

Homelessness Prevention and Rapid Re-housing Competitive Program

Program Guidelines and Application Kit | June 2009

> ready > set > succeed



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Section I – General

A. Introduction

The Commonwealth of Pennsylvania, through the Department of Community and Economic Development (DCED), is administering the Homelessness Prevention and Rapid Re-housing Program (HPRP). This program was authorized by the American Recovery and Reinvestment Act of 2009 (ARRA). The purpose of HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless – many due to the economic crisis – and to provide assistance to rapidly re-house persons who are homeless as defined by the McKinney-Vento Homeless Assistance Act.

All households assisted with HPRP funds must be at or below 50% of Area Median Income (AMI). In addition, all providers of services under HPRP must enroll in and provide data to the Homeless Management and Information System (HMIS).

The Plan establishes three components – County Housing Partnerships, Underserved Populations & Pilot Initiatives, and Legal Services. The focus of these guidelines is the latter two components.

The program is governed by both the Action Plan Amendment that DCED submitted to the U.S. Department of Housing and Urban Development (HUD) and the HUD Notice that outlines program requirements. Applicants are urged to review both documents, which are available at the following websites:

- **DCED Action Plan:**
<http://www.newpa.com/strengthen-your-community/technical-assistance/download.aspx?id=1286>
- **HUD Notice:**
<http://www.hud.gov/utilities/intercept.cfm?/recovery/hrp-notice.pdf>

In an effort to welcome and to integrate immigrant communities with the revitalization efforts of the Commonwealth and its municipalities, DCED encourages local governments and community-based organizations to actively engage these communities. DCED will give special consideration to applications that include activities or describe how their municipality or organization currently takes proactive steps to integrate immigrant communities in their revitalization efforts. Activities that promote the integration of immigrant communities include, but are not limited to, projects that:

- Support community leadership training and development.
- Develop the capacity of community-based organizations for project management.
- Encourage civic participation in local affairs and planning.
- Support English language acquisition.
- Support entrepreneurial assistance.

Definition of Immigrant: Persons whose native language is not English.

DCED will adhere to the Commonwealth of Pennsylvania’s Keystone Principles for Growth, Investment and Resource Conservation in making selection of projects to receive HPRP funds. The priorities for funding contained in these HPRP guidelines are consistent and flow from the Keystone Principles.

B. Definitions

Financial Stability – This is the measure of sustained financial stability of the persons being served by the assistance received through HPRP.

Legal Services – Funds will be made available to those nonprofit entities that can demonstrate the capacity to distribute funds on a statewide network of legal service agencies.

Pilot Initiatives – These are defined as initiatives that effectively prevent homelessness and rapidly re-house homeless people.

Underserved Population – This group would be those who are traditionally underserved or not served through the formula distribution process via counties. This population is to be locally defined but could include but is not limited to recently unemployed, veterans from the Iraq or Afghanistan wars, those with limited English proficiency, people with disabilities, or immigrant populations.

C. Application Submission and Review

1. Eligible Applicants

Eligible applicants include any general purpose units of local government; including cities, boroughs, townships, towns, counties, home rule municipalities, and communities that desire to apply “on behalf of” other municipalities. Local governments must apply “on behalf of” nonprofit organizations. Nonprofits are ineligible applicants because they do not have the authorization to rapidly draw down funds via HUD’s Integrated Disbursement and Information System (IDIS) and are not able to certify to the federal environmental review compliance forms.

2. Eligible Activities

- Financial Assistance such as short and medium term rental assistance;
- Housing Relocation and Stabilization Services such as case management, outreach and engagement, legal services and credit repair;
- Data Collection and Evaluation, and
- Administrative Costs to carry out the administration and compliance of this program. Up to 2.5% of the grant request can be used for administrative expenses.

3. Activities Not Eligible or Prohibited

Prohibited activities include but are not limited to the following:

- Financial assistance or services available through other Recovery Act programs such as child care and employment training;
- Mortgage costs;
- Other costs such as but not limited to - construction or rehabilitation; credit card bills or other consumer debt; car repairs or transportation costs; travel costs; food, medical or dental care and medicines; clothing and grooming; home furnishing; pet care; entertainment activities; work or education related materials; and cash assistance to participants;
- Certifications, licenses and general training classes for case managers and program administrators.
- Funds may not be used to develop discharge planning programs in mainstream institutions such as hospitals, jails, or prisons.

All households assisted with HPRP funds must be at or below 50% of Area Median Income (AMI).

4. **Application Submission**

- a. One copy of the Electronic Single Application and the HPRP application must be submitted by a unit of local government to the DCED Customer Service Center, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120, in accordance with DCED's Single Application requirements. Applications must include all the required items noted in Section II B Application Contents on Page 9.
- b. A copy of these applications must also be sent to the appropriate DCED regional office.
- c. The application window will close at 5:00 p.m. on June 15, 2009. Applications postmarked after this date will not be considered for HPRP Underserved Populations and Pilot Initiatives or Legal Services funding.

