



April 27, 2012

Mr. Nadab O. Bynum
Director
Office of Community Planning and Development
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3380

**Re: City of Scranton -- Action Plan 2011
U. S. Department of Housing and Urban Development
Emergency Solutions Grant (ESG) Program
Substantial Amendment**

Dear Mr. Bynum:

Attached please find the Substantial Amendment for the City of Scranton's to include the additional funding in the amount of \$84,412.00 for the Emergency Solutions Grants Program for Scranton, Pennsylvania.

Please review this amendment and at your earliest convenience and forward the amended contracts to include this additional funding. As always, if you have any questions regarding this project, please contact this office at 348-4216, Ext. 110.

Sincerely,

A handwritten signature in cursive script that reads "Linda B. Aebli".

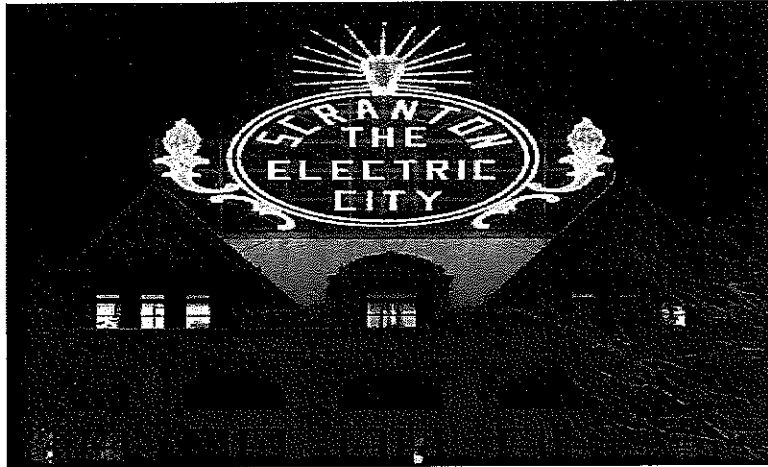
Linda B. Aebli
Executive Director

Lba/

Cc: Mrs. Lori Reed, Deputy Director, OECD
Ms. Mary Maroon, Director of Finance and Compliance, OECD
Atty. James T. Mulligan, Solicitor, OECD
Mr. Steven Stein, CPD Representative, HUD
Atty. Paul Kelly, City of Scranton, Solicitor
City Council
City Controller

Scranton, Pennsylvania

Emergency Solutions Grant Program (ESG)



**Substantial Amendment to the 2011
Consolidated Plan Annual Action Plan**

January 1, 2011 – December 31, 2011

Submitted: May 1, 2012

**Christopher A. Doherty
Mayor**

**Linda B. Aebli
Executive Director
Office of Economic and Community Development (OECD)**

**City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503
Phone: 570/348-4216, Ext. 110
FAX: 570/348-4123
FDD: 570/348-4233**

**Scranton, Pennsylvania
Emergency Solutions Grant Program (ESG)
Substantial Amendment to the 2011 Consolidated Plan Annual Action Plan
January 1, 2011 – December 31, 2011**

This substantial amendment is prepared and submitted in accordance with Scranton, Pennsylvania's Citizen Participation Plan and the requirements of 24 CFR Part 91, as amended by the Interim Rule. The following substantial amendment is provided in accordance with Federal Register-5594-N-01.

| | |
|---|---|
| Grantee Name | City of Scranton, Pennsylvania |
| Name of Entity or Department Administering Funds | Office of Economic and Community Development |
| Contact Person | Linda B. Aebli |
| Title | Executive Director |
| Address Line 1 | 340 North Washington Avenue |
| Address Line 2 | City Hall |
| City, State, Zip Code | Scranton, PA 18503 |
| Telephone | 570/348-4216, Ext. 110 |
| Fax | 570/348-4123 |
| Email Address | Laebli@scrantonpa.gov |
| Authorized Official (If Different from Contact Person) | Christopher A. Doherty |
| Title | Mayor |
| Title Address Line 1 | 340 North Washington Avenue |
| Address Line 2 | City Hall |
| City, State, Zip Code | Scranton, PA 18503 |
| Telephone | 570/348-4101 |
| Fax | 570/348-4251 |
| Email Address | N/A |

Scranton, Pennsylvania

SF- 424

Application for Federal Assistance

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

| | | | |
|---|--|---|--|
| 1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction | <input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | 2. DATE SUBMITTED | Applicant Identifier Scranton, Pennsylvania |
| | | 3. DATE RECEIVED BY STATE | State Application Identifier |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | Federal Identifier HUD |

5. APPLICANT INFORMATION

| | |
|---|--|
| Legal Name: Scranton, Pennsylvania | Organizational Unit: Department: Office of Economic and Community Development |
| Organizational DUNS: 060-497856 | Division: NA |
| Address: Street: 340 North Washington Avenue | Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Linda |
| City: Scranton | Middle Name B. |
| County: Lackawanna | Last Name Aebli |
| State: Pennsylvania Zip Code 18503 | Suffix: |
| Country: | Email: Laebli@scrantonpa.gov |

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
24-6000704

| | |
|---|---|
| Phone Number (give area code) 4 570/348-4216, Ext. 115 | Fax Number (give area code) 570/348-4123 |
|---|---|

8. TYPE OF APPLICATION:
 New Continuation Revision
 If Revision, enter appropriate letter(s) in box(es)
 (See back of form for description of letters.)
 A
 Other (specify)
 Increase in Emergency Solution Grant / Second Allocation

7. TYPE OF APPLICANT: (See back of form for Application Types)
 Municipal
 Other (specify)

9. NAME OF FEDERAL AGENCY:
U. S. Housing and Urban Development (HUD)

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
14-231

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
To help improve the quality of existing emergency shelters for the homeless, to make available certain essential service, to help with the cost of operating shelters as well as homeless prevention activities. the second allocation will be used for rapid re-housing (housing relocation and stabilization services, tenant based rental assistance) Admin

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
Scranton, Pennsylvania

13. PROPOSED PROJECT
 Start Date: January 1, 2011 Ending Date: December 31, 2012

14. CONGRESSIONAL DISTRICTS OF:
 a. Applicant 11th and 12th b. Project 11th and 12th

15. ESTIMATED FUNDING:

| | | |
|-------------------|----|-----------------------|
| a. Federal | \$ | 234,478 ⁰⁰ |
| b. Applicant | \$ | ⁰⁰ |
| c. State | \$ | ⁰⁰ |
| d. Local | \$ | ⁰⁰ |
| e. Other Match | \$ | 216,813 ⁰⁰ |
| f. Program Income | \$ | ⁰⁰ |
| g. TOTAL | \$ | 451,291 ⁰⁰ |

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
 a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
 b. No. PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes if "Yes" attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

| | | |
|--|---------------------------|--|
| Prefix Mr. | First Name Christopher | Middle Name A. |
| Last Name Doherty | | Suffix |
| b. Title Mayor - City of Scranton, Pennsylvania | | c. Telephone Number (give area code) 570/348-4101 |
| d. Signature of Authorized Representative | | e. Date Signed 04-20-12 |

Scranton, Pennsylvania

Table 3

Detailed Budget Table

FY 2011 Detailed Budget Table - Scranton, Pennsylvania

| | | | | | |
|---|--|--|--|--------------------------|-------------------------------|
| First Allocation | \$150,066.00 | | FY 2011 | | |
| Second Allocation | \$84,412.00 | Emergency Shelter Grants/Emergency Solutions Grants | | | |
| Grant Amount | \$234,478.00 | Program Allocations* | | | |
| Total Administration | \$17,585.00 | | | | |
| | | First Allocation | | Second Allocation | Total Fiscal Year 2011 |
| | Eligible Activities | Activity Amount | Reprogrammed Amount | Activity Amount | Activity Amount |
| Emergency Shelter Grants Program | Homeless Assistance | | \$0.00 | | \$0.00 |
| | <i>Rehab/Conversion</i> | \$0.00 | \$0.00 | | \$0.00 |
| | Operations | \$124,766.00 | | | \$124,766.00 |
| | Essential Services | \$6,100.00 | | | \$6,100.00 |
| | Homelessness Prevention | \$11,700.00 | \$0.00 | | \$11,700.00 |
| | Administration | \$7,500.00 | \$0.00 | | \$7,500.00 |
| | Contingency | \$0.00 | \$0.00 | | \$0.00 |
| | Emergency Shelter Grants Subtotal | \$150,066.00 | \$0.00 | | \$150,066.00 |
| Emergency Solutions Grants Program | Emergency Shelter** | | | \$0.00 | \$0.00 |
| | <i>Renovation**</i> | | | \$0.00 | \$0.00 |
| | <i>Operation**</i> | | | \$0.00 | \$0.00 |
| | <i>Essential Service**</i> | | | \$0.00 | \$0.00 |
| | <i>URA Assistance**</i> | | | \$0.00 | \$0.00 |
| | Street Outreach - Essential Services** | | | \$0.00 | \$0.00 |
| | HMIS | | \$0.00 | \$0.00 | \$0.00 |
| | Rapid Re-housing | | \$0.00 | | \$0.00 |
| | <i>Housing Relocation and Stabilization Services</i> | | | \$13,533.00 | \$13,533.00 |
| | <i>Tenant-Based Rental Assistance</i> | | | \$21,047.00 | \$21,047.00 |
| | <i>Project-Based Rental Assistance</i> | | | | |
| | Homelessness Prevention | | | | |
| | <i>Housing Relocation and Stabilization Services</i> | | | \$1,083.00 | \$1,083.00 |
| | <i>Tenant-Based Rental Assistance</i> | | | \$38,664.00 | \$38,664.00 |
| | <i>Project-Based Rental Assistance</i> | | | | \$0.00 |
| | Administration | | | \$10,085.00 | \$10,085.00 |
| | Contingency | | | | |
| | Emergency Solutions Grants Subtotal | | \$0.00 | \$84,412.00 | \$84,412.00 |
| | | Total Grant | \$150,066.00 + \$84,412.00 = \$234,478.00 | | |
| | \$2500 - CAC Street Outreach | | | | |
| | Not Allowable | | | | |

Scranton, Pennsylvania

Certifications

Emergency Solution Grant

Certification 24 CFR 91.225(c)

(c) Emergency Shelter Grant program. For jurisdictions that seek funding under the Emergency Shelter Grant program, the following certifications are required:

(1) In the case of assistance involving major rehabilitation or conversion, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for not less than a 10-year period;

(2) In the case of assistance involving rehabilitation less than that covered under paragraph (d)(1) of this section, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for not less than a three-year period;

(3) In the case of assistance involving essential services (including but not limited to employment, health, drug abuse, or education) or maintenance, operation, insurance, utilities and furnishings, the applicant will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served;

(4) Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary;

(5) It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal, State, local, and private assistance available for such individuals;

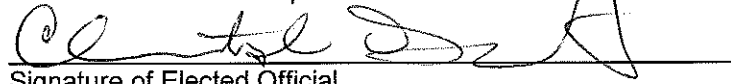
(6) It will obtain matching amounts required under 576.71 of this title;

(7) It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter;

(8) To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under this program, in providing services assisted under the program, and in providing services for occupants of facilities assisted under the program; and

(9) It is following a current HUD-approved consolidated plan (or CHAS).

