<tr>
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<td><strong>Total</strong></td>
<td>2,161</td>
<td>700</td>
<td>944</td>
<td>327</td>
<td>170</td>
<td>80</td>
<td>744</td>
<td>274</td>
<td>303</td>
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<td><strong>Race % by program</strong></td>
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<td>32%</td>
<td>35%</td>
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Date of PIT Count: 1/24/2018  
Population: Sheltered and Unsheltered Count

**Total Households and Persons**

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<tr>
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<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td>Safe Haven</td>
</tr>
<tr>
<td>Total Number of Households</td>
<td>66</td>
<td>47</td>
<td>0</td>
</tr>
<tr>
<td>Total Number of Persons</td>
<td>78</td>
<td>81</td>
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<tr>
<td>Number of Children (under age 18)</td>
<td>12</td>
<td>34</td>
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<tr>
<td>Number of Persons (18 to 24)</td>
<td>7</td>
<td>11</td>
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<tr>
<td>Number of Persons (over age 24)</td>
<td>59</td>
<td>36</td>
<td>0</td>
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</table>

**Gender**

<table>
<thead>
<tr>
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<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td>Safe Haven</td>
</tr>
<tr>
<td>Female</td>
<td>34</td>
<td>61</td>
<td>0</td>
</tr>
<tr>
<td>Male</td>
<td>43</td>
<td>20</td>
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<tr>
<td>Transgender</td>
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**Ethnicity**

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td>Safe Haven</td>
</tr>
<tr>
<td>Non-Hispanic/Non-Latino</td>
<td>72</td>
<td>74</td>
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</tr>
<tr>
<td>Hispanic/Latino</td>
<td>6</td>
<td>7</td>
<td>0</td>
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</tbody>
</table>

**Race**

<table>
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<th>Sheltered</th>
<th>Unsheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td>Transitional</td>
<td>Safe Haven</td>
</tr>
<tr>
<td>White</td>
<td>44</td>
<td>47</td>
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</tr>
<tr>
<td>Black or African-American</td>
<td>31</td>
<td>31</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
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<tr>
<td>Multiple Races</td>
<td>3</td>
<td>3</td>
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</tbody>
</table>
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
Other: 4A-5. RRH Beds as Reported in the HIC - Explanation of Decrease in Rapid Rehousing Beds
4A-5 Explanation of Decrease in RRH beds reported in HIC from 2017 to 2018.

It is reported in question “4A-5 RRH beds s reported in the HIC” that the RRH bed count decreased in 2018 to 116 beds as compared to 136 beds in 2017. This decrease in number is the following:

The number of both individual households and family with children households active in the program on the night of the count, 1/28/2018, was much lower as compared to that in 2017. For the ESG RRH Program, there were 11 Individuals in 2018 compared to 19 in 2017; we had 1 family with children in 2018 compared to 11 families with children in 2017. In the SSVF Program there were 6 individuals in 2018 compared to 11 individuals in 2017 and 1 family with children in 2018 compared to 5 families with children in 2017.

The lower numbers are due to when people were enrolled and then exited the program due to program eligibility- timeframe of assistance prior to the night of the count.

Just to note CoC RRH beds went up with new program 7 beds and other programs being filled and family size.

Signature and date: [Signature] 9-5-2018
FY 2018
PA-503 Luzerne County
Continuum of Care

Attachment:
Other: Solicitation of New Members to CoC

Table of Contents for Attachment

<table>
<thead>
<tr>
<th>Starting Page</th>
<th>Document Name</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover sheet</td>
</tr>
<tr>
<td>2-3</td>
<td>Website link</td>
</tr>
<tr>
<td>4</td>
<td>Solicitation for New Members Notice</td>
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</tbody>
</table>
# Homelessness and Homeless Prevention Services

CEO's Case Management for the Homeless Program can assist persons who are homeless or at risk of becoming homeless with the supportive services necessary to achieve the highest level of self-sufficient living. Through an intensive, interactive relationship coordinated between the client and the case manager, the program provides the resources to integrate available assistance, both material aid and counseling, to motivate and alleviate the circumstances of those presently homeless/near-homeless clients and provide the intervention necessary to prevent future homelessness.

CEO is designated as the overall lead agency on homelessness for the Luzerne County Continuum of Care Process. In this capacity it coordinates with other agencies in providing services to the area's homeless and near-homeless. CEO is also a member and co-chair of the Luzerne County Homeless Coalition.

Case Management for the Homeless Services will be made available to any individual or family who first meets with a CEO case manager to complete an intake assessment of eligibility for the program. Eligibility will include certification of homeless or at-risk-of-homelessness status and income eligibility.

**Individuals or families are homeless if they meet one of HUD’s “Criteria for Defining Homeless” below:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Literally Homeless</th>
<th>Imminent Risk of Homelessness</th>
<th>Homeless under other Federal statutes</th>
<th>Fleeing/Attempting to Flee DV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</td>
<td>Individual or family who will imminently lose their primary nighttime residence, provided that; (i) residence will be lost within 14 days of the date of application for homeless assistance; (ii) no subsequent residence has been identified; and (iii) the individual or family lacks the resources or support networks needed to obtain other permanent housing.</td>
<td>Unaccompanied youth under 35 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers.</td>
<td>Any individual or family who: (i) is fleeing or attempting to flee, domestic violence; and (ii) has no other residence; and (ii) lacks the resources or support networks to obtain other permanent housing.</td>
</tr>
</tbody>
</table>

For the At-Risk-of-Homelessness, the following HUD definition applies:

**Category 1 Individuals and Families**

An individual or family who:

(i) has an annual income below 30% of median family income for the area; and
(ii) does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in...
Category 1 of the "homeless" definition; and
(iii) meets one of the following conditions:
(a) has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or
(b) is living in the home of another because of economic hardship; or
(c) has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or
(d) lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or Local government programs for low-income individuals; or
(e) lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or
(f) is exiting a publicly funded institution or system of care; or
(g) otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan.

<table>
<thead>
<tr>
<th>Category 2</th>
<th>Unaccompanied Children and Youth</th>
<th>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 3</td>
<td>Families with Children and Youth</td>
<td>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</td>
</tr>
</tbody>
</table>

Privacy Policy to Secure LCoCMIS Information
Sollicitation for New Members to CoC.pdf
2018 PA 503 Objective Criteria- Rate Rank Review and Selection Criteria.pdf
2018 Luzerne County CoC New Projects Solicitation and Preliminary Application
2018 PA 503 Project Notification to Applicants
PA 503 2017 Continuum of Care Application with Attachments
PA 503 2017 CoC Project Priority Listing
2017 PA 503 Project Review Score and Rank Procedure
2017 New Project Solicitation

CEO - People Helping People

Home | About | McGowan Center for Healthy Living | Weinberg Northeast Regional Food Bank | Donate | Volunteer | Kids |
SNAP (Food Stamp) Program | Center for Employment Training | Veterans | Housing & Energy | Hunger Action Month | Employment |

How to Apply for Services

powered by NonprofitOffice.com
Solicitation for Membership in Homeless Coalition

Persons/Agencies interested in participating with the PA-503 Continuum of Care (CoC) of Care for the Homeless Process are welcome to contact Barbara Gomb at 570-826-0510, ext. 250 or bgomb@ceopeoplehelpingpeople.org for more information.