5. **Eligible Grant Amounts**

- a. DCED will accept applications in the amount of at least \$50,000 and a maximum of \$200,000 for the Underserved and Pilot Initiatives. Applicants applying under the Legal Services component can apply for up to \$585,287.

Counties that cannot commit to the conditions of the County Housing Partnerships formula distribution will be eligible under this component; however, no county will be eligible for an amount greater than the amount under the formula distribution their respective County. Counties opting out of the County Housing Partnership, under this competitive process, can apply for no more than \$200,000 or their formula distribution amount, whichever is less.

- b. Eligible applicants may apply for funds to carry out any of the eligible activities described in the HUD Notice regarding HPRP funding and further outlined in Section I C (2) Eligible Activities on Page 2 of these guidelines.

6. **Proposal Content**

The proposal narrative must clearly identify the following items:

- Problem to be addressed.
- Population group(s) to be served.
- Activities to be undertaken and described in detail.

The proposal must specifically identify if the activities will address an underserved population group or will pilot proven efforts that demonstrate effective techniques/services to resolve or prevent homelessness. The description must propose a solution (activities) to remedy the problem.

NOTE: Legal Services activities should be outlined as an underserved population group.

If addressing an underserved population group, the proposal must describe the lack of resources available for this population group or activity. If no other resources exist, please explain the nonexistence of resources. If resources are limited or other barriers to assistance exist, describe the nature of the restrictions or obstacles encountered to address this need.

If proposing a pilot initiative, the proposal must describe the source that documents the activities are a proven effort to address the problem or need. This documentation must include valid research and evaluation that addresses the items below. The documentation may also include data on the proposed activities from the applicant or sub-recipient.

In addition, the application proposal must also address all items and follow the format outlined in Section II B Application Contents on Page 9 of these guidelines.

7. Evaluation of Applications

The proposal will be evaluated using the following criteria:

a. Priority Needs (15 Points)

- DCED will give highest priority to proposals focusing on activities for newly-homeless people who are not chronically homeless and have the greatest likelihood of becoming stabilized within 18 months and that concentrate on keeping family units intact.
- The application will be evaluated to determine if the proposed solution/activities effectively address the identified problems/need.

b. Outcome Measures / Impact (40 Points)

The proposal must show quantitative measures of the following:

- Cost savings to be experienced by the Commonwealth and locality in serving homeless people or those at risk of homelessness. The proposal must show quantitative measures of reduced costs of state or locally provided benefits for social services and assistance that will be derived from these proposed activities. (The methodology for calculating the cost savings must be detailed.)
- Reduction in time that people are homeless. The proposal must describe the amount of time, on average, spent in homelessness that will be reduced for the population served compared to the average time spent in homelessness for people not receiving such assistance. For homelessness prevention activities, the proposal must show the reduction in the rate of households that become homeless compared to the rate for those households that do not receive such assistance.
- Measures of financial stability. The proposal must provide the following measures that will result from the proposed activities:
 - 1) Increases in employment rates.
 - 2) Increases in sustained income for the families/households assisted.
 - 3) Increased number of clients with healthcare coverage.
- Other specific outcome measures to be achieved as a result of this competitive grant funding. These measures must be quantitative indicators of results including, but not limited to:
 - 1) The rate of family cohesion compared to other homeless families.
 - 2) Placement and retention rates in permanent housing compared to other homeless and formerly homeless families.
 - 3) Other measures applicable to the proposed activities.

c. Capacity / Past Performance (25 Points)

The applicant's management plan will be evaluated to determine if there is sufficient administrative capacity to carry out the proposed project in conformance with applicable federal, state, and local requirements. As the responsible entity for HPRP funding, the local municipality will be accountable for the financial setup and draw of funds via the Integrated Disbursement Information System (IDIS), the environmental review, the preparation and execution of a sub-recipient agreement with any nonprofit entities, all monitoring, recordkeeping and compliance issues. DCED will evaluate:

- Past performance and compliance with requirements on both state and federal programs, examining DCED monitoring reports, audits and contract closeout reports, and HUD monitoring of applicants.
- Performance of both the applicant and any sub-recipient entities.

d. **Timeliness (15 Points)**

The ability of the proposed project to be implemented and completed in a timely manner will be evaluated. Under this criteria, DCED will evaluate each proposed project to determine if other necessary funding sources are in place and that activities can commence immediately. DCED must obligate all funds by September 30, 2009. All funds must be expended within 36 months from the date that HUD executes a contract with DCED, which will provide grantees/sub-recipients with less than 36 months to expend funds since the HUD contract execution date is expected prior to September 1, 2009.