(10) A certification that the jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.


Signature of Elected Official

Mayor
Title

Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.


Signature/Authorized Official

04-12-20
Date

Mayor
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

340 N. Washington Ave
Municipal Building
Scranton PA 18503 Lackawanna Cty

538 Spruce Street
Suite 812
Scranton, PA 18503 Lackawanna Cty.

Check if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

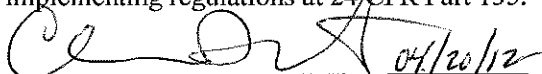
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

Date



Title

Scranton, Pennsylvania

**Public Meeting Legal Ad
March 20, 2012**

**Public Meeting Minutes
Public Meeting Attendees**

**File of the Council 28 – 2012
Approved April 16, 2012**



Office of Economic and
Community Development

March 13, 2012

The Scranton Times/Tribune
Penn Avenue and Spruce Street
Scranton, PA 18503
legals@timeshamrock.com

**RE: Emergency Solution Grant
Public Hearing**

Attention: Sharon

Please insert the enclosed **PUBLIC HEARING** in the **LEGAL SECTION** of the Scranton Times and Scranton Tribune on the following day:

Tuesday, March 20, 2012

This office is requesting a notarized invoice indicating the date the Public Notice appeared in your newspaper. Please include on the invoice the **PROJECT TITLE** as listed above and forward the notarized invoice to **THE OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT, Scranton Life Building, 538 Spruce Street, Suite 812, Scranton, PA 18503**. Please be aware that the notarized invoice we are requesting is not in lieu of the billing invoice that is sent to this address. The billing invoice should include a tear sheet and project title and number as listed above. **BILL TO OECD ACCOUNT #48959**.

Thank you for your cooperation in this matter. If you have any questions regarding this request, please contact me at 348-4216, Ext. 110. Our FAX number is 570/348-4123.

Sincerely,

A handwritten signature in cursive script that reads "Linda B. Aebli".

Linda B. Aebli
Executive Director

Enclosure
lba/

cc: James T. Mulligan, Esquire, OECD Solicitor
Ms. Mary Maroon, Director of Finance and Compliance, OECD
Mr. Jerry Auriemma, Public Service /ESG Specialist, OECD

PUBLIC HEARING

**Scranton, Pennsylvania
Office of Economic and
Community Development**

**NOTICE OF PROPOSED
SUBSTANTIAL AMENDMENT TO
THE 2010 - 2014 CONSOLIDATED
PLAN AND 2011 ANNUAL
ACTION PLAN**

Notice is hereby given that on **Tuesday, March 27, 2012, at 4:00 P.M.** in Scranton City Council Chambers, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503, the City of Scranton's Office of Economic and Community Development (OECD) will be conducting a public meeting for the transition of the Emergency Shelter Grant Program to Emergency Solutions Grant (ESG) and proposed Allocation of Additional Funds in the amount of **\$84,412.00**. Integrated into this Public Hearing, the City of Scranton OECD is providing the public with the final rule on the definitions of "Homelessness"

**Proposed Allocation of Additional
Emergency Solution Grant Funding
- Phase II**

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grant program and renames it as the Emergency Solutions Grants (ESG) program.

The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants (ESG), reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to broaden existing emergency shelter and homelessness prevention activities and to add short and medium term rental assistance and services to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The intent of the new ESG program is to build upon those services developed through the Homeless Prevention and Rapid Re-Housing (HPRP) program that was funded as part of the 2009 American Recovery and Reinvestment Act (ARRA). HUD has notified the City of Scranton it is eligible to receive an additional **\$84,412.00** in Emergency Solution Grant funding (Phase II) for the 2011 Action Plan program year.

This Public Hearing Notice provides citizens a thirty (30) day written comment period on this amendment to ensure that citizens have the opportunity to comment before said amendment is implemented.

All written comments must be received by the City of Scranton's Office of Economic and Community Development, 538 Spruce Street, Suite 812, Scranton, Pennsylvania 18503 no later than **Thursday, April 26, 2012**. Substantial amendments to the City of Scranton's

March
20,
2012

Legal Notices

ton's Action Plan can be made only after the public has been notified of the City's intent to modify it and after the 30 day comment period from the date of this publication to review and comment on the proposed substantial change to it. The Substantial Amendment must be submitted to the U. S. Department of Housing and Urban Development no later than **May 15, 2012**. HUD has 45 days to approve the amount of **\$84,412.00**. Only after both HUD and the City of Scranton sign the grant agreement amendment can the City of Scranton execute contract amendments with their Sub-recipients and funds can be expended.

**Proposed Allocation of Additional
ESG Funds**

The first allocation in the amount of \$150,066.00 was allocated and is subject to the Emergency Shelter Grant Program. The new Emergency Solution Grant Program (ESG) regulations limits the amount to be allocated to street outreach and emergency shelter activities to sixty percent (60%) of the grant amount or the amount allocated in the 2010 Action Plan, whichever is greater. The additional Emergency Solution Grant funding must be used for the new services outlined in the regulations specifically homeless prevention and rapid re-housing activities.

The new allocation will not be used on Street Outreach, Emergency Shelter and Homeless Management Information System (HMIS) for 2011. The new Emergency Solutions Grant (ESG) funds in the amount of **\$84,412.00** will be used on three (3) of the five (5) program components for 2011:

**Homelessness Prevention
Rapid Re-Housing
Administration**

**The Final Rule on the Definition of
"Homelessness"**

The City of Scranton must also incorporate the new definitions of "Homelessness" into their Consolidated Plan 2010-2014 and implement it into the new Emergency Solutions Grant (ESG).

If you have any comments or questions, please contact the City of Scranton's Office of Economic and Community Development at 570/348-4216, ext. 110 or mail your comments to City of Scranton's Office of Economic and Community Development, 538 Spruce Street, Suite 812, Scranton, Pennsylvania 18503. This full notice can be accessed by going to the OECD Department page at the City of Scranton web site: www.scrantonpa.gov.

For persons with disabilities planning on attending the Public Meeting please contact City of Scranton's Office of Economic and Community Development at least 48 hours prior to the meeting at (570) 348-4216, ext. 110. The telecommunication device for the hearing impaired may be accessed by calling 570/348-4233. **Homeless individuals or previously homeless individuals are urged to attend in order to obtain their input in considering and making policies and decisions regarding the distribution of the Emergency Solution Grant Program to eligible subrecipients.**

Linda B. Asbli
Executive Director
Office of Economic and Community
Development

Christopher A. Doherty
Mayor
City of Scranton, Pennsylvania

Sinda A.

FILE OF THE COUNCIL 28

2012

AN ORDINANCE

Introduced in Council on above date and referred to Committee on COMMUNITY DEVELOPMENT

March 29, 2012

Scranton, PA April 12, 2012
Committee on Community Development reports favorably on the
within ordinance

SIXTH ORDER:
April 5, 2012

City Clerk

AMENDING FILE COUNCIL NO. 40, 2010, ENTITLED, "AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SHELTER GRANT (ESG) PROGRAM, BY AMENDING THE CONSOLIDATED PLAN AND THE 2011 ACTION PLAN TO ACCEPT, RECEIVE AND DISBURSE \$84,412.00 ADDITIONAL FUNDING UNDER A NEW PROGRAM UNDER THE HOMELESS EMERGENCY ASSISTANCE AND RAPID TRANSITION TO HOUSING ACT OF 2009 (HEARTH ACT), ENACTED INTO LAW ON MAY 20, 2009, CONSOLIDATING THREE OF THE SEPARATE HOMELESS ASSISTANCE PROGRAMS ADMINISTERED BY THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) UNDER THE MC KINNEY-VENTO HOMELESS ASSISTANCE ACT INTO A SINGLE GRANT PROGRAM AND REVISES THE EMERGENCY SHELTER GRANT PROGRAM AND RENAME IT THE EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM.

WHEREAS, the planning and application aspects included in the consolidated submission for Community Planning and Development Programs are authorized by the Federal Comprehensive Housing Affordability Strategy (CHAS): title 1 of the Crantson-Gonzalez National Affordable Housing Act, 42 U.S.C. 12702-12711; the Community Development Block Grants (CDBG): Title 1 of the Housing and Community Development Act of 1974, 42 U.S.C. 5304-5320; the Emergency Shelter Grants (ESG): Title VI Subtitle B, of the Steward B. McKinney Homeless Assistance Act, 42 U.S.C. 1137-11378; the HOME Investment Partnerships (HOME): Title II of the Cranston-Gonzalez National Affordable Housing Act, 42 U.S.C. 12741-12839; and the Housing Opportunities for Persons with AIDS (HOPWA): the AIDS Housing Opportunity Act, 42 U.S.C. 12901-12912.

WHEREAS, the City of Scranton shall be entitled to such funds for the year beginning on January 01, 2011 pending approval of its application; and

WHEREAS, the City of Scranton's application for aforesaid funding has been approved; and

CERTIFIED COPY
[Signature]

WHEREAS, the City of Scranton will distribute the said funds in accordance with the rules and regulations governing Community Planning and Development Programs through the U. S. Department of Housing and Urban Development (HUD).

WHEREAS, the various federal statutes referenced above required public hearings to be held to ascertain the views and comments of the citizens of City of Scranton, and whereas such hearings have been duly convened.

WHEREAS, The Consolidated Plan spelled out certain programs and projects to be undertaken with the Community Development Block Grant Funds; and

WHEREAS, it is necessary to program these funds;

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Consolidated Plan and the 2011 Action Plan is hereby amended to accept, receive and disburse an additional **\$84,412.00** included in the new program under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH ACT), enacted into law on May 20, 2009, consolidating three of the separate homeless assistance programs administered by the U. S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program and revise the Emergency Shelter Grant Program and renames it the Emergency Solutions Grants (ESG) Program.

SECTION 1. The purpose of this transfer is to provide additional funds for an existing project.

SECTION 2. In all other aspects, File of Council No. 40, 2010, shall remain in full force and effect.

SECTION 3. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 4. This Ordinance shall become effective immediately upon approval.

SECTION 5. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.


Passed by the Council


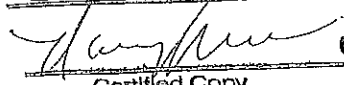
April 12, 2012

Receiving the Affirmative votes of Council Persons

McGoff, Rogan, Loscombe, Joyce, Evans

Negative NONE


President

Approved 4-16-12
 Mayor
 City Clerk
Certified Copy

Scranton holds public hearing on additional \$84,412 in federal homeless funding

BY JIM LOCKWOOD (STAFF WRITER)

Published: March 28, 2012

Scranton has received an additional \$84,412 in federal funding to help the homeless.

