**Scranton/Lackawanna County Continuum of Care**
**Board of Directors Ad Hoc Meeting**
Meeting Minutes
November 25, 2025
526 Cedar Ave. Scranton, PA

In attendance: Nichole Rios (Valley Youth House), Andy Hurchick (St. Josephs Center), Eileen Wilson (Community Intervention Center), Dr. Rachna Saxena (Lackawanna County), Lisa Durkin (United Neighborhood Center), Peg Ruddy (WRC), Meghan Loftus (Catherine McCauley Center), Channel Kearse (City of Scranton), John Byrd (North Penn Legal), Jessica Spangenberg (Catholic Social Services), Nathan Morgan (SLCoC Director)
Chair: Joe Hollander (Scranton Primary)

A special one-time exception was made by the chair to allow Meghan L. to join via conference call.

Call to Order
Joe H. began the meeting by welcoming those in attendance.

Approval of Minutes
Eileen W. motioned to approve the November 12th meeting minutes. Peg R. seconded the motion. The motion carried; no discussion; all in favor.

FY2025 CoC NOFO Documents
- Nathan M. briefed the SLCoC Board on the FY2025 CoC NOFO application and funding new opportunities from HUD. Nathan M. shared that HUD is prioritizing Transitional Housing (TH), Supportive Service Only (SSO) – Street Outreach, and required program participation in supportive services for all new and renewal projects.
- Nathan M. stated HUD has yet to release a new project application in eSNAPS. Upon release, Nathan M. proposed the SLCoC use HUD's new project application for the continuum's local new project applications and review. Peg R. motioned to approve using HUD's new project application for the continuum's local new project applications and review. John B. seconded the motion. The motion carried; no discussion; all in favor.
- Nathan M. stated that FY2026 Fair Market Rent (FMR) will be used to calculate both new and renewal application funding requests. Nathan M. will share more details on eligible expenses after HUD releases new and renewal applications in eSNAPS.
- Nathan M. proposed a FY25 New Project Scoring Tool for reviewing and ranking new project applications. The proposed tool incorporates HUD's scoring matrix for all new project types in addition to prioritizing new TH, SSO – Street Outreach, established or expansion projects, and projects with current HMIS participation. Eileen W. motioned to approve the FY25 New Project Scoring Tool. Channel K. seconded the motion. The motion carried; no discussion; all in favor.
- Nathan M. proposed a FY25 Renewal Project Scoring Tool to review and rank renewal applications. The proposed tool meets HUD's requirements for 50% objective criteria and 25% for returns to homelessness, employment increase, and supportive service participation in the scoring criteria. The tool also awards additional points to Youth and Domestic Violence programs, in addition to extra points for local priorities of Veteran programs, Rapid ReHousing (RRH) to TH conversion projects, and street outreach providers. Andy H. motioned to approve the FY25 Renewal Project Scoring Tool. John B. seconded the motion. The motion carried; no discussion; all in favor.

CoC NOFO New Project Applications Reviewers
- Nathan M. stated that new project applications need to be reviewed by three independent reviewers representing agencies not submitting applications in the FY25 CoC NOFO. Nathan M. shared that Alexis Kelly volunteered via email to review applications. John B. and Channel K. also volunteered to review applications.

CoC Bonus Discussion

- Nathan M. shared that the continuum may apply for up to $1,051,930 in CoC Bonus funding and up to $525,965 in DV Bonus funding. Following a group discussion, the board agreed to cooperate to maximize the potential for being awarded additional bonus funds.
- Agencies interested in requesting CoC Bonus or DV Bonus funding should email nmorgan@uncnepa.org to express interest in a project type and desired bed/unit count by Friday, December 5th. Nathan M. will review all requests to ensure the continuum maximizes our bonus funding requests.
- Meghan L. proposed using CoC Bonus funds to investigate collectively acquiring a building for future site-based housing projects. Joe H. recommended investigating this potential after the FY25 CoC NOFO given the application's upcoming deadlines. Other board members supported discussing this proposal after the FY25 CoC NOFO is submitted.

New/Old Business

- Joe H. recommended inviting two members of local law enforcement to fill the vacant seats on the SLCoC Board. These appointments would help the SLCoC further collaborate with local law enforcement and support the CoC's NOFO application. Joe H. recommended appointing Chief Carrol (City of Scranton) and Sheriff Mark McAndrew (Lackawanna County) as SLCoC Board members. Eileen W. motioned for approval, Lisa D. seconded. The motion carried; no discussion; all in favor. Joe H. said he would follow up with Chief Carrol and Sheriff Mark McAndrew.

Announcements

- FY2025 CoC NOFO Timeline
    - 11/25 SLCoC Board Meeting
    - 12/05 Agencies interested in the CoC Bonus to notify the SLCoC Director of their new project application funding request
    - 12/12 All New & Renewal Applications due to SLCoC Director via email @ nmorgan@uncnepa.org
    - 12/22 SLCoC Board Meeting
    - 01/09 SLCoC Board Meeting
    - 01/14 Final CoC NOFO Deadline

Next Meeting will be held on December 22, 2025.

Motion to adjourn was made by Lisa D. seconded by John B., motion carried, meeting adjourned.

Respectfully Yours,
Nichole Rios