To meet the HUD timeliness requirements, DCED will consider if 60% of the funds can be expended within 21 months, and whether the proposed activities can be completed and funds expended within 33 months. These timelines are established to meet the HUD timeline.

Past administration of contracts, particularly timeliness and effectiveness in subcontracting and reporting, weighs heavily in the review of applications. Demonstrated history of return of granted funds from previous awards will also weigh heavily in the determination of a current request for funding. Substantial balances of unspent funds will also be considered in the review of timeliness.

e. **Geographic Distribution (5 Points)**

DCED will consider providing additional points to applications from geographic areas of the Commonwealth that have been traditionally underfunded for homelessness programs. Given the substantial amount of HPRP funds that will be awarded by formula, the weighing of this factor will be minimal.

8. **Application Reductions and Reallocation of Grant Funds**

DCED will take the following steps to assure that funds are fully expended:

- a. DCED may reduce the application grant awarded below the amount requested due to the grantee or sub-recipient's capacity limitations or concerns about the timeliness in the expenditure of the amount of funds.
- b. Monitoring of grantee expenditures will intensify six months prior to the 21-month timeline and prior to the grant agreement expiring (anticipated being 33 months). If DCED deems the funds will not be expended, DCED may take steps to reallocate funding to another grantee.
- c. If funds become available due to the lack of progress or the inability to expend all the grant funds prior to the contract expiration date, DCED will initiate steps to reallocate any unused funds prior to the grant contract's expiration date. DCED will initiate reallocation of funding based upon:
 - Original grant proposal requests not being fully funded.
 - Grantees that notify DCED that a gap in financing may exist for certain projects.
 - Successful expenditure rates of HPRP funds by counties participating in the County Housing Partnerships component of DCED's allocation of HPRP funds.

D. General Provisions

Announcements of awards are conditioned upon DCED's receipt of federal program funds and approval to expend them. DCED has the right to reject any or all proposals or parts thereof, or to waive any formalities. DCED has the right to conduct pre-award surveys and/or negotiations and to request oral presentations from certain applicants without undertaking any such responsibilities with respect to other applicants.

The applicant must provide a copy of the Statement of Assurances with the Chief Elected Official's signature certifying that all federal and state requirements will be adhered to in the administration of the federal grant program. The applicant must comply with all the civil rights and equal employment opportunity requirements, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Redevelopment Act of 1974 and the Pennsylvania Human Relations Act. The applicant must also comply with the Fair Housing Act and the Drug-Free Workplace requirements.

All proposals become the property of DCED. DCED has the right to disclose information contained in all proposals.

E. Reporting Requirements

1. Quarterly performance reports will be required to be submitted to DCED.
2. All reports must be submitted to DCED using a format prescribed by DCED. All grantees will be notified in writing when these reports are due. The first report is due no later than October 5, 2009.
3. All grantees will be required to fulfill the data reporting requirements of HMIS.
4. The Commonwealth requires each grantee, at closeout, to submit an audit, if applicable, and contract completion information. These requirements are explained in the Department's Procedures for Closeout of Contract manual. These procedures are mailed to each grantee when the contract is offered.

F. Fiscal Responsibilities

1. A detailed budget listing the HPRP request must be submitted with the proposal. The requested budget should not exceed three years in duration. All costs must be obligated by the sub-grantee through fully executed subcontracts.
2. Sixty percent (60%) of the grant funds must be drawn down within 24 months of DCED's contract with the Department of Housing and Urban Development (HUD).
3. One hundred percent (100%) of the grant funds must be expended within three years of the contract date with HUD.
4. The grantee must have an accounting system to maintain records and receipts supporting expenditures as required by DCED (state and federal regulations). Grantees shall ensure that financial books, records, documents, and other evidence pertaining to cost and expenses of the grant will be maintained in detail.
5. All records pertaining to this grant including financial audits, budgets, plans/drafts, supporting documents, statistical records, etc., shall be retained for a period of at least four years from the submission of the final expenditure report.

6. In the event that any claim, audit, litigation or State/Federal investigation is started before the expiration of the aforementioned record retention period, the records shall be retained by the grantee until all claims or findings regarding the records are resolved. DCED shall have access to any records relevant to the project, including books, documents, photographs, correspondence, and records to make audits, examinations, transcripts and excerpts. If DCED determines that such records possess long term or historic value, they shall be transferred, as requested, to DCED.