A public hearing on the Emergency Solutions Grant from the Housing and Urban Development agency was held Tuesday by the city's Office of Economic and Community Development. The hearing was required to amend OECD's 2011 Action Plan to include the additional funding and its recipients, all of which are in Scranton, said OECD Executive Director Linda Aebli.

Action

OECD previously received \$150,000 in ESG funding that was used for street outreach, emergency sheltering and creating an information database. The additional \$84,412 will be used for homelessness prevention, rapid rehousing and administrative costs.

Rapid rehousing is an effort to get people who have become homeless out of shelters and into apartments as soon as possible, while homelessness prevention is directed at people who are at imminent risk of becoming homeless, Ms. Aebli said.

Recipients

Seven recipients that each received a share of the prior \$150,000 now will be sharing the \$84,412.

They include: Catholic Social Services, \$12,577; the city administration, \$10,085; and \$12,350 each to the Catherine McAuley Center, Community Intervention Center, St. Joseph's Center, United Neighborhood Centers of Northeastern Pennsylvania and the Women's Resource Center.

UNC Executive Director Michael Hanley said his agency is targeting homelessness prevention.

"This funding will be used by us for direct rental assistance to keep people in their homes," Mr. Hanley said.

Only representatives of the recipient agencies attended the hearing, and no one from the public attended.

Contact the writer: jllockwood@timeshamrock.com

PUBLIC HEARING

SCRANTON, PENNSYLVANIA

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

Held:

Tuesday, March 27, 2012

Time:

4:00 p.m.

Location:

Council Chambers

Scranton City Hall

340 North Washington Avenue

Scranton, Pennsylvania

IN RE: NOTICE OF PROPOSED SUBSTANTIAL AMENDMENT TO THE
2012-2014 CONSOLIDATED PLAN AND 2011 ANNUAL ACTION PLAN

COPY

Lisa M. Graff, RMR
Court Reporter

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APPEARANCES:

MS. LINDA AEBLI, DIRECTOR OF OECD

MS. MARY MAROON, OECD, Director of Finance & Compliance

MR. JERRY AURIEMMA, OECD, Public Service/ESG Specialist

MR. BILL GAUGHAN, OECD, Equal Opportunity Specialist

MR. JIM MULLIGAN, ESQUIRE, OECD SOLICITOR

ALSO PRESENT:

Peg Ruddy, Women's Resource Center

Sister Theresa Mer, Catherine McAuley Center

Sister Maryalice Jaquinot, St. Joseph's Center

Joanne Stephens, St. Joseph's Center

Andy Hurchick, St. Joseph's Center

Charles Wallinger, St. Joseph's Center

Sister Susan Hadzima, Catherine McAuley Center

Tara Finnerty, Community Intervention

Mike Hanley, United Neighborhood Centers

Stephen R. Nocilla, Catholic Social Services

1 MS. AEBLI: It should be noted that
2 this public hearing is beginning at 4 p.m.
3 on Tuesday, March 27, 2012 in Scranton City
4 Council, 340 North Washington Avenue,
5 Scranton, Pennsylvania.

6 I'm Linda Aebli, I'm the executive
7 director of the Office of Economic and
8 Community Development. This public hearing
9 is being held on Tuesday, March 27, 2012.

10 Please be aware that a stenographer
11 is present in order to transcribe the
12 comments to be included in the Substantial
13 Amendment to both the 2010-2014 Consolidated
14 Plan and to the City of Scranton's 2011
15 Action Plan.

16 First I'd like to introduce you to
17 the members of our OECD staff. On my left
18 is Jim Mulligan, he's our OECD solicitor.
19 And on the right is Mary Maroon, she's the
20 Director of Finance and Compliance, and
21 Jerry Auriemma, he's Public Service and ESG
22 Specialist, and we have Bill Gaughan here,
23 he's our Equal Opportunity Specialist.

24 The U.S. Department of Housing and
25 Urban Development has notified the City of

1 Scranton that we are going to receive an
2 additional \$84,412 in Emergency Solution
3 Grant funding, Phase II, for the 2011 Action
4 Plan Year.

5 A requirement of receiving this
6 funding is to coordinate the use of these
7 funds with the Scranton/Lackawanna County
8 Continuum of Care.

9 Six of these organizations are
10 currently Scranton's subrecipients for the
11 former Emergency Shelter Grant funding.

12 I thought it would be very
13 appropriate to have our subrecipients
14 participate in this public hearing, and I've
15 asked them to sit up in the front.

16 Going from left to right, I have
17 Joanne Stephens from St. Joseph's, I have
18 Sister Therese from Catherine McAuley,
19 Peg Ruddy, Women's Resource Center,
20 Tara Finnerty, Community Intervention, and
21 Mike Hanley from United Neighborhood
22 Centers.

23 Before we begin, I put together a
24 short PowerPoint for those of you that
25 aren't acquainted with exactly what this

1 public hearing is about.

2 Did everybody get a handout? Okay.
3 It should be noted that a draft amended
4 ordinance and the proposed amounts for each
5 subrecipient has been forwarded to City
6 Council for their approval. This funding
7 will be based also on comments we receive
8 today.

9 On May 20, 2009, President Obama
10 signed the Homeless Emergency Assistance and
11 Rapid Transition to Housing Act of 2009,
12 called the HEARTH Act.

13 This act revises the Emergency
14 Shelter Grant Program along with renaming
15 this program the Emergency Solutions Grants
16 Program. Whenever you see the initials ESG
17 anymore, it relates to the Emergency
18 Solution Grant and not the emergency shelter
19 grant. The intent for the new ESG program
20 was to build upon the services developed
21 through the Homeless Prevention and Rapid
22 Rehousing, HPRP Program, that was funded as
23 part of the 2009 American Recovery and
24 Reinvestment Act.

25 The U.S. Department of Housing and

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Urban Development has notified the City of Scranton it is eligible to receive an additional \$84,412 in Emergency Solutions Grant funding Phase II for the 2011 Action Plan Program Year.

To receive these funds, Scranton must prepare a substantial amendment to their 2010-2014 Consolidated Plan and our 2011 Action Plan to obtain HUD's approval.

Scranton's Substantial Amendment deadline to HUD is May 15. After that, HUD has 45 days after receiving our substantial amendment to approve our substantial amendment and then they will prepare an amendment to our 2011 Grant ESG agreement. Only after both parties have signed the agreement can we officially spend our funds.

The City of Scranton has 180 days to obligate all the funds except for the administration. Obligating means having the executed contracts in place with our subrecipients.

These are the items that have to be in our substantial amendment, and in your handout you'll find a draft of the

1 substantial amendment. I'm going to be
2 changing a couple of things in there, but
3 for the most part, it's complete.

4 There are five components along with
5 administration under the new Emergency
6 Solutions Grant Program. Street Outreach,
7 Emergency Shelter, Homelessness Prevention,
8 Rapid Rehousing, HMIA, Homeless Management
9 Information System, and Administration.

10 In order to receive additional ESG
11 funding, the city had to meet with the local
12 continuum of care, which we did, to discuss
13 how best to allocate this funding.

14 When we first funded our Emergency
15 Shelter Grant, we concentrated on Emergency
16 Shelter activities and Street Outreach. And
17 there's a 60 percent -- you can't go over
18 60 percent.

19 So the second allocation is going to
20 be -- is on Homelessness Prevention and
21 Rapid Rehousing and Administration. The
22 agencies receiving the additional funding
23 have provided the budget breakdown for the
24 additional funds and Scranton will only fund
25 agencies that provide assistance within the

1 Scranton limits.

2 Under Street Outreach, and probably,
3 the majority of you all know this, eligible
4 costs overview is Engagement, Case
5 Management, Emergency Health Services,
6 Emergency Mental Health Services,
7 Transportation, Services to Special
8 Populations.

9 Emergency Shelter is Essential
10 Services, Renovation, Shelter Operations,
11 and the Assistance Required under the
12 Uniform Relocation Act.

13 Rapid Rehousing are for individuals
14 that are literally homeless, and those
15 meanings are in the last page of your
16 handout. I won't go into detail on that.

17 And the Homelessness Prevention are
18 for individuals and families who are at
19 imminent risk or at risk of homelessness.
20 And those meanings are also in the back of
21 your handout.

22 Eligible costs under Rapid Rehousing
23 and Homeless Prevention. And what the
24 government did was merge the HPRP and the
25 Emergency Shelter Grant together. They

1 really want us to concentrate on the Rapid
2 Rehousing and the Homeless Prevention more
3 than the Essential Services.

4 Financial Assistance are Moving
5 Costs, Rent Application Fees, Security
6 Deposit, Last Month's Rent, Utility
7 Deposits, Utility Payments, Housing Search
8 and Placement, Housing Stability, Case
9 Management, Mediation, Legal Services, and
10 Credit Repair.

11 Tenant Based Rental Assistance,
12 Program participants select a housing unit
13 in which to live, may be within a specified
14 service area, as Scranton, and receive
15 rental assistance or a project based rental
16 assistance.

17 Recipients or subrecipients identify
18 permanent housing units that meet ESG
19 requirements and enter into a rental
20 assistance agreement with the owner to
21 receive the unit and subsidize its rent so
22 that eligible program participants have
23 access to the units.

24 One of the eligible items that we
25 can fund are the Homeless Management

1 Information System, HMIS.

2 And as we all know, this is the
3 computerized data collection system that
4 captures all the client information, their
5 characteristics, their needs.

6 The lead organization on the HMIS is
7 United Neighborhood Centers. And all the
8 other subrecipients sends the United
9 Neighborhood Centers all their information
10 and they submit it into the HMIS system.

11 Previously to this year, all our
12 documentation was going into the city's IDIS
13 system. However, going forward, everything
14 will be going to the HMIS system.

15 They've increased our administration
16 cap from 5 percent to 7.5 percent. The
17 first allocation was for \$7500, and that was
18 based on our first allocation. And our
19 second allocation is \$10,085.85, and you can
20 see how I documented it underneath, the
21 total \$17,585.00.

22 These are -- I'm not going to go
23 through these. These are on your handout in
24 the back page, but these are the definitions
25 of homelessness.

1 And this is -- in the green is the
2 first allocation that City Council has
3 already approved everyone for, and the
4 second allocations are the proposed
5 allocations that I sent to City Council for
6 approval.

7 So with that said, we will take --
8 is there anyone that wants to speak,
9 anybody? Is there any public comments at
10 this time? This concludes the public
11 hearing. I want to thank everyone for
12 attending.

13 (HEARING WAS CONCLUDED.)
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C E R T I F I C A T E

I hereby certify that the proceedings and evidence are contained fully and accurately in the notes taken by me on the hearing of the above cause and that this copy is a correct transcript of the same to the best of my ability.

Lisa M. Graff, RMR

LISA M. GRAFF, RMR
Official Court Reporter

(The foregoing certificate of this transcript does not apply to any reproduction of the same by any means unless under the direct control and/or supervision of the certifying reporter.)

