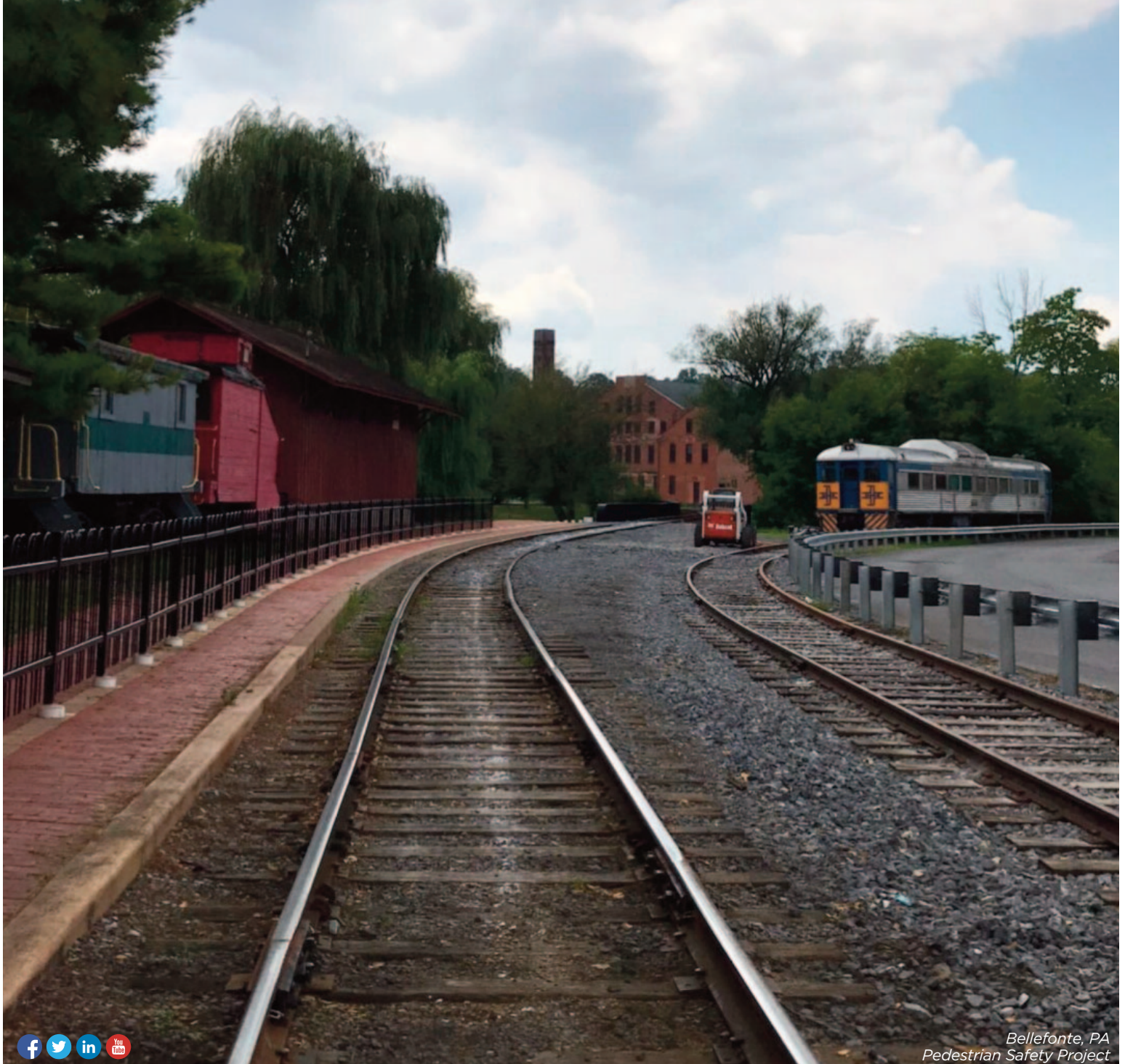


# THIRD YEAR OF THE 2019-2023 CONSOLIDATED ACTION PLAN

2021 ACTION PLAN

April 26, 2021; Revised October 18, 2021



*Bellefonte, PA  
Pedestrian Safety Project*

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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The 2021 Annual Action Plan for the Commonwealth of Pennsylvania (Plan) details the Commonwealth's proposed use of federal funds to address the housing, community, homeless and economic development needs of its constituents. The Plan is intended to outline the goals, strategies, and resources to be utilized in addressing those needs in Fiscal Year 2021 as well as related information on performance measures and outcomes to be used in realizing these goals. Each year the Commonwealth is required to submit an Annual Action Plan based on the goals of the current Consolidated Plan (2019-2023) as part of its application process to the U.S. Department of Housing and Urban Development (HUD) for the federal funding covered by this Plan.

Please note that the 2019 and 2020 Action Plans addressed needs related to the Commonwealth's response to the novel coronavirus and COVID-19 pandemic and to provide the flexibility to our grantees to respond to their individual needs. As of the publication of the 2021 Action Plan for comment, no specific waivers of HUD regulations or statute regarding use of funds awarded in the 2021 HUD allocations have been identified related to the coronavirus. The Commonwealth's use of funds provided under the Coronavirus Aid, Relief, and Economic Security (CARES) Act as appropriated through HUD under the Community Development Block Grant and Emergency Solutions Grant programs are articulated in the 2019 Annual Action Plan and subsequent Substantial Amendments to that Plan. Outcomes realized in the implementation of those goals and in the use of funds will be reported by the HUD requirements noted by program regulation and federal requirements as well as in the annual Consolidated Annual Performance and Evaluation Report when the accomplishment or benefit was realized.

DCED has also included in this plan the Support Act-Recovery Housing (RHP) funding. RHP funding will be allocated through its own Action Plan to be submitted to HUD for considerations outside of the timetable guiding the submission of this Plan. Once the Recovery Housing Program method of distribution has been finalized, an amendment to the plan will be completed and the proper citizen participation process will be followed.

#### **09/02/2021—Substantial Amendment**

The Commonwealth of Pennsylvania is amending the 2021 Annual Action Plan to add the funding allocation for the National Housing Trust Fund, which will be administered by the Pennsylvania Housing Finance Agency (PHFA). The total amount of the allocation received is \$22,424,348.



## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 2021 Annual Action Plan for the Commonwealth of Pennsylvania (Plan) describes the federal programs of the Commonwealth that address the housing, community, homeless and economic development needs of its constituents. The Plan and its proposed methods of distribution for the federal funds maintains prior year actions relative to the 2019-2023 Consolidated Plan goals. While the 2020 program year goals were impacted significantly as a result of the Novel Coronavirus (COVID-19) pandemic and related funding used to focus on response and recovery, DCED has structured the 2021 Plan with reference to prior year accomplishments and with an eye to residual impacts from the pandemic and response. It is important to note that specific plans for funds allocated to the Commonwealth under the Coronavirus Aid, Relief and Economic Security (CARES) Act through HUD are detailed in substantial amendments to the 2019 Annual Action Plan, as directed by HUD. References to the CARES Act funding may be included in this plan, and accomplishments will be detailed in future Consolidated Annual Performance and Evaluation Reports (CAPERs) however the current and future amendments to articulate the uses of those funds will be housed with the 2019 Action Plan amendments that can be found on DCED's website at: <https://dced.pa.gov/housing-and-development/consolidated-plan-annual-plans-reports/>.

Each year the Commonwealth is required to submit an Annual Action Plan based on the goals of the current Consolidated Plan (2019-2023) as part of its application process to the U.S. Department of Housing and Urban Development (HUD) for the federal funding covered by this Plan.

DCED has also included in this plan the Support Act -Recovery Housing funding by reference. RHP funding will be allocated through its own separate Action Plan to be submitted to HUD for considerations outside of the timetable guiding the submission of this Plan. Once the Recovery Housing Program method of distribution has been finalized, an amendment to the plan will be completed and the proper citizen participation process will be followed.

## **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

a. At the conclusion of the 2020 funding period, the second year of the Consolidated Plan period, (2019-2023), Pennsylvania noted that the COVID-19 pandemic significantly impacted key accomplishments. The novel coronavirus (COVID-19) made a significant impact on the outcomes and accomplishments under the 2020 Program Year (January 1 – December 31, 2020). Pennsylvania Department of Health and other state agencies began discussions of and preparations for COVID19 response on January 27, 2020. By March 12, 2020 Governor Wolf declared a state of emergency and put into place targeted orders to protect the health and welfare of Pennsylvania residents – including closure, stay at home and work



from home orders. Business closures impacted on-going rehabilitation and construction projects through the summer and costs for supplies and materials skyrocketed, impacting many project budgets.

Emergency shelter in place orders, coupled with eviction and foreclosure moratoria at the state and federal level impacted the housing and homeless providers significantly. Emergency shelters and other congregate care settings were forced to put into place measures to allow for social distancing including reducing the census of available beds in their facilities. Many relied on hotels or motels to support homeless individuals.

Pennsylvania acted expediently in the second quarter of 2020 to amend its open Emergency Solutions Grant programs to allow the greatest level of flexibility possible for local response to the pandemic. This response included lifting state-imposed limitations on emergency shelter expenditures, rapid rehousing and homelessness prevention activities. With the expectation of a swell of demand for homelessness prevention resources resulting from unprecedented rise in unemployment and threats of eviction, many communities amended their local program design to incorporate these eligible uses of ESG and identify opportunities to use CDBG for subsistence payments.

Given these challenges, many communities made progress toward the affordable housing, community and economic development goals of the Consolidated Plan and Annual Action Plan. Under Pennsylvania Act 179 of 1984, the Commonwealth's CDBG Entitlement Program for Non-Urban and Certain Other Municipalities (Act 179), eligible CDBG applicants must present a Three-Year Community Development Plan that identified both short term and long-term objectives. The local strategic plans become the basis for identifying the projects proposed by the applicant for funding and if meeting the CDBG requirements, approved for funding. As this is just a planning process for local communities and does not mandate the sub recipient to follow their plan when determining a year's activities, DCED utilizes these plans as a resource to project the potential beneficiaries. Also, recognizing that in any given program year, CDBG state entitlement subgrantees may be administering multiple four-year contracts, the actual project beneficiaries may span a multi-year period, therefore impacting the pace at which actual accomplishments are realized.

The HOPWA Program goal was to provide decent affordable housing to 524 households with tenant-based rental assistance, short term rent/mortgage/utility assistance and permanent housing placement services. Additional services provided include supportive services-case management. This will enable clients to establish and/or maintain a stable living environment in housing that is decent, affordable, safe, and sanitary.

The HOPWA Program CARES Act goal was to provide decent affordable housing to 275 households through tenant-based rental assistance, short-term rent/mortgage/utility assistance, and permanent housing placement services. Additional services provided include supportive services-case management.

The HOPWA Program provided decent affordable housing that benefited 602 households for persons living with HIV/AIDS through tenant-based rental assistance, short term rent / mortgage / utility

assistance, and permanent housing placement services. Additionally, 218 households received supportive services-case management.

b. The Commonwealth's highest priority in all program areas continued to be program compliance, subrecipient oversight and thoughtful administration. In all areas, DCED focused on building the capacity and structure within its operations to provide strong oversight of grantees and ensure full compliance with all elements of the HUD funded programs.

All programs incorporate a risk analysis process to identify grantees that, either through turn-over of staff, complexity of program or activity, size of award, or past deficiencies, require specific attention through supplemental monitoring and remote review, technical assistance or assistance with capacity building from DCED grant managers. These risk scores were also incorporated into the monitoring schedules of the grant managers, so those grantees and/or programs needing attention will receive it sooner.

c. The Commonwealth continues to support and assist housing and homelessness projects through the awards of the year that were integral to a strategy to end homelessness and provide affordable housing to all income levels of residents in a community. Funded projects in all program areas worked towards developing a continuum of housing types and income levels and developed collaboration with the full range of citizens, community organizations, businesses, and government entities in attaining their housing goals. Needs to support these goals was only exacerbated by the impacts of the coronavirus and continue to be a part of the Commonwealth's plans for recovery as we build back following the pandemic.

d. The Commonwealth continued its strategy to improve fair housing through diversity of race, ethnicity, income level, gender, and/or disability status within its municipalities. With an eye to affirmatively furthering fair housing initiatives, DCED prioritized expanding knowledge of the impacts of housing discrimination, provided targeted training to partners and grantees, incorporated needs of limited English speakers in project planning and design and reinforced the need to target projects and activities in communities with a concentration of very low-, low- and moderate-income households. Also, the Department provided technical assistance to its grantees in activities they could complete to assist in removing their communities' impediments to fair housing. DCED continued a monitoring process to review these actions and provide guidance in achieving compliance with the fair housing requirements.

e. Through partnerships with municipalities and citizens, state agencies and Pennsylvania Emergency Management Agency, DCED continued to implement its goals and strategies to address the effects of the severe weather that impacted Pennsylvania communities in 2011 with Tropical Storm Lee and Hurricane Irene. Several large-scale projects are nearing completion or have completed and DCED is now reevaluating needs to identify potential reuse of any unspent funds.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

DCED continues its citizen participation process to broaden its consultation and public participation in the development of our annual goals and priorities. Recognizing the changing media structure in the commonwealth, the process no longer utilizes print newspapers to publicize the availability of the draft plan or public meetings; instead the state now utilizes the internet and electronic technologies, provides online public hearings and makes the document available on DCED's website: <https://dced.pa.gov>. This process has been beneficial in obtaining the information on the Commonwealth's goals and objectives for the programs and ensuring citizens have opportunity to review, analyze, and comment on those goals. DCED continues to have more interaction and comments from stakeholders on the programs than in previous years.

DCED reviewed statewide and regional needs and programmatic changes with the six Regional Housing Advisory Committees (RHACs) in August 2020 as the beginning of the citizen review process for this plan. In addition to discussing community needs in community development and housing, DCED used this opportunity to gauge local coronavirus response and determine remaining unmet needs for use of funds allocated under the CARES Act. DCED conducted an online/conference call public hearing on October 6, 2020 for citizen comment on need and to review the results of the 2019 CAPER. The RHAC meetings were announced in the August 8, 2020 *Pennsylvania Bulletin*. The public hearing was announced in the September 19, 2020 issue of the *Pennsylvania Bulletin*.

The information about all of public hearings, RHAC and Pennsylvania Housing Advisory Committee (PHAC) meetings, and availability of draft copies of the plan for citizen comment were included in the public notice invitations that were sent to all grantees, state Regional offices, public district libraries, statewide organizations, Continuums of Care, RHACs, PHAC, CD & H Advisory Committee, CoC Balance of State Board members, Homelessness Programs Coordination Committee, County Commissioners and interested parties. These Community Development and Housing Alerts were distributed on July 30, 2020, October 6, 2020 and March 11, 2021. The hearings were open to the public for discussion about the Plan. Comments were received by DCED and are reviewed in another portion of the Plan. The advertisements, comments and responses, if warranted, are attached as Appendix D.

The Pennsylvania Housing Advisory Committee (PHAC) met October 15, 2020 and April 13, 2021. Both meetings were open to the public. Invitation was sent to all grantees and interested parties and planning for the Action Plan was discussed. At the first meeting, the 2018 CAPER was reviewed, needs identified at the regional were provided, and potential modifications to the programs' Methods of Distribution were identified. At the second meeting the allocations and use of the 2021 funds were discussed, along with discussions on any changes to the method of distribution for the CDBG, CDBG-DR, HOME, ESG, HOPWA, HTF, and NSP programs. Comments received during the second PHAC meeting included consideration for an increase to the cap placed on the maximum amount of CHDO Operating assistance for eligible CHDOs, consideration for an increase to the maximum number of units for DCED



funded rental projects in HOME and consideration for the establishment of eligibility criteria for Community Based Development Organization activities in CDBG.

The comment period for the draft 2021 Action Plan began on March 28, 2021. DCED published its draft notice in the *PA Bulletin* on March 27, 2021 and commenced the 30-day citizen comment period. The summary was also sent to all electronic contacts as listed above on March 26, 2021. A copy of the draft Plan was placed on the website for review on March 26, 2021. The final submitted copy of the plan will be placed on the website for the life of the 2019 -2023 Consolidated Plan.

A second public hearing will be held on April 6, 2021 to take comment on the plan during the second Citizen Comment Period. Again, notification was provided electronically to the persons on the 21 contact lists DCED maintains. No comments were received during the April 6, 2021 public hearing nor after the hearing through the comment period.

It was advertised for both public hearings and in notification of availability of the draft copy of the plan “that persons with disabilities, and organizations representing persons with disabilities, would be given accommodations in order to be involved in the citizen participation process for the Action Plan”. In addition, the DCED website <https://dced.pa.gov> is compatible with telecommunication devices, so that any item on the website is made available to the disabled populations. Also, all plans and the CAPER are translated into Spanish for citizens who may be of Limited English Proficiency and the Department advertises that translators can be available at all public hearings if given 72 hours’ notice.

#### **09/02/2021—Substantial Amendment**

Notice of the substantial amendment was published on Saturday, September 11, 2021 in the *PA Bulletin*. In addition, the notice was sent to all electronic contacts as listed above on September 10, 2021. The public comment period will commence on September 11, 2021 and end on October 12, 2021. During the public comment period, a public hearing inviting comments and testimony was held on Thursday, October 7, 2021 at 1PM via Microsoft Teams.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were no comments received after the first and second public hearing or citizen comment period. Comments made during the April 2021 PHAC meeting regarding changes to the CHDO Operating assistance, increase to the number of units eligible for assistance with HOME under the DCED request for proposals and addition of Community Based Development Organization criteria under the CDBG program are being evaluated by DCED staff for consideration at each program office for future use of funds.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments and views were considered.

**7. Summary**

DRAFT for Public Comment

Comments received during the PA Housing Advisory Committee relative to the development opportunities for Community Housing Development Organizations in HOME, opportunities for expanded unit totals for HOME rental housing development and Community Based Development Organizations in CDBG are all under advisement by DCED. Discussions with partner organizations at PHFA and non-profit developers will continue beyond the submission of the Action Plan and potential changes to the future methods of distribution or program guidelines will be developed following comprehensive review.

DRAFT for Public Comment



## PR-05 Lead & Responsible Agencies - 91.300(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Community Development Block Grant (CDBG) Administrator	PENNSYLVANIA	Department of Community & Economic Development
Housing Opportunities for Persons with AIDS (HOPWA) Administrator	PENNSYLVANIA	Department of Health
HOME Investment Partnerships (HOME) Administrator	PENNSYLVANIA	Department of Community & Economic Development
Emergency Solutions Grant (ESG) Administrator	PENNSYLVANIA	Department of Community & Economic Development
National Housing Trust Fund (HTF) Administrator	PENNSYLVANIA	Pennsylvania Housing Finance Agency

**Table 1 – Responsible Agencies**

### Narrative

#### Consolidated Plan Public Contact Information

The Annual Action Plan for 2021 can be viewed and downloaded on the web at <https://dced.pa.gov/housing-and-development/consolidated-plan-annual-plans-reports/>. County Commissioners' offices, local grant administrators, and DCED's Regional offices have access to copies of the Plan, please contact these offices for a hard copy. Addresses can be found for the regional offices in Appendix A.

Questions and comments may be electronically submitted to DCED via the following mailbox: RA-DCEDcdbghomequestions@pa.gov.

Written questions or comments should be submitted to Megan L. Snyder, Center for Community and Housing Development, Department of Community and Economic Development, 400 North Street, 4th Floor, Commonwealth Keystone Building, Harrisburg, PA 17120-0225. In addition, the DCED website <https://dced.pa.gov> is compatible with telecommunication devices, so that any item on the website is made available to the disabled populations. Also, all plans and the CAPER are translated into Spanish for citizens who may be of limited English proficiency. The plan can be translated into other languages upon request. Please use the address above to contact the Department.

