



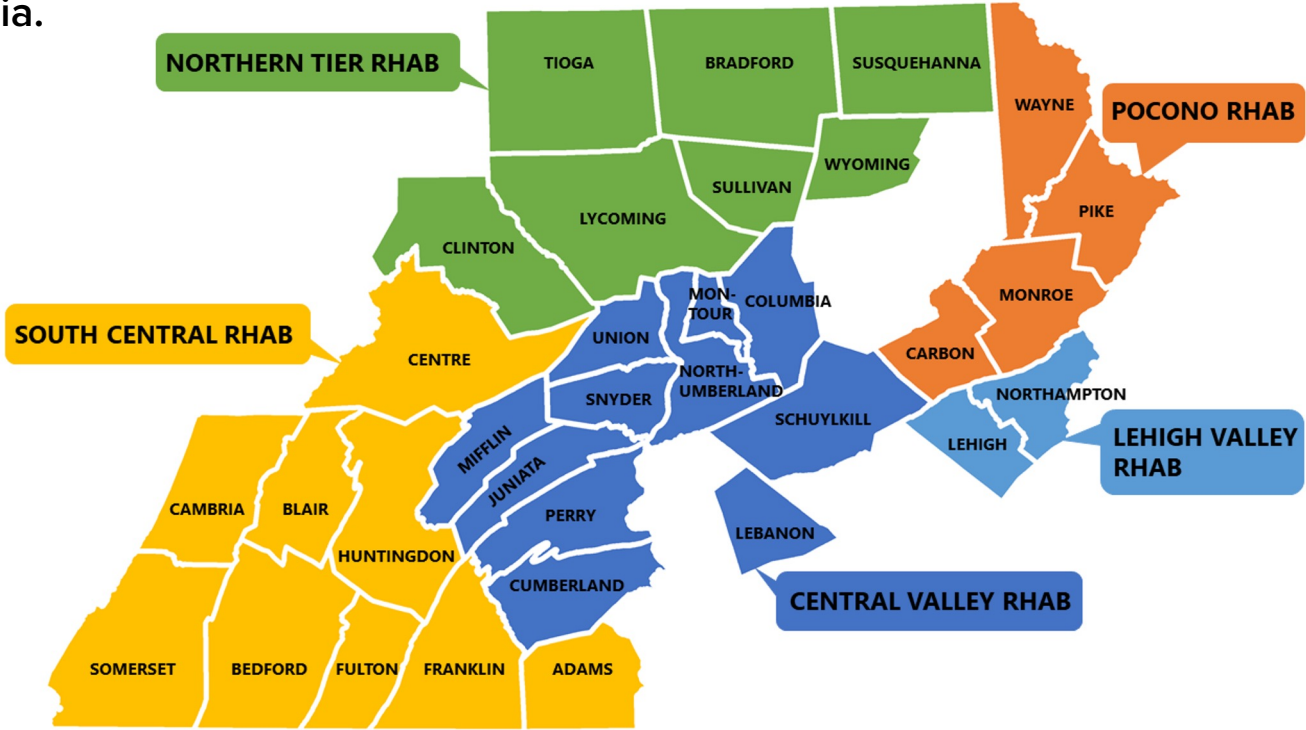
Coordinated Entry Training:

HUD Category 1 Definition of Homelessness

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Eastern Pennsylvania Continuum of Care

The mission of the Eastern PA Continuum of Care (CoC) is to end homelessness throughout its geographic region, which encompasses thirty-three (33) counties in the eastern part of Pennsylvania.



Eastern Pennsylvania CoC Coordinated Entry Overview

- Coordinated Entry is the process by which anyone who is unhoused and experiencing literal homelessness (or is at imminent risk of becoming homeless) can access all the services and housing available offered by the Eastern Pennsylvania CoC network of service providers.
- In the Eastern Pennsylvania CoC region, Coordinated Entry may be accessed in any of the following ways:
 - Calling or texting 211 toll-free from anywhere within the CoC region.
 - Scheduling an appointment with one of over thirty Coordinated Entry Access Sites located in communities throughout the CoC region (some allow walk-ins).
 - Access points at participating Domestic Violence service providers partnering with the CoC.