City of Scranton

Office of Economic and Community Development

Substantial Change to the Consolidated Plan 2010-2014 and Action Plan 2011 Public Hearing

Tuesday, March 27, 2012

Public Speaking Sign In Sheet

Name

No ONE Spoke

City of Scranton

Office of Economic and Community Development

Substantial Change to the Consolidated Plan 2010-2014 and Action Plan 2011 Public Hearing

Tuesday, March 27, 2012

| Name | Organization | Address | Phone | Fax | Email Address |
|----------------------------|---|------------------------------|-------------------|----------|--------------------------------|
| Peg Ruddy | Women's Res. Ctr. | P.O. Box 975 18501 | 570-346-4460 x203 | 346-3413 | pegla@wrcnypa.org |
| Shirley Margery Macquinn | adeline Margery Macquinn | 430 Pittston Ave 18505 | 570-342-1342 | 341-8108 | Cathma430@comcast.net |
| Sister Margalite Jacquinet | St Joseph's Howard | 2010 Adams Scr. PA 18501 | 570-342-8379 | 342-6080 | mjacquinet@stjosephscenter.org |
| JOANIE STEPHENS | " | " | " | " | STEPHENS@STJOSEPHSCENTER.ORG |
| Andy Hunchick | " | " | " | " | ahunchick@stjosephscenter.org |
| CHARLES WALLINGOR | " | " | " | " | cwallingor@stjosephscenter.org |
| Sr. Susan Hedzima | Catherine McAnulty Center | 430 Pittston Ave Scranton PA | 342-1342 | 341-8108 | hadzima@sistersofvim.org |
| Stephen R. Novella | Catholic Social SERVICES | 516 Fig Street Scranton PA | 207-2283 | 207-2206 | SANN334@aol.com |
| Sandra Bell | City/OECD | | 348-4216 | 348-4123 | kaelli@scrantonpa |
| Jim Mulligan | CITY/OECD | | 348-4216 | 348-4123 | JMULLIGAN@SCRANTONPA.GOV |
| JERRY AUCIMMA | SOLICITOR PUBLIC SERVICE ES of SPECIALIST | | 348-4216 | 348-4123 | JAUCCIMMA@SCRANTONPA.GOV |

Mary Mason OECD 3484216 Ext 119 mmason@scrantonpa.gov
 Bill Gaughan OECD 3484216 Ext 111 wgaughan@scrantonpa.gov

Public Hearing

Tuesday March 27, 2012
4:00 P.M.

Held By:
City of Scranton's Office of Economic and Community Development

Emergency Solutions Grant Program (ESG)

Substantial Change to the Consolidated Plan 2010-2014
And
Action Plan for 2011

1

The HEARTH Act

- On May 20, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (The HEARTH Act)
- This act revises the Emergency Shelter Grants Program along with renaming this program the Emergency Solutions Grants Program(ESG)

2

Emergency Solutions Grant Program (ESG)

- The intent of the new ESG program is to build upon the services developed through the *Homeless Prevention and Rapid Re-Housing (HPRP) Program* that was funded as part of the *2009 American Recovery and Reinvestment Act (ARRA)*.

3

City of Scranton's 2011 ESG Second Allocation

- The U.S. Department of Housing and Urban Development (HUD) has notified the City of Scranton it is eligible to receive an additional **\$84,412.00** in *Emergency Solutions Grant* funding (Phase II) for the 2011 Action Plan Program Year.
- To receive funds, Scranton must prepare a substantial amendment to their 2010 - 2014 Consolidated Plan 2011 Action Plan to obtain HUD approval.

4

ESG Process Overview/Timeline

- Scranton's Substantial Amendment Deadline for ESG must be submitted to HUD by **May 15, 2012**.
- HUD approves the Substantial amendments within 45 days after receiving the substantial amendment.
- HUD prepares an amendment to the City of Scranton's 2011 grant agreement.
- Only after both parties have signed grant agreement can the recipient spend funds.**

5

ESG Obligation and Expenditure Deadlines

- The City of Scranton has **180 days** to *obligate* all the grant funds, except the amount for administration. *Obligating* means to have executed contracts in place with our Sub-Recipients.

6

Substantial Amendment Components

- The City of Scranton's Office of Economic and Community Development (OECD) consulted and met with the ESG sub-recipients that are members of the *Scranton/Lackawanna County Continuum of Care (CoC)* to discuss how best to allocate funding amongst our non-profit agencies to best serve the citizens of Scranton.
- Substantial amendments must address the following:
 - SF-424
 - Summary of Consultation Process
 - Summary of Citizen Participation process
 - Matching Resources
 - Proposed Activities and Overall Budget
 - Written Standards for Provision of ESG assistance
 - Process for Making Sub-Awards
 - Homeless Participation Requirement
 - Performance Standards
 - Certifications

7

Components of ESG

- There are 5 components along with Administration under the new Emergency Solutions Grants Program
 - Street Outreach
 - Emergency Shelter
 - Homelessness Prevention
 - Rapid Re-Housing
 - Homeless Management Information System (HMIS)
 - Administration

8

Second Allocation Funding

- In order to receive this additional ESG funding, the City of Scranton's OECD met with the local Continuum of Care to discuss how best to allocate this funding.
- It was determined that since Scranton has met the 60% threshold for *emergency shelter activities* and *street outreach*, the City will only fund the second allocation for *homelessness prevention* and *rapid re-housing and Administration*. The agencies receiving the additional funding have provided a budget break down for the additional funds. Scranton will only fund agencies that provide assistance to those within Scranton limits.

9

Street Outreach

- Eligible Costs Overview
 - Engagement
 - Case Management
 - Emergency Health Services
 - Emergency Mental Health Services
 - Transportation
 - Services to Special Populations

10

Emergency Shelter

- Eligible Costs Overview
 - Essential Services
 - Renovation
 - Shelter Operations
 - Assistance Required under the Uniform Relocation Act "URA"

11

Rapid Re-Housing and Homelessness Prevention

- Rapid Re-housing
 - Individuals and families who are **literally homeless**, meaning those who qualify under paragraph (1) of the definition of homeless.
- Homelessness Prevention
 - Individuals and families who are at **imminent risk, or at risk, of homelessness**, meaning those who qualify under paragraph (3) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at, or below 30% of AMI.

12

Eligible Costs under Rapid Re-Housing and Homelessness Prevention

| | |
|--|--|
| <p><u>Financial Assistance</u></p> <ul style="list-style-type: none"> • Moving Costs • Rent Application Fees • Security Deposit • Last Month's Rent • Utility Deposit • Utility Payments | <p><u>Services</u></p> <ul style="list-style-type: none"> • Housing search & Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair |
|--|--|

13

Eligible Costs under Rapid Re-Housing and Homelessness Prevention

- **Tenant Based Rental Assistance**
 - Program participants select a housing unit in which to live (may be within a specified service area) and receive rental assistance.
- **Project Based Rental Assistance**
 - Recipients or sub-recipients identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent so that eligible program participants have access to the units.

14

Homeless Management Information System (HMIS)

- **What is HMIS?**
 - HMIS is a computerized data collection system designed to capture client information on the characteristics and service needs of adults and children experiencing homelessness.
 - HMIS is designed to collect client data to generate an unduplicated count of clients served within the Continuum of Care (CoC).

15

Homeless Management Information System (HMIS)

- Under the Emergency Shelter Grant Program OECD submitted all the accomplishments within our Integrated Disbursement Integrated System (IDIS). However, going forward the accomplishments will be submitted to the Scranton/Lackawanna County Continuum of Care (CoC) regarding performance standards for activities funded under the Emergency Solutions Grant (ESG) by discussing how best the HMIS system and the Scranton/Lackawanna County Continuum of Care (CoC) which is part of the Lackawanna County Housing Coalition can produce uniform reports for all prime recipients and provide detailed and improved reports for the ESG program.
- General performance standards such as the unduplicated number of persons or households prevented from becoming homeless, the unduplicated number of persons or households assisted from emergency shelters/tentcity into permanent housing, race, ethnicity, age, amount spent per sub-recipient and their timeliness of expenditure will be reported by HMIS, led by the United Neighborhood Centers of Northeastern Pennsylvania (UNC).

16

ESG Funds - Administration

- **Increased Administrative Cap**
 - The administrative cap has been increased from the previous 5% to 7.5% of the total grant amount
 - The first allocation in the amount of \$7,500.00 was allocated and approved by Scranton City Council back in 2010 and an additional \$10,085.85 for administration in the second allocation.
 - \$234,478.00 (total amount of grant) x 7.5% = \$17,585.85 (Total amount of Administration)
 - This increase is intended to support planning and program oversight in OECD.

17

Definition of Homelessness

- **Four Broad Categories**
 - People who are living in a place not meant for human habitation, an emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided if they were in shelter or a place not meant for human habitation before entering the institution. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (it was previously 30 days), and were homeless immediately prior to entering that institution.
 - People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to the non-forested homeless. The regulation also describes specific documentation requirements for this category.
 - Families with children or unaccompanied youth who are unsheltered and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unsheltered because of disability or multiple barriers to employment.
 - People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence.

18



First and Second Allocation

| <u>Sub-Recipient</u> | <u>First Allocation</u> | <u>Second Allocation</u> | <u>Total</u> |
|--|-------------------------|--------------------------|--------------|
| <u>Catholic Social Services</u> | \$36,566.00 | \$12,577.00 | \$49,143.00 |
| <u>Catherine McAuley Center</u> | \$28,000.00 | \$12,350.00 | \$40,350.00 |
| <u>Community Intervention Center</u> | \$19,000.00 | \$12,350.00 | \$31,350.00 |
| <u>St. Joseph's Center</u> | \$14,000.00 | \$12,350.00 | \$26,350.00 |
| <u>United Neighborhood Center</u> | \$15,000.00 | \$12,350.00 | \$27,350.00 |
| <u>Women's Resource Center</u> | \$30,000.00 | \$12,350.00 | \$42,350.00 |
| <u>City of Scranton Administration</u> | \$ 7,500.00 | \$10,085.00 | \$17,585.00 |
| <u>TOTAL:</u> | \$150,066.00 | \$84,412.00 | \$234,478.00 |



AGENDA
REGULAR MEETING OF COUNCIL
April 12, 2012
6:30 P.M.

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS
OF
DEPARTMENTS AND INTERESTED PARTIES AND CITY
CLERK'S NOTES:
 - A. TAX ASSESSOR'S REPORT HEARING DATE APRIL 25,
2012.
4. CITIZENS PARTICIPATION
5. INTRODUCTION OF ORDINANCES, RESOLUTIONS,
APPOINTMENTS AND/OR RE-APPOINTMENTS TO BOARDS
&
COMMISSIONS. MOTIONS & REPORTS OF
COMMITTEES:
 - A.
MOTIONS
 - B.
AN ORDINANCE IMPOSING A TAX FOR GENERAL REVENUE
PURPOSES ON OPERATORS OF PARKING SPACES AT
THE RATE OF FIFTEEN PERCENT (15%) UPON EACH
PARKING TRANSACTION AND ESTABLISHING ANNUAL
LICENSE PROCEDURES AND FEES AND PROMULGATING THE
RECORD KEEPING AND REPORTING RULES AND
REGULATIONS ON PARKING TRANSACTIONS PURSUANT TO

THE LOCAL TAX ENABLING ACT 53 PA. C.S.A. 6901 ET
SEQ.