## **AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**

### **1. Introduction**

In developing the 2021 Annual Action Plan, DCED followed its citizen participation plan process by relying on electronic notification and outreach which aided in its broad consultation and public participation process. As a result of the coronavirus pandemic, DCED amended its citizen participation plan to allow for remote and electronic meetings solely while social distancing measures remained in effect. The process utilizes the regional and statewide meetings, web-based forums, provide online public hearings, conventional notices directly to interested parties and making the document available on DCED's website at: <https://dced.pa.gov>. All meetings are open to the public and follow the requirements of the Sunshine Act.

The Pennsylvania Department of Health (DOH), Bureau of Communicable Diseases, Division of HIV Disease will administer the HOPWA Program by allocating the funds on a formula basis to the six regional HIV Grantees. Part of the Philadelphia and Pittsburgh regions receive and administer separate allocations directly from the U.S. Department of Housing and Urban Development (HUD). Additionally, the cities of Allentown, and Harrisburg receive separate allocations directly from HUD; however, for the HOPWA grant year, they have requested the State of Pennsylvania to serve as the grantee and administer the funds for housing support and related services as done in previous years. DOH understands that this will be the case going forward and thus the funding is included in the overall amount for the HOPWA program. Within the South West (Pittsburgh) region, the DOH allocates funding to a regional grantee for four counties: Cambria, Greene, Indiana, and Somerset. Within the North East Region, Pike County receives funding from the New Jersey grantee. The regional grantees establish grant agreements or directly disperse funds based on the need for a full range of eligible housing services. Each grantee has prioritized needs for its respective region through a formal process reflective of demographic and epidemiological differences. The formula to allocate these funds is primarily based on the number of persons living with HIV (PLWH) in each region.

DCED also consulted with PHFA about their allocation of the National Housing Trust Fund for 2021. As the HTF allocations will not be announced until later in the spring of 2021, use of those funds for the program year are not included in this Action Plan submission. In initial consultation with PHFA, it is noted that the allocation plans utilized in 2016-2020 will remain the priority for 2021. PHFA did participate in the PHAC meetings and public hearings to determine if any changes needed to be made.

### **Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

Pennsylvania Act 172 of 1992, the Pennsylvania Affordable Housing Act established two advisory committees with responsibility in assisting the Department of Community and Economic Development in the development of the Consolidated Plan priorities and annual Action Plans. The two advisory committees allow DCED to enhance coordination between the public, private, non-profit and government organizations engaged in community development, affordable housing, homeless and economic development activity. Act 172 establishes the Regional Housing Advisory Committee and Pennsylvania Housing Advisory Committee.

DCED confers with its six (6) Regional Housing Advisory Committees (RHACs) to determine the needs of their respective regions. The RHACs met in August 2020 and analyzed the needs and direction of programs in their areas. The RHACs are comprised of state grantees, housing officials and developers, non-profit organizations, health organization, local government officials, the Continuum of Care Chairpersons of each region and the DCED regional office directors. A summary of the meetings and recommendations are taken to the PHAC for review and coordination with the Plan.

The second group of stakeholders the Commonwealth connects with on its programs and the state's needs is the Pennsylvania Housing Advisory Committee (PHAC). PHAC's membership includes the Secretaries of the Departments of Community and Economic Development, Aging, Health and Human Services, Labor and Industry, representatives from the State House of Representatives and the State Senate, and the executive directors of Pennsylvania Housing Finance Agency (PHFA), and the PA Human Relations Commission, representatives from county government, for-profit housing providers, housing and redevelopment authorities, organized labor, for-profit and non-profit providers of technical assistance, and social service providers. The chairmen of the RHACs are also members and provide the regional needs to the committee at their meeting. Members this advisory committee are appointed by the Governor and caucus leaders in the General Assembly appoint their respective designees. The PHAC met on the 2021 application on October 15, 2020 and April 13, 2021.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The Commonwealth has 16 CoCs operating in the state; two (2) of these are Balance of State (BoS) covering the non-entitlement areas of the state plus some entitlements that have chosen to join the BoS rather than form their own CoC. DCED serves as the Collaborative Applicant and HMIS Lead for the BoS CoC. As a result, the department actively coordinates efforts with the CoCs in the needs of the homeless. DCED actively participates in the East and West BoS CoC Boards of Directors and convenes a state-wide CoC call quarterly to address statewide homeless needs.

Additionally, as a result of the coronavirus pandemic, DCED also engaged actively with the Department of Human Services weekly and bi-weekly sheltering task force calls. Each call provided a snapshot of conditions in the field, needs of homeless providers in response to the virus, requests for policy consideration and policy clarification and reports from federal, state, emergency management and non-profit partners. These efforts helped DCED to prioritize needs of CARES act funds and also helped to maintain perspective of the needs and the challenges in the field.

The ESG program, administered by DCED prioritizes the needs of the chronically homeless, families with children, veterans and youth in their evaluation of applications. In the distribution of ESG funds, DCED confers with CoC and Regional Homeless Advisory Boards on project priorities to ensure that funded activities are consistent with local strategic plans to address homelessness. The Commonwealth utilizes two groups to enhance coordination between the groups stated. DCED confers with its six (6) Regional Housing Advisory Committees (RHACs) to determine the needs of their regions. The RHACs met in August 2020, as



noted earlier, and analyzed the needs and direction of programs in their areas with particular attention paid to the COVID-19 response and needs. The RHACs are comprised of state grantees, housing officials and developers, non-profit organizations, health organization, local government officials, the Continuum of Care Chairpersons of each region and the DCED regional office directors. A summary of the meetings and recommendations are taken to the PHAC for review and coordination with the Plan.

The second group of stakeholders the Commonwealth connects with on its programs and the state's needs is the Pennsylvania Housing Advisory Committee (PHAC). PHAC's membership includes the Secretaries of the Departments of Community and Economic Development, Aging, Health and Human Services, Labor and Industry, representatives from the State House of Representatives and the State Senate, and the executive directors of Pennsylvania Housing Finance Agency (PHFA), and the PA Human Relations Commission, representatives from county government, for-profit housing providers, housing and redevelopment authorities, organized labor, for-profit and non-profit providers of technical assistance, and social service providers. The chairmen of the RHACs are also members and provide the regional needs to the committee at their meeting. Membership on this board is approved by the Governor and caucus leaders in the General Assembly for their respective appointees. The PHAC met on the 2021 application on October 15, 2020 and April 13, 2021.

**Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The CoCs have been actively involved in the development of the priorities, target populations, outcome measures, and evaluation process for the ESG program since the program's change under the Hearth Act in 2012 through their representation on the original steering committee. The CoCs were consulted with in the development of the evaluation tool DCED staff uses to rank applications for ESG. Continued consultation with the CoCs on the ESG components is ongoing. The CoCs are actively involved in the review of the ESG applications by DCED asking them to report on the applicants' participation in the CoC and their knowledge of the programs applied for. This review provides points in the evaluation process and prioritizes agencies that are active in the CoCs. DCED plans to expand the CoC's roles in the application process once more pressing items are in place such as program evaluation standards and performance measures.

In the area of the HMIS, all CoCs using the state's HMIS system have representatives on the HMIS advisory committee. The HMIS committee is comprised of members of the BoS CoCs, entitlement CoC, HMIS lead (DCED) and other agencies using the PA HMIS system, such as the US Veteran's Administration and PA Department of Human Service's PATH program. This group forms the HMIS governing board and has developed the governance charter, user policies and procedures. DCED is actively working with the CoCs and ESG grantees in the redevelopment of the HMIS system to meet HUD coordinated entry compliance requirements and provide for a stronger system for ongoing reporting and analysis.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	PENNSYLVANIA HOUSING FINANCE AGENCY
	<b>Agency/Group/Organization Type</b>	Housing Other government - State Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Pennsylvania Housing Finance Agency Executive Director serves as an appointed member of the PHAC and has membership on the Central RHAC. PHFA has provided staff time and previously produced plans and reports for the development of this plan. PHFA is the administrator of the National Housing Trust Fund and is the lead agency for the State Housing Trust Fund and Low-Income Housing Tax Credit Program as designated by PA Act 105 of 2010.

2	<b>Agency/Group/Organization</b>	NW Regional Housing Advisory Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Other government - State Other government - Local Regional organization Business Leaders Civic Leaders Grantee Department Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Pennsylvania Housing Finance Agency Executive Director serves as an appointed member of the PHAC and has membership on the Central RHAC. PHFA has provided staff time and previously produced plans and reports for the development of this plan. PHFA is the administrator of the National Housing Trust Fund and is the lead agency for the State Housing Trust Fund and Low-Income Housing Tax Credit Program as designated by PA Act 105 of 2010.



3	<b>Agency/Group/Organization</b>	Central Regional Housing Advisory Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Services - Victims Other government - Federal Other government - State Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Immigrant & Refugee Services Grantee Department Private Sector Banking / Financing
	<b>What section of the Plan was addressed by Consultation?</b>	Fair Housing and Changes to Method of Distribution

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Regional Housing Advisory Committees provide the base consultation on the needs and issues of their regions of the state. They also serve as the first group to hear of the proposed changes to the state's administration of programs and give input on how it will affect their areas. The RHAC meets prior to the draft of the Consolidated Plan and annual action plans being published. They are also given notice of all public hearings and the citizen comment
4	<b>Agency/Group/Organization</b>	NE Regional Housing Advisory Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Other government - State Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Council of Churches Grantee Department Neighborhood Organization Private Sector Banking / Financing

<b>What section of the Plan was addressed by Consultation?</b>	Fair Housing and Changes to Method of Distribution
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Regional Housing Advisory Committees provide the base consultation on the needs and issues of their regions of the state. They also serve as the first group to hear of the proposed changes to the state's administration of programs and give input on how it will affect their areas. The RHAC meets prior to the draft of the Consolidated Plan and annual action plans being published. They are also given notice of all public hearings and the citizen comment

5	<b>Agency/Group/Organization</b>	SE Regional Housing Advisory Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Other government - State Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Foundation Grantee Department Neighborhood Organization Private Sector Banking / Financing
	<b>What section of the Plan was addressed by Consultation?</b>	Changes to Method of Distribution

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Regional Housing Advisory Committees provide the base consultation on the needs and issues of their regions of the state. They also serve as the first group to hear of the proposed changes to the state's administration of programs and give input on how it will affect their areas. The RHAC meets prior to the draft of the Consolidated Plan and annual action plans being published. They are also given notice of all public hearings and the citizen comment
6	<b>Agency/Group/Organization</b>	SW Regional Housing Advisory Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Health Agency Other government - State Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Minority Organization Grantee Department Neighborhood Organization Private Sector Banking / Financing

<b>What section of the Plan was addressed by Consultation?</b>	Fair Housing and Changes to the Method of Distribution
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Regional Housing Advisory Committees provide the base consultation on the needs and issues of their regions of the state. They also serve as the first group to hear of the proposed changes to the state's administration of programs and give input on how it will affect their areas. The RHAC meets prior to the draft of the Consolidated Plan and annual action plans being published. They are also given notice of all public hearings and the citizen comment.

7	<b>Agency/Group/Organization</b>	Lehigh Valley Housing Advisory Committee
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services - Victims Health Agency Other government - State Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Minority Organization Grantee Department Neighborhood Organization Private Sector Banking / Financing
	<b>What section of the Plan was addressed by Consultation?</b>	Fair Housing and Changes to the Method of Distribution

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Regional Housing Advisory Committees provide the base consultation on the needs and issues of their regions of the state. They also serve as the first group to hear of the proposed changes to the state's administration of programs and give input on how it will affect their areas. The RHAC meets prior to the draft of the Consolidated Plan and annual action plans being published. They are also given notice of all public hearings and the citizen comment
8	<b>Agency/Group/Organization</b>	Pennsylvania Housing Advisory Committee



<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Other government - State Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Community Development Financial Institution Grantee Department Private Sector Banking / Financing
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<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The PHAC serves as the policy organization for housing in the state. This group meets semi-annually to review the Consolidated Plan and Action Plan and discuss effects on housing and homelessness. The outcome of the consultation is that agencies take back the discussion of needs and policies approved and implement them in their program

**Identify any Agency Types not consulted and provide rationale for not consulting**

All agency types required were consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Western CoC and Eastern CoC	These five-year Plans define the goals and outcomes of the CoCs in ending homelessness and identifies the targeted populations that are the most in need of assistance. From these plans the priorities of the ESG method of distribution were formulated.
PA Statewide Needs Survey - 2019	PA DCED	The results of the survey confirmed the need for flexibility in the use of funding as the needs across the state vary depending on region.
3 Year Community Development Plan 2017- 2019	Pennsylvania Act 179 CDBG Grantees	PA's Act 179 of 1984 establishes the required method of distribution for the CDBG funding. Each entitlement grantee must include a 3-year Community Development Plan identifying its community needs and goals for the use of funding next 3 years of CDBG funding. These plans were reviewed to determine the goals of the state program and establish statewide priorities.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
PA Housing Availability & Affordability Report 2015	Pennsylvania Housing Finance Agency	This report provided information of the need for and the types of affordable housing needed across PA.
Dept. of Human Services Supportive Housing Plan	PA Department of Human Services	The DHS 3-Year plan and annual updates provide direction for Commonwealth resources and efforts to support extremely low and low-income Pennsylvanians with disabilities and special needs
State Hazard Mitigation Plan	PA Emergency Management Agency	The hazard mitigation plan identifies Pennsylvania's risk for natural and human-made disasters. The plan identifies risk and opportunities in disaster resiliency and mitigation planning

**Table 3 - Other local / regional / federal planning efforts**

#### **Narrative**

The Pennsylvania Department of Health (DOH), Bureau of Communicable Diseases, Division of HIV Disease HOPWA program is administered in coordination with its regional grantees which include Allentown and Harrisburg Eligible Metropolitan Statistical Areas (EMSA's). The regional grantees establish grant agreements or directly disperse funds based on the need for a full range of eligible housing activities. Each grantee has prioritized needs for its respective region through a formal process based on demographic and epidemiological characteristics that exist within the regions. The formula to allocate these funds is primarily based on the number of persons living with HIV/AIDS in each region.

## **AP-12 Participation - 91.115, 91.300(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

DCED provided two electronic public meetings, one on October 5, 2020 to take citizen comments for planning of the document and one on April 6, 2021 to take comments on the draft Plan. The 2021 Action Plan is available on DCED's website at: <https://dced.pa.gov> under the Library section and was placed there on March 26, 2021 for the public review. It was announced that persons with disabilities and organizations representing persons with disabilities, would be given accommodations so they may be involved in the citizen participation process for the Action Plan. The items on DCED's website meet the requirements for Section 504, so the Plan was available to the disabled in numerous methods. To aid those residents who have Limited English Proficiency, a Spanish version of the plan was placed on the website and all public notices included a statement that translators can be provided at the public hearings if DCED is given 72-hour notice.

Citizen comments were received during the planning stage of the plan and are attached in Appendix D. Some of the highlighted comments from the RHAC meetings were:

- Lack of affordable housing and fair market rent continues to be pervasive in all Pennsylvania communities – homes for sale are selling above asking pricing out low-income buyers.
- Lack of accessible housing for those with physical disabilities and need for smart technology to assist those with disabilities as well.
- Communities are seeing a shift away from nursing care facilities and a need for home modifications to allow seniors to age-in-place.
- Need for broadband assistance continues – lack of internet service already existed in rural communities and at-home/school has overloaded the systems
- Continued need for assistance to businesses impacted by closures from the pandemic.
- Need to focus on holistic community development efforts to rebuild communities post pandemic.

There was one comment made during the public hearing on October 6, 2020. The attendee spoke on behalf of their organization of senior service providers - Leading Age PA. The attendee noted a continuing and growing need for affordable housing for seniors. They called particular attention to

resources available through a recent PHFA housing study indicating specialized housing needed for those over 65 with disabilities. The organization has remained in constant communication with their network in the wake of the coronavirus pandemic and noted that testing had not been a priority for senior housing as it had been for long term care facilities and concern for outbreak in senior living, need for disinfecting and cleaning should be put into place.

No comments were received during the public hearing on April 6, 2021.

All comments may be found in Appendix D of the plan and are discussed in detail in section AP-05.

**09/02/2021—Substantial Amendment**

Notice of the substantial amendment was published on Saturday, September 11, 2021 in the *PA Bulletin*. In addition, the notice was sent to all electronic contacts as listed above on September 10, 2021. The public comment period will commence on September 11, 2021 and end on October 12, 2021. During the public comment period, a public hearing inviting comments and testimony was held on Thursday, October 7, 2021 at 1PM via Microsoft Teams.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/ broad community</p>	<p>Web-based meetings were held in the six DCED regions as part of the RHAC meetings.</p> <p>Conference call capabilities were also available.</p>	<p>Need for flexibility in the use of new funding to address the COVID-19 pandemic</p> <p>Providers are continuing to see price increases and supply chain disruption in affordable housing development including cost of land and demolition</p> <p>Lack of affordable housing and fair market rent continues to be pervasive in all Pennsylvania communities – homes for sale are selling above asking pricing out low-income buyers.</p> <p>Lack of accessible housing for those with physical disabilities and need for smart technology to assist those with disabilities as well.</p> <p>Communities are seeing a shift away from nursing care facilities and a need for home modifications to allow seniors to age-in-place.</p> <p>Marketing around resources, especially 2-1-1 is important to assist in connecting those in need with resources available</p>	All were accepted for consideration	

				<p>Need for broadband assistance continues – lack of internet service already existed in rural communities and at-home/school has overloaded the systems</p> <p>Concerns were expressed regarding the large amount of funds made available and the concerns about invoicing process and awaiting reimbursement. Non-profit lines of credit are strained in order to provide assistance.</p> <p>Local hotel capacity has been strained by homeless needing non-congregate care with limited shelter options across the state.</p> <p>Continued need for assistance to businesses impacted by closures from the pandemic.</p> <p>Need to focus on holistic community development efforts to rebuild communities post pandemic.</p>		
2	PA Bulletin	<p>Minorities</p> <p>Non-English Speaking - Specify other language:</p>	<p>No response. This mode was used to advertise the RHAC meetings, the public hearings, and the</p>	None	N/A	<p><a href="http://www.pacodeandbulletin.gov/Home/volume?vol=51&amp;issue=11">http://www.pacodeandbulletin.gov/Home/volume?vol=51&amp;issue=11</a></p> <p>3/27/2021:  <a href="http://www.pacodeandbulletin.gov/sec">http://www.pacodeandbulletin.gov/sec</a></p>

		Spanish  Persons with disabilities  Non-targeted/ broad community	availability of the draft for citizen comment.			<a href="https://pabulletin/data/vol51/51-13/51-13.pdf">ure/pabulletin/data/vol51/51-13/51-13.pdf</a>
3	Electronic Mailings	Minorities  Persons with disabilities  Non-targeted/ broad community	All notices of public meetings, public hearings, citizen comment period, and availability of the draft plans on the website are sent out electronically to all of interested contacts	No comments were received during the first or second citizen comment periods.	N/A	
4	Internet Outreach	Minorities  Non-	The draft Action Plan was	No comments were received after any of the mailings.	N/A	<a href="https://dced.pa.gov/housing-and-development/cons">https://dced.pa.gov/housing-and-development/cons</a>



		<p>English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/ broad community</p> <p>Residents of Public and Assisted Housing</p>	placed on the DCED website			olidated-plan-annual-plans-reports/
5	Public Meeting	Agencies of the State & Others	<p>PHAC Meetings - October 15, 2020 and April 13, 2021</p>	Please refer to the recording of the meetings	All comments were considered	N/A
6	Public Hearing	Non-targeted/br	Public hearings were held	First Public Hearing- one comment made during the public hearing on October 6,	All comments were	

		oad community	October 6, 2020 and April 6, 2021	<p>2020. The attendee spoke on behalf of their organization of senior service providers - Leading Age PA. The attendee noted a continuing and growing need for affordable housing for seniors. They called particular attention to resources available through a recent PHFA housing study indicating specialized housing needed for those over 65 with disabilities. The organization has remained in constant communication with their network in the wake of the coronavirus pandemic and noted that testing had not been a priority for senior housing as it had been for long term care facilities and concern for outbreak in senior living, need for disinfecting and cleaning should be put into place.</p> <p>Second Public Hearing – No public comments were received during the second public hearing</p>	considered or responded to.	
7	Public Hearing	Non-targeted broad community	Public hearing was held on October 7, 2021 at 1PM.	No comments were received during the public hearing.	No comments were received during the public hearing.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.320(c)(1,2)

#### Introduction

The Commonwealth is expecting a total of \$79,183,825 of federal funding in 2020 and a total of \$295,000,000 over the next four years to be used for the needs of the non-entitled communities in Pennsylvania. These funds will be used to address many different needs across the state as determined by the units of local government. The Commonwealth doesn't formally place any other resources to be used directly with these funds but rather allows the local government to package their own projects which could include the use of other federal resources, state, local and private funding. In all programs requiring match, the requirement is met.

# Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$42,051,147	\$76,664	\$128,451,346	\$170,579,157	\$117,720,610	2021 allocations: PA Entitlements 85% Competitive 12% plus program income retained by sub grantees, receipted in IDIS and funds available for draw

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$20,143,142	\$407,190	\$79,916,107	\$100,466,439	\$60,498,496	2021 state allocation plus PI, recaptured funds and previous grant years (2015,2016,2017,2018, 2019 and 2020) that have not been drawn.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing placement STRMU Supportive services TBRA	\$3,163,713	0	\$3,007,146.73	\$6,170,860	\$7,479,621	To provide the following housing services: Tenant Based rental assistance, Short term rent/mortgage and/or utility assistance, Permanent Housing Placement, Supportive Services

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$5,772,551	0	\$8,945,988	\$14,718,539	\$17,301,982	2021 allocation and recaptured 2018 funds with 2019 and 2020 unspent funds

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	\$22,424,348.00	\$0	\$9,729,334.00	\$32,153,682.00	\$17,789,170	2021 allocation



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Economic Development Financial Assistance Homeowner rehab Housing Multifamily rental new construction Multifamily rental rehab Public Improvements	0	0	\$13,982,535.92	\$13,982,535.92	0	Community Development Block Grant Disaster Recovery Program Funding from 2012 Allocation - \$9,748,270.92 Funding from 2013 Allocation - \$4,234,265

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Homebuyer assistance Homeowner rehab Housing Multifamily rental new construction Multifamily rental rehab New construction for ownership	0	0	\$3,069,092.27	\$3,069,092.27	0	Neighborhood Stabilization Program - Remaining funds from 2009 program

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Conversion and rehab for transitional housing; Housing Supportive services Transitional housing	\$1,068,182	0	\$1,200,000	2,268,182	\$2,268,182	RHP allows states and the District of Columbia to provide stable, transitional housing for individuals in recovery from a substance-use disorder. A substantial amendment will be completed to add funding through an Action Plan submitted through DRGR

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied**

CDBG federal funds, though not requiring a match, will be leveraged by local municipalities using Pennsylvania Infrastructure Investment Authority (PENNVEST - Federal and State), United States Department of Agriculture (USDA - Federal), Neighborhood Assistance Program tax credits (NAP - state), Keystone Communities (State), Act 137 - housing fees attached to mortgages (state), in-kind contributions, and cash donations. CDBG administrative expenses, after the first \$100,000, will be matched dollar for dollar using the state's General Government Operations (GGO) funds up to 3% of the overall allocation.

HOME Match requirement of 25% is satisfied primarily by Pennsylvania Housing Finance Agency utilizing Tax Credits, Cash (non-Federal), Charges and Bond Financing. Units of General Local Government (UGLG) may also contribute to Pennsylvania's match requirement providing match such as Act 137 - housing fees attached to mortgages (state) and local financial institutions (private). DCED HOME grantees developing affordable rental housing are required to commit 25% match to the project. As a result of the coronavirus pandemic, DCED has taken advantage of waivers provided by HUD for waiver of match for the 2020 and 2021 program years. Should additional waiver authorities be granted, DCED will evaluate those waivers and determine whether to take advantage of them.

Emergency Solutions Grant (ESG) Match requirement is 100%. Pennsylvania requires grantees to match 100% of their sub-award grant amount. Where ESG grantees are unable to meet the match requirements, a match waiver policy is in place and allows grantees to request assistance. Grantees are using Homeless Assistance Program (HAP - State), United Way (Local), Pennsylvania Coalition Against Domestic Violence (PCADV - State), Federal Emergency Management Agency (FEMA - Federal), Human Services Development Fund (HSDV - Federal), Low Income Home Energy Assistance Program (LIHEAP - Federal), Victims of Crime Act (VOCA - Federal), Community Development Block Grant (CDBG - Federal), Pennsylvania continuum of Care (COC - Federal), in-kind contributions and cash donations (Local).

Pennsylvania's administration and data collection is matched using state general government operations. CDBG-Disaster Recovery and entitlement program will be leveraged by local municipalities using Pennsylvania Infrastructure Investment Authority (PENNVEST - Federal and State), United States Department of Agriculture (USDA - Federal), Neighborhood Assistance Program tax credits (NAP - state), Keystone Communities (State), Act 137 - housing fees attached to mortgages (state), in-kind contributions, cash donations and general government operations.

For the 2020 HOPWA Grant Year, 602 households received HOPWA Housing assistance within the seven regions in Pennsylvania. The project sponsors leveraged and expended a total of \$2,542,633.12 in conjunction with HOPWA funding. Of this amount, \$1,331,322.61 was leveraged for housing assistance and \$1,211,310.51 was leveraged for supportive services-case management. The leveraging of funding was primarily with Ryan White Part B / Rebate funding. Other public and private sources of funding

include State funding and Foundation funding within the respective regions. The Regional Grantees plan to continue using leveraged funding primarily with Ryan White Part B / Rebate funding for the 2021 grant year and going forward.

There are no matching requirements in the Pennsylvania HOPWA Program.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The state of Pennsylvania does not provide state owned land or property for use with CDBG, HOME, ESG or HOPWA federal funds. Pennsylvania units of general local government may provide locally owned land or property for projects on a grant by grant basis.

#### **Discussion**

## Annual Goals and Objectives

AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2019	2023	Affordable Housing	HOPWA 6 Regional Coalitions non-entitlement Presidential Disaster Areas Pennsylvania Act 179 Formula PA 509 Pennsylvania Eastern Continuum of Care PA 601 Pennsylvania Western Continuum of Care Housing Trust Fund State-Wide Eligibility ESG -Statewide HOME - Statewide	Housing Construction of New Housing Housing Direct Homeownership Assistance Housing Rehab Multi-Unit Residential Housing Rehab Single-Unit Residential Public Services Housing Counseling Public Services Rental Housing Subsidies Public Services Security Deposits Affordable Housing for Low Income HIV/AIDS clients	CDBG: \$9,000,000 HOPWA: \$3,163,713 HOME: \$20,143,142 ESG: \$5,000,000 HTF: \$22,424,348 CDBG-DR: \$10,500,000 NSP: \$2,827,348	Rental units constructed: 225 Household Housing Unit Rental units rehabilitated: 25 Household Housing Unit Homeowner Housing Added: 30 Household Housing Unit Homeowner Housing Rehabilitated: 550 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 2000 Households Assisted Homeless Person Overnight Shelter: 3500 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 10 Beds Homelessness Prevention: 2000 Persons Assisted Housing for Homeless added: 5 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Community Stabilization	2019	2023	Stabilization of Neighborhoods	Presidential Disaster Areas Pennsylvania Act 179 Formula	Clearance and Demolition Code Enforcement	CDBG: \$250,000	Buildings Demolished: 50 Buildings Housing Code Enforcement/Foreclosed Property Care: 50,000 Household Housing Unit



<b>3</b>	Public Facility and Infrastructure	2019	2023	Non-Housing Community Development	Presidential Disaster Areas Pennsylvania Act 179 Formula	Public Facilities Child Care Centers Public Facilities Fire Stations/Equipment Public Facilities Flood Drainage Improvements Public Facilities General Improvements Public Facilities Handicapped Center Public Facilities Health Facilities Public Facilities Homeless Facilities Public Facilities Neighborhood Facilities Public Facilities Parking Facilities Public Facilities Parks, Recreational Facilities Public Facilities Senior Centers Public Facilities Sidewalks Public Facilities Solid Waste Disposal Improvement Public Facilities Street	CDBG: \$23,250,000 CDBG-DR: \$4,000,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200,000 Persons Assisted
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
						Improvements Public Facilities Tree Planting Public Facilities Water/Sewer Improvements Public Facilities Youth Centers Public Facilities for AIDS Patients Public Facilities for Abused & Neglected Children		

4	Public Services	2019	2023	Services for improvement of life	Pennsylvania Act 179 Formula	Public Services Child Care Services Public Services Crime Awareness/Prevention Public Services Employment Training Public Services Food Banks Public Services Handicapped Services Public Services Health Services Public Services Homeownership Assistance not direct Public Services Legal Services Public Services Mental Health Services Public Services Neighborhood Cleanups Public Services Operating Costs of Homeless/AIDS Public Services Other Public Services Senior Services Public Services	CDBG: \$12,500,000	Public service activities other than Low/Moderate Income Housing Benefit: 3500 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 500 Households Assisted
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Annual Action Plan  
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
						Substance Abuse Services Public Services Tenant/Landlord Counseling Public Services Transportation Systems Public Services Youth Services Public Services for Abused and Neglected Children Public Services for Battered and Abused Persons		
5	Economic Development	2019	2023	Economic Development	Pennsylvania Act 179 Formula	Economic Development Direct Financial Assistance Economic Development Infrastructure Development Economic Development Rehab Commercial Industrial Non-Residential Historic Preservation	CDBG: \$2,500,000	Facade treatment/business building rehabilitation: 1 Business Jobs created/retained: 1000 Jobs Businesses assisted: 500 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Community Planning and Capacity Building	2019	2023	Administration and Technical Assistance	Pennsylvania Act 179 Formula PA 509 Pennsylvania Eastern Continuum of Care PA 601 Pennsylvania Western Continuum of Care Housing Trust Fund State-Wide Eligibility ESG -Statewide HOME - Statewide	Capacity Building through Admin & Planning	CDBG: \$2,500,000	Other: 20 Other

**Table 6 – Goals Summary**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

Extremely low-income estimate – 4555

Low-income estimate - 3520

Moderate income estimate - 270

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing
	<b>Goal Description</b>	<p>Improve access to the full spectrum of quality affordable housing for Pennsylvanians.</p> <p>a. Increase the supply of affordable housing opportunities through development of new housing units for rental or homeownership opportunities and preserve the long-term affordability of homes through rehabilitation of existing vacant or owner-occupied units.</p> <p>b. Provide direct housing assistance to assist potential buyers in purchasing a home; rapidly house those who are homeless or prevent or divert homelessness and provide decent, affordable housing to persons living with HIV/AIDS.</p> <p>c. Provide housing services and supports in the form of counseling – homebuyer or rental and case management services to ensure persons are and remain stably housed.</p>
2	<b>Goal Name</b>	Community Stabilization
	<b>Goal Description</b>	Prevent and arrest the decline of Pennsylvania neighborhoods and promote revitalization
3	<b>Goal Name</b>	Public Facility and Infrastructure
	<b>Goal Description</b>	Acquisition, construction, installation, rehabilitation, or improvement of facilities to support safe, sustainable, resilient communities
4	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Provide public services to ensure all Pennsylvanians have access to opportunities to improve their quality of life (non-homeless)
5	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Develop opportunities to improve the economic environment by creating or retaining business and employment opportunities for low income and diverse Pennsylvanians

6	<b>Goal Name</b>	Community Planning and Capacity Building
	<b>Goal Description</b>	<p>Encourage local and regional planning activity to facilitate understanding of current housing, community development, and resiliency needs and develop a plan for their sustainable future.</p> <ul style="list-style-type: none"> <li>a. Provide training and technical assistance to communities to build their capacity to address housing and community development needs</li> <li>b. Assist communities to identify achievable goals to further community needs</li> <li>c. Align community goals with funding opportunities to meet those goals.</li> </ul>

## AP-25 Allocation Priorities – 91.320(d)

### Introduction:

The priorities of the Pennsylvania federal programs are based on the needs identified by the units of local governments. Pennsylvania Act 179 of 1984 establishes the method by which the CDBG program resources will be distributed. Act 179 entitles certain municipalities funding for eligible and fundable activities under the CDBG program. Act 179 also sets aside funding for a discretionary CDBG program. DCED has established priorities for use its competitive funds. Additionally, the HOME and ESG programs both establish priorities for funding award on a competitive basis. Please read the Methods of Distribution – AP -30 for the specific programs' priorities and target population.

The HTF will be targeted to rental housing for households at 30% AMI in accordance with federal regulations and approved for the PHFA program for LIHTC

### Funding Allocation Priorities

	<b>Affordable Housing (%)</b>	<b>Community Stabilization (%)</b>	<b>Public Facility and Infrastructure (%)</b>	<b>Public Services (%)</b>	<b>Economic Development (%)</b>	<b>Community Planning and Capacity Building (%)</b>	<b>Total (%)</b>
CDBG	18	3	54	4	1	20	100
HOME	94	0	0	0	0	6	100
HOPWA	100	0	0		0	0	100
ESG	86	0	0	7	0	7	100
HTF	100	0	0	0	0	0	100
Other CDBG-DR	10	30	60	0	0	0	100
Other NSP	100	0	0	0	0	0	100
Other Recovery Housing Program	100	0	0	0	0	0	100

**Table 7 – Funding Allocation Priorities**

### Reason for Allocation Priorities

Allocation priorities are detailed further in the Methods of Distribution found in AP-35. Priorities for affordable housing in the HOME, HOPWA, ESG, HTF, NSP and Recovery Housing programs are based in the



program's specific statutory purpose. Priorities in the CDBG entitlement program are determined locally based on community needs analysis and local public outreach and planning efforts. CDBG competitive priorities are set by DCED to address critical infrastructure and resiliency goals. The COVID-19 pandemic has placed a greater emphasis on the need for economic development assistance which is reflected in the slightly higher percentage attributed to that activity in CDBG.

The DOH, Bureau of Communicable Diseases, Division of HIV Disease will administer the HOPWA Program by allocating the funds per the previous year's distribution which includes (a combination of the number of persons living with HIV/AIDS, service utilization data, and demonstrated need) as a baseline. The regional grantees establish Grant agreements or directly disperse funds based on the need for a full range of eligible housing services. Each regional grantee prioritizes needs for its respective region through a formal process reflective of demographic and epidemiological profiles. The regional grantees conduct a competitive procurement process and receive plans to provide HOPWA services from large organizations and smaller, grassroots faith-based, and other community organizations. The following services are provided in Pennsylvania: tenant based rental assistance; short term rent, mortgage, and utility assistance; permanent housing placement and supportive services – case management. In addition, each regional grantee has the capacity to distribute patient care funds directly if it is expedient and/or a more cost-effective method for delivery.

**How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**

As all the goals of the Consolidated Plan cover how all the grant funding can be allocated, it is expected that all the funds will address the priority needs of the plan. But much more funding will be necessary to eradicate the needs.

The immediate issues remain that clientele will continue to struggle with securing safe, sanitary, and affordable housing because of low or inadequate incomes and the limited availability of such housing. The HOPWA funding allocated to each region will help many clients prevent eviction or utility shut-off. Clients will be able to move from temporary living situations to permanent housing. All households receiving HOPWA assistance are required to participate in case management to assure, when possible, that crises are being averted. They work with their case managers to develop a Housing Plan outlining a timeframe and method for stabilizing their living situations and thus, obtaining self-sufficiency.

A formal monitoring and evaluation system have been developed to ensure quality service and appropriate levels of care. Each regional grantee is responsible for the development and maintenance of a needs assessment, prioritization of services, oversee the disbursement of funds and to monitor project sponsors and provider agencies.

## AP-30 Methods of Distribution – 91.320(d)&(k)

### Introduction:

### Distribution Methods

**Table 8 - Distribution Methods by State Program**

1	<b>State Program Name:</b>	<b>Community Development Block Grant - Disaster Recovery</b>
	<b>Funding Sources:</b>	CDBG-DR (P.L. 112-55 and P.L. 113-2)
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>DCED has allocated funding based on need, geography, programmatic requirements and the capacity to undertake the projects or programs being requested. DCED may in certain circumstances administer specific programs or may contract with a consortium of county and local governments, non-profits or developers. Given the urgency of using CDBG-DR funding to repair or replace critical facilities, housing and infrastructure, DCED will be using all available methods to enhance the distribution of funding.</p> <p>DCED has allocated all funds in the following categories, which may be amended as data from the needs assessment indicates:</p> <ul style="list-style-type: none"><li>•Housing including voluntary buyouts, housing repairs and elevations, new housing production, multi-family housing.</li><li>•Economic Development</li><li>•Infrastructure</li><li>•Planning and Services</li></ul> <p>More detailed information on the dollar amounts available per category and estimated outcome in each category can be found in the 2012 &amp; 2013 Action Plans for the CDBG-DR. <a href="https://dc.ed.pa.gov">https://dc.ed.pa.gov</a></p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The disaster recovery funding was made available for eligible activities in any of the 36 counties identified under the Presidential Declaration of disaster following Hurricane Irene and Tropical Storm Lee in 2011. The 36 declared counties are: Adams, Bedford, Berks, Bradford, Bucks, Chester, Columbia, Cumberland, Dauphin, Delaware, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming and York. DCED is required to allocate 80 percent of the funds for projects located in the following five hardest hit counties (Bradford, Columbia, Dauphin, Luzerne and Wyoming).</p> <p>DCED may also contract with other state or local agencies, units of local government, non-profits or developers who have the capacity to undertake the eligible activities.</p> <p>Should funding become available, DCED will follow the required procedures for undertaking amendments as per the Disaster Recovery Program regulations. This process may require citizen participation input.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The Action Plans for both the PL-112-55 and PL-113-2 have been amended and approved as of May 2018. For detailed information on the methods of distribution and projects, the approved amendments may be found at:</p> <p>2012 PL-112-55 (6) – <a href="https://dced.pa.gov/download/pl-112-55-cdbg-dr-action-plan-amendment-6-5-18-2018/?wpdmdl=84153">https://dced.pa.gov/download/pl-112-55-cdbg-dr-action-plan-amendment-6-5-18-2018/?wpdmdl=84153</a></p> <p>2013 – PL-113-2 (4) - <a href="https://dced.pa.gov/download/pl-113-2-cdbg-dr-action-plan-substantial-amendment-4-5-18-2018/?wpdmdl=84155">https://dced.pa.gov/download/pl-113-2-cdbg-dr-action-plan-substantial-amendment-4-5-18-2018/?wpdmdl=84155</a></p> <p>A request for proposals was issued in late 2019 in order to prioritize projects for the remaining unspent funds which would be the subject of the substantial amendment planned for posting in early 2021. Guidelines and Application: <a href="https://dced.pa.gov/download/cdbg-disaster-recovery-2017/?wpdmdl=76383">https://dced.pa.gov/download/cdbg-disaster-recovery-2017/?wpdmdl=76383</a></p>

<b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b>	Not applicable to the Community Development Block Grant - Disaster Recovery program
<b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b>	Not applicable to the Community Development Block Grant - Disaster Recovery program
<b>Describe how resources will be allocated among funding categories.</b>	Please refer to the Substantial Amendments to the 2012 and 2013 Action Plans for CDBG-DR. See application material details above.
<b>Describe threshold factors and grant size limits.</b>	Please refer to the Substantial Amendments to the 2012 and 2013 Action Plans for CDBG-DR. See #3 above.
<b>What are the outcome measures expected as a result of the method of distribution?</b>	Please refer to the Substantial Amendments to the 2012 and 2013 Action Plans for CDBG-DR. See above.