G. Program Application

1. In addition to submitting a copy of the Electronic Single Application (ESA), the HPRP application must contain the items listed below:
 - a. **General Application Description**
 - This form must identify the Chief Elected Official, the municipality's administering agency and contact person and provide a general description of the application's project(s) being submitted for funding. The HMIS information must be completed.
 - On this form, the applicant must also demonstrate participation in the local Continuum of Care.
 - b. **Statement of Assurances**
 - Applicants must include with their application a Statement of Assurances that refers to all applicable federal requirements regarding non-discrimination, accessibility, drug-free operation, provision of environmental review standards, etc. that is signed and completed by the Chief Elected Official (CEO) of the municipality applying for the funds.
 - c. **Timeliness and Management Plan**
 - All individuals and groups involved in the program's operation must be clearly identified and all relationships must be described. A draft subcontract may be attached to the proposal.
 - If an applicant has received ESG funding within the past two years, the status of audits for the funding must be noted.
 - d. **Project Description**
 - Prospective grantees must describe the project in sufficient detail so that the proposed project may be evaluated for eligibility and consistency with the HPRP Notice.
 - Problem to be addressed.
 - Population group(s) to be served.
 - Activities to be undertaken.
 - The proposal must provide information and data supporting the need for HPRP funds. Applicants must include an outline of the intended goals of the proposed project with an assessment of the impact of the project on local homeless needs.
 - e. **Project Budget and Financing Plan**
 - This form must be completed and signed for each project that is submitted for consideration.
 - The total project budget proposed through the contract period (not to exceed 36 months) must be submitted.
 - The applicant must include all sources of funding that will be used in the project.
 - The budget must be submitted using the format provided in these guide lines.

- A detailed budget narrative must accompany the budget and include additional supporting information if applicable. Each line item must be described clearly.
- These budgets must be consistent with the time frame of the DCED contract.

f. **Public Participation**

- Citizen participation requirements are replaced with an alternative that does not mandate public hearings but does require a reasonable opportunity for citizen comment and ongoing citizen access to information on how grant funds are being used. DCED is requiring applicants to hold (1) public meeting to seek citizen input on the proposed projects / activities.

g. **Resolution of the Municipality**

- The applicant must have in their local project files evidence in the form of a resolution of the governing body authorizing the filing of the application.
- The resolution must cite the law, state the program being applied for, and contain a provision whereby the applicant assumes responsibility for program compliance and will reimburse the Commonwealth for any expenses found to be ineligible.
- A sample resolution is provided on page 22.

H. Required Application Items

All the items listed below must be included in each application. They must be indexed and tabbed appropriately. (Examples of forms and/or formats are included in Section III). Please do not submit applications in a three-ring binder. The required forms are listed below:

1. Electronic Single Application for Assistance - must be submitted electronically via the website at www.newPA.com. A signed copy of the Electronic Single Application for Assistance must be included with the hard copy of the application submission.
2. General Application Description Form
3. Statement of Assurances
4. Timeliness/Management Plan
5. Project Description and Narrative
6. Project Budget and Financing Plan

Section II – Application Kit

A. Instructions

The original application must be submitted electronically to the DCED Customer Service Center – Center for Community Development (CCD) according to the established guidelines. One copy of the application must be submitted to the appropriate Regional Office.

NOTE: Do not submit the application in a three-ring binder.

Preparation of your application should only be under taken after you have reviewed the Program Guidelines. Questions may be directed to Mary J. Smith, CEDC, Center for Community Development, (717) 720-7404, e-mail: majsmith@state.pa.us

B. Application Contents

1. Each application must contain the following, except where noted.
(Please organize the Table of Contents and the Application Materials as indicated below)
 - a. **Cover Sheet Indicating**
 - Pennsylvania Homelessness Prevention and Rapid Re-housing Program
 - Name of the Applicant Applying for Funding (Must be a Local Government Entity)
 - County
 - Date of Submission
 - b. **Electronic Single Application (ESA) Form**
 - Identifying the HPRP as the selected program
 - ESA - must be submitted electronically via the website at www.newPA.com A signed copy of the ESA must be included with the hard copy of the application submission.
 - c. **Table of Contents**
 - d. **General Application Description Form**
 - e. **Statement of Assurances**
 - f. **Timeliness & Management Plan**
 - g. **Project Description Form & Project Description Narrative**
 - h. **Project Budget and Financing Plan & Budget Narrative**
 - i. **Supporting Documentation (Required)**
 - Identification of Sub-contracts or sub-recipient agreements
 - Code of Conduct or Agency By-Laws
 - HMIS Participation Certification (If already enrolled)
 - Any other information which supports the project

Section III – Single Application

A copy of the completed electronic Single Application must be included with the application. Please print a copy with the signature page and include it with your submission. The Single Application can be accessed by going to the Department's website at www.newPA.com.

Any field that has a (RED on the web link only) diamond next to it is a required field. These fields must be completed before you can submit the electronic Single Application.

Note: When completing the Select Program Section, applicants must choose ESG from the drop down menu.