C.

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY
OFFICIALS FOR THE CITY OF SCRANTON TO ENTER
INTO A SUBORDINATION AGREEMENT WITH ANDBACK,
LLC, LOCATED AT 5 WEST OLIVE STREET,
SCRANTON, PA 18508 (THE "BORROWER") IN
CONNECTION WITH A THIRD LIEN MORTGAGE ON THE
BORROWER'S PROPERTY IN THE AMOUNT OF
\$250,000.00.

6. CONSIDERATION OF ORDINANCES - READING BY TITLE -

A. NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES -

A.

FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY
DEVELOPMENT FOR ADOPTION - FILE OF COUNCIL NO. 28,
2012 - AMENDING FILE OF COUNCIL NO. 40, 2010,
ENTITLED, "AN ORDINANCE AUTHORIZING THE MAYOR AND
OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON
TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE
CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND
DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM,
HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND
EMERGENCY SHELTER GRANT (ESG) PROGRAM, BY AMENDING
THE CONSOLIDATED PLAN AND THE 2011 ACTION PLAN TO
ACCEPT, RECEIVE AND DISBURSE \$84,412.00 ADDITIONAL
FUNDING UNDER A NEW PROGRAM UNDER THE HOMELESS
EMERGENCY ASSISTANCE AND RAPID TRANSITION TO
HOUSING ACT OF 2009 (HEARTH ACT), ENACTED INTO LAW
ON MAY 20, 2009, CONSOLIDATING THREE OF THE
SEPARATE HOMELESS ASSISTANCE PROGRAMS ADMINISTERED
BY THE U.S. DEPARTMENT OF HOUSING AND URBAN

DEVELOPMENT (HUD) UNDER THE MC KINNEY-VENTO HOMELESS ASSISTANCE ACT INTO A SINGLE GRANT PROGRAM AND REVISES THE EMERGENCY SHELTER GRANT PROGRAM AND RENAME IT THE EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM.

B.

FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY FOR ADOPTION - FILE OF COUNCIL NO. 29, 2012 - ESTABLISHING A NO PARKING ZONE IN THE 700 BLOCK OF CEDAR AVENUE (S.R. 3023) ON THE WESTERN MOST SIDE OF SAID STREET PURSUANT TO THE HIGHWAY OCCUPANCY PERMIT APPLICATION OF CITIZENS SAVINGS BANK FROM SR 3023 SEGMENT 0050 OFFSET 0397 TO SR 3023 SEGMENT 0050 OFFSET 0532 FOR A DISTANCE OF ONE HUNDRED THIRTY FIVE (135) FEET.

8.

ADJOURNMENT:

NANCY KRAKE
CITY CLERK
SCRANTON, PENNSYLVANIA

AGENDA
REGULAR MEETING OF COUNCIL
April 5, 2012
6:30 P.M.

- OF
1. ROLL CALL
 2. READING OF MINUTES
 3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS
DEPARTMENTS AND INTERESTED PARTIES AND CITY
CLERK'S NOTES:
 - A. MINUTES OF THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD FEBRUARY 22, 2012.
 - B. AGENDA FOR THE NON-UNIFORM MUNICIPAL PENSION BOARD MEETING HELD MARCH 28, 2012.
 - C. MINUTES OF THE FIREMEN'S PENSION COMMISSION MEETING HELD FEBRUARY 22, 2012.
 - D. AGENDA FOR THE ZONING HEARING BOARD TO BE HELD APRIL 11, 2012
 - E. MINUTES OF THE SCRANTON POLICE PENSION COMMISSION MEETING HELD FEBRUARY 22, 2012.
 4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS, APPOINTMENTS AND/OR RE-APPOINTMENTS TO BOARDS & COMMITTEES: COMMISSIONS. MOTIONS & REPORTS OF

A.
MOTIONS

B.
NO BUSINESS AT THIS TIME.

6. CONSIDERATION OF ORDINANCES - READING BY TITLE -

A.
READING BY TITLE - FILE OF COUNCIL NO. 28, 2012 - AN ORDINANCE - AMENDING FILE OF COUNCIL NO. 40, 2010, ENTITLED, "AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND EMERGENCY SHELTER GRANT (ESG) PROGRAM, BY AMENDING THE CONSOLIDATED PLAN AND THE 2011 ACTION PLAN TO ACCEPT, RECEIVE AND DISBURSE \$84,412.00 ADDITIONAL FUNDING UNDER A NEW PROGRAM UNDER THE HOMELESS EMERGENCY ASSISTANCE AND RAPID TRANSITION TO HOUSING ACT OF 2009 (HEARTH ACT), ENACTED INTO LAW ON MAY 20, 2009, CONSOLIDATING THREE OF THE SEPARATE HOMELESS ASSISTANCE PROGRAMS ADMINISTERED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) UNDER THE MC KINNEY-VENTO HOMELESS ASSISTANCE ACT INTO A SINGLE GRANT PROGRAM AND REVISES THE EMERGENCY SHELTER GRANT PROGRAM AND RENAME IT THE EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM.

B.

READING BY TITLE - FILE OF COUNCIL NO. 29, 2012 - AN ORDINANCE - ESTABLISHING A NO PARKING ZONE IN THE 700 BLOCK OF CEDAR AVENUE (S.R. 3023) ON THE WESTERN MOST SIDE OF SAID STREET PURSUANT TO THE HIGHWAY OCCUPANCY PERMIT APPLICATION OF CITIZENS SAVINGS BANK FROM SR 3023 SEGMENT 0050 OFFSET 0397 TO SR 3023 SEGMENT 0050 OFFSET 0532 FOR A DISTANCE OF ONE HUNDRED THIRTY FIVE (135) FEET.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES -

A.

FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT FOR ADOPTION-RESOLUTION NO. 17, 2012 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO A LOAN AGREEMENT AND MAKE A LOAN FROM THE COMMERCIAL INDUSTRIAL REVOLVING LOAN PROGRAM, PROJECT NO. 150.33 IN AN AMOUNT NOT TO EXCEED \$150,000.00 TO 520 MADISON AVENUE ASSOCIATES, LLC TO ASSIST AN ELIGIBLE PROJECT.

B.

FOR CONSIDERATION BY THE COMMITTEE ON PUBLIC SAFETY FOR ADOPTION-FILE OF COUNCIL NO. 24, 2012 (PREVIOUSLY TABLED)- AUTHORIZING AND ESTABLISHING A PROCEDURE FOR THE DISPOSAL OF CITY-OWNED POLICE VEHICLES.

8.

ADJOURNMENT:

NANCY KRAKE
CITY CLERK
SCRANTON, PENNSYLVANIA

AGENDA
REGULAR MEETING OF COUNCIL
March 29, 2012
6:30 P.M.

- OF
1. ROLL CALL
 2. READING OF MINUTES
 3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS
DEPARTMENTS AND INTERESTED PARTIES AND CITY
CLERK'S NOTES:
 - A. DEPOSIT MADE BY THE SCRANTON SINGLE TAX OFFICE
IN THE AMOUNT OF \$13,211.63 TO FIDELITY BANK
FOR THE 2012 TAN DEBT.
 - B. DEPOSIT MADE BY THE SCRANTON SINGLE TAX OFFICE
IN THE AMOUNT OF \$1,910,172.47 TO FIDELITY BANK
FOR THE 2012 TAN DEBT.
 - C. TAX ASSESSOR'S REPORT, HEARING DATE, APRIL 4,
2012.
 - D. SCRANTON-LACKAWANNA HEALTH & WELFARE
AUTHORITY'S REGULAR BOARD MEETING OF JANUARY
19, 2012.
 - E. MINUTES OF THE COMPOSITE PENSION BOARD MEETING
HELD FEBRUARY 22, 2012.
 4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS,
APPOINTMENTS AND/OR RE-APPOINTMENTS TO
BOARDS & COMMISSIONS. MOTIONS & REPORTS OF
COMMITTEES:

A.
MOTIONS

B.
AMENDING FILE OF COUNCIL NO. 40, 2010, ENTITLED,
"AN ORDINANCE AUTHORIZING THE MAYOR AND OTHER
APPROPRIATE OFFICIALS OF THE CITY OF SCRANTON TO
TAKE ALL NECESSARY ACTIONS TO IMPLEMENT THE
CONSOLIDATED SUBMISSION FOR COMMUNITY PLANNING AND
DEVELOPMENT PROGRAMS TO BE FUNDED UNDER THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM,
HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM AND
EMERGENCY SHELTER GRANT (ESG) PROGRAM, BY AMENDING
THE CONSOLIDATED PLAN AND THE 2011 ACTION PLAN TO
ACCEPT, RECEIVE AND DISBURSE \$84,412.00 ADDITIONAL
FUNDING UNDER A NEW PROGRAM UNDER THE HOMELESS
EMERGENCY ASSISTANCE AND RAPID TRANSITION TO
HOUSING ACT OF 2009 (HEARTH ACT), ENACTED INTO LAW
ON MAY 20, 2009, CONSOLIDATING THREE OF THE
SEPARATE HOMELESS ASSISTANCE PROGRAMS ADMINISTERED
BY THE U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) UNDER THE MC KINNEY-VENTO
HOMELESS ASSISTANCE ACT INTO A SINGLE GRANT PROGRAM
AND REVISES THE EMERGENCY SHELTER GRANT PROGRAM AND
RENAME IT THE EMERGENCY SOLUTIONS GRANTS (ESG)
PROGRAM.

C.
ESTABLISHING A NO PARKING ZONE IN THE 700 BLOCK OF
CEDAR AVENUE (S.R. 3023) ON THE WESTERN MOST SIDE
OF SAID STREET PURSUANT TO THE HIGHWAY OCCUPANCY
PERMIT APPLICATION OF CITIZENS SAVINGS BANK FROM SR
3023 SEGMENT 0050 OFFSET 0397 TO SR 3023 SEGMENT
0050 OFFSET 0532 FOR A DISTANCE OF ONE HUNDRED
THIRTY FIVE (135) FEET.

D.

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO ENTER INTO A LOAN AGREEMENT AND MAKE A LOAN FROM THE COMMERCIAL INDUSTRIAL REVOLVING LOAN PROGRAM, PROJECT NO. 150.33 IN AN AMOUNT NOT TO EXCEED \$150,000.00 TO 520 MADISON AVENUE ASSOCIATES, LLC TO ASSIST AN ELIGIBLE PROJECT.

6. CONSIDERATION OF ORDINANCES – READING BY TITLE –

A. NO BUSINESS AT THIS TIME.

7. FINAL READING OF RESOLUTIONS AND ORDINANCES –

A.