2	<b>State Program Name:</b>	<b>Community Development Block Grant Act 179 Formula</b>
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>DCED is authorized to administer this program under Pennsylvania Law known as Act 179 of 1984, the Community Development Block Grant Entitlement Program for Non-Urban Counties and Certain Municipalities (hereinafter Act 179) as amended by the Pennsylvania Fiscal Code of 2019. DCED provides CDBG funding for the smaller communities and rural areas of the Commonwealth that do not receive HUD funding directly.</p> <p>DCED will administer the CDBG Program by allocating up to 12 percent for competitive awards, up to 3% plus \$100,000 for administrative and technical assistance and the balance, and 85 percent of the funds, through the formula established by Act 179. DCED will apply the formulas identified in Act 179 to determine the exact allocations for each of the 27 entitlement cities, 119 entitlement boroughs and townships and the 50 non-urban counties. There are three eligible townships that have chosen not to take their allocation, as they have no identified eligible and fundable projects. Appendix A lists all Act 179 entitlement entities and their populations.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Per Act 179, eligible entitlement jurisdictions shall use the allocated CDBG funds only for eligible activities permitted in accordance with the Housing and Community Development Act. DCED establishes regulations and guidelines to carry out the provisions of Act 179, but according to the Act may not establish regulations which are more restrictive or more burdensome than the Federal regulations which are applicable to urban counties and metropolitan cities that receive funding directly from the federal government.</p> <p>Under the Act 179 Formula program DCED sets eligibility and fundability criteria used to evaluate applications. DCED has directed the municipalities in planning their CDBG eligible activities in the following manner:</p> <ol style="list-style-type: none"> <li>1.To assist communities in preparing Community Development Plans designed to address significant needs of low and moderate-income people.</li> <li>2.To assist communities in administering community development projects designed to address a number of significant community development needs identified in their Community Development Plans.</li> <li>3.To encourage and assist communities to focus upon and address housing and community facility problems; and,</li> <li>4.To pursue economic development and commercial revitalization activities through public/private investment initiatives that will result in the development and expansion of job opportunities within the Commonwealth.</li> </ol>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The most current application guideline and toolkit can be found on <a href="http://dced.pa.gov/download/cdbg-program-guidelines/?wpdmdl=65545">http://dced.pa.gov/download/cdbg-program-guidelines/?wpdmdl=65545</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable to the Community Development Block Grant Act 179 Formula program</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable to the Community Development Block Grant Act 179 Formula program</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>All funding categories are eligible for Pennsylvania's CDBG Entitlement Program grantees. The applicants must demonstrate each project's eligibility and compliance with one of the three National Objectives of the program in the application stage of the grant process. Act 179 requires that eligible units of local government prepare a 3-year community development plan and projected use of funds to meet the municipality's identified community development needs.</p> <p>In addition to being eligible activities which meet one of the three National Objectives, applicants must also support that the proposed activities do not benefit moderate income families/persons to the exclusion of low income families/persons.</p> <p>Funds from contracts not fully spent during the contract term, will be recaptured and reallocated by DCED with the next round of competitive awards per grant-based accounting requirements that meet the competitive program criteria.</p>

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The Department's annual allocation of CDBG funds will be sub-allocated, according to Act 179, in the following manner:</p> <ol style="list-style-type: none"> <li>1. Administration: Act 179 as amended by the Fiscal Code of 2019 and implementing regulations provide that 3 percent of the Commonwealth's CDBG allocation will be set aside for the state's administration of the program. The Commonwealth may use up to one percent of its current allocation and past allocations to implement a technical assistance component for CDBG. DCED shall match 3 percent, less \$100,000, with general government operation funds.</li> <li>2. Cities: The portion set aside for Act 179 entitlement cities is 24 percent of the Commonwealth's total allocation. In accordance with Act 179, the funds set aside for entitlement cities will be sub-allocated to each entitlement city, that is to receive a grant, in the following manner: <ul style="list-style-type: none"> <li>• The base allocation for city class is \$300,000</li> </ul> <p>In addition to the base allocation, each Act 179 entitlement city will receive an additional amount which will be equal to the sum which is obtained by multiplying the balance of funds available to entitlement cities after each receives its minimum grant, by a fraction, the numerator of which shall be each entitlement city's population and the denominator of which shall be the total population of all cities.</p> </li> <li>3. Boroughs and Townships: The portion set aside for Act 179 entitlement boroughs, towns and townships is 38 percent of the Commonwealth's total allocation. In accordance with Act 179, the funds set aside for entitlement boroughs and townships will be sub-allocated to each borough and township that is to receive a grant in the following manner:</li> </ol>
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<p><b>Describe threshold factors and grant size limits.</b></p> <p><b>(Con't)</b></p>	<ul style="list-style-type: none"> <li>• The base allocation for entitlement boroughs and townships is \$50,000; and in addition to the base allocation, each Act 179 entitlement borough and township will receive an additional amount which will be equal to the sum which is obtained by multiplying the balance of funds available to entitlement boroughs and townships after each receives its minimum grant, by a fraction, the numerator of which shall be each entitlement borough and township's population and the denominator of which shall be the total population of all entitlement boroughs and townships.</li> </ul> <p>4. Counties: The portion set aside for Act 179 entitlement counties, for use to benefit the non-entitlement municipalities, is 38 percent of the Commonwealth's total allocation. In accordance with Act 179, the funds set aside for eligible counties will be sub-allocated to each county that is to receive a grant in the following manner:</p> <ul style="list-style-type: none"> <li>• The base allocation for the counties is \$200,000. In addition to this base amount, each eligible county will receive an additional amount which will be equal to the sum which is obtained by multiplying the balance of funds available to eligible counties after each receives its minimum grant, by a fraction, the numerator of which shall be each eligible county's net population (county's population minus the population of all federal and state entitlement entities within the county) and the denominator of which shall be the total net population of all eligible counties.</li> </ul> <p>If the state's allocation is not sufficient to meet the base amount for any class of municipality, the allocation for that class will be divided equally between the entitlements.</p>
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<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>Creation and retention of a variety of Affordable Housing options. 100 Homeowner Owned Rehabilitation units, 5 Rental units rehabilitated, 7 Homebuyers assisted in purchasing home</p> <p>Community Stabilization through demolition, clearance and code enforcement – 60 blighted buildings demolished and cleared, and 35,000 households covered through code enforcement.</p> <p>Extension and/or replacement of public facilities or infrastructure systems – 250,000 persons assisted.</p> <p>Provide necessary public services to the neediest of the communities – 3600 Persons assisted.</p> <p>Provide economic development activities to grow the communities – 1 building rehab, 2 jobs created, 1 business assisted</p>
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<b>3</b>	<b>State Program Name:</b>	<b>Community Development Block Grant Competitive</b>
	<b>Funding Sources:</b>	CDBG

DRAFT for Public Comment

3	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>Pennsylvania Act 179 of 1984, as amended by the Fiscal Code of 2019 sets aside up to twelve percent (12%) of the annual CDBG allocation for the Pennsylvania Discretionary/Competitive (Competitive) Program for projects in borough, towns, and townships which are not eligible entitlement entities under the state CDBG program, or in eligible state entitlement entities with a population less than 10,000, for the same type of projects listed above with priority given to the activities identified herein. Eligible state entitlement entities applying for competitive funds must allocate 75% of its entitlement allocation towards the proposed project.</p> <p>Under the CDBG Competitive Program, eligible applicants may apply for any projects that are eligible under the Housing and Community Development Act (HCDA) and regulations. Infrastructure projects, water and sewer infrastructure will receive priority for this funding. Other priorities include comprehensive streetscapes, blight removal and community revitalization and mitigation projects that reduce future property damage and loss of life.</p> <p>DCED will use the following priorities in selecting CDBG Competitive applications for approval. These priorities are listed in order of the weighting given for each priority:</p> <p><u>1. Water and Sewer Projects that impact health and safety of residents</u></p> <p>Competitive applications will be evaluated based upon the seriousness of the problem and the potential to resolve that problem. Generally, the most serious problems entail lack of potable water, severely contaminated water systems, malfunctioning on-lot systems (or lack of any wastewater treatment), and other significant risks to health and safety. Applicants must explain how the problem affects people. The Department will determine the degree of seriousness of each identified problem. Consideration will also be given to the degree that the proposed project will best resolve the identified problem. The Department will determine if the proposed project will totally resolve the problem or only part of the problem in consideration of the intended beneficiaries.</p> <p><u>2. Impactful Neighborhood Streetscapes</u></p>
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	<p>Projects facilitating major improvements in which the infusion of funds will address a comprehensive streetscape strategy benefiting a majority of the municipality and will include the Complete Streets concept and other smart growth concepts.</p> <p><u>3. Slum and Blight Removal for Community Revitalization</u></p> <p>DCED will consider funding applications in support of Community Revitalization projects that are addressing blight removal that do not meet the National Objective of Low-Moderate Benefit. These applications must include a long term (3-5 year) strategy for the comprehensive revitalization of the neighborhood/community which includes blight removal.</p> <p><u>4. Resiliency Projects</u></p> <p>DCED is prioritizing projects that increase resiliency of communities through green infrastructure, storm water management and wetlands management to prevent or lessen the impacts from natural disasters.</p>
<p><b>Describe the state program addressed by the Method of Distribution.</b></p> <p><b>(continued)</b></p>	<p>DCED reserves the right to divert any recaptured funds and all uncommitted competitive funds to respond to state or federally declared natural disasters.</p> <p>DCED also reserves the right to use CDBG Competitive funds for Section 108 loan payments, on an interim basis, for economic development projects for the Pennsylvania Section 108 Loan Program if a business borrower goes into loan default.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Competitive applications will be evaluated based on the seriousness of the problem and ability to resolve the problem based on the proposed use of funds and approach to addressing the problem. Applicants must explain how the problem affects its residents and its intended beneficiaries. DCED will determine the degree of seriousness of each identified problem. The following criteria will be used for the evaluation. The point value shows the importance of the criteria to funding:</p> <p>Project Need (Maximum of 55 points) - Severity of problem, effect on residents (existing/potential), frequency environmental impact, DEP mandates, economic impact, viability.</p> <p>Capacity and past Performance (Maximum of 15 points) - Describe who and how this project will be administered/implemented; concerns and past performance issues.</p> <p>Completeness/Soundness of Proposal (Maximum 10 points) - Application addresses problem, solution, eligibility and fundability</p> <p>Benefit to Low-Moderate Income (Maximum 20 points) - Based on the number of persons benefitting from the project. The more low-moderate income persons benefitting from the project, points are awarded based on a scale.</p> <p>Contracts will be four-year contract.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The most current application guideline and toolkit can be found on <a href="http://dced.pa.gov/download/cdbg-program-guidelines/?wpdmdl=65545">http://dced.pa.gov/download/cdbg-program-guidelines/?wpdmdl=65545</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable to the Community Development Block Grant Competitive program</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable to the Community Development Block Grant Competitive program</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>DCED has established areas of priority for use of funds. There is no set amount of funding per eligible activity under the competitive program. Determination of the amount of funding for each category will be based on the type of projects awarded grants. All applications submitted will be considered for funding but generally must have a minimum score of 50 or greater to be awarded a grant. Projects receiving the highest score will be recommended for funding first if resources are available. DCED reserves the right to fund all or a portion of an application to meet available resources. DCED also reserves the right to fund projects scoring less than 50 if the demand for the funds is not greater than the set-aside. These projects must be eligible and meet a national objective</p>

<b>Describe threshold factors and grant size limits.</b>	<p>Competitive Program has set a minimum application threshold amount of \$100,000 and has established no maximum amount that may be requested. This allows the Commonwealth to support larger, impactful projects that will complete a project. DCED also reserves the right to fund a project for less than the requested amount if the sources and uses of funds are duplicative.</p> <p>Request for administrative funds should take into consideration the type of activity and whether other entitlement funds are being used for the activity. No more than 10% of an award will be allocated to administrative costs for competitive requests. DCED reserves the right to reduce the amount allocated for administrative costs if the project is also using entitlement funding for the same project.</p>
<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>Extension and/or replacement of public facilities or infrastructure systems – 150,000 persons assisted.</p> <p>Community Stabilization through comprehensive streetscape programs – 1-3 neighborhoods addressed.</p>



4	<b>State Program Name:</b>	<b>Emergency Solutions Grant</b>
	<b>Funding Sources:</b>	ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The Emergency Solutions Grant (ESG) is a federal funding source designated for rapid rehousing assistance, street outreach, homelessness prevention assistance, essential services, operation costs of and the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, costs associated with the Homeless Management Information System (HMIS), and administration expenses.</p> <p>Funding to eligible entities is competitive and is not guaranteed beyond the immediate funding cycle awarded.</p> <p>ESG assistance is intended to rapidly move individuals and families to housing stability. It is not intended for long-term use or to address all the financial and supportive service needs of individuals and families. Allowable activities should be part of a comprehensive approach to stabilize individuals and families in permanent housing and end homelessness in Pennsylvania.</p> <p>DCED will prioritize the needs of Pennsylvania's homeless populations and move individuals and families from the street into a permanent housing situation.</p> <p>DCED will support the federal strategy outlined by the United States Interagency Council on Homelessness and prioritize applicants who request funding to address the specific homeless populations in <i>“Home, Together: The Federal Strategic Plan to Prevent and End Homelessness 2018 -2022”</i>. <i>Home, Together</i> established goals to prevent and end veteran homelessness; to end chronic homelessness for persons with disabilities; to prevent and end homelessness for families with children, and unaccompanied youth; and to end homelessness among all other individuals.</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p> <p><b>(Continued)</b></p>	<p>Applicants to DCED's Emergency Solutions Grant (ESG) program are expected to demonstrate their participation in their local Continuum of Care (CoC)'s planning to develop a systematic response to prevent homelessness and the coordination of their efforts with the local CoC priorities. If homelessness is unpreventable, communities should plan that instances are rare, brief, and a one-time experience.</p> <p>DCED will also prioritize the Housing First model to ending homelessness with ESG funds. Housing First is an approach to provide permanent housing immediately and with few- to no-preconditions, behavioral contingencies, or barriers. The outcomes of the model will align with the coordinated entry quick access to housing and services, identifying and implementing low barriers to entry or service, utilizing data to drive decisions about housing prioritization, establishing relationships with housing providers to ensure a direct referral from the coordinated entry process, standardizing application screening processes, consistent involvement in the planning process with the CoC, using mainstream systems to support the housing first approach, and ensuring staff are adequately trained to employ evidenced-based systems. Communities are expected to prioritize individuals and families with the highest needs and vulnerabilities, work effectively to engage landlords and property owners to ensure housing availability, and to ensure programs are client-centered with all barriers removed for entering and remaining in the program.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The following funding priorities have been established for the 2021 ESG allocation:</p> <p>Primary Priority – Rapid Rehousing</p> <p>Secondary Priorities – Street Outreach, Homelessness Prevention, Emergency Shelter</p> <p>Priority Populations – Veterans, Chronically Homeless, Families with Children or Youth</p> <p>Due to the COVID19 crisis and wanting to give its grantees maximum flexibility in serving their communities during this time of extreme need, DCED has removed the minimum allocation percentage for the rapid rehousing activity (40%).</p> <p>No more than 60% of the annual federal allocation may be used for Emergency Shelter activities (including operations, essential services and street outreach).</p> <p>For 2021, DCED will fund up to 60% of its allocation for emergency shelter activities. This action continues the modification made in 2020 to remove the 20% cap on emergency shelter activities (operations, essential services, and street outreach) and removes cap of operational support as a percentage of overall operating budget.</p> <p>For the annual federal allocation, federal direct-entitlement ESG grantees may request funding for any eligible activity.</p> <p>Direct HUD ESG entitlement entities are eligible to compete for any component of ESG funding but will not receive priority over the non-entitlement applicants.</p> <p>DCED will continue to permit applicants to design diverse programs to meet their local needs, however, each applicant must demonstrate coordination of their efforts with the local Continuum of Care priorities, address DCED’s primary priorities, and demonstrate capacity to meet all ESG program requirements.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p> <p>(Continued)</p>	<p>The Pennsylvania Balance of State Continuums of Care will receive funding priority with the submission of a successful application.</p> <p>Applicants who design regional projects will be highly considered for funding if the project addresses a statewide need that is supported by data, is administered by an organization with capacity to fulfill all programmatic requirements and has identified its ability to meet the match requirement. Regional activities must benefit service areas greater than one county.</p> <p><b>Emergency Shelter</b></p> <p>DCED will continue to fund emergency shelter renovation activities. Priority will be given to the following documented needs: improvements to address social distancing and other health/safety improvements.... Code Deficiencies, ADA Compliance, Health and Safety Issues, Increase in Bed Capacity, and Energy Conservation.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Though not required of ESG, the guidelines and application kit may be found at:  <a href="https://dced.pa.gov/download/emergency-solutions-grant-guidelines/?wpdmdl=84126">https://dced.pa.gov/download/emergency-solutions-grant-guidelines/?wpdmdl=84126</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>The Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) will accept applications from any unit 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 may apply “on behalf of” nonprofit organizations which will perform services as a subrecipient or subgrantee. Nonprofits are eligible applicants or grantees to the extent the project will address a demonstrated regional need. For these purposes, DCED has defined regional to mean more than one county.</p> <p>Applicants should complete the ESG application and associated forms and attachments via DCED's Electronic Single Application, and submit certification and required documentation in accordance with instructions outlined in the guidelines as posted at:</p> <p><a href="https://dced.pa.gov/download/emergency-solutions-grant-guidelines/?wpdmdl=84126">https://dced.pa.gov/download/emergency-solutions-grant-guidelines/?wpdmdl=84126</a></p> <p>Eligible activities include all activities listed in the interim rule, published in the Federal Register on December 5, 2011. The contract period is 18 months to allow for recapture of unused funds and reallocation to other programs. 100% of the grant must be expended within 18 months. Grantees will have 30 days from the end of the contract to submit all invoices to DCED. Grantees that do not meet the expenditure deadlines may have a portion or all of their funds disencumbered from the contract.</p> <p>The minimum grant an applicant can apply for is \$25,000.</p>
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<b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only) (continued)</b>	All applications will be evaluated based on the need, response to the problem, the capacity to administer, eligibility, and the soundness of approach. The applications will be evaluated and DCED will grant award amounts based on the evaluations until all grant funds are awarded. From time to time, ESG funds may become available for reallocation as a result of poor grantee performance, voluntary returns, funds returned at the end of the contract period, repayment of ineligible expenses or HUD approved reallocation of expired funds. DCED will utilize its Reallocation Policy to allocate available funds.
<b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b>	Not applicable to the Emergency Solutions Grant program
<b>Describe how resources will be allocated among funding categories.</b>	Emphasis will be placed on the Rapid Rehousing activities. As prescribed by the program regulations, no more than 60% of the state's grant allocation will be allocated to Emergency Shelter and Street Outreach activities. It is critical that certain subpopulations of households who are homeless receive priority due to their vulnerability. Therefore, DCED will give greater priority to applicants, who are chronically homeless, homeless veterans, and/or homeless families and children.