SINGLE APPLICATION FOR ASSISTANCE

Home
Help
Contact Us
New PA
Save
Print
Logout

Sections Menu:

- ◆ Required ✓ Completed
- I. Introduction
- ii. **Select Program(s)**
- I. Profiles
- Applicant/Sponsor ◆
- Business Specifics
- Company/Occupant ◆
- Beneficial Owner/Developer
- II. Project Site Location(s)
- Site 1 ◆
- III. Project Information ✓
- IV. Type of Enterprise ◆
- V. Financial Assistance
- VI. Uses of Funds
- VII. Project Budget ◆
- VIII. Basis of Cost
- IX(i) Project Narrative ◆
- IX(ii) Addenda
- X. Certification ◆

Project Description: **Neighborhood Stabilization Project** Application ID: **7050908**

Applicant: Company:

Programs Selected: **Allow DCED to Select the Best Funding Package for My Project**

Applicant/Sponsor
Business Specifics
Company/Occupant
Beneficial Owner/Developer

I. PROFILES - Applicant / Sponsor

Eligible entity completing and submitting the application. Applicant can be a business or corporation, non-profit organization, municipality, industrial authority, local development district, local government or licensed education agency. Depending on the type of project and potential funding source, an applicant/sponsor may be submitting the application on behalf of a company or occupant. Indicate the corporate structure of the applicant by selecting one of the following: For-profit corporation, Non-profit corporation, Government, Partnership or Sole Proprietorship.

◆ Name: <input style="width: 90%;" type="text"/>	◆ CEO: <input style="width: 90%;" type="text"/>
◆ CEO Title: <input style="width: 90%;" type="text"/>	◆ Address: <input style="width: 90%;" type="text"/>
◆ City: <input style="width: 90%;" type="text"/>	◆ State: <input style="width: 90%;" type="text"/>
◆ Zip: <input style="width: 90%;" type="text"/>	◆ FEIN: <input style="width: 90%;" type="text"/>
NAICS Code: <input style="width: 90%;" type="text"/> Find Code	<input type="radio"/> For-Profit Corporation <input type="radio"/> Non-Profit Corporation <input type="radio"/> Government <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship
◆ Contact Name: <input style="width: 90%;" type="text"/>	◆ Phone: <input style="width: 90%;" type="text"/>
◆ Title: <input style="width: 90%;" type="text"/>	SAP Vendor #: <input style="width: 90%;" type="text"/>
Fax: <input style="width: 90%;" type="text"/>	PA Revenue Tax Box #: <input style="width: 90%;" type="text"/>
E-mail: <input style="width: 90%;" type="text"/>	◆ Internet Access: <input type="radio"/> Yes <input type="radio"/> No

[Continue ->](#)



GENERAL APPLICATION DESCRIPTION FORM

Homelessness Prevention and Rapid Re-housing Program

1. APPLICANT'S NAME		DATE:
2. LOCAL GOVERNMENT CLASSIFICATION <input type="checkbox"/> City <input type="checkbox"/> Borough <input type="checkbox"/> County <input type="checkbox"/> Township		3. IS THE APPLICANT AN HPRP ENTITLEMENT COMMUNITY? <input type="checkbox"/> Yes <input type="checkbox"/> No

4. CHIEF ELECTED OFFICIAL (NAME, TITLE, ADDRESS, ZIP CODE, TELEPHONE, E-MAIL)	5. CONTACT PERSON (NAME, TITLE, ADDRESS, ZIP CODE, TELEPHONE, E-MAIL)
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6. ACTIVITIES. *Briefly describe activities to be undertaken with this application.*

Name of Continuum of Care an Active Member of:

HMIS Usage: Applicant / Lead Agency Sub-recipient

List:



STATEMENT OF ASSURANCES

Homelessness Prevention and Rapid Re-housing Program

APPLICANT NAME:

The applicant or grantee hereby assures and certifies that:

- | | |
|---|---|
| (A) It possesses legal authority to apply for the grant and to execute the proposed program in accordance with the statutes and regulations governing the federal program. | LEGAL
AUTHORITY |
| (B) The governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. | OFFICIAL
RESOLUTION |
| (C) The activities are consistent with the Commonwealth's Amendment to the Consolidated Plan. | CONSOLIDATED
PLAN |
| (D) It has established a citizen participation mechanism which: <ul style="list-style-type: none"> (1) Provides an opportunity for citizens to participate in the development of the application, encourages the submission of views and proposals, and provides for timely responses to the proposals submitted. (2) Provides citizens with adequate information concerning the amount of funds available for proposed projects, the range of activities that may be undertaken, and other important program guidelines. (3) Provides for one or more public meetings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application. (4) Provides for a timely written answer to written complaints and grievances. (5) Identifies how the needs of non-English speaking residents will be met in the case of public meetings where a significant number of non-English speaking residents can be reasonably expected to participate. | CITIZEN
PARTICIPATION |
| (E) It will provide citizens with reasonable access to records regarding the Homeless Prevention and Rapid Re-housing Program assisted activities and management. | ACCESS TO
INFORMATION |
| (F) It will comply with: <p style="margin-left: 20px;">The requirements of 24CFR Parts 5 and 570 concerning the eligibility of religious organizations to participate in federal programs including HPRP. Reference is also made on this topic and agreed to as described in the Notice of the HPRP.</p> | EQUAL
PARTICIPATION
OF RELIGIOUS
ORGANIZATIONS |