FOR CONSIDERATION BY THE COMMITTEE ON FINANCE FOR ADOPTION-FILE OF COUNCIL NO. 27, 2012 – CREATING AND ESTABLISHING A NEW ACCOUNT FOR THE CITY OF SCRANTON’S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT (“OECD”) TITLED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ACCOUNT NO. 17A0101 FOR THE RECEIPT AND DISBURSEMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT-COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND (CDBG C/I RFL FUNDS) RECEIVED FROM THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”).

B.

FOR CONSIDERATION BY THE COMMITTEE ON FINANCE FOR

ADOPTION-RESOLUTION NO. 15, 2012 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO A CONTRACT WITH KNOWLES ASSOCIATES, L.L.C., FOR INSURANCE BROKERAGE SERVICES FOR INSURANCE WITH HOUSING AND REDEVELOPMENT INSURANCE EXCHANGE (H.A.R.I.E.), INDIAN HARBOR INSURANCE COMPANY/XL INSURANCE, PHILADELPHIA INDEMNITY INSURANCE COMPANY, SAFETY NATIONAL INSURANCE COMPANY AND SCOTTSDALE INSURANCE COMPANY FOR CITY INSURANCE COVERAGES FOR THE PERIOD APRIL 1, 2012 THROUGH MARCH 31, 2013.

C.
FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT FOR RESOLUTION NO. 16, 2012 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS TO EXECUTE AND ENTER INTO SUPPLEMENTAL ENGINEERING AGREEMENT NUMBER 041746-C WITH BUCHART-HORN, INC. TO AMEND THE AGREEMENT TO INCLUDE THE REVISED OFFSET PROVISION; TO INCLUDE THE REVISED CONTRACTOR RESPONSIBILITY PROVISIONS; TO REVISE THE NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE; TO INCLUDE THE REVISED CONTRACTOR INTEGRITY CLAUSE; TO INCLUDE THE CONTRACT PROVISIONS-RIGHT-TO-KNOW LAW 8-K-1532; TO PROVIDE FOR, UNDER PART II, ADDITIONAL HOURS FOR UPDATING AND RESUBMISSION OF PERMIT APPLICATIONS, PLANS, SPECIFICATIONS AND COST ESTIMATES AND FOR AN INCREASE IN COST UNDER PART II OF THE AGREEMENT OF \$71,004.03 FOR THE ROCKWELL AVENUE BRIDGE PROJECT.

8.
ADJOURNMENT:

NANCY KRAKE
CITY CLERK
SCRANTON, PENNSYLVANIA

Scranton, Pennsylvania

Summary of Consultation Process

2. Summary of Consultation Process

The City of Scranton's Office of Economic and Community Development (OECD) consulted and met with our sub-recipients that are members of the Scranton/Lackawanna County Continuum of Care (CoC) to discuss how best to allocate funding amongst our non-profit agencies to best serve the citizens of Scranton. It was determined that since Scranton has met the 60% threshold for emergency shelter activities and street outreach, the City will only fund the second allocation for homelessness prevention and rapid re-housing. The agencies receiving the additional funding have provided a budget break down for the additional funds. Scranton will only fund agencies to assist those within Scranton limits.

The City of Scranton's Office of Economic and Community Development (OECD) consulted the Scranton/Lackawanna County Continuum of Care (CoC) regarding performance standards for activities funded under the Emergency Solutions Grant (ESG) by discussing how best the HMIS system and the Scranton/Lackawanna County Continuum of Care (CoC) which is part of the Lackawanna County Housing Coalition can produce uniform reports for all prime recipients and provide detailed and improved reports for the ESG program. The quarterly e-snaps report, Action Plan and CAPER, will be used as a guide for which performance standards will be recorded, tracked and produced in monthly or quarterly reports. General performance standards such as the unduplicated number of persons or households prevented from becoming homeless, the unduplicated number of persons or households assisted from emergency shelters/streets into permanent housing, race, ethnicity, age, amount spent per sub-recipient and their timeliness of expenditure will be reported by HMIS, led by the United Neighborhood Centers of Northeastern Pennsylvania (UNC).

Funding for the operation and administration of HMIS will entail what is required for reporting purposes in quarterly e-snaps reports, Action Plan and CAPER. A meeting was held between the prime recipients to discuss the needs and expectations from HMIS. The Scranton/Lackawanna County Continuum of Care (CoC) recipients receiving ESG funding has quantified the needs and provided a budget for the United Neighborhood Centers of Northeastern Pennsylvania (UNC) to operate and administer the HMIS system. Budgeting is based on discussion of prime recipient needs; sub-recipient training for the new HMIS system, building automated reports, ensuring correct data entry amongst the sub-recipients via technical assistance and maintenance for the HMIS System.



Date: March 20, 2012

To: Sr. Therese Marques, RSM, Catherine McAuley Center
Sr. Susan Hadzima, IHM, Catherine McAuley Center
Ms. Tara Finnerty, Community Intervention Center
Sr. Maryalice Jacquinet, IHM, St. Joseph's Center
Ms. Margaret Ruddy, Women's Resource Center
Mr. Stephen Nocilla, Catholic Social Services
Ms. Nichole Gosh, United Neighborhood Centers of N. E. PA
Mr. Michael Hanley, United Neighborhood Centers of N. E. PA

From: Ms. Linda B. Aebli, Executive Director

Re: **Scranton, Pennsylvania
Emergency Solutions Grant (ESG)
Substantial Change to Scranton's Consolidated Plan and 2011 Action Plan**

I personally want to thank everyone for meeting with the City of Scranton's Office of Economic and Community Development staff on Tuesday, March 13, 2012 at United Neighborhood Centers of N.E. PA to further discuss the documentation that is needed for the upcoming Substantial Change to the City of Scranton's Action Plan to incorporate the additional **\$84,412.00** through the Emergency Solutions Grant (ESG) and providing the public with the final rule on the definitions of "Homelessness"

Attached please find the Public Hearing notice that appeared in the Scranton Times legal section today, March 20, 2012. The Public Hearing is scheduled for **Tuesday, March 27, 2012 at 4:00 P.M.** in Scranton City Council Chambers, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503.

This office would like to extend a special invitation to the City's Emergency Solution Grant Program six (6) sub-recipients to be active participants in this Public Hearing. The staff from OECD will be seated up the front and would like one member from each of our sub-recipient organizations to be seated at the front table in order to answer "if necessary" any questions that may arise from this Public Hearing. Although a Public Hearing is to only receive comments from the public and organizations; OECD's past experience shows that questions do arise.

In order to prepare name plates for anyone that would like to participate please contact Jerry Auriemma at 348-4216, Ext. 124 or email no later than **Friday, March 23, 2012** and advise the name, title and organizational name of the sub-recipient that will be seated at the front table. If you would prefer to attend, give testimony and sit in the public section please feel free to do so.

Cc: Ms. Mary Maroon, Director of Finance and Compliance
Mr. Jerry Auriemma, Public Service/ESG Specialist
James T. Mulligan, Jr., Esquire, Solicitor, OECD

CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

538 Spruce Street, Suite 812 • Scranton, Pennsylvania 18503 • Tel: (570) 348-4216 • Fax (570)348-4123 • www.scrantonpa.gov



Office of Economic and
Community Development

PUBLIC HEARING
TUESDAY, MARCH 27, 2012
4:00 P.M.

HELD BY
CITY OF SCRANTON
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
SCRANTON CITY COUNCIL CHAMBERS
340 NORTH WASHINGTON AVENUE
MUNICIPAL BUILDING
SCRANTON, PA 18503

Substantial Change to the Consolidated Plan 2010 – 2014
and
Action Plan for 2011

This Public Hearing is to receive public comments on the distribution on the additional \$84,412.00 the City of Scranton will be receiving for the Emergency Solutions Grants Programs (ESG). All written comments must be received by the City of Scranton's Office of Economic and Community Development, 538 Spruce Street, Suite 812, Scranton, Pennsylvania 18503 no later than Thursday, April 26, 2012.

Attached please find the following:

ESG "Power Point"
ESG Proposed Second Allocation Budget
City of Scranton ESG Detailed Budget - Table 3
ESG DRAFT Substantial Amendment
Homeless Definitions

PLEASE READ THE ATTACHED INFORMATION CAREFULLY, IF YOU DO NOT UNDERSTAND ITS CONTENTS AND NEED FURTHER CLARIFICATION PLEASE DO NOT HESITATE TO CONTACT THE CITY OF SCRANTON'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT AT 570/348-4216, EXT. 110

Thank you for attending this Public Hearing!

A handwritten signature in cursive script that reads "Linda B. Aebli".

Linda B. Aebli
Executive Director
Office of Economic and Community Development



Office of Economic and
Community Development

Date: January 12, 2012

To: Sr. Therese Marques, RSM, Catherine McAuley Center
Sr. Susan Hadzima, IHM, Catherine McAuley Center
Ms. Tara Finnerty, Community Intervention Center
Sr. Maryalice Jacquinet, IHM, St. Joseph's Center
Ms. Margaret Ruddy, Women's Resource Center
Mr. Stephen Nocilla, Catholic Social Services
Ms. Nichole Gosh, United Neighborhood Centers of N. E. PA
Mr. Michael Hanley, United Neighborhood Centers of N. E. PA

From: Ms. Linda B. Aebli, Executive Director *LBA*

Re: **Scranton, Pennsylvania
Emergency Solutions Grant (ESG)
Substantial Change to Scranton's Consolidated Plan and 2011 Action Plan**

I personally want to thank everyone for attending the meeting on Wednesday, January 11, 2012 held in the City of Scranton's Office of Economic and Community Development. The purpose of the meeting was to meet with members of the Lackawanna County Continuum of Care to discuss the best use of allocating the additional funds that the City of Scranton has been allocated through the U. S. Department of Housing and Urban Development under the new Emergency Solutions Grant (ESG) in the amount of **\$84,412.00**.

As discussed the new Emergency Solution Grant (ESG) regulations limits the amount allocated to street outreach and emergency shelter activities to sixty percent (60%) of the total grant amount or the amount allocated in the 2011 Action Plan, whichever is greater. It was agreed by the City/OECD and the members of the Continuum of Care that the initial Emergency Shelter Grant funding in the amount of \$150,066.00 that was adopted on October 27, 2010 by Scranton City Council File of Council No. 40 – 2010 would remain unchanged. The Emergency Shelter Grant will be used for "Street Outreach" and "Emergency Shelter". The new ESG will be applied to "Homelessness Prevention" and "Rapid Re-Housing". It was noted that no funding would be made available to the activity HMIS since there were sufficient funds allocated under the Homeless Prevention and Rapid Re-Housing Program (HMIS) at this time.

In the future since both the Emergency Shelter Grant and Emergency Solutions Grant have the same acronym the original ESG program will be spelled out "Emergency Shelter Grant" and the amended Emergency Solutions Grant will adopt the acronym "ESG".