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>DCED intends to make grants of \$25,000 or more for the provision of the following ESG components:</p> <ol style="list-style-type: none"> <li>1. Rapid Rehousing –</li> <li>3. Homelessness Prevention</li> <li>4. Emergency Shelter and Street Outreach – no more than 60% of available ESG funds will be allocated to this activity</li> <li>5. Homeless Management Information System (HMIS)</li> <li>6. Administration</li> </ol> <p>Or any combination of components.</p> <p>Applicants must demonstrate that the proposed activities will meet all program requirements and be undertaken in a timely manner. Successful applicants who do not intend to provide direct services are required to enter into agreements with local housing and third party subrecipients. The agreement with a subrecipient does not absolve the successful applicant of its contractual responsibilities with DCED. The grantee should hold the subrecipient to high standards and develop a grant agreement that reflect similar contractual responsibilities as the grantee has with DCED. Grantees are to ensure, through regular monitoring and oversight, that subrecipients provide eligible and DCED approved services.</p>
<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>Retention of a variety of Affordable Housing options for homeless persons. 2300 households assisted through rapid rehousing or homelessness prevention, 3200 persons assisted with overnight emergency shelter stays, 6 new beds added to the shelters, and 5 new housing units specifically to serve the homeless.</p> <p>Emergency Shelter Services provide to the homeless – 200 households served</p>

5	<b>State Program Name:</b>	<b>HOME Investment Partnerships Program</b>
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The Commonwealth of Pennsylvania Department of Community and Economic Development administers the annual HOME Investment Partnerships (HOME) program. DCED will distribute the FY 2021 HOME allocation, in accordance with the priorities outlined in the Consolidated Plan, the requirements of the National Affordable Housing Act of 1990, and the HOME regulations at 24 CFR 92 and 24 CFR part 91.</p> <p>DCED will administer the HOME Program and will allocate a portion of the Commonwealth's award to the Pennsylvania Housing Finance Agency (PHFA) as a state-recipient to develop and administer large-scale (ten units or more) rental projects and homebuyer projects. PHFA will receive at least 35% of DCED's annual HOME allocation, not to exceed 50 percent of the 2021 HOME allocation for rental housing construction and development, tenant based rental assistance, and homebuyer programs. Fifteen percent (15%) of the Commonwealth's allocation will be set-aside for eligible housing activities that are owned, sponsored or developed by Community Housing Development</p>



<p><b>Describe the state program addressed by the Method of Distribution.</b></p> <p><b>(continued)</b></p>	<p>Organizations (CHDO)s. This CHDO set aside awards may be included in the housing allocation that will be administered by PHFA. The balance of the HOME funds will be awarded through a competitive application process administered by DCED. The capacity of the applicant, nature of the project, and compliance with the program requirements will be determining factors in the recommendation for funding. Ten percent of HOME funds may be used for administrative costs. DCED will share these costs with PHFA and the local administrators.</p> <p>DCED's 2021 HOME Program will prioritize awards to applicants focused on the following activities.</p> <ul style="list-style-type: none"> <li>a) Creation or preservation of Affordable Rental Housing (New Construction and/or Rehabilitation)</li> <li>b) First-time homebuyer - acquisition of existing single-family housing, with or without rehabilitation and/or down payment assistance for sale to first time homebuyers.</li> <li>c) Rehabilitation of Existing Owner-Occupied Housing</li> <li>d) Single-Family New Construction for homeownership</li> </ul>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>DCED encourages applicants to target HOME funding to specific geographical areas or special population to maximize impact and/or leverage other funding that aides the beneficiaries with their needs. These factors will be reviewed when evaluating applications but are not the principle priorities for allocating funds.</p> <p>The following items will be used as criteria of selection of HOME awards: Priority Activities: DCED's 2021 HOME Program will prioritize awards to applicants focused on the following activities. Those activities that are a higher DCED priority will receive a higher point value.</p> <ul style="list-style-type: none"> <li>a) Affordable Rental Housing (New Construction and or Rehab) – 10pts</li> <li>b) Acquisition of existing single-family housing, with HOME rehabilitation and or down payment assistance for sale to first time homebuyers. – 10pts.</li> <li>c) Existing Owner-Occupied Housing Rehabilitation – 5 pts.</li> <li>d) Single-Family New Construction – 1 Point</li> </ul> <p>DCED competitively evaluates applications through a posted funding cycle(s). Documentation which adheres to the provisions of the HOME regulatory requirements, specific to the project activity, must be submitted. Funding cycles will be posted through DCED Community &amp; Housing Development CD&amp;H email alerts.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p> <p><b>(continued)</b></p>	<p>DCED Program Policies:</p> <p>Maximum funding availability varies by HOME eligible activity.</p> <p>Applicants seeking Existing Owner-Occupied Housing Rehabilitation and Homebuyer activities funding will be limited to a maximum of \$500,000 as a town, borough or township. Cities and county applicants are limited to \$750,000.</p> <p>Applicants seeking rental housing and homebuyer – new construction activities will be limited to a maximum funding request of the per unit subsidy limits for the Metropolitan Statistical Area for the proposed activity.</p> <p>All applicants must demonstrate matching contributions equal to 25% or greater for ALL HOME rental housing projects. Eligible match contributions may include cash contributions from non-federal sources, value of donated property, forbearance of fees, cost of on-site infrastructure improvements directly required for the HOME-assisted project and other eligible sources more specifically detailed in 24 CFR 92.220.</p> <p>Priority consideration will be provided to applicants seeking HOME funds that meet the 15% CHDO Set-Aside requirement on behalf of a non-profit. The non-profit must be certified by DCED as a CHDO for the project for which funds are sought. DCED CHDO Certification Applications will be submitted with the project funding application and receive notice regarding certification as applications as processed.</p> <p>All applicants must confer with a DCED HOME grant manager when considering submission of an application for HOME funds. Each potential applicant will receive confirmation by email of the discussion for inclusion in the application submission.</p> <p><u>Eligible Applicants:</u></p> <p>Eligible applicants for HOME funds are units of local government, including cities, towns, counties, boroughs and townships. Non-profit organizations, community development or community housing development</p>
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	<p>corporations may not apply directly to DCED for HOME funding, however an eligible HOME applicant may apply for funding on behalf of the non-profit organization or developer.</p> <p>HOME Participating Jurisdictions (PJs), those municipalities which receive a direct allocation of HOME funds from the U.S. Department of Housing and Urban Development, are eligible to apply for DCED HOME funds only in certain circumstances.</p> <p>(1) For those PJs whose annual allocation of HOME funds from HUD was less than \$500,000 in the most recently published Community Planning and Development (CPD) Program Formula Allocations, they may apply for DCED HOME funds in any eligible category, although they must contribute local HOME funds to the project.</p> <p>(2) HOME PJs that were allocated more than \$500,000 in the most recently published CPD Formula Allocations are ONLY eligible to apply for activities that qualify as a Community Housing Development Organization (CHDO) set-aside project, and must contribute local HOME funds to the project. Lead entities of a HUD-designated HOME consortia are eligible to apply for CHDO Set-Aside projects. For purposes of determining if an entity qualifies as a HOME PJ or not, HOME consortia members communities are considered collectively with the consortia to be a PJ.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Program guidelines may be found:</p> <p><a href="https://dced.pa.gov/download/home-program-guidelines/?wpdmdl=80332">https://dced.pa.gov/download/home-program-guidelines/?wpdmdl=80332</a></p> <p>or</p> <p>Federal Resource Library on the web:</p> <p><a href="https://dced.pa.gov/download/home-program-guidelines/?wpdmdl=80332">https://dced.pa.gov/download/home-program-guidelines/?wpdmdl=80332</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable to the HOME Investment Partnerships Program</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable to the HOME Investment Partnerships Program</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The Commonwealth's distribution of funds will be consistent with the priorities previously identified in this portion of the Plan. The Department will accept applications for any HOME eligible activity. Rental housing developments funded by the DCED competitive process will be limited to projects consisting of less than 10 total units. All other rental housing activities, for 10 units and above may be submitted to PHFA as described above and following PHFA's competitive application process.</p> <p>Units of local government are the only eligible applicants that may submit applications for HOME funds directly through DCED. Applications submitted by a unit of local government may be on its own behalf, another unit of local government without the capacity to administer the program, public agencies, non-profit organizations or private developers. Private non-profit housing organizations that are unable to secure their unit of local government's agreement to be an applicant should contact DCED.</p> <p>All recaptured homebuyer funds, program income and repayments will be deposited to DCED's local account for use on eligible affordable housing projects.</p>

<b>Describe threshold factors and grant size limits.</b>	<p>A minimum application amount of \$50,000 has been established, except for CHDO operating grants and project specific predevelopment loans. A CHDO can receive up to 50% of its annual operating budget or \$100,000, whichever is greater, to a maximum of \$100,000 as CHDO operating funds. DCED has established a maximum grant level of \$500,000 for any HOME application covering a single municipality or \$750,000 for assistance for multiple municipalities. DCED reserves the right to increase the contract amounts above this level for those rental development projects of 9 units or less to the per unit subsidy limits applicable to the project area. DCED also reserves the right to increase the contact amounts of other HOME contracts for warranted reasons, but the level will not be over \$1,000,000.</p>
<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>Retention of a variety of Affordable Housing options. 300 Homeowner Owned Rehabilitation units, 5 Rental units rehabilitated, 150 rental units constructed, and 8 Homebuyers assisted in purchasing homes.</p>

6	<b>State Program Name:</b>	Housing Opportunities for Persons with AIDS
	<b>Funding Sources:</b>	HOPWA
	<b>Describe the state program addressed by the Method of Distribution.</b>  <b>HOPWA Program</b>	<p>Historically, HOPWA funding for Pennsylvania's six Regional HIV Grantees has been distributed in proportion to the number of persons living with HIV/AIDS in each region, service utilization data, and demonstrated need. Distribution of the HOPWA award in Pennsylvania for FY2021 uses the FY2020 funding distribution as a baseline. Regions having and documenting greater housing needs have been awarded additional funding. Since the overall housing picture in Pennsylvania has not changed significantly over the past year, distribution of HOPWA funds will remain consistent for planning purposes. The Pennsylvania HOPWA award of \$3,163,713 for the year, was applied across all Regions using the funding distribution noted above. The Pennsylvania Department of Health (DOH), Bureau of Communicable Diseases, Division of HIV Disease has again decided to allocate less (than entitled) to its administrative expense (0.32%) and thus make additional funding available to the Regional Grantees for housing services. Additionally, the DOH will also serve as grantee and will administer funds of \$499,061 on behalf of eligible persons in the designated counties of Carbon, Lehigh, and Northampton in the Allentown, PA EMSA; and will administer funds of \$494,169 on behalf of eligible persons in the designated counties of Dauphin, Cumberland and Perry in the City of Harrisburg, PA EMSA.</p> <p>Beginning in 2020, the DOH no longer serves as the alternate grantee for Bensalem Township EMSA. The City of Philadelphia is the designated alternate grantee for Bensalem Township EMSA for 2020 and going forward.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable to the Housing Opportunities for Persons with AIDS program</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Each Regional Grantee prioritizes needs for its respective region through a formal process reflective of its demographic and epidemiological profile. Six regional grantees conduct a competitive procurement process and receive plans to provide HOPWA services from large organizations and smaller, grassroots faith-based, and other community organizations. In addition, each Regional Grantee has the capacity to distribute patient care funds directly if it is expedient and/or more cost-effective method for delivery. Regional grantees who are funded for short term rent / mortgage / utility assistance that do have caps in place, have based them on historical usage, the estimated number of clients in need of this service, and the amount typically needed to avoid eviction.</p>



<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Each Regional Grantee provides a detailed response to the seven areas delineated in the HOPWA program plan listed below along with their Outcome measures for the 2021 grant year.</p> <ol style="list-style-type: none"> <li>1. Estimate the number and characteristics of eligible persons who will be served by the proposed services. Provide a description of how their eligibility for participation in the program will be determined.</li> <li>2. List the general locations and costs of the proposed services.</li> <li>3. Describe how the proposed services will address urgent and supportive service's needs (not currently addressed by available public and private resources) of eligible persons. Include a description of the public and private resources that are to be made available in conjunction with the proposed HOPWA-supported services.</li> <li>4. Describe how project sponsors (providers of actual HOPWA services, sub grantees) have been, or will be, selected. If available, include a list of those already selected.</li> <li>5. Describe the method used (outreach, referrals, existing shelter network) to inform eligible persons of housing assistance/ services availability. Describe the process for selecting program participants.</li> <li>6. Describe procedures that have been, or will be, implemented to ensure coordination of HOPWA assistance with state and local government agencies responsible for providing services to persons with HIV or related diseases. Include, where applicable, a description of coordination efforts with Ryan White funded agencies. Describe how community-based, non-profit HIV services organizations have been consulted and involved in the application planning process.</li> <li>7. Service Continuity</li> </ol> <p>Describe capacity to provide HOPWA Program services. Within the last 12 months indicate: the number of potential clients for HOPWA services who were reviewed for Eligibility,</p>
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	<p>the number of potential households for HOPWA services who were denied, the number of potential households who were referred to another housing program with the use of leveraged funding, and the total number of households who received HOPWA services.</p> <p>Indicate the number of staff who work directly with New and Existing clients for HOPWA Housing Services and Housing Services paid for with leveraged funding.</p> <p>Describe the plan how your agency will provide services to clients when the Housing position is vacant.</p> <p>Describe the steps your region takes to address the HUD Modernization requirements on first accessing and applying for alternative housing resources for potential HOPWA clients.</p>
<b>Describe threshold factors and grant size limits.</b>	<p>Service utilization patterns have been factored into the distribution of HOPWA funding for Pennsylvania's six Regional Grantees, taking into consideration the number of persons living with HIV/AIDS (PLWH) in each respective region.</p>
<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>Outcome measures are the number of Households/Persons that will receive housing assistance based on established goals and objectives. The HOPWA Program will provide decent affordable housing to benefit low income PLWH by providing services to 530 households through tenant based rental assistance, short term rent, mortgage and utility assistance, permanent housing placement, and supportive services – case management. This will enable clients to establish and/or maintain a stable living environment in housing that is decent, affordable, safe, and sanitary. Thus, through better access to care and support, there is an improved quality of life and increased housing stability for PLWH and their families.</p>

7	<b>State Program Name:</b>	<b>National Housing Trust Fund</b>
	<b>Funding Sources:</b>	HTF
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The Commonwealth, through the Pennsylvania Housing Finance Agency (PHFA), will distribute the federal Housing Trust Fund (“HTF”) in accordance with federal criteria and regulations at 24 CFR Part 93. The Commonwealth will distribute HTF funds through an application process to eligible recipients. The HTF will be used for funding affordable rental units for very low- and extremely low- income persons (30% below area median income) which are supported through the Tax Credit Program and/or other federal funding sources. PHFA will underwrite rental housing projects to meet all HTF rental housing requirements and which provide at least 30 years of affordability as evidenced by a deed restriction. PHFA will evaluate the capacity of project owners, nature of housing being funded, leveraging and impact as well as ability to serve extremely low-income housing households as determining factors in the recommendation for funding.</p> <p>Ten percent (10%) of the HTF funds may be used for administrative expenses.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>PHFA will utilize the same process for applicant selection as they have developed for their Low-Income Tax Credit program which may be found in the attached Tax Credit Allocation Plan, made part of this plan. HTF funds will only be awarded to projects that meet the guidelines and receive low income housing tax credits. Additionally, developments must meet the site and neighborhood standards set forth 24 CFR 93.150.</p> <ul style="list-style-type: none"> <li>• Applicants must meet the Eligibility and Threshold Criteria set forth in the Tax Credit Allocation Plan which include, but are not limited to; limited displacement of low income residents, commitment to service low income residents for an extended use period, Applicant financial capacity to complete the development, provision of specific project amenities such as community rooms, laundry facilities and management offices, visitability, accessibility requirements and Fair Housing Act design standards and energy efficiency goals.</li> <li>• Applicants must meet all requirements set forth in 24 CFR 93.2 to be eligible for funding under the HTF Program.</li> <li>• Developments must also meet the property standards set forth in the Tax Credit Allocation Plan and in 24 CFR 93.301.</li> <li>• Qualified developments must be affordable to tenants whose incomes do not exceed the federal poverty line or whose annual income do not exceed 30% of the median area income for the area (whichever is greater), as determined by HUD with adjustment for bedroom size.</li> </ul> <p>Selected developments must follow tenant protection and selection procedures set forth in 24 CFR 93.303</p>
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<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	The Allocation Plan for the HTF 2020 funding and the program exhibits are located at: In the Appendices of this Plan (Appendix G), or <a href="http://www.phfa.org/legislation/act105.aspx">http://www.phfa.org/legislation/act105.aspx</a> (Please scroll to the bottom of the page)
<b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b>	Not applicable to the HTF program
<b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b>	Not applicable to the HTF program
<b>Describe how resources will be allocated among funding categories.</b>	The funding allocations will be determined by the applications received and upon completion of PHFA review. All the funds will be targeted to affordable rental units for the very low- income and extremely low- income renters.