(G) It will comply with the requirements and policies of 24 CFR Part 85 titled: "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indiana tribe Governments; or 24 CFR Part 84 titled Uniform Administrative Requirements for Federal Grants and Agreements Awarded to Institutions of Higher Education, Hospitals, and Other Non-profit Organizations. Note that the closeout requirements apply to all entities receiving HPRP funds, but that no charges may be applied to the grant beyond the Recovery Act's 3-year expenditure deadline, as explained in section V.A.2.

UNIFORM
ADMINISTRATION

It will also comply with the requirements and policies of OMB Circular A-87 entitled: "Cost Principles for State, Local and Indian Tribal Governments"; OMB Circular A-122 entitled: "Cost Principles for Nonprofit Organizations"; or OMB Circular A-133 entitled: "Audits of State, Local Governments, and Nonprofit Organizations"; Treasury Circular 107, whichever is pertinent.

FINANCIAL
MANAGEMENT

(H) It will maintain a drug free workplace in accordance with the Drug Free Workplace Act of 1988 and the requirements of 24 CFR Part 24, subpart F.

DRUG FREE
WORKPLACE

(I) It will comply with:

CIVIL
RIGHTS

(1) Title VI of the Civil Rights Act of 1964, P.L. 88-352 (42 U.S.C. 2000d et. seq.) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no persons in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

Title VI states that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 1.4b(2)(i) of the regulations issued pursuant to Title VI requires that:

"A recipient in determining the types of housing accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, the class of persons to whom, or the situations in which, such housing, accommodation, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin or have the effect of defeating or substantially impairing accomplishments of the objectives of the program or activity as respect to persons of a particular race, color, or national origin."

- (2) The Fair Housing Amendments Act of 1988 (42 U.S.C. 3601-20) which states that no person shall be subjected to discrimination because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions; and requires that grantees administer all programs and activities in a manner to affirmatively further fair housing.

FAIR
HOUSING

Executive Order 11063 and the regulations contained in 24 CFR Part 107 requires that all action necessary and appropriate be taken to prevent discrimination because of race, color, religion (creed), sex, or national origin in the sale, rental, leasing, or other disposition of residential property and related facilities or in the use or occupancy thereof where such property or facilities are owned or operated by the Federal Government or provided with Federal assistance by HUD and in the lending practices with respect to residential property and related facilities of lending institutions insofar as such practices relate to loans insured, guaranteed or purchased by the Federal Government.

- (3) Age Discrimination Act of 1975 (42 U.S.C. 6101-01) and the implementing regulations at 24 CFR Part 146.

AGE

- (4) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) and the implementing regulations at 24 CFR Part 8.

HANDICAPPED
PERSONS

For purposes of the Emergency Shelter Grants Program, the term "dwelling units" in 24 CFR Part 8 shall include sleeping accommodations.

- (5) Executive Order 11246, Equal Opportunity in Federal Employment, September 24, 1965 (30 FR 12319), as amended by Executive Order 12086, October 5, 1978 (43 FR 46501), and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally assisted construction contracts. Contractors and subcontractors on Federal and Federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

EQUAL
OPPORTUNITY

- (6) Executive Order 11625, October 13, 1971 which prescribes additional arrangements for developing and coordinating a national program for Minority Business Enterprise (36 FR 19967)

- (7) Executive Order 12138, May 18, 1979 (44 FR 29637) which creates a National Women's Business Enterprise Policy.

- (8) Pennsylvania Human Relations Act of October 27, 1957, P.L. 744, (43 P.S. 951-963) as amended, which provides that no employee, applicant for employment, independent contractor, or any other person shall be discriminated against because of race, color, religious creed, ancestry, national origin, age, or sex.

- (J) It will comply with Section 3 of the Housing and Urban Development Act of 1968, P.L. 90-448, as amended (12 U.S.C. 1701(u)), requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate income residents of the applicant's county and contracts for work in connection with the project be awarded to eligible business concerns which are located in, owned in substantial part by persons residing in the applicant's county.

EMPLOYMENT

(K) It will make known that the use of the facilities and services is available to all on a nondiscriminatory basis. Where the procedures that a grantee intends to use to make known the availability of such facilities and services are unlikely to reach persons with handicaps or persons of any particular race, color, religion, sex, age or national origin within their service area who may qualify for them, the grantee must establish additional procedures that will ensure that these persons are made aware of the facilities and services.