In order to move forward in executing contracts for the Emergency Shelter Grant only, please provide this office with an **itemized budget** that will be inserted into the Emergency Shelter Grant contract. The Itemized budget should include a itemized breakdown along with identifying the component for the use of funds (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing Assistance). The following are the allocations that were adopted on October 27, 2010 by Scranton City Council File of Council No. 40 – 2010:

| | |
|--------------------------------------|-------------|
| Catherine McAuley Center | \$28,000.00 |
| Women's Resource Center | \$30,000.00 |
| United Neighborhood Centers of NE PA | \$15,000.00 |
| Community Intervention Center | \$19,000.00 |
| Saint Joseph's Center | \$14,000.00 |
| Catholic Social Services | \$34,000.00 |

In order for the City of Scranton to allocate the additional Emergency Solutions Grant (ESG) funding in the amount of **\$84,412.00**, OECD is required to conduct a public meeting to receive citizen's comments on the new allocations for each component within the Emergency Solutions Grant (ESG). This office will also be releasing the allocations to each sub-recipient receiving these funds.

However, before scheduling and publishing this Public Meeting in the Scranton Times this office is requesting each Sub-Recipient to submit an itemized budget that will identify **both the component and the itemized budget** for the Emergency Solutions Grant (ESG). Attached please find a breakdown of the proposed Emergency Solutions Grant funding that will be proposed. All Sub-Recipients if approved by Scranton City Council will receive an additional \$12,350.00.

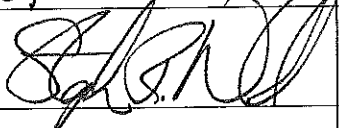
Please provide this office with all pertinent information no later than **Tuesday, January 17, 2012**. This will give OECD sufficient time to advertise the Public Hearing that is tentatively scheduled for **Tuesday, January 31, 2012 at 4:30 P. M. in Scranton City Council Chambers**.

If you have any questions please do not hesitate to contact Jerry Auriemma or myself at 348-4216, Ext. 124.

Lba/

Cc: Ms. Mary Maroon, Director of Finance and Compliance
Mr. Jerry Auriemma, Public Service/ESG Specialist
James T. Mulligan, Jr., Esquire, Solicitor, OECD
Mr. Pat Rogan, Councilman, City of Scranton
Mrs. Nancy Krake, City Clerk, City of Scranton

CITY OF SCRANTON
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT
ESG (Emergency Solutions Grant) Meeting
January 12, 2012

| NAME | ORGANIZATION | ADDRESS | PHONE | FAX |
|---|----------------------------------|--|------------------|----------------------|
| Su Pharis Morgan | Catherine McAuley Center | 430 Pittston Ave Scranton | 342-1342 | 341-8108 |
| SR. Susan Hadzima | Catherine McAuley Center | 430 Pittston Ave. Scranton, PA | 342-1342 | 341- 8108 |
| Tara Finnerty | Community Intervention Center | 537 Wyoming Ave Scranton PA | 342-4298 | 343-2804 |
| S. Maryahci Jacquot | St. Joseph's Center | 2010 Adams Avenue | 963-1290 | 342-6080 342-6080 |
| Peg Ruddy | Women's Res. Center | P.O. BOX 975, Scranton 18501 | 346-4460 x203 | 346-3413 |
| JERRY AURIEMMA | OECD | | | |
| MARY MAROON | OECD | | | |
| Linda Aelby | OECD | | | |
|  | CSS | 516 Fox Street Scranton PA 18505 | 570-207-2283 | 570 207-2206 |
| Nichole Gosh | United Neighborhood Centers | 425 Alder St. Scr. PA 18505 | 570-346-0759 | 570 207-4242 |
| Michael Harty | United Washburn Center | 425 Alder St Scr. Pa 18505 | 570-346 0759 | 570- 207-4242 |
| | | | | |
| | | | | |

Scranton, Pennsylvania

Summary of Citizen Participation Process

3. Summary of Citizen Participation Process

The City of Scranton has taken several steps to ensure citizen participation has occurred. A public hearing to hear the needs of the homeless populations, agencies that serve them and case workers who work directly with the homeless or almost homeless population occurred on **Tuesday, March 27, 2012 at 4:00 P.M.** in Scranton City Council Chambers. This public hearing also included receiving public comments regarding the plans on distributing the second installment of the 2011 ESG funds that has been designated equally to each ESG sub-recipient and is comprised of homeless/transitionally housed/ at risk of homelessness persons that have concerns with homeless programs and services. From these groups and meetings we are now able to better identify their needs to assist them out of homelessness or prevent homelessness.

All six (6) Sub-recipients attended the Public Hearing there were no public comments received at the Scranton City Council meeting. The City of Scranton's Office of Economic and Community Development (OECD) has published a public notice in the Scranton Times-Tribune on Tuesday, March 20, 2012 to open a 30 day public comment period. Additionally, copies of this proposed substantial amendment to the 2011 Consolidated Plan and a request for public comment were posted on the www.scrantonpa.gov website on March 20, 2012.

Scranton, Pennsylvania

Match

4. Match

The Match of 100% match will be made through use of other federal funding, private monetary donations, and volunteer hours.

Scranton, Pennsylvania

Proposed Activities and Overall Budget

5. Proposed Activities and Overall Budget

a. Proposed Activities

Priorities for special needs populations and the homeless priorities were established through the Scranton/Lackawanna County Continuum of Care process and the Lackawanna County Housing Coalition. All priorities are reviewed and discussed at the Lackawanna County Housing Coalition monthly meetings and public hearings held throughout the year.

Priority Needs for Homelessness

- Maintenance of existing services for the homeless
- Homelessness prevention
- Transitional housing
- Supportive services
- Permanent supportive housing
- Employment and transportation

Please see "Summary of Tables 3C" and for each sub-recipient for concise description of the activity, including the number and types of persons to be served, corresponding standard objective and outcome categories, start date and completion date, and ESG and other funding amounts. As funds for the second 2011 allocation are open to rapid re-housing and homelessness prevention only, housing relocation and stabilization services, as well as short and medium term rental assistance will be provided to fulfill the priority needs for homelessness. Allowable activities for each activity under financial assistance may include moving costs, rent application fees, security deposit, last month's rent, utility deposit and utility payments.

Eligible services include housing search/placement, housing stability case management, mediation and legal services, budgeting and money management. Short term rental assistance will allow assistance up to three months; whereas medium rental assistance will allow 4 months not to exceed 24 months of rental assistance.

b. Discussion of Funding Priorities

The City of Scranton has chosen to fund homelessness prevention, rapid re-housing and administration costs with the second allocation 2011. It was determined that no funding will be needed for HMIS since sufficient funding is still available under the HPRP Program. However, HMIS improvements will need to be made and the cost to maintain HMIS reporting will be a necessary cost to the ESG program in the 2012 allocation. The data is essential to measuring what works and what doesn't. Accurate HMIS data will also enable us to gain a more informed understanding of the problems of homelessness in our communities. The City of Scranton has reached the 60 percent cap for street outreach and emergency shelter for 2011 hence; funds will be focused on homelessness prevention and rapid re-housing.

As stable housing is the foundation upon which people build their lives, it is important to obtain such to achieve good health, positive educational outcomes and reach economic stability. By focusing the 2011 ESG second allocation of funds to help families and individuals maintain housing and providing supportive services to stabilize lives, the City of Scranton will support the national priorities established in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* and prevent or end homelessness.

Obstacles to addressing underserved needs in the community are the same for any other city in this nation. The lack of jobs and job opportunity to maintain economic stability is especially difficult for those without a home or on the brink of losing their home. From public comments, obstacles within non-profit agency programs such as time availability of certain programs, limited funding and personnel for medical needs as well as greater collaboration with workforce agencies have been voiced. The Scranton/Lackawanna County Continuum of Care (CoC) is working with the community, universities, private sector, non-profit and governmental agencies to better consolidate services, improve programs and expand workforce opportunities. However, in today's market, it is the market forces themselves that is the obstacle.

- c. Detailed Budget
See Table 3 attached for detailed budget.

Scranton, Pennsylvania

**Written Standards for Provision of ESG
Assistance**

6. Written Standards for Provision of ESG Assistance

a. Standard policies and procedures for evaluating individuals' and families eligibility for assistance under ESG. Per 24 CFR 576.01 The sub-recipient must conduct an initial evaluation to determine the eligibility of each individual or family's for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing.

These evaluations must be conducted in accordance with the centralized assessment requirements set forth under 24 CFR 576.400(d) and the written standards established under 24 CFR 576.400(e). The Continuum of Care has developed and will utilize a unified form which coincides with the HMIS database. It is unlawful for Women's Resource Center (WRC) to participate in HMIS due to state and federal legislation, therefore WRC uses aggregate data from a comparable database but continues to use the same centralized assessment. The sub-recipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every three months for program participants receiving homelessness prevention assistance, and not less than once annually for participants receiving rapid re-housing assistance. At a minimum, each re-evaluation of eligibility must establish that: (i) The program participant does not have an annual income that exceeds 30 percent of median family income for the area as determined by HUD; and (ii) The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance.

1. When the program participant's income or other circumstances changes (e.g., changes in household composition) that affect the program participant's needs for assistance under ESG, the sub-recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.
2. When determining the annual income of an individual or family, the recipient or sub-recipient must use the standard for calculating annual income under 24 CFR 5.609.
3. Sub-recipients must assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; housing stability case management; other Federal, State, local and private assistance available to assist the program participant in obtaining housing stability including:
 - o Medicaid(42 CFR chapter IV, subchapter C);
 - o Supplemental Nutrition Assistance Program(7 CFR parts 271-283);
 - o Women, Infants and Children (WIC) (7 CFR part 246)
 - o Federal-State Unemployment Insurance Program (20 CFR parts 601-603,606,609,614-617,625,640,650);
 - o Social Security Disability Insurance(SSDI) (20 CFR part 404);
 - o Supplemental Security Income (SSI) (20 CFR part 416)
 - o Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226));
 - o Other assistance available under the programs listed in 24 CFR 576.400(c).
4. The Continuum of Care, Housing Coalition and VA will come together as a group quarterly to re-evaluate the policies and procedures as HUD changes the rules and regulations to any given set of standards and/or programs.

b. Policies and procedures for coordinating among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

Coordination to assist the homeless and prevent homelessness will come from the leadership of the Scranton/Lackawanna County's Continuum of Care (CoC). The CoC and Housing Coalition possess active engagement and participation amongst the members and the relationships formed from the homeless provider network. The CoC will further engage and coordinate resources amongst other entities to improve current programs and funding.

c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.

The key to success of any program is a screening and assessment process, which thoroughly explores the family or individual's situation and pinpoints their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations. For example, homeless prevention assistance will be used for those individuals and families who are below 30% of the area medium income (AMI) and are housed but are at imminent risk of losing their housing due to non-payment of rent. These funds can be used to prevent an individual or family from becoming homeless and/or regain stability in current housing or other permanent housing. Families and individuals who are literally homeless and/or living in uninhabitable places will be prioritized for rapid re-housing assistance to ultimately move into permanent housing and achieve housing stability. In regards to the AMI calculation, the continuum of care will follow the AMI that is released by HUD which concerns the Scranton/Wilkes-Barre/Hazleton metropolitan area. The Scranton/Lackawanna County Continuum of Care will meet on a regular basis to review the current AMI to identify if there are any questions or concerns about the calculation that is put in place for this specific area.

d. Standards for both homelessness prevention and rapid re-housing for determining the share of rent and utility costs that each program participant must pay, if any, will be based on the following:

- Current Fair Market Rent (FMR) limits
- Rent reasonableness while taking into account the neighborhood
- Minimum habitability standards
- No rental assistance will be made if a client is receiving rental assistance from another public source for the same time period.

