

# Homelessness Prevention and Rapid Re-housing Program

County Housing Partnership Program (Formula Component)  
Guidelines and Application Forms | July 2009

> ready > set > succeed



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# Section I – General

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## 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.

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 and subsequent Notice of Corrections and Clarification that outlines program requirements. Counties are urged to review these 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>
- **HUD Correction Notice:**  
[http://www.hudhre.info/documents/HPRP\\_corrections\\_6\\_08\\_09.pdf](http://www.hudhre.info/documents/HPRP_corrections_6_08_09.pdf)

The Action Plan Amendment (Plan) establishes three components – County Housing Partnerships, Underserved Populations & Pilot Initiatives, and Legal Services. The focus of these guidelines is the County Housing Partnerships or the “Formula” Component.

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).

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.

**Homeless** – As defined by section 103 of the McKinney – Vento Homeless Assistance Act (42 U.S.C.) 11302)

## C. Application Submission and Review

### 1. Eligible Counties

All of Pennsylvania Counties are eligible for a portion of the HPRP funds allocation to the state. DCED developed an allocation formula using the following need factors: 2007 homeless population count, number of working-age unemployed persons, and number of persons receiving food stamps. DCED established base grant amounts along with these need factors to assure an appropriate-sized grant for each county. DCED reduced the base grant amount for those counties or cities receiving HPRP funds directly from HUD.

### 2. Eligible Activities

- Financial Assistance is limited to the following activities; short-term rental assistance, medium term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance and motel – hotel vouchers.
- Housing Relocation and Stabilization Services - HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to the following activities; case management, outreach and engagement, housing search and placement, legal services, and credit repair.
- Data Collection and Evaluation – The Recovery Act requires that data collection and reporting for HPRP be conducted through the use of Homeless Management Systems (HMIS) or a comparable client-level database. Therefore reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible.
- 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.

Counties are directed to review the HUD Notice for the HPRP for more detailed descriptions of all of the above items.

#### 4. **Requirements for All Counties**

In order to receive financial assistance or services funded by HPRP, individuals and families – whether homeless or housed – must meet the following minimum criteria;

- a. Any individual or family provided with financial assistance through HPRP must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs;
- b. All households assisted with HPRP funds must be at or below 50% of Area Median Income (AMI); and
- c. The household must be either homeless or at risk of losing its housing and meet both of the following circumstances:
  - 1) No appropriate subsequent housing options have been identified: AND
  - 2) The household lacks financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

#### 5. **Application Submission**

- a. One copy of the Electronic Single Application submitted electronically and the HPRP formula application must be submitted by a county 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 10.
- 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 July 31, 2009. Applications postmarked after this date will not be considered for HPRP County Housing Partnerships – Formula funding.

#### 6. **Eligible Grant Amounts**

- a. DCED will accept applications in the amount of the formula allocation as contained in the Amendment to the Consolidated Plan
- b. Eligible counties 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.

#### 7. **Requirements of the County Housing Partnership – Formula Component**

- a. **Partnerships** – Counties receiving HPRP funding through the formula allocation must demonstrate through a Memorandum of Understanding (MOU), that a County Housing Partnership exists that includes at a minimum:
  - 1) County Housing Assistance Program agency and/or other appropriate county agencies such as mental health agencies meeting health or disability needs.
  - 2) One or more local housing providers (housing authority, community development agency, and/or community action agency)
  - 3) Local government agency(s) administering HPRP funds, for any cities and counties receiving a direct allocation of HPRP funds from HUD.

- b. **Priorities** – Counties must also identify specific local priorities for households being assisted using the following framework:
  - 1) Highest priority will be given to newly homeless people who are not chronically homeless and have the greatest likelihood of becoming stabilized with housing within 18-month limit of HPRP assistance.
  - 2) Priorities for homelessness prevention activities for people at risk of homelessness must identify a specific criterion that demonstrates assistance is critical to avoid homelessness, as required in the HUD Notice.
- c. **Leverage** – As a condition of receiving the increased funding from DCED, counties must demonstrate how they will leverage locally controlled funds to support the provision of the supportive services needed to allow formerly homeless persons to occupy permanent housing. Such funds may include Homeless Assistance Program, Community Services Block Grant, Community Development Block Grant or other resources identified by the county.
  - 1) Those counties receiving greater than \$50,000 in HAP funds will be required to show a commitment of local funds of at least 25% of the HPRP formula allocation over a three year contract period.
  - 2) Those counties receiving \$50,000 or less in HAP funds will be required to show a commitment of local funds at a lower level but no less than 10% of the HPRP formula allocation over a three year period.