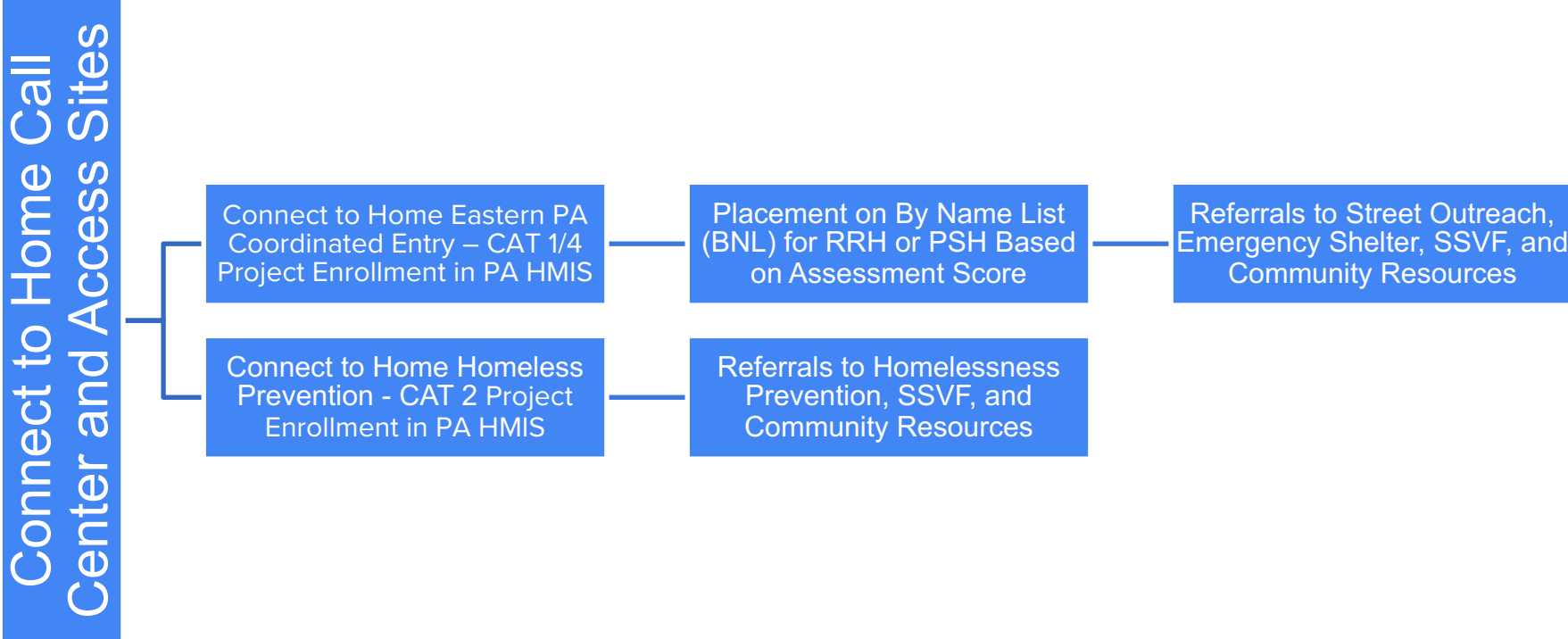
The Coordinated Entry intake, assessment, referral, and Housing By Name List placement is identical regardless of whether a person calls 211 or visits an Access Site.

Eastern Pennsylvania CoC Coordinated Entry System

- Households must be enrolled in Coordinated Entry to access any HUD-funded services and housing in the Eastern PA CoC service region, including:
 - **Street Outreach** (if the household was living unsheltered or in a place not meant for human habitation the previous evening and not already engaged with Street Outreach).
 - **Emergency Shelter** (if the household was living unsheltered or in a place not meant for human habitation the previous evening).
 - **Rapid Re-Housing** (if the household meets the HUD Category 1 or 4 definitions of homelessness).
 - **Permanent Supportive Housing** (if the household meets the HUD Category 1 or 4 definitions of homelessness).
 - **Homelessness Prevention** (if the household meets the HUD Category 2 definition of imminent risk of homelessness).
- Coordinated Entry can also make referrals to other community-based services and housing programs that choose to partner with the CoC, including non-HUD funded shelters, code blue shelters, veterans' services, domestic violence and human trafficking services, and eviction prevention services, among others.