Grantees must also adopt and implement procedures designed to make available to interested persons information concerning the existence and location of services and facilities that are accessible to persons with a handicap.

(L) It will comply with the requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35. In addition, grantees must also meet the following requirements relating to inspection and abatement of defective lead-based paint surfaces:

LEAD BASED
PAINT

- (1) Treatment of defective paint surfaces must be performed before final inspection and approval of the renovation, rehabilitation or conversion activity under this part; and
- (2) Appropriate action must be taken to protect shelter occupants from the hazards associated with lead-based paint abatement procedures.

(M) Its chief executive officer or a duly designated officer/officers consents to assume the status of a "responsible certifying officer" under the National Environmental Policy Act of 1969 (NEPA) P.L. 91-190 (42 U.S.C. 4321 et.seq.). The applicant will assume responsibility for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR Part 58. The applicant further certifies that it has complied with and will comply with 24 CFR Part 58.5 in the administration of its project.

ENVIRONMENTAL
CLEARANCE

(N) It will establish safeguards to prohibit employees, agents, consultants, officers, or elected or appointed officials from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

(O) By providing rental assistance with HPRP funds, the grantee will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. Grantees may require more stringent standards.

HABITABILITY
STANDARDS

(P) It will comply with disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990 (31 U.S.C. 1352) (the Byrd Amendment), and implementing regulations at 24 CFR part 87, apply to HPRP. Applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.

LOBBYING

(Q) It understands that by using assistance under a HUD program for procurement, and any person contracting with such an agency with respect to work performed under an assisted contract, must comply with the requirements of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. In accordance with section 6002, these agencies and persons must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory

PROCUREMENT
OF RECOVERED
MATERIALS

level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

_____		_____
Signature of Chief Elected Official		Date
_____	_____	_____
Name/Title of Chief Elected Official	Municipality	County



MANAGEMENT PLAN

Homelessness Prevention and Rapid Re-housing Program

APPLICANT NAME:

Management Plan.

DCED is required to contract with units of local government for the Homeless Prevention and Rapid Re-housing funds. As the responsible entity for the federal program, the local municipality will be responsible for the financial set up for Integrated Disbursement Information System (IDIS), the environmental review, the preparation and execution of a sub-recipient agreement with any nonprofit entities, all monitoring, record keeping and compliance issues. Describe how the Homeless Prevention and Rapid Re-housing Program will be managed and administered addressing the following:

- Identify the required tasks needed to accomplish the proposed activities and key staff or organization(s) that will accomplish these tasks, including the type of third party contracts intended for services.
- Briefly identify the staff needed to complete each task including their skills and experience.
- If more than one organization will be involved, explain the coordination and lead responsibility.
- Attach a copy of the HMIS User Authorization Form for all affected parties (if applicable).

Instructions for Project Description (Form: DCED-CCD-HPRP-004)

I. General Instruction

A. Introduction

A Project Description Form must be completed for the proposed funding. Each project will be evaluated to determine program eligibility and following the program guidelines. This form is designed to provide all the necessary information for reviewing proposals and will also provide a mechanism to document changes to the project.

B. Eligible Activities

As stated in the guidelines, the HPRP Program has four eligible activities:

- Financial Assistance such as short & medium term rental assistance
- Housing Relocation & Stabilization Services such as case management, outreach and engagement, legal services
- Data Collection and Evaluation
- Administration

Applicants can apply for up to 2.5% of their grant request for administrative costs.

C. Project Narrative

Applicants must describe in sufficient detail the proposed activities in order for the reviewer to make a determination on the eligibility of the proposed activities. The applicant is directed to pay close attention to the Guidelines for the HPRP Program especially dealing with Proposal Content and Evaluation of Applications.



PROJECT DESCRIPTION

Homelessness Prevention and Rapid Re-housing Program

1. APPLICANT'S NAME _____	DATE: _____
2. PROPOSED ACTIVITIES (CHECK ALL THAT APPLY):	
<input type="checkbox"/> Financial Assistance <input type="checkbox"/> Housing Relocation & Stabilization Services <input type="checkbox"/> Data Collection <input type="checkbox"/> Administrative Costs	

3. PROJECT COSTS: HPRP Funds: _____ Private: _____ Local: _____ State: _____ Federal: _____ TOTAL: _____	4. IDENTIFY FUNDING SOURCE: Private: _____ Local: _____ State: _____ Federal: _____	5. ARE FUNDS COMMITTED: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---	---

6. IF APPLYING FOR CONSIDERATION UNDER THE UNDERSERVED POPULATION CATEGORY, PLEASE STATE WHICH POPULATION IS BEING SERVED.		
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Physically Disabled	<input type="checkbox"/> Other
<input type="checkbox"/> Mental Health	<input type="checkbox"/> HIV	
<input type="checkbox"/> Veteran's	<input type="checkbox"/> Immigrant	

7. INSTRUCTIONS FOR NARRATIVE: Each activity must be evaluated to determine if it is eligible, is appropriately classified, and is adequate to meet the needs identified in the proposal. The narrative is designed to obtain the necessary information to accomplish this objective. Please describe in detail the proposed project. The narrative should follow the parameters set forth in the guidelines proposal content section and provide enough detail for the reviewer to be able to complete the evaluation of the application as described in the guidelines. For the County Housing Partnership applicants, please include a description of the committed locally controlled funds and their use.