The application submitted by the county must;

- 1) Identify the amount of locally controlled funds that will be directed to pay supportive services costs for permanent housing, and
  - 2) An estimate of the increased number of permanent, supportive housing units that will be assisted with the identified funds.
- d. **Continuum of Care** – As a contracting requirement each county must submit their proposal to the local or regional “Continuum of Care” which coordinates HUD and local homelessness programs for their review and signature of the Certificate of Consistency for Local Continuum of Care.

In addition, the County Housing Partnerships must continue to Coordinate activities with the local or regional Continuum of Care. These County Housing Partnerships will have the local responsibility for collaboration with the Continuums of Care, as well as the other relevant agencies that have resources that could benefit homeless people and those at risk of homelessness including those county service agencies funded through the Pennsylvania Department of Public Welfare.

8. **Proposal Content**

DCED has identified two priority populations for assistance with the HPRP funds, newly homeless and those who are at risk of homelessness. Counties must describe in sufficient detail the proposed activities per program population in order for the reviewer to make a determination on the eligibility of the proposed activities. The county is directed to pay close attention to the HUD Notice, DCED’s Plan and these Guidelines especially dealing with the following items:

- a. **Eligible Program Participants** – All households assisted with HPRP funds must be at or below 50% of Area Median Income (AMI).

- b. **Priorities** – Counties must also identify specific local priorities for households being assisted using the following framework:
  - 1) Highest priority will be given to newly homeless people who are not chronically homeless and have the greatest likelihood of becoming stabilized with housing within 18-month limit of HPRP assistance.
  - 2) Priorities for homelessness prevention activities for people at risk of homelessness must identify a specific criterion that demonstrates assistance is critical to avoid homelessness, as required in the HUD Notice.
- c. **Leveraged funds** – counties must demonstrate how they will leverage locally controlled funds to support the provision of the supportive services needed to allow formerly homeless persons to occupy permanent housing.
- d. **Creation of permanent housing** – An estimate of the increased number of permanent, supportive housing units that will be assisted with the leveraged funds.

9. **Evaluation of Applications**

The proposal will be evaluated using the following criteria:

- a. **Eligible Activities** – Whether the activities to be paid with HPRP funds are all eligible activities as described in Section I C (2) above.
- b. **Requirements of the Program** – Whether the application proposal describes how the County Housing Partnership will meet the program requirements specified in Section I C (4) above.
- c. **Priorities** – Whether the county will meet both of the requirements in setting priorities as specified in Section I C (7) above.
- d. **Partnerships** – Whether the proposal demonstrates establishment of a County Housing Partnership as described in Section I C (7) above.
- e. **Leveraging** – Whether the proposal addresses the program requirements to leverage funds:
  - Has the county identified the amount of locally controlled funds that will be directed to pay supportive services costs for permanent housing, and
  - Has the county given an estimate of the increased number of permanent, supportive housing units that will be assisted with the identified funds.
- f. **Continuum of Care** – Whether each county has submitted their proposal to the local or regional “Continuum of Care” which coordinates HUD and local homelessness programs for their review and signature of the Certificate of Consistency for Local Continuum of Care.
- g. **Capacity** – Whether the county has identified in the application the following:
  - The allocation amount requested is as set forth in the Plan.
  - Lead administering agency for the program and the tasks to be performed delineated. As the responsible entity for HPRP funding, the county 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 agreements with any nonprofit entities, all monitoring, recordkeeping and compliance issues.

- Agency maintaining the IDIS system for the program is identified.
- The County or an administering agency using the HMIS system or which will be required to be trained so as to be certified in its use.