Coordinated Entry does not and cannot guarantee access to any housing or crisis services.

Connect to Home Eastern PA Coordinated Entry Process



HUD Category 1 Definition of Homelessness

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

HUD Category 1 Recordkeeping Requirements

1. Written observation by the outreach worker; or
2. Written referral by another housing or service provider; or
3. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter.
4. For individuals exiting an institution- one of the forms of evidence above and:
 - A. Discharge paperwork or written/oral referral or
 - B. Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution.

Key Eastern PA CoC CE Policies & Procedures – CAT 1

1. Transitional housing participants are not eligible for Rapid Re-Housing or Permanent Supportive Housing.
 - Do not enroll transitional housing participants into the Connect to Home Eastern PA Coordinated Entry – CAT 1/4 project.
2. Households self-paying for hotel and motel stays are not eligible for Rapid Re-Housing or Permanent Supportive Housing unless 51% or more of the stay is paid for by charitable organizations or by federal, state and local government programs.
 - If a household is paying for more than 50% of their hotel/motel stay, do not enroll it into the Connect to Home Eastern PA Coordinated Entry – CAT 1/4 project.

Key Eastern PA CoC CE Policies & Procedures – CAT 1

3. To be eligible for Connect to Home Eastern PA Coordinated Entry – Cat 1/4 project enrollment, the household must have been literally homeless the night before contacting Coordinated Entry.
 - If the household stayed with friends, family, in their own housing unit, or a self paid hotel/motel stay, do not enroll them into the Connect to Home Eastern PA Coordinated Entry – CAT 1/4 project.
4. The only exception to this rule is that unsheltered households may be enrolled in an Emergency Shelter for up to two (2) business days before receiving a Coordinated Entry intake to focus on crisis stabilization and/or if Coordinated Entry services are not available at the time of enrollment (i.e., on an evening, weekend, or federal holiday).

Institutions: Examples

- Jails
- Hospitals
- Inpatient treatment centers

A person can be considered homeless if the stay is 90 days or less and they met the definition of homelessness prior to entering the institution.

Places Not Meant For Human Habitation: Examples

- Streets
- Cars
- Parks
- Sidewalks
- Airports
- Abandoned buildings
- Camping grounds
- Bus or train stations
- College or school common areas
- A garage, shed, or other location outside of a housing structure
- Hallways of an apartment or hotel (i.e., outside of an apartment unit or hotel room)
- Condemned properties

HUD Guidance: Places Not Meant for Human Habitation

In general, HUD expects intake workers (Coordinated Entry Specialists) to use their professional judgment when assessing an individual's homeless status or eligibility, including current housing conditions and the reasons why they are staying there (e.g., they have no other place to go).

When assessing the space to determine eligibility, they should consider factors such as:

- If there is access to electricity and plumbing, including running water and toilet facilities (These facilities do not necessarily need to be in the unit, but must be reasonably accessible at all times);
- Whether the housing is heated and cooled (e.g., HVAC);
- If there are hazardous conditions present in the location (e.g., exposed wires); and,
- The type of flooring (e.g., dirt, cement, carpeted).

HUD Guidance: Places Not Meant for Human Habitation

- The conditions of the housing and the types of facilities the individual has access to would affect whether their residence would be considered "a place not meant for human habitation." If a person is paying rent to reside in a unit, HUD would generally consider this a nighttime residence that is intended for human habitation.
- However, for example, a garage, basement, or shed space might be viewed quite differently if it is uninsulated, without access to utilities and limited access to kitchen and bathroom facilities than if it is a finished, heated garage with a bathroom and kitchen.

HUD Habitability Guidance: Utilities

- In a housing unit that does not have the capacity for utilities (e.g., broken water pipes, nonfunctional wiring for electricity, etc.), the lack of utilities could be a characteristic supporting an assessment that the unit is not meant for human habitation.
- However, if the utilities have been disconnected due to nonpayment, this would be considered a characteristic of the household and would not support an assessment that the unit is a place not meant for human habitation.