<b>Describe threshold factors and grant size limits.</b>	<p>There is no established threshold of grant size limits for HTF other than; PHFA has evaluated current costs of affordable housing units and local market conditions throughout the Commonwealth for the purpose of providing HTF resources and the maximum per unit development award is aligned with Pennsylvania’s HOME program limits based on unit type. Therefore, the maximum per unit HTF subsidy will be:</p> <table><tr><td>0 BR</td><td>1BR</td><td>2BR</td><td>3BR</td><td>4BR</td></tr><tr><td>\$153,314</td><td>\$175,752</td><td>\$213,718</td><td>\$276,482</td><td>\$303,490</td></tr></table> <p>In 2021, PHFA anticipates providing HTF funds to approximately eight developments projects or assisting 75 rental housing units among several properties throughout the Commonwealth based upon applications received and availability of resources.</p> <p>For 2021, PHFA will impose a minimum HTF award amount of \$500,000 per development.</p> <p>Please refer to the HTF Allocation Plan and LIHTC Allocation plan materials located at: <a href="http://www.phfa.org/legislation/act105.aspx">http://www.phfa.org/legislation/act105.aspx</a></p>	0 BR	1BR	2BR	3BR	4BR	\$153,314	\$175,752	\$213,718	\$276,482	\$303,490
0 BR	1BR	2BR	3BR	4BR							
\$153,314	\$175,752	\$213,718	\$276,482	\$303,490							
<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>Based on an initial federal award of funds in 2020 of \$9,729,334, PHFA anticipates providing funds for the new construction or rehabilitation of approximately eight rental housing developments or 75 rental housing units among several properties throughout the Commonwealth.</p>										

8	<b>State Program Name:</b>	<b>Neighborhood Stabilization Program (NSP) Recapture</b>
	<b>Funding Sources:</b>	<b>NSP</b>
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The purpose of NSP is to address the effects of the housing crisis that occurred due to subprime mortgage lending which, nationally, resulted in significant numbers of homeowners entering foreclosure and entire neighborhoods becoming vacant or abandoned. Pennsylvania, while above the national average in numbers of subprime mortgage loans at the time, had not experienced the same level of housing foreclosures.</p> <p>DCED determined a need to complete a Substantial Amendment to the Commonwealth's 2008 Action Plan to allow for the timely closeout of NSP programs that still have unexpended funds and/or program income. Any funds recaptured, including earned program income under the current NSP contracts will be used to fund additional NSP eligible projects. As DCED prepared for the closeout of NSP 1 contracts it was recognized that a majority of the 30 grantees completed their approved activities</p>

<p><b>Describe the state program addressed by the Method of Distribution.</b></p> <p><b>(continued)</b></p>	<p>as proposed. However, some of these grantees generated a significant amount of program income due to sale of properties under their homebuyer activities after their original grant allocation was expended and in some cases these grantees have no further use or eligible properties that meet the NSP qualifications for eligibility.</p> <p>DCED disencumbered any remaining funds from contracts that were available to draw from the Federal Treasury through the Disaster Recovery Grant Reporting (DRGR) system. These were funds that were not committed under any third-party contracts. There were two contracts awarded using these funds, so at this time additional applications are not being taken. If additional program income or recaptured funds become available the funding will be transferred to the Community Development Block Grant (CDBG) Program per Federal Register Notice issued June 14, 2016 (Changes to Closeout Requirements Related to Program Income)</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>DCED accepted applications from eligible NSP grantees meeting requirements defined herein for use of the recaptured NSP funding. The applicant must follow the application procedures and submit the required elements via DCED’s Electronic Single Application.</p> <p>The recaptured allocation of NSP funding was available to existing eligible NSP grantees, that are units of local government, which have successfully implemented their original grant contract, and have met their original projected goals. Eligible entities must submit evidence that they have in place at the time of application the following plans and certifications:</p> <ul style="list-style-type: none"> <li>• Fair Housing Plan</li> <li>• Section 3 Plan</li> <li>• Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Plan</li> <li>• Certification of Consistency with either: <ul style="list-style-type: none"> <li>– Local Consolidated Plan (for Federal CDBG entitlement areas)</li> <li>– Local 3-Year Community Development Plan (for all other areas)</li> </ul> </li> <li>• Identify a Responsible Entity for conducting the Environmental Review</li> </ul> <p>DCED will evaluate the applications submitted and make funding decisions based on the following considerations:</p> <p><b>1. Neighborhood Stabilization – 20 points</b></p> <p>The commonwealth will give priority to those proposals that demonstrate a strong connection to neighborhood stabilization activities, consistent with commonwealth’s existing housing priorities for Targeting, Leverage, and Impact in its Consolidated Plan. The commonwealth will draw a distinction in awarding priority points to give more points to those applications that</p>
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		connect NSP-funded activities to housing foreclosure and abandonment problems caused by problematic mortgage lending activities. Priority will also be given to proposals that will support other neighborhood stabilization activities consistent with Targeting, Leverage, and Impact.
	<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p> <p><b>(continued)</b></p>	<p><b>2. Capacity of Applicant &amp; Program Administrators – 20 points</b></p> <p>DCED will give priority to applications that exhibit a strong capacity to administer the NSP in two areas:</p> <ul style="list-style-type: none"> <li>• Knowledge, implementation, and compliance of activities funded through the CDBG Program. DCED will also assess any prior significant monitoring findings or program weaknesses that have not been addressed, as well as performance on prior DCED contract closeout requirements. (15 Points)</li> <li>• Experience administering and delivering the specific activities for which the NSP funds would be used. If significant administrative responsibilities will be assigned to another entity via subcontract, the experience of that entity will be considered as well and must be addressed in the application. (5 Points).</li> </ul>
	<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Program guidelines may be found:</p> <p><a href="https://dced.pa.gov/download/neighborhood-stabilization-guidelines/?wpdmdl=83403">https://dced.pa.gov/download/neighborhood-stabilization-guidelines/?wpdmdl=83403</a></p> <p>No applications are being taken at this time.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable to the NSP Recapture program</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable to the NSP Recapture program</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>HUD has established restrictions on these activities in its Notice on the allocation and application process for NSP funds. In particular, several of these activities are only eligible if the use of funds will address a foreclosed property. DCED will administer NSP funds with the maximum authorized flexibility while adhering to HUD mandated restrictions. DCED will also advise and provide technical assistance to all of its applicants regarding these requirements.</p> <p>Additional information on how these activities can be carried out in the context of the program can be found at Appendix B - Model Programs &amp; Regulatory Requirements in the program guidelines.</p>

<b>Describe threshold factors and grant size limits.</b>	<p>There will be no cap on the amount of funds that can be requested. Applicants are asked to modify the request based on what is necessary to complete the proposed project given other sources of funds and the ability to complete the project within 18 months of DCED contract award. DCED will prioritize projects that can utilize a minimum of \$1 million and have a minimum of 15 units.</p> <p>DCED also reserves the right to adjust requested application amounts based on the information provided by the applicant to justify the needs of the jurisdiction and the capacity to carry out the proposed activities in a timely manner.</p>
<b>What are the outcome measures expected as a result of the method of distribution?</b>	<p>Based on the minimum number of units that are eligible, no less than 30 units are expected to be assisted.</p>

**Discussion:**

## AP-35 Projects – (Optional)

### Introduction:

PA Act 179 dictates the use of the Commonwealth's CDBG allocation and leaves the units of local governments the responsibility to address the needs of the underserved in their communities. The HOPWA funding is allocated to the same regional programs each year as they are trained to administer the program properly. The CDBG-DR funding is prescribed where the funding may be spent. Only the 36 counties designated as Presidential Disaster Areas during 2011 are eligible for funding. The NSP Recapture program will only allocate funding in areas with current contracts for NSP funding with the state and have completed their existing program and can prove a need for additional funding. HOME and the Housing Trust Fund are fully competitive programs and eligible applicants are statewide with some priorities. The allocation priority for these programs is part of the method of distribution which can be found in AP-30.

#	Project Name
1	2021-2024 Commonwealth of PA PAH21F999
2	2021-2024 AIDSNET PAH21F999 (AIDSNET)
3	2021-2024 AIDSNET - EMSA (3 counties) PAH21F999 (AIDSNET-EMSA)
4	2021-2024 North Central District Allied Connections PAH21F999 (NCDAC)
5	2021-2024 United Way of Wyoming Valley PAH21F999 (UWWV)
6	2021-2024 Clarion University of PA PAH21F999 (CU)
7	2021-2024 Family Health Council of Central PA PAH21F999 (FHCCP)
8	2021-2024 Family Health Council of Central PA - EMSA (3 counties) PAH21F999 (FHCCP - EMSA)
9	2021-2024 The Jewish Healthcare Foundation PAH21F999 (JHF)
10	ESG21 Pennsylvania
11	DCED CDBG 2021 ADMINISTRATION
12	DCED CDBG 2021 Section 108 Loan Repayments
13	Adams County 2021 Entitlement
14	Armstrong County 2021 Entitlement
15	Bedford County 2021 Entitlement
16	Blair County 2021 Entitlement
17	Bradford County 2021 Entitlement
18	Butler County 2021 Entitlement
19	Cambria County 2021 Entitlement
20	Cameron County 2021 Entitlement
21	Carbon County 2021 Entitlement
22	Centre County 2021 Entitlement

#	Project Name
23	Clarion County 2021 Entitlement
24	Clearfield County 2021 Entitlement
25	Clinton County 2021 Entitlement
26	Columbia County 2021 Entitlement
27	Crawford County 2021 Entitlement
28	Elk County 2021 Entitlement
29	Erie County 2021 Entitlement
30	Fayette County 2021 Entitlement
31	Forest County 2021 Entitlement
32	Franklin County 2021 Entitlement
33	Fulton County 2021 Entitlement
34	Greene County 2021 Entitlement
35	Huntingdon County 2021 Entitlement
36	Indiana County 2021 Entitlement
37	Jefferson County 2021 Entitlement
38	Juniata County 2021 Entitlement
39	Lackawanna County 2021 Entitlement
40	Lawrence County 2021 Entitlement
41	Lebanon County 2021 Entitlement
42	Lycoming County 2021 Entitlement
43	McKean County 2021 Entitlement
44	Mercer County 2021 Entitlement
45	Mifflin County 2021 Entitlement
46	Monroe County 2021 Entitlement
47	Montour County 2021 Entitlement
48	Northumberland County 2021 Entitlement
49	Perry County 2021 Entitlement
50	Pike County 2021 Entitlement
51	Potter County 2021 Entitlement
52	Schuylkill County 2021 Entitlement
53	Snyder County 2021 Entitlement
54	Somerset County 2021 Entitlement
55	Sullivan County 2021 Entitlement
56	Susquehanna County 2021 Entitlement
57	Tioga County 2021 Entitlement
58	Union County 2021 Entitlement
59	Venango County 2021 Entitlement

#	Project Name
60	Warren County 2021 Entitlement
61	Wayne County 2021 Entitlement
62	Wyoming County 2021 Entitlement
63	City of Arnold 2021 Entitlement
64	City of Bradford 2021 Entitlement
65	City of Butler 2021 Entitlement
66	City of Carbondale 2021 Entitlement
67	City of Connellsville 2021 Entitlement
68	City of Corry 2021 Entitlement
69	City of Dubois 2021 Entitlement
70	City of Farrell 2021 Entitlement
71	City of Franklin 2021 Entitlement
72	City of Hermitage 2021 Entitlement
73	City of Jeannette 2021 Entitlement
74	City of Lock Haven 2021 Entitlement
75	City of Meadville 2021 Entitlement
76	City of Monessen 2021 Entitlement
77	City of Nanticoke 2021 Entitlement
78	City of New Castle 2021 Entitlement
79	City of New Kensington 2021 Entitlement
80	City of Oil City 2021 Entitlement
81	City of Parker 2021 Entitlement
82	City of Pittston 2021 Entitlement
83	City of Pottsville 2021 Entitlement
84	City of Shamokin 2021 Entitlement
85	City of St. Mary's 2021 Entitlement
86	City of Sunbury 2021 Entitlement
87	City of Titusville 2021 Entitlement
88	City of Uniontown 2021 Entitlement
89	City of Warren 2021 Entitlement
90	Coal Township 2021 Entitlement
91	Conshohocken Borough 2021 Entitlement
92	Logan Township 2021 Entitlement
93	Loyalsock Township 2021 Entitlement
94	Sandy Township 2021 Entitlement
95	Scottdale Borough 2021 Entitlement
96	Waynesboro Borough 2021 Entitlement

#	Project Name
97	Huntingdon Borough Revolving Loan Fund - Microenterprise
98	Cameron County Revolving Loan Fund - Economic Development
99	Monroe County Revolving Loan Fund - Economic Development
100	Pennsylvania Housing Finance Agency 2021 HTF

**Table 9 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The allocation priorities for the CDBG program are determined by Pennsylvania Act 179 of 1984. Act 179 establishes a formula distribution for the program with 85% of funds distributed to 50 counties, 27 cities, and 119 boroughs and townships based on thresholds defined in the Act. The use of these funds are determined by local needs assessment and local priorities determined through a citizen participation process. All determinations are made under the umbrella of CDBG eligibility and the ability for the project or activity to meet a national objective to benefit low-moderate income households, elimination of slums and blight, or urgent need. With changes to the demographics of the state entitlement grantees, many communities are experiencing challenges qualifying larger low-moderate income area benefit activities, like public infrastructure or facility improvements and have prioritized low-mod housing or limited clientele activities addressing housing or accessibility needs.

Act 179 also sets aside 12% of the annual allocation for a competitive program which awards funds to projects meeting specific priority and eligibility requirements as outlined in AP-30, the method of distribution. All other programs utilize a competitive application process where an assessment of need and ability to meet the needs of the underserved are addressed in the priorities of the method of distribution.



## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	2021-2024 Commonwealth of PA PAH21F999
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Community Planning and Capacity Building
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$10,000
	<b>Description</b>	Administration of the HOPWA Program
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All clients served Statewide - Administrative Services on the grantee level
	<b>Location Description</b>	Statewide Administration
	<b>Planned Activities</b>	Administration of the HOPWA Program
2	<b>Project Name</b>	2021-2024 AIDSNET PAH21F999 (AIDSNET)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$14,700

	<b>Description</b>	To provide decent affordable housing to low income households for Persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	AIDSNET Region
	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short-Term Rent, Mortgage, and Utility assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services and Administration
3	<b>Project Name</b>	2021-2024 AIDSNET - EMSA (3 counties) PAH21F999 (AIDSNET-EMSA)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$495,293
	<b>Description</b>	To provide decent affordable housing to low income households for persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	70 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	AIDSNET Region - Lehigh, Northampton, and Carbon counties

	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short-Term Rent, Mortgage, and Utility assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services and Administration
<b>4</b>	<b>Project Name</b>	2021-2024 North Central District Allied Connections PAH21F999 (NCDAC)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$211,200
	<b>Description</b>	To provide decent affordable housing to low income households for persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	54 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	North Central Region
	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short-Term Rent, Mortgage, and Utility assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services, and Administration
<b>5</b>	<b>Project Name</b>	2021-2024 United Way of Wyoming Valley PAH21F999 (UWWV)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$286,091

	<b>Description</b>	To Provide Decent affordable housing to Low Income HIV/AIDS Clients
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	64 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	North East Region
	<b>Planned Activities</b>	Assist with housing support to low income households for persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short-Term Rent, Mortgage, and Utility assistance (STRMU), Permanent Housing Placement, Supportive Services, and Administration
6	<b>Project Name</b>	2021-2024 Clarion University of PA PAH21F999 (CU)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$340,887
	<b>Description</b>	To provide decent affordable housing to low income households for persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	55 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	North Central Region

	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short Term Rent, Mortgage, and Utility Assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services, and Administration
<b>7</b>	<b>Project Name</b>	2021-2024 Family Health Council of Central PA PAH21F999 (FHCCP)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$846,046
	<b>Description</b>	To provide decent affordable housing to low income households for persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	144 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	South Central Region
	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short Term Rent/Mortgage and Utility assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services, and Administration
<b>8</b>	<b>Project Name</b>	2021-2024 Family Health Council of Central PA - EMSA (3 counties) PAH21F999 (FHCCP - EMSA)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$862,878

	<b>Description</b>	To provide decent affordable housing to low income households for Persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	136 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	South Central Region – Dauphin, Cumberland, and Perry counties
	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short Term Rent/Mortgage and Utility assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services, and Administration
9	<b>Project Name</b>	2021-2024 The Jewish Healthcare Foundation PAH21F999 (JHF)
	<b>Target Area</b>	HOPWA 6 Regional Grantees
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing for Low Income HIV/AIDS clients
	<b>Funding</b>	HOPWA: \$96,618
	<b>Description</b>	To provide decent affordable housing to low income households for Persons Living with HIV/AIDS
	<b>Target Date</b>	12/31/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 Low Income households for Persons Living with HIV/AIDS
	<b>Location Description</b>	South West Region

	<b>Planned Activities</b>	Assist with housing support to low income households for Persons Living with HIV/AIDS: Tenant Based Rental Assistance (TBRA), Short Term Rent/Mortgage and Utility assistance (STRMU), Permanent Housing Placement (PHP), Supportive Services, and Administration
<b>10</b>	<b>Project Name</b>	ESG21 Pennsylvania
	<b>Target Area</b>	PA 509 Pennsylvania Eastern Continuum of Care PA 601 Pennsylvania Western Continuum of Care ESG -Statewide
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Public Facilities Homeless Facilities Public Services Rental Housing Subsidies Public Services Security Deposits
	<b>Funding</b>	ESG: \$5,772,551
	<b>Description</b>	The 2021 Federal Fiscal Year allocation of Emergency Solutions Grant funds for the state of Pennsylvania are planned to operate a shelter for the homeless, provide utility assistance and emergency rental assistance to prevent homelessness, implement rapid re-housing strategies and for program administration and data collection through the HMIS.
	<b>Target Date</b>	9/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	DCED CDBG 2021 ADMINISTRATION

11	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$1,261,534
	<b>Description</b>	The Commonwealth's allocation of 2021 CDBG funds is \$42,051,147. In accordance with Pennsylvania Act 179 of 1984, this amount is sub-allocated as follows: \$35,743,474 (85% for Entitlement entities), \$5,043,139 (12% for the Competitive program), and \$1,261,534 for state administration and technical assistance.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
12	<b>Project Name</b>	DCED CDBG 2021 Section 108 Loan Repayments
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	
	<b>Description</b>	City of Arnold, City of Farrell, City of Jeannette, Somerset County
	<b>Target Date</b>	



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>13</b>	<b>Project Name</b>	Adams County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$555,087
	<b>Description</b>	Adams County and OBO's Gettysburg Borough and Littlestown Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>14</b>	<b>Project Name</b>	Armstrong County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$653,890
	<b>Description</b>	Armstrong County and OBO's East Franklin Township, Kiskiminetas Township, Kittanning Borough and Manor Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
15	<b>Project Name</b>	Bedford County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$370,433
	<b>Description</b>	Bedford County and OBO Bedford Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	Blair County 2021 Entitlement

16	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$906,342
	<b>Description</b>	Blair County and OBO's Antis Township, Blair Township, Frankstown Township, Greenfield Township, Hollidaysburg Borough, and Tyrone Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
17	<b>Project Name</b>	Bradford County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$390,596
	<b>Description</b>	Bradford County and OBO Sayre Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>18</b>	<b>Project Name</b>	Butler County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$835,671
	<b>Description</b>	Butler County and OBO's Penn Township, Slippery Rock Township, Summit Township and Jefferson Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>19</b>	<b>Project Name</b>	Cambria County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$765,304

	<b>Description</b>	Cambria County and OBO's Adams Township, Cambria Township, Cresson Township and Jackson Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>20</b>	<b>Project Name</b>	Cameron County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$207,280
	<b>Description</b>	Cameron County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>21</b>	<b>Project Name</b>	Carbon County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula

	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$764,620
	<b>Description</b>	Carbon County and OBO's Franklin Township, Jim Thorpe Borough, Lehigh Township, Mahoning Township and Palmerton Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
22	<b>Project Name</b>	Centre County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$466,700
	<b>Description</b>	Centre County and OBO Bellefonte Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	
<b>23</b>	<b>Project Name</b>	Clarion County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$442,880
	<b>Description</b>	Clarion County and OBO's Clarion Borough and Clarion Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>24</b>	<b>Project Name</b>	Clearfield County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$517,210
	<b>Description</b>	Clearfield County and OBO Clearfield Borough and Lawrence Township
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
25	<b>Project Name</b>	Clinton County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$242,188
	<b>Description</b>	Clinton County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
26	<b>Project Name</b>	Columbia County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	



	<b>Funding</b>	CDBG: \$260,080
	<b>Description</b>	Columbia County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>27</b>	<b>Project Name</b>	Crawford County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$401,230
	<b>Description</b>	Crawford County and OBO Vernon Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	Elk County 2021 Entitlement

28	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$314,205
	<b>Description</b>	Elk County and OBO Ridgway Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
29	<b>Project Name</b>	Erie County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$741,961
	<b>Description</b>	Erie County and OBO's Edinboro Borough, Girard Township, McKean Township and North East Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>30</b>	<b>Project Name</b>	Fayette County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$1,411,922
	<b>Description</b>	Fayette County and OBO's Bullskin Township, Dunbar Township, Georges Township, German Township, Luzerne Township, Menallen Township, North Union Township, Redstone Township and South Union Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>31</b>	<b>Project Name</b>	Forest County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$211,047

	<b>Description</b>	Forest County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>32</b>	<b>Project Name</b>	Franklin County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$370,065
	<b>Description</b>	Franklin County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>33</b>	<b>Project Name</b>	Fulton County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula

	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$221,254
	<b>Description</b>	Fulton County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
34	<b>Project Name</b>	Greene County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$570,217
	<b>Description</b>	Greene County and OBO's Cumberland Township, Franklin Township and Waynesburg Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	
<b>35</b>	<b>Project Name</b>	Huntingdon County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$470,428
	<b>Description</b>	Huntingdon County and OBO's Huntingdon Borough and Smithfield Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>36</b>	<b>Project Name</b>	Indiana County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$688,151
	<b>Description</b>	Indiana County and OBO's Burrell Township, Center Township and Indiana Borough
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>37</b>	<b>Project Name</b>	Jefferson County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$369,072
	<b>Description</b>	Jefferson County and OBO's Punxsutawney Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>38</b>	<b>Project Name</b>	Juniata County 2021 Entitlement
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$235,272
	<b>Description</b>	Juniata County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
39	<b>Project Name</b>	Lackawanna County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$1,590,625
	<b>Description</b>	Lackawanna County and OBO's Archbald Borough, Blakely Borough, Clarks Summit Borough, Dickson City Borough, Dunmore Borough, Jessup Borough, Old Forge Borough, Olyphant Borough, Scott Township, Taylor Borough and Throop Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	