**h. Timeliness**

- The ability of the activities to be implemented and completed in a timely manner will be evaluated. Under these 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 counties/sub-recipients with less than 36 months to expend funds since the HUD contract execution date is expected to occur prior to September 1, 2009.
- To meet the HUD timeliness requirements, DCED will assess whether 60% of the funds can be expended at least three months before the 24 month deadline and similarly assess whether the activities can be completed and all funds expended at least three months before the 36 month deadline. These timelines have been established to meet the HUD timeframes.

**i. Miscellaneous Provisions**

- Whether the application is complete and addresses all of the required content.
- Whether the Electronic Single Application was submitted and signed certification attached to application.
- Whether the Application was submitted on time.

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

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

- DCED may reduce the application grant awarded below the amount requested due to the county or sub-recipient's capacity limitations or concerns about the timeliness in the expenditure of the amount of funds.
- Monitoring of county 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 county.
- 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.
  - Counties 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**

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

The county 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 this program. The county 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 county 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 counties will be notified in writing when these reports are due. The first report is due no later than October 5, 2009.
3. All counties will be required to fulfill the data reporting requirements of Homeless Management Information System (HMIS) that covers their local jurisdiction.
4. The Commonwealth requires each county, 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 county when the contract is offered.

## **F. Fiscal Responsibilities**

1. A detailed budget listing the HPRP formula 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-county 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 county must have an accounting system to maintain records and receipts supporting expenditures as required by DCED (state and federal regulations). Counties 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 five 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 county 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 formula application must provide a paper copy of the application that contains the items listed below. All required forms are found in the Application Kit:
  - 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 county must also demonstrate participation in the local Continuum of Care.
  - b. **Statement of Assurances**
    - Counties 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 a county has received Emergency Shelter Grant funding within the past two years, the status of audits for the funding must be noted.
  - d. **Project Description**
    - Counties must describe the project in sufficient detail so that the proposed project may be evaluated for eligibility and consistency with the HPRP Notice.
    - The proposal must provide information and data supporting the need for HPRP funds. Counties 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 county must include all sources of funding that will be used in the project.
    - The budget must be submitted using the format provided in these guidelines.
    - 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 counties to hold (1) public meeting to seek citizen input on the proposed projects / activities.

g. **Resolution of the Municipality**

- The county 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 county assumes responsibility for program compliance and will reimburse the Commonwealth for any expenses found to be ineligible.
- A sample resolution is provided in the Application Forms on page 22.

h. **Certificate of Consistency with Local Housing Continuum of Care**

As a contracting requirement each county must submit their proposal to the local or regional “Continuum of Care” which coordinates HUD and local homelessness programs for their review and signature of the Certificate of Consistency for Local Continuum of Care.

## Section II – Application Kit

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### A. Instructions

The original application must be submitted 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 County 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](http://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. **Certificate of Consistency with Local Housing Continuum of Care**  
(Must be submitted before contracting)
  - j. **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](http://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 HPRP - Formula 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 type="text"/>	◆ CEO:	<input type="text"/>
◆ CEO Title:	<input type="text"/>	◆ Address:	<input type="text"/>
◆ City:	<input type="text"/>	◆ State:	<input type="text"/>
◆ Zip:	<input type="text"/>	◆ FEIN:	<input type="text"/>
NAICS Code:	<input type="text"/> <a href="#">Find Code</a>	<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 type="text"/>	◆ Title:	<input type="text"/>
◆ Phone:	<input type="text"/>	Fax:	<input type="text"/>
E-mail:	<input type="text"/>	SAP Vendor #:	<input type="text"/>
		PA Revenue Tax Box #:	<input 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"/> Township <input checked="" type="checkbox"/> County		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)
--	--

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<br>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<br>RESOLUTION                                  |
| (C) The activities are consistent with the Commonwealth's Amendment to the Consolidated Plan.   | CONSOLIDATED<br>PLAN                                    |
| (D) It has established a citizen participation mechanism which: <ul style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(4) Provides for a timely written answer to written complaints and grievances.</li> <li>(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.</li> </ul> | CITIZEN<br>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<br>INFORMATION                                |
| (F) It will comply with: <p>The requirements of 24 CFR 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<br>PARTICIPATION<br>OF RELIGIOUS<br>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).
- Provide a list all agencies or organization that will be a part of the Partnership for the proposed activities. Describe the roles and responsibilities of each entity in the implementation of the proposal.
- Identify how the County Housing Partnership will collaborate with the local or regional "Continuum of Care" which coordinates HUD and local homelessness plans.