HUD Habitability Guidance: Condemned Housing

- Condemned Housing: In general, HUD would consider a building that has been condemned as a place "not designed for or ordinarily used as a regular sleeping accommodation for human beings" and, therefore, an individual or family living in a condemned building would be homeless under Category 1. This would apply to an individual or family with a lease, ownership interest or occupancy agreement. However, intake workers must assess each program participant upon program entry and assign an appropriate level of housing and service intervention.

HUD Habitability Guidance: Abandoned Housing

- Abandoned Housing: If the individual is residing in an abandoned unit that was previously inhabited and there is no access to utilities such as plumbing or electricity, prolonged utility shut-off could result in a property deteriorating to such a degree that it would no longer be meant for human habitation and an individual or family residing in that unit could be defined as homeless under Category 1; however, this can only be determined on a case-by-case basis and should be documented.

HUD Habitability Guidance: Housing In Need of Repairs

- Housing in Need of Repairs (e.g. harmful agents, dilapidated, etc.): In cases where an individual or family is residing in housing that is not condemned and is need of repairs or action by the landlord, such as remedying harmful agents or dilapidated housing, it is unlikely that the individual or family would meet the homeless definition under Category 1. In some cases, prolonged buildup of harmful agents or infestation, and lack of regular maintenance by the landlord could result in a property deteriorating to such a degree that it would no longer be meant for human habitation and the individual or family residing in this unit would be defined as homeless under Category 1; however, this can only be determined on a case-by-case basis and should be documented.
- Keep in mind, in many cases; a landlord is required to repair problems that materially affect the physical health or safety of an ordinary tenant and are not caused by the tenant, occupant, or a guest. In such cases, if an individual and/or family has been unable to resolve these issues directly with its landlord, we recommend that you consider mediation by a neutral, third-party mediator or legal aid assistance.

HUD Habitability Guidance: Recreational Vehicles or Camper Trailers

- RV or camper trailer: If you are referring to an individual or family that is living in a camper trailer that has no access to a toilet or running water, for example, they would be considered homeless under the Category 1 definition of homeless, which includes "an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground." (§ 576.2, definition of "homeless" paragraph(1)(i)). This is because living in a camper without a toilet or running water would be equivalent to living in a car/camping ground.

HUD Habitability Guidance: Garages and Basements

- Garage or basement: When intake workers are assessing the space to determine eligibility, they should consider factors such as:
 - The type of access the garage or basement has to the rest of the house (for example does the household have to go outside to access the house or is there interior access? Does the household have unrestricted access to the rest of the house?)
 - Whether the garage or basement is heated and cooled along with the rest of the house
 - If there are exposed wires or other hazardous conditions present in the location
 - The type of flooring (e.g., dirt, cement, carpeted)

HUD Habitability Guidance: Cars

- Car: If you are referring to an individual or family that is sleeping in a car and that is considered their primary nighttime residence, this would count as a place not meant for human habitation, regardless of the location at which the car is parked.

Learn More About Eastern PA CoC Coordinated Entry

- ❖ Connect to Home Eastern Pennsylvania Coordinated Entry System Overview, including 211 Call Center Contact Information and Access Site Locations and Hours
<https://pennsylvaniacoc.org/balance-stateeastern-pa-coc/connect-home-coordinated-entry-system-eastern-pa>
- ❖ Connect to Home Coordinated Entry Specialist Training Materials
<https://pennsylvaniacoc.org/connect-home-ce-specialist-training-materials>
- ❖ Connect to Home Eastern Pennsylvania Referral Partner Matrix
<https://docs.google.com/spreadsheets/d/1FYLRUe2QjsZC6V1PO3qsd89q0PFXrBcF>
- ❖ Eastern PA CoC Written Standards For All Projects, including Coordinated Entry
<https://pennsylvaniacoc.org/eastern-pa-coc-written-standards>
- ❖ HUD Coordinated Entry Policy Brief
<https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief/>