<b>40</b>	<b>Project Name</b>	Lawrence County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$629,082
	<b>Description</b>	Lawrence County and OBO's Ellwood City Borough, Shenango Township and Union Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>41</b>	<b>Project Name</b>	Lebanon County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$491,034
	<b>Description</b>	Lebanon County and OBO South Lebanon Township
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>42</b>	<b>Project Name</b>	Lycoming County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$598,382
	<b>Description</b>	Lycoming County and OBO's Jersey Shore Borough, Montoursville Borough and South Williamsport Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>43</b>	<b>Project Name</b>	McKean County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$343,460
	<b>Description</b>	McKean County and OBO Bradford Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>44</b>	<b>Project Name</b>	Mercer County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$733,399
	<b>Description</b>	Mercer County and OBO's Greenville Borough, Grove City Borough, Pine Township and Sharpsville Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	Mifflin County 2021 Entitlement

45	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$693,253
	<b>Description</b>	Mifflin County and OBO's Brown Township, Derry Township, Granville Township, and Lewistown Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
46	<b>Project Name</b>	Monroe County 2020 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$683,638
	<b>Description</b>	Monroe County and OBO's East Stroudsburg Borough and Stroudsburg Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>47</b>	<b>Project Name</b>	Montour County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$318,995
	<b>Description</b>	Montour County and OBO Danville Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>48</b>	<b>Project Name</b>	Northumberland County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$693,987
	<b>Description</b>	Northumberland County and OBO's Delaware Township, Milton Borough, Mount Carmel Borough and Ralpho Township

	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>49</b>	<b>Project Name</b>	Perry County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$265,816
	<b>Description</b>	Perry County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>50</b>	<b>Project Name</b>	Pike County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	

	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$282,137
	<b>Description</b>	Pike County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
51	<b>Project Name</b>	Potter County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$224,994
	<b>Description</b>	Potter County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

52	<b>Project Name</b>	Schuylkill County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$1,252,766
	<b>Description</b>	Schuylkill County and OBO's Butler Township, Mahanoy City Borough, Minersville Borough, Pine Grove Township, Schuylkill Haven Borough, Shenandoah Borough, Tamaqua Borough, Wayne Township and West Penn Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
53	<b>Project Name</b>	Snyder County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$447,813
	<b>Description</b>	Snyder County and OBO's Penn Township and Selinsgrove Borough
	<b>Target Date</b>	



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>54</b>	<b>Project Name</b>	Somerset County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$870,724
	<b>Description</b>	Somerset County and OBO's Conemaugh Township, Jenner Township, Somerset Borough, Somerset Township and Windber Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>55</b>	<b>Project Name</b>	Sullivan County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$209,203
	<b>Description</b>	Sullivan County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
56	<b>Project Name</b>	Susquehanna County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$262,074
	<b>Description</b>	Susquehanna County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	Tioga County 2021 Entitlement

57	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$260,106
	<b>Description</b>	Tioga County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
58	<b>Project Name</b>	Union County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$467,221
	<b>Description</b>	Union County and OBO's Kelly Township and Lewisburg Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>59</b>	<b>Project Name</b>	Venango County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$463,451
	<b>Description</b>	Venango County and OBO's Cranberry Township and Sugarcreek Borough
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>60</b>	<b>Project Name</b>	Warren County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$245,966
	<b>Description</b>	Warren County
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>61</b>	<b>Project Name</b>	Wayne County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$455,411
	<b>Description</b>	Wayne County and OBO's Honesdale Borough and Salem Township
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>62</b>	<b>Project Name</b>	Wyoming County 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$240,484
	<b>Description</b>	Wyoming County
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
63	<b>Project Name</b>	City of Arnold 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$309,368
	<b>Description</b>	City of Arnold
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	City of Bradford 2021 Entitlement

64	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$315,932
	<b>Description</b>	City of Bradford
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
65	<b>Project Name</b>	City of Butler 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$324,991
	<b>Description</b>	City of Butler
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>66</b>	<b>Project Name</b>	City of Carbondale 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$316,151
	<b>Description</b>	City of Carbondale
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>67</b>	<b>Project Name</b>	City of Connellsville 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$313,873
	<b>Description</b>	City of Connellsville
	<b>Target Date</b>	



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
68	<b>Project Name</b>	City of Corry 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$311,999
	<b>Description</b>	City of Corry
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
69	<b>Project Name</b>	City of Dubois 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$314,159
	<b>Description</b>	City of Dubois
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>70</b>	<b>Project Name</b>	City of Farrell 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$309,285
	<b>Description</b>	City of Farrell
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	City of Franklin 2021 Entitlement

71	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$311,890
	<b>Description</b>	City of Franklin
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
72	<b>Project Name</b>	City of Hermitage 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$329,465
	<b>Description</b>	City of Hermitage
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>73</b>	<b>Project Name</b>	City of Jeannette 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$317,537
	<b>Description</b>	City of Jeannette
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>74</b>	<b>Project Name</b>	City of Lock Haven 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$317,752
	<b>Description</b>	City of Lock Haven
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
75	<b>Project Name</b>	City of Meadville 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$324,321
	<b>Description</b>	City of Meadville
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	City of Monessen 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$314,024
	<b>Description</b>	City of Monessen
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>77</b>	<b>Project Name</b>	City of Nanticoke 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$319,011
	<b>Description</b>	City of Nanticoke
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	City of New Castle 2021 Entitlement

<b>78</b>	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$342,278
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>79</b>	<b>Project Name</b>	City of New Kensington 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$323,826
	<b>Description</b>	City of New Kensington
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>80</b>	<b>Project Name</b>	City of Oil City 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$319,178
	<b>Description</b>	City of Oil City
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>81</b>	<b>Project Name</b>	City of Parker 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$301,526
	<b>Description</b>	City of Parker
	<b>Target Date</b>	



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>82</b>	<b>Project Name</b>	City of Pittston 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$314,059
	<b>Description</b>	City of Pittston
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>83</b>	<b>Project Name</b>	City of Pottsville 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$326,021
	<b>Description</b>	City of Pottsville
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>84</b>	<b>Project Name</b>	City of Shamokin 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$313,396
	<b>Description</b>	City of Shamokin
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	City of St. Mary's 2021 Entitlement

85	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$323,743
	<b>Description</b>	City of St. Mary's
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
86	<b>Project Name</b>	City of Sunbury 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$317,993
	<b>Description</b>	City of Sunbury
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>87</b>	<b>Project Name</b>	City of Titusville 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$310,175
	<b>Description</b>	City of Titusville
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>88</b>	<b>Project Name</b>	City of Uniontown 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$318,842
	<b>Description</b>	City of Uniontown
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
89	<b>Project Name</b>	City of Warren 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$317,639
	<b>Description</b>	City of Warren
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
90	<b>Project Name</b>	Coal Township 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	

	<b>Funding</b>	CDBG: \$159,529
	<b>Description</b>	Coal Township (Northumberland)
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
91	<b>Project Name</b>	Conshohocken Borough 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$132,629
	<b>Description</b>	Conshohocken Borough (Montgomery)
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	<b>Project Name</b>	Logan Township 2021 Entitlement

92	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$179,635
	<b>Description</b>	Logan Township (Blair)
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
93	<b>Project Name</b>	Loyalsock Township 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$166,312
	<b>Description</b>	Loyalsock Township (Lycoming)
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>94</b>	<b>Project Name</b>	Sandy Township 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$162,082
	<b>Description</b>	Sandy Township (Clearfield)
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>95</b>	<b>Project Name</b>	Scottdale Borough 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$96,246
	<b>Description</b>	Scottdale Borough (Westmoreland)
	<b>Target Date</b>	



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
96	<b>Project Name</b>	Waynesboro Borough 2021 Entitlement
	<b>Target Area</b>	Pennsylvania Act 179 Formula
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$161,481
	<b>Description</b>	Waynesboro Borough (Franklin)
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
97	<b>Project Name</b>	Huntingdon Borough Revolving Loan Fund - Microenterprise
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development Direct Financial Assistance

	<b>Funding</b>	CDBG: \$1
	<b>Description</b>	As DCED is not aware of how many loans, Huntingdon Borough may approve during the 2021 program year, if any, DCED has only indicated \$1.00 of funding.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
98	<b>Project Name</b>	Cameron County Revolving Loan Fund - Economic Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development Direct Financial Assistance
	<b>Funding</b>	CDBG: \$1
	<b>Description</b>	As DCED is not aware of how many loans, Cameron County may approve during the 2021 program year, if any, DCED has only indicated \$1.00 of funding.
	<b>Target Date</b>	9/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

99	<b>Project Name</b>	Monroe County Revolving Loan Fund - Economic Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development Rehab Commercial Industrial
	<b>Funding</b>	CDBG: \$1
	<b>Description</b>	As DCED is not aware of how many loans, Monroe County may approve during the 2021 program year, if any, DCED has only indicated \$1.00 of funding.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
100	<b>Project Name</b>	Pennsylvania Housing Finance Agency 2021 HTF
	<b>Target Area</b>	Housing Trust Fund State-Wide Eligibility
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Housing Construction of New Housing Housing Rehab Multi-Unit Residential
	<b>Funding</b>	22,424,348
	<b>Description</b>	
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

DRAFT for Public Comment

#### **AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?**

Yes

#### **Available Grant Amounts**

The following are activities that will be considered priorities when allocating limited Section 108 resources:

Job Creation - The Federal Section 108 Program Guidelines require a minimum of one permanent full-time job equivalent (FTJE) to be created for every \$35,000 of Section 108 loan funds

National Objective - Priority consideration will be given to projects that provide a benefit to low- and moderate-income persons. However, this does not preclude worthwhile projects from being funded under the National Objective of removal of slums and blight.

Infrastructure - This could be related to the redevelopment or reuse of property or in support of an economic development purpose.

Special Economic Development -Financial assistance may be provided for a private for-profit firm under the CDBG guidelines.

Housing -Priority will also be given to proposed projects that involve the rehabilitation of existing housing and/or the construction of housing by non-profit organizations for homeownership. DCED encourages the development of affordable housing for low- and moderate-income home buyers.

Maximum Loan Amounts -The total maximum amount of Section 108 loan financial assistance that an eligible public entity may receive is limited to the following: the amount of a loan that the community's CDBG allocation could support as an annual debt service based on the average amount of the CDBG allocation for the past three (3) years, or \$7,000,000, whichever is less. This same maximum applies to both a single public entity or a joint public entity applicant. In the case of a non-entitlement public entity, the maximum amount of all Section 108 loan funds shall not exceed a total of \$3,000,000. In the case of an entitlement county which applies on behalf of multiple non-entitlement public entities, the maximum aggregate amount of Section 108 loan assistance may not exceed \$7,000,000.

Repayment -It is anticipated that the primary source of repayment of the Section 108 loan amount will be from the projected cash flow as a result of the project, or from other sources of revenue that are pledged specifically for repayment of the Section 108 loan. As a secondary source of repayment, DCED

will require additional security to be pledged for loan repayment. The maximum term of the Section 108 loan shall not exceed twenty (20) years.

#### **Acceptance process of applications**

Application Dates - Applications may be submitted at any time for the Pennsylvania Section 108 Loan Guarantee Program. Please contact:

Kristina Powell, DCED  
Center for Community and Housing Development  
400 North Street, 4th Floor-Commonwealth Keystone Building,  
Harrisburg, Pennsylvania 17120-0225.  
Phone number: (717) 787-5327 TDD - (717)346-0308

Prior to any application submission DCED will provide assistance to potential applicants to verify that the potential project is eligible for funding. Applications will not be accepted from any candidate without prior review by DCED staff.

**AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

**Will the state allow units of general local government to carry out community revitalization strategies?**

Yes

**State's Process and Criteria for approving local government revitalization strategies**

DCED will allow its jurisdictions' community revitalization strategies that have been approved by HUD and follow HUD's guidance for state CDBG programs as described in CPD-97-01 (February 4, 1997).



## **AP-50 Geographic Distribution – 91.320(f)**

**Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed**

### Pennsylvania Act 179 Formula

Pennsylvania Act 179 prescribes distribution of 85% of its CDBG allocation each year to 27 cities not directly entitled to funding through HUD or who have opted out of HUD's entitlement formula; 50 counties that are not direct HUD entitlement counties; and 119 boroughs, and townships that are greater than 4,000 in population from the latest Census and meet the current UDAG eligibility guidelines. The balance of Pennsylvania's allocation, less 3% set aside for administration under Act 179, is allocated competitively among units of general local government not eligible for funding under the formula distribution, state entitlements having less than 10,000 and allocating at least 70% of their yearly allocation to the said activity, or a not direct HUD entitlement community.

### HOME

For HOME, DCED has opened the eligible applicants, besides the HOME non-HUD Participating Jurisdictions, for HOME funding to all of Pennsylvania HOME Participating Jurisdictions (PJs) that meet one of the following criteria and all other program requirements. These PJs were previously unable to apply for the Commonwealth's funding.

1. Prioritize those Community Housing Development Organization (CHDO) Projects where CHDO Certification has been granted by PA DCED for an award of Pennsylvania's 15% HOME CHDO Set Aside funds by either DCED and or PHFA.
2. Prioritize awards to HOME PJ's whose annual HOME allocation is less than \$500,000 based on current year HOME allocation and who also meet DCED's priority consideration of HOME activities as listed in the consolidated plan, action plan and HOME Application kit.
3. Prioritize awards to projects that preserve affordable rental housing through HOME funded rehabilitation.

### ESG

ESG funds may be used statewide but priority is given to the non-HUD ESG entitlement municipalities

and members of the Balance of the State CoC, first.

#### HOPWA

HOPWA is also mandated by a required formula which is described in the Discussion section below.

#### HTF

The National Housing Trust Fund allocation has not been released by HUD as of the publication of this Action Plan for review. A subsequent amendment to the 2021 Action Plan will be prepared and posted for public comment once the allocation has been announced.

Substantial Amendment--9/01/2021—Funds will be allocated to eligible recipients. The eligibility requirements used by PHFA will follow the same process for applicant selection as PHFA has developed for the Low-Income Housing Tax Credit (LIHTC) Program. The amount of funds available through the HTF Program is \$22,424,348 and will only be awarded to projects that meet the guidelines and receive tax credits. Additionally, developments must meet the site and neighborhood standards set forth at §93.150.

#### CDBG-DR

The CDBG-DR funding is prescribed with where the funding may be spent. Only the 36 counties designated as Presidential Disaster Areas during 2011 are eligible for DR funding. 80% of funds must be allocated in the five hardest impact counties.

#### NSP

There is no allocation expected this year. If there is, the NSP Recapture program will only allocate funding in areas with current contracts for NSP funding with the state and have completed their existing program and can prove a need for additional funding

#### **Geographic Distribution**

Target Area	Percentage of Funds
Presidential Disaster Areas	100
Pennsylvania Act 179 Formula	85

Target Area	Percentage of Funds
PA - HOPWA 6 Regional Grantees	
AIDSNET Region	
Northwest Region	
South Central Region	
North Central Region	
South West Region	
North East Region	100
PA 509 Pennsylvania Eastern Continuum of Care	40
PA 601 Pennsylvania Western Continuum of Care	40
Housing Trust Fund State-Wide Eligibility	100
ESG -Statewide	20
HOME - Statewide	100

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

CDBG - PA Act 179

ESG – The preference is the Non-Entitlement areas on the BOS CoCs, but some HUD entitlement grantees do receive funding to be able to allocate of it in a timely manner.

HTF – Applicants must meet the Eligibility and Threshold Criteria set forth in the Tax Credit Allocation Plan which include, but are not limited to, limited displacement of low income residents, commitment to service low income residents an extended use period, applicant’s financial capacity to complete the development, provision of specific project amenities such as community rooms, laundry facilities and management offices, visitability, accessibility requirements and Fair Housing Act design standards and energy efficiency goals.

Additionally, applicants must meet all requirements set forth in § 93.2 to be eligible for funding under the HTF Program. Developments must also meet the property standards set forth in the Tax Credit Allocation Plan and in § 93.301.

Qualified developments must be affordable to tenants whose incomes do not exceed the federal poverty level or whose annual income do not exceed 30% of the median area income for the area, as determined by HUD with adjustment for bedroom size.

Selected developments must follow tenant protection and selection procedures set forth in 24 CFR

93.303.

#### CDBG-DR – Presidential Disaster Declaration

HOPWA - See below Note: There are only 6 Regional Grantees as the Bensalem Township EMSA is no longer being administered by DOH.

#### Discussion

The DOH, Bureau of Communicable Diseases, Division of HIV Disease will administer the HOPWA Program by allocating the funds on a formula basis to the six Regional Grantees. Select counties in the South East and South West regions receive separate allocations directly from HUD. Within the North East Region, Pike county receives funding from the New Jersey HUD HOPWA grantee.

Allentown, and Harrisburg receive separate allocations directly from HUD because they are designated as Eligible Metropolitan Statistical areas (EMSA's). The DOH will also serve as grantee and will administer funds of \$499,061 on behalf of eligible persons in the designated counties of Carbon, Lehigh, and Northampton in the Allentown, PA EMSA; and will administer funds of \$494,169 on behalf of eligible persons in the designated counties of Dauphin, Cumberland and Perry in the City of Harrisburg, PA EMSA for housing support and related services. Therefore, the funding is included in the overall amount for the HOPWA Program.

The regional grantees establish Grant agreements or directly disperse funds based on the need for a full range of eligible housing services. Each grantee has prioritized needs for its respective region through a formal process reflective of demographic and epidemiological differences exist within the regions. The formula to allocate these funds is primarily based on the number of persons living with HIV in each region. A regional grantee list and a map are attached.

The Commonwealth of Pennsylvania (Pa) is made up of 2,561 municipalities and 67 counties. Nineteen (19) of its 67 counties are designated urban counties and 48 are designated rural counties, making Pennsylvania a state with a large rural geographical area.<sup>3</sup> The seven most populous counties are Allegheny, Bucks, Chester, Delaware, Lancaster, Montgomery and Philadelphia with populations greater than 500,000 each. The combined population of these counties makes up 46.1% (5,896,754 residents) of the total Pennsylvania population.

The number of persons living with HIV/AIDS (PLWH) infection continues to increase as more people are living longer because of advances in diagnosis, medical care, and treatment. It is estimated that at year-end 2025, about 40,500 people will be living with diagnosed HIV infection in Pennsylvania. On the other hand, the number of newly diagnosed HIV cases is on the decline. In the year 2015, a total of 1,171 new HIV cases were diagnosed compared to 986 cases in 2019, which is a 15.8% decline in new HIV diagnoses.<sup>2</sup>

According to the Centers for Disease Control and Prevention, Pennsylvania ranked 9<sup>th</sup> among states with the highest number of newly diagnosed HIV cases in 2018. It was surpassed, in rank order by California, Florida, Texas, Georgia, New York, Illinois, North Carolina, and New Jersey.<sup>1</sup> At year-end 2019, a total of 62,681 people were diagnosed with HIV infection in the Commonwealth of Pennsylvania. while an estimated 35,949 (57.4%) of them were presumed to be alive.