PROJECT BUDGET AND FINANCING PLAN

Homelessness Prevention and Rapid Re-housing Program

1. APPLICANT'S NAME	DATE:
2. SHELTER/PROJECT NAME (IF APPLICABLE):	

INSTRUCTIONS: COMPLETE THIS FORM FOR EACH PROJECT BEING SUBMITTED AND ONE FOR THE CUMULATIVE AMOUNT.				
Line	Budget Category	DCED Request	Local Commitment	TOTAL
1	Financial Assistance			
2	Housing Relocation & Stabilization Services			
3	Data Collection & Evaluation			
4	Administration*: General Costs... Audit... <i>*Can not exceed 2.5% of grant</i>			
TOTAL		\$	\$	\$

****Attach a brief narrative** that details the basis for the amounts requested for each line item. All revisions require DCED Approval.
 *Local commitment identify the source of the funding.

Approval of Project Financing Plan is hereby requested.

Signature of Chief Elected Official Date

Name & Title of Chief Elected Official

The Project Financing Plan is hereby approved.

Center for Community Development Date

Name & Title

Note: For the County Housing Partnership applicants, the signing of this form is a commitment of the locally controlled funds to the project.

Resolution of the Municipality

Resolution of the _____ authorizing the filing of a proposal for funds with the Department of Community and Economic Development, Commonwealth of Pennsylvania.

WHEREAS, the American Recovery and Reinvestment Act of 2009, authorized the Homelessness Prevention and Rapid Re-housing Program (HPRP); and

WHEREAS, the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received funds and is making these funds available to units of local governments for eligible homelessness prevention and rapid re-housing activities; and

WHEREAS, the _____ desires to submit an application to DCED for funds on behalf of homeless shelter housing and service providers.

NOW, THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED

by the _____ that:

1. The proposed projects _____ to be funded by a grant from the Pennsylvania are hereby eligible and approved.
2. The _____ on behalf of _____ is authorized and directed to execute an application in the amount of \$ _____ to the PA Department of Community and Economic Development.
3. The _____ will reimburse the Commonwealth for any expenditure found to be ineligible.
4. The _____ is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

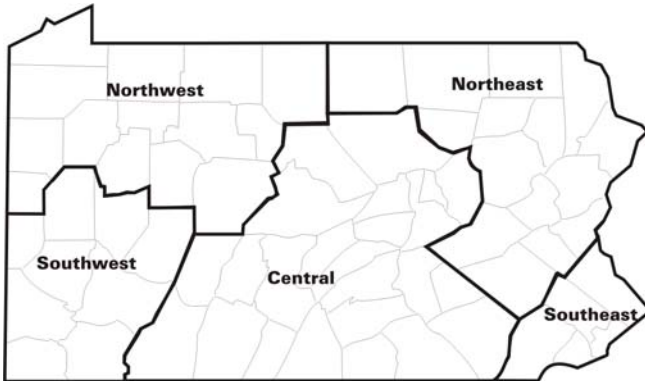
Adopted this _____ day of _____, _____.

(ATTEST)

Secretary

Regional Offices

Pennsylvania Department of Community and Economic Development



Southeast

Bucks, Chester, Delaware, Montgomery and Philadelphia counties

Department of Community and Economic Development
Toni Crawford-Major, Director
Philadelphia State Office Building
1400 Spring Garden Street, Room 1800
Philadelphia, PA 19130
(215) 560-2256
Fax: (215) 560-6722

Northeast

Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne and Wyoming counties

Department of Community and Economic Development
Sara Hailstone, Director
409 Lackawanna Avenue
3rd Floor, Oppenheim Building
Scranton, PA 18503
(570) 963-4571
Fax: (570) 963-3439

Central

Adams, Bedford, Blair, Cambria, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Somerset, Union, and York counties

Department of Community and Economic Development
Louis Colon, Director
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225
(717) 720-7302
Fax (717) 234-4560

Southwest

Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Washington, and Westmoreland counties

Department of Community and Economic Development
Jack Machek, Director
1405 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
(412) 565-5002
Fax: (412) 565-2635

Northwest

Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, and Warren counties

Department of Community and Economic Development
Philip Scrimenti, Director
100 State Street, Suite 205
Erie, PA 16507
(814) 871-4241
Fax: (814) 454-7494