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

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## 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. Each population's activities will require a separate Program Description.

### 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

DCED has identified two priority populations for assistance with the HPRP funds, newly homeless and those who are at risk of homelessness. Applicants must describe in sufficient detail the proposed activities per program population 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 HUD Notice, DCED's Plan and the Guidelines for the HPRP – County Housing Partnership Program especially dealing with the following items:

- a. **Eligible Program Participants** - All households assisted with HPRP funds must be at or below 50% of Area Median Income (AMI).
- b. **Priorities** - Counties must also identify specific local priorities for households being assisted using the following framework:
  - 1) Highest priority will be given to newly homeless people who are not chronically homeless and have the greatest likelihood of becoming stabilized with housing within 18-month limit of HPRP assistance.
  - 2) Priorities for homelessness prevention activities for people at risk of homelessness must identify specific criteria that demonstrates assistance is critical to avoid homelessness, as required in the HUD Notice. Local government agency(s) administering HPRP funds, for any cities and counties receiving a direct allocation of HPRP funds from HUD.
- c. **Leveraged funds** - counties must demonstrate how they will leverage locally controlled funds to support the provision of the supportive services needed to allow formerly homeless persons occupy permanent housing.
- d. **Creation of permanent housing** - An estimate of the increased number of permanent, supportive housing units that will be assisted with the leveraged funds.



## 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
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6. PLEASE STATE WHICH PRIORITY POPULATION IS BEING SERVED:

Newly homeless and likely to be stabilized within 18 months

People at risk of homelessness

Other

7. INSTRUCTIONS FOR NARRATIVE:

Applicants must describe in sufficient detail the proposed activities based on the local priorities set for households that will be assisted in order for the reviewer to make a determination on the eligibility of the proposed activities. The project narrative must describe the targeted populations, priorities, local commitment of funds, the number of new permanent housing units that are anticipated to be created over the three year period set forth in the HPRP Guidelines.



# 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... <small>*Can not exceed 2.5% of grant</small>			
<b>TOTAL</b>		\$	\$	\$

**\*\*Attach a brief narrative** that details the basis for the amounts requested for each line item. All revisions require DCED Approval.  
\*For the local commitment, counties must 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

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**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

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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

# Certificate of Consistency with the Local Homeless Continuum of Care

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I certify that the proposed activities/projects in the application are consistent with the local Continuum of Care's current 10 Year Plan Objectives and Action Steps.

*Type or clearly print the following information:*

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Description and Location of the Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the Program for which the applicant is applying: Homelessness Prevention and Rapid Re-housing Program – Formula Grant

Name and Title of Municipal Official: \_\_\_\_\_

Signature of Official: \_\_\_\_\_

Name of the Certifying Local Continuum of Care: \_\_\_\_\_

Certifying Person for the Local Continuum of Care:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

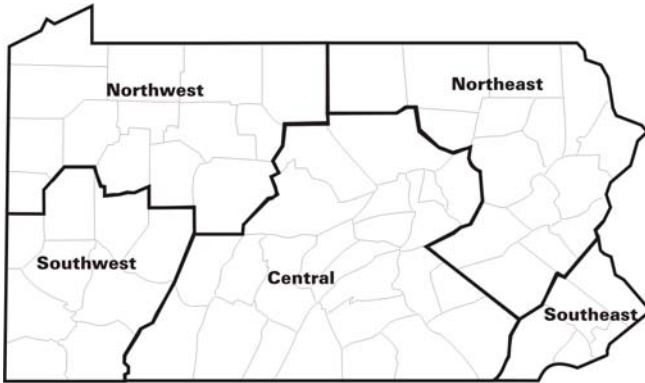
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Regional Offices

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## 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  
3<sup>rd</sup> 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, 4<sup>th</sup> 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