- Per 24 CFR 576.106 (e), the sub-recipient may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.

- o Per the Continuum's priority schedule of need, each agency within the continuum of care will assess the needs of the program participant(s), their financial situation and their capacity to pay a portion of rent and utility costs. If deemed capable of paying a portion of the costs, the rental payment will not exceed 30% of the income the participant receives.

e. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of assistance will be adjusted over time. Subject to the general conditions under 24 CFR 576.103 and 24 CFR 576.104, the sub-recipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short term rental assistance, medium term rental assistance, payment of rental arrears, or any combination of this assistance. The rental assistance will be adjusted over time based on the income of the individual and whether or not that changes. The individual or family will be assessed and then re-assessed every 3 months. The Scranton/Lackawanna County Continuum of Care will adhere to the standards set forth by HUD and will be reviewed on an annual basis to assess the needs of the community, the relevant social trends and resources that are available.

- (1) Short-term rental assistance is assistance for up to 3 months of rent.
- (2) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- (3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

f. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance.

Please refer to item (d) and (e) above.

g. Outreach - Standards for targeting people living in a place not meant for human habitation, such as cars, parks, sidewalks abandoned buildings, or on the street and providing essential services related to street outreach.

The Scranton/Lackawanna County Continuum of Care currently has an appointed chronic homeless sub-committee that meets monthly to coordinate and assess the homeless population in the community that are living in places not meant for habitation. This committee focuses on engaging those individuals or families to obtain housing as well as other various services that may be beneficial to the individuals' or families' specific situation. In addition, The Community Intervention Center Street Outreach visits the camps, Parks, abandoned buildings, etc. to distribute food, clothing, hygiene products and to provide essential service information and referrals to those individuals or families found living there.

h. Shelter - Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of

domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest

Each shelter within the Scranton/Lackawanna Continuum of Care has policies to determine length of stay and eligibility. In regards to special populations such as victims of domestic violence have specific policies to adhere to. Temporary emergency shelter is provided for individuals who are eligible for WRC services and who are in immediate danger or in a potentially lethal situation. When safe housing is needed and the WRC safe house is not appropriate, WRC will provide alternative temporary housing to respond to the safety needs of the eligible program participant(s). Requests for WRC emergency safe housing are prioritized as follows.

1. Program participants with children in immediate danger with no resources or support system.
2. Program participants in immediate danger with no support system.
3. Program participants involved in a physically abusive relationship, and who are seeking relief from the abuse.
4. Program participants emotionally abused with potential threat of physical abuse.

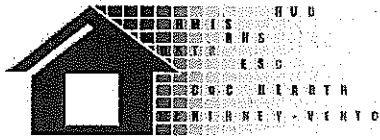
A WRC worker assesses all requests for safe housing and crisis intervention to victims of domestic and/or sexual violence. The worker conducts assessment over the telephone, in-person at a safe neutral location (police station or hospital emergency room), or at the WRC crisis center. Due to safety concerns for all, assessment or crisis intervention does not involve any representative of WRC going to the victim's home or any other potentially dangerous site. Assessment must be conducted in-person at a hospital or a police station when there are specific safety issues or when there are questions as to the WRC safe house guidelines and lifestyle fitting into the needs of the victim. Requests for safe housing shall take into consideration the privacy and safety of the current safe house residents and staff.

I. Standard/Policy for terminating assistance that recognizes and sets forth the process for a participant's right to grieve a termination to independent parties

Each agency within the Scranton/ Lackawanna County Continuum of Care has its own administrative remedy for this subject. If a participant is not satisfied with the agency's standard/policy that is set forth, the participant can elect to go to the committee that is appointed by the chair of the housing coalition to grieve a termination. The Chair of the coalition will be included in this committee unless the chair should have a conflict in which case the vice chair will intercede.

j. Standard policies and procedures to ensure that requirements of 576.406 Faith- based activities are adhered to.

No 501(c3) organization within the Scranton/Lackawanna County Continuum of Care uses ESG funds for any religious services nor do the organizations discriminate against someone's religious practices and/or beliefs.



Homeless Definition

| | | | |
|---|-----------------------|--|---|
| CRITERIA FOR DEFINING HOMELESS | Category 1 | Literally Homeless | <p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (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); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution |
| | Category 2 | Imminent Risk of Homelessness | <p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing |
| | Category 3 | Homeless under other Federal statutes | <p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (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 in the preceding 60 days; <u>and</u> (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 | <p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing |

Scranton, Pennsylvania

**Describe Process for Making
Sub-Awards**

7. Describe Process for Making Sub-awards

The City of Scranton's Office of Economic and Community Development (OECD) met and consulted with the current 2011 sub-recipients who are part of the Scranton/Lackawanna County's Continuum of Care (CoC) on January 12, 2012 in the City of Scranton's Office of Economic and Community Development to discuss the best means to distribute the second allocation of ESG funding in the amount of \$84,412.00. It was determined that each sub-recipient would equally receive the additional funding along with Administration in the amount of \$10,085.00.

The City of Scranton through the Office of Economic and Community Development intends to administer its ESG program by contracting with the selected local non-profit service providers who directly assist homeless individuals and families and persons at risk of becoming homeless within the City of Scranton.

Scranton, Pennsylvania

Homeless Participation Requirement

8. Homeless Participation Requirement

Comments and information is collected from a public meeting held on **Tuesday, March 27, 2012** in Scranton City Council Chambers and at Scranton City Council meetings held weekly that is comprised of homeless/transitionally housed/at risk of homelessness persons that have concerns with homeless programs and services. From this group the city is able to better identify their needs to assist them out of homelessness or prevent homelessness. Comments from the public forum can be viewed at the end of this amendment and comments from Scranton City Council will be included in the final document to HUD. Homeless participation is also represented at Continuum of Care meetings that take place during the planning process of the CoC annual NOFA application. Homeless and formerly homeless participants have the opportunity to discuss supportive housing programs and provide the community with their experiences and input. They are also able to suggest changes to be made and leave comments for the organizations/agencies to review.

Scranton, Pennsylvania

Performance Standards

9. Performance Standards

The City of Scranton's Office of Economic and Community Development (OECD) has consulted and will continue to consult and meet with the Scranton/Lackawanna County Continuum of Care (CoC) regarding the performance standards for activities funded under ESG by discussing how best the HMIS system and the Scranton/Lackawanna County's Continuum of Care (CoC) lead which is the Lackawanna County Housing Coalition can produce uniform reports for all prime recipients and provide detailed and improved reports for the ESG program. The CoC currently adheres to the 2004 HMIS technical standards and will abide by updated standards as they are approved by HUD for ESG data and reporting requirements. To ensure correctness and reliability of the data, the CoC is currently working on a data quality plan so as to improve on the worth of client level elements that are collected.

The consistency with the Consolidated Plan, quarterly e-snaps report, annual action plan and CAPER, will be used as a guide for which performance standards will be recorded, tracked and produced in monthly or quarterly reports. General performance standards such as the unduplicated number of persons or households assisted from emergency shelters/streets into permanent housing, race, ethnicity, age, will be reported by HMIS, lead by United Neighborhood Centers of Northeastern Pennsylvania(UNC). Further assessments such as what worked using HUD funds, the most pressing needs for clients, barriers to transitional housing, the connection of other mainstream resources and outcomes of families and individuals upon completion of a program will be reported by the Scranton/Lackawanna County Continuum of Care.

Scranton, Pennsylvania

HMIS

Monitoring

10. Certifications

C. Written standards required for recipients who are eligible and decide to use part of the second allocation of FY 2011 funds for emergency shelter and street outreach activities.

This is not applicable since the City of Scranton will not be using any part of the second allocation of 2011 funds for emergency shelter and street outreach activities.

D. Requirements for sub-recipients who plan to use the risk factor under paragraph (1) (iii) (G) of the “at risk of homelessness” definition.

The City of Scranton is open to serve persons “at risk of homelessness”. Based on the risk factor “otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness:” the specific characteristics associated with instability and increased risk of homelessness can be defined as, but not necessarily limited to the following:

1. Victim of domestic violence;
2. Diagnosed and undiagnosed physically and/or mentally challenged persons;
3. Individuals and/or families doubling up in housing;
4. Individuals and/or families relocating from one state to another state in search of employment with no guarantees of employment

E. Requirements for Optional Changes to the FY 2011 Annual Action Plan

1. Centralized or Coordinated Assessment System

HMIS collects data from intake to closing. A continuum wide centralized or coordinated assessment system was developed for HPRP between Scranton and Lackawanna County sub-recipients. The continuum will use this system and make slight modifications to fit ESG regulations. All sub-recipient case managers working with clients will complete the “HUD Intake Assessment” form to prove eligibility. If the client meets initial eligibility, the case manager will complete the “ESG Client Intake Packet” consisting of demographic information, income verification and information about their current status. The ESG Client Intake Packet is based on the current HPRP Client Intake Packet with modifications to meet ESG regulations. Part of the ESG Client Intake Packet includes a standardized lead and habitability inspection form that each agency uses across the continuum. All staff/case managers working in HPRP were trained to inspect apartments for lead based paint and habitability requirements.

2. Monitoring

The City of Scranton's Emergency Solutions Grant Program is concerned primarily with preventing homelessness and maintenance of existing services for the homeless. The City of Scranton's Office of Economic and Community Development (OECD) has established monitoring procedures for the Emergency Solutions Grant (ESG) that complies with HUD regulations and requirements. The contract with each sub-recipient is used as a monitoring tool. Sub-recipients (i.e., non-profit homeless shelters) submit monthly reimbursement requests which document expenditures and performance reports as required by the contract. Monthly desk monitoring focuses on monthly reports required by all sub-recipients to document: a) verification of client eligibility (e.g., documentation of risk of homelessness), b) verification of grant matching funds; and c) verification of billing and financial reporting. The City of Scranton's Office of Economic and Community Development (OECD) will conduct an annual programmatic and financial monitoring of sub awardees. The ESG areas reviewed are client eligibility, project progress, services, and activities. Eligible activities, services, and costs are specific to each grant program and detailed in the contract between the City of Scranton (the grantee) and the program sponsor. This monitoring tool provides a mechanism for identifying program elements that do not comply with Federal statute or regulation, early recognition of program weakness, or potential findings. The City of Scranton's Office of Economic and Community Development (OECD) will provide recommendations in order to rectify problem areas, to insure compliance, and to provide ease of clarification in future monitoring or auditing visits.