Pennsylvania. is divided into 7 regions. The Philadelphia EMSA encompassing Bucks, Chester, Delaware, Montgomery and Philadelphia counties accounted for 22,753 (63.3%) PLWH at year-end 2019. Of this, 2,639 (11.6%) PLWH resided in the Bensalem Township EMSA (Bucks, Chester and Montgomery counties).<sup>2</sup> In the AIDSNET region, 3,027(8.4%) PLWH resided in counties in this region. A total of 3,889 (10.8%) PLWH resided in the Southwestern region (including the Pittsburgh EMSA) and 3,838 (10.7%) resided in the Southcentral region. The counties in the Northeast, Northcentral and Northwest regions of the state are predominantly rural counties. There were 898 (2.5%) PLWH in the Northeast region compared to 776 (2.2%) PLWH in the Northcentral region or 768 (2.1%) PLWH in the Northwest region.

References 2. Pennsylvania HIV surveillance data as of March 31, 2019.

#### **Characteristics of people diagnosed and living with HIV infection in Pa.:**

HIV affects people of different ages, sex, race and ethnicity. However, disparities occur in who becomes infected and gets a diagnosis of HIV infection. In 2019, the total number of individuals newly diagnosed with HIV was 986. Of this total, 751 (76.2%) were males and 235 (23.8%) were females.<sup>2</sup> By race/ethnicity, 481 (48.8%) were black/African American, 302 (30.6%) were white, 166 (16.8%) were Hispanic, 16 (1.6%) were Asian, and 20 (2%) were of multiple races.<sup>2</sup> By transmission category, 510 (51.7%) people newly diagnosed with HIV infection in 2019 where men who have sex with men (MSM). A total of 221 (22.4%) cases became infected through heterosexual contact, 102 (10.3%) cases were infected through injection drug use (IDU) and 29 (2.9%) through MSM and IDU contact. By age, individuals ages 15 to 34 accounted for 570 (57.8%) of all newly diagnosed HIV infection.<sup>2</sup> Among all 35,949 persons diagnosed in Pennsylvania and living in Pennsylvania, at year-end 2019, 26,111 (72.6%) were males and 9,838 (27.4%) were females.<sup>2</sup> By race/ethnicity, 17,642 (49.1%) were black/African American, 10,962 (30.5%) were white, 5,661 (15.7%) were Hispanic, 348 (1%) were Asian, 47 (0.1%) were Native Americans and 1,289 (3.6%) were of multiple races. <sup>2</sup> By transmission category, 14,335 (39.9%) of PLWH were MSM. 10,955 (30.5%) were heterosexuals, 6,320 (17.6%) PLWH acquired HIV through IDU and 1,412 (3.9%) PLWH were MSM and IDU. <sup>2</sup> More people are living longer with HIV infection with advances in pharmacotherapeutics and increased access to care. An estimated 66.5% (23,893) of PLWH at year-end 2019 are adults 45 years and older.

Based on the data, males, blacks/African Americans, young adults ages 15 to 34 and MSM are disproportionately impacted by the HIV epidemic. The reasons for this disparity are unknown. However, lack of access to care, stigma, self-denial, and other social factors including housing might be contributing to these disparities. Housing is an essential factor in the prevention of HIV and promotion

of health among PLWH. It is important therefore, to continue to ensure that all PLWH have access to care and sustainable housing.

#### References

1. Centers for Disease Control and Prevention (CDC). HIV/AIDS statistics overview. Accessed December 14, 2020. <https://www.cdc.gov/hiv/statistics/overview/index.html>
2. Pennsylvania HIV surveillance data as of March 31, 2019.
3. Pennsylvania State Data Center (PaSDC). Pennsylvania Facts 2016. Published March 18, 2016. Accessed December 1, 2017. [https://pasdc.hbg.psu.edu/sdc/pasdc\\_files/researchbriefs/PA\\_Facts\\_Brochure\\_RB.pdf](https://pasdc.hbg.psu.edu/sdc/pasdc_files/researchbriefs/PA_Facts_Brochure_RB.pdf)

## Affordable Housing

### AP-55 Affordable Housing – 24 CFR 91.320(g)

#### Introduction:

The tables below detail the proposed assistance for housing units to support homeless, non-homeless and special needs households (table 8). The planned goal reflects affordable housing activities to create units through use of CDBG, HOME, HOPWA, and HTF resources. Table 9 reflects households to be supported through specific program types – rental assistance, production of new units, rehabilitation of existing units and acquisition of existing units.

One Year Goals for the Number of Households to be Supported	
Homeless	1000
Non-Homeless	250
Special-Needs	530
Total	6,940

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	4000
The Production of New Units	250
Rehab of Existing Units	550
Acquisition of Existing Units	30
Total	4,266

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion:

The numbers above reflect the numbers associated with Affordable Housing using the ESG, HOME, CDBG, HOPWA and the HTF funding for 2021. These numbers represent a reduction from prior years and more accurately reflect the context of the table and data sought here. With the potential use of CDBG, CARES Act and ESG CARES Act funds to support those impacted as a result of the coronavirus, the projection of households assisted is increased from the prior year in table 9. Table 9 also shows slight decreases in rehabilitation of units and production of new units from prior year projects, yet an increase over the prior plan accomplishments (CAPER 2020). The reductions in 2020 were a result of impacts of the pandemic showing a stark increase in supplies, supply chain disruption and business closures. The 2021 projection reflects an increase and return to normal production following slow-downs in 2020 resulting from the pandemic.

The HOPWA Program will provide decent affordable housing to benefit low-income persons living with

HIV by providing services to a projected 530 households during the 2021 program year. Supportive Services – Case Management will be provided to a projected 107 households with HOPWA funding and the other households will receive case management services through leveraged funding primarily with the Ryan white PART B / Rebate funding. The DOH estimates, excluding administrative costs, that HOPWA Program funds will be spent as follows: 95 percent for rental assistance and 5 percent for supportive services.

CDBG-DR - Pennsylvania's CDBG-DR allocations in P.L. 112-55 and P.L. 113-2 are undergoing a substantial amendment to allocate the remaining unspent balances of funds. Priorities for utilizing the remaining \$13 million include housing buyout of properties located in a flood plain or which have faced repetitive loss or severe repetitive loss, construction of new single-family homes for homeownership and development of affordable rental housing. These activities will be reflected in a substantial amendment and their priorities are also reflected here.



## **AP-60 Public Housing - 24 CFR 91.320(j)**

### **Introduction:**

The Commonwealth of Pennsylvania does not manage public housing authorities, as each have their own charter with HUD. However, DCED maintains partnerships with public housing authorities through:

- Presentations at Pennsylvania Association of Housing and Redevelopment Agencies (PAHRA) Conferences on a variety of subjects of programs administered by DCED
- Ensuring adequate representation by public housing authorities on Commonwealth Regional Housing Advisory Boards and encouragement of all PHA's to be active in the Continuum of Care
- Coordinating opportunities for training and development through the Section 3 requirements.
- Provide to all PHAs a Certification of Consistency with the Comprehensive Plan for their agency plans

### **Actions planned during the next year to address the needs to public housing**

The Pennsylvania Housing Finance Agency (PHFA) provides funding to housing authorities that desire to undertake bond financing to modernize their public housing units or build new units through the Low-Income Housing Tax Credit Program, HOME allocation, PHARE program (which includes the HTF).

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

This is not a responsibility of the Commonwealth.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

If HUD identifies a troubled public housing agency, the Commonwealth will explore options to assist that agency through the PHFA bond financing initiative and other options available to the Commonwealth.

### **Discussion:**

Annually, Public Housing Authority (PHA) must apply to DCED for certification that their Agency Plans are consistent with the Commonwealth Consolidated Plan. In order to be found to be consistent with the Commonwealth Consolidated Plan, a Public Housing Authority must demonstrate that one or more of the following activities are included in its agency plan.

- Rehabilitation of the existing public housing stock in a manner that is sensitive to the need for

accessibility to and Visit-Ability by persons with disabilities.

- Demolition of obsolete public housing units
- Conversions of underutilized and less marketable public housing units into unit configurations that are more marketable
- Development of new lower density public housing that is conducive to neighborhood revitalization.
- Homeownership incentives for public housing residents.
- Resident initiatives, especially those aimed at promoting the economic self-sufficiency of public housing residents.
- Supportive services, especially those that support the aging in place of senior residents.
- Requests for additional Section 8 vouchers from HUD.

The Commonwealth of Pennsylvania has established a policy initiative to expand public awareness of the needs of persons with disabilities and those that are homeless. During the next five years, the State will track the progress of all housing providers in addressing the needs of persons with disabilities and alleviating homelessness.

Starting in the fall of 2015, the Agency Annual Plans and Requests for Compliance with the Comprehensive Plan, besides identifying meeting the goals of Section 504, must also identify how a PHA will be actively participating in the Continuum of Care that covers its service area. In addition, a PHA will be required to describe the actions it is taking to aid in the elimination of homelessness either by setting aside units/vouchers for rapid rehousing and homelessness prevention or through other identified activities. Failure to be so involved may indicate that the PHA is not consistent with the Commonwealth Consolidated Plan and thus not eligible for the certification.

## **AP-65 Homeless and Other Special Needs Activities – 91.320(h)**

### **Introduction**

The Commonwealth is engaged in interagency planning to expand community-based housing opportunities for people with disabilities who are at risk of, or who are currently living in places such as nursing homes, mental health institutions, personal care homes, facilities for people with developmental disabilities, and other forms of congregate residential settings. This planning activity is also directed toward the needs of the homeless or at risk of homelessness, as they face similar issues when finding affordable housing. These individuals face significant barriers to accessing standard housing in the community such as: a lack of affordable accessible housing; difficulties coordinating community-based supportive services; discrimination by public and private landlords due to disabling conditions; and obstacles resulting from criminal histories and insufficient rental histories, often connected to periods of institutionalization and disability.

The Commonwealth has a number of organizations within its governmental limitations that deal with the state's issues on Homelessness and Special Needs. The organizations setting priorities for the federal funding discussed in this Action Plan are described below. In order to maintain adequate flexibility in responding to local needs which may vary across the state, DCED will not establish sub-priorities by activity types. Even where an applicant's grant proposal addresses DCED's priorities, it must also demonstrate the intent and capacity to fulfill all program requirements.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

During 2020, Pennsylvania's ESG grantees assisted 6261 homeless persons or near homeless with grant funding. Of these, 433 persons were assisted through street outreach programs across the state. This is a significant decrease over the 700 served in 2019. The COVID-19 pandemic severely limited and changed the shape of street outreach activity across the Commonwealth in the last year. Requirements for social distancing and uncertainty about the impacts of the coronavirus impacted the service delivery systems for several months at the start of the pandemic. Many communities identified new and unique means to be able to provide targeted outreach and services to street homeless. Collection and dissemination of personal protective equipment with food distribution became an important element of local response. Continuums of Care identified local resources available to provide showers or access to meal pick-up for those that would have traditionally found access through day-sites or other facilities that had to temporarily close as a result of the state-wide stay at home orders.

In the establishing priorities for use of the Emergency Solutions Grant-CARES allocations, DCED placed specific and targeted emphasis on a subsection of funding to address a need identified by Continuums of Care across the state who were grappling with winter over-night shelter closures. In addition to providing targeted emergency shelter operations and essential services, DCED funded two entities to provide targeted street outreach to be used in concert with Code-Blue sheltering to ensure protection from the cold during the harsh winter months.

Additionally, DCED continued to work with its Continuums of Care in the Balance of State in the launch of an upgraded HMIS system that integrated a comprehensive VI-SPDAT assessment and prioritization tools for the coordinated entry system.

The Commonwealth supported the regional Continuums of Care (CoC) as its Collaborative Applicant and by providing technical assistance and training. DCED continues to actively participate in the Continuum of Care process and has staff specifically charged with assisting municipalities with their needs in reducing and ending homelessness and directing them to the respective CoCs. DCED continued to provide HOME funds as leverage for those projects which develop permanent units for the homeless through their CHDO process and through PHFA which assists the development of permanent affordable housing units.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

In 2020, DCED ESG programs served 2,036 persons with emergency shelter services in 19 programs in rural Pennsylvania. In a typical year, DCED prioritizes its Emergency Solutions Grant funds to provide rapid rehousing and homelessness prevention over shelter activities. The novel-coronavirus (COVID-19) provided an unexpected and unprecedented challenge in addressing the emergency shelter and transitional housing needs of homeless persons in the 2020 program year which we expect will continue into the first half of 2021, at minimum. Immediately after the impact of the COVID-19 pandemic was felt in Pennsylvania and the direct impact to homeless and in particular those in emergency shelter were realized, DCED made an immediate priority shift to substantially amend its priorities for use of open ESG funds and the pending 2020 allocation. DCED removed all state-imposed limitations for use of funds for emergency shelter activity and eliminated the minimum allocation formulas established by the state program to allow local providers to immediately address needs that arose to provide adequate social distancing in congregate care settings and to ensure that those exiting institutions, including hospitals, had the resources to provide for hotel/motel vouchers or other options, as necessary. DCED continued these funding priorities in the 2021 method of distribution.

DCED continues to partner with its colleagues in the Department of Human Services and Pennsylvania Emergency Management Agency to engage partners in a regular sheltering taskforce call. The call allowed practitioners to connect with local and statewide emergency managers to assess needs in the field, identify problems and address immediate solutions. The task force created a series of tools and best practices to share with local providers and Continuums of Care to assist in the navigation of

services, funding resources and potential partnerships. The task force continued to meet weekly at the close of the program year and will continue into 2021 when it will transition to a recovery focus through the state-wide recovery task force.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

DCED with the Balance of State Continuums of Care (CoC) in Eastern and Western PA continue to prioritize chronically homeless individuals and families for services and in particular for placement in Rapid Rehousing and Permanent Supportive Housing. ESG and CoC funds prioritize these projects and majority of funding is allocated in these areas. Both Continuums are also focusing on unaccompanied youth and increasing resources for this population. The Western CoC is prepared to apply for the HUD Youth Homelessness Demonstration Project as soon as it is released this year.

Connecting individuals and families to mainstream resources is a critical factor in shortening the period of time experiencing homeless and preventing those who were recently homeless from becoming homeless again. ESG Grantees and sub-recipients are required to identify and partner with organizations who can link participants to resources such as employment, education, childcare, health care and transportation. Additionally, in the last year it has been extremely important for households to be aware of eviction moratorium rights and link those in jeopardy of losing their housing to local legal services. When assessing a participant for homelessness prevention rental assistance, ESG Grantees were required to inform the household of the eviction moratorium and how to cover themselves under the terms as well as connect the household to legal aid.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

In addition to reprioritizing use of funds to address emergency shelter as a result of the coronavirus pandemic, DCED also allowed its annual ESG grantees to refine their budgets to address what was anticipated to be a significant onslaught of households, especially low-income facing eviction as a result of job loss or significant reduction in wages. At its peak, Pennsylvania's unemployment rate sky-rocketed to 15.1% in April of 2020. Prior to the pandemic the US Census and HUD data indicated that one quarter of low-income renter households in Pennsylvania, 646,000 renter households, were paying more than 30% of their household income in rent payment and considered cost burdened. Eviction and foreclosure

moratoria in place at the state and then federal level tempered the demand for homelessness prevention assistance, however providers across the commonwealth worked to prepare resources to assist as needs arose. Where necessary, HUD-funded providers sought to differentiate those that could take advantage of state COVID Relief rental assistance and those needing more focused homelessness prevention.

DCED, with the Balance of State Continuums of Care in Eastern and Western PA developed a prioritization tool for use of homeless prevention funds. DCED made the use of the tool or comparable tool a requirement of those receiving ESG or ESG-CV funds for rental assistance. The purpose of the tool is to prioritize households who are at risk of becoming homeless without assistance. High risk households should be identified through a scoring tool that incorporates factors commonly known to predict homelessness including previous experience of homelessness, high level of rent arrears and having children.

DCED remains actively engaged with our partners at the Department of Human Services, Pennsylvania Housing Finance Agency and the Governor's Office as they move toward roll out and implementation of the Emergency Rental Assistance Program (ERAP) program to assist communities across PA.

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Finally, DCED continues to partner with other state agencies such as Department of Human Services and the Department of Corrections through targeted outreach and coordinated investment planning to ensure those in greatest need and at greatest risk of homelessness following discharge from publicly funded institutions are aware of assistance available and this new partnership and collaboration have resulted from greater discussion following the pandemic. In addition, we have encouraged ESG Grantees to use homelessness prevention funds to house those that have recently been released from an institution, whether it be prison/jail, hospital, mental health facility, etc.

The Department of Health, Division of HIV/AIDS allocates HOPWA Housing Program funds to seven Regional Grantees. In turn, the Regional Grantees disperse the funds directly or through sub-grantees (project sponsors) based on need for the full range of eligible activities. The Project Sponsors provide decent affordable housing assistance to low income HIV/AIDS clients through the following activities: tenant based or long-term rental assistance (TBRA); short term rent, mortgage, and utility payments (STRMU); supportive services - case management; permanent housing placement; and project sponsor administrative expenses.

## **Discussion**

**AP-70 HOPWA Goals – 91.320(k)(4)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	66
Tenant-based rental assistance	451
Permanent Housing Placement	39
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Adjustment for Duplication	-26
Total	530

## **AP-75 Barriers to affordable housing – 91.320(i)**

### **Introduction:**

DCED works very closely with its grantees to address barriers to fair housing and promotes efforts for Fair Housing Choice. In 2018 the Commonwealth of Pennsylvania updated its Analysis to Impediments to Fair Housing Choice. With this update includes five (5) recommendations to assist the state in eradicating the impediments. They are:

- Increase Public Awareness of Fair Housing Rights
- Improve and Better Utilize Financial Assistance for Housing
- Increase Access to Special Needs Housing
- Strengthen Linkages between Transportation and Jobs
- Strengthen Local Zoning Ordinances

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

DCED completed its Analysis of Impediments to Fair Housing Choice (AI) and received HUD's approval in 2017. A copy of the AI may be found on DCED's website Homepage: <https://dced.pa.gov> under the Fair Housing icon.

Two of the recommendations address this action. The first being providing more education to DCED's grantees on fair housing issues and how they can work within their communities to educate the citizens of their rights and the local leaders as to poor planning policies in terms of affordable housing.

DCED requires an annual report of its sub-recipients on the actions the grantees have completed to address the impediments to fair housing in their communities. The results of these reports are part of the annual CAPER. Non-compliance to this requirement will lead to a high-risk score that leads to on-site monitoring and remote FHEO monitoring.

DCED is working with its Center for Local Government, which provides courses on planning and zoning to local municipal leaders. Through workshops provided by the Center with local government leaders on Fair Housing and open discussion with groups such as the Pennsylvania Builders, Pennsylvania Housing Authorities and Redevelopment Authorities, County Commissioners, Pennsylvania State Associations of Townships and Borough, and the PA league of Cities, it is anticipated that leaders in the state that are directly involved in the planning processes of development, especially housing will have more concern over policies that are impediments to Fair Housing Choice. The training manual for the Center's Land Use and Zoning is being updated to include Fair Housing and the effects on zoning and land use in



greater detail than in the past. Training for all zoning officials, local governments, and planning officials is planned with the updated manual upon completion.

**Discussion:**

DRAFT for Public Comment

## **AP-85 Other Actions – 91.320(j)**

### **Introduction:**

#### **Actions planned to address obstacles to meeting underserved needs**

DCED structures its program to allow the greatest flexibility for communities, especially in the CDBG program to address the pressing local needs within the program regulations. Whether an activity is providing assistance to businesses or rehabilitation of owner occupied homes; infrastructure improvements or public services to address low-income residents, DCED provides CDBG program grantees with resources to assist in developing the scope of the problem, service area and ensure that low-moderate income households do not benefit at the expense of the low or very low income households.

Working within housing programs of HOME and ESG, DCED prioritizes services to assist in creation and perseveration of housing units and assist those who are homeless to be rapidly housed or prevent homelessness. In all cases, local program design, based on demonstrated need within the context of the federal regulations, allow communities to best respond to the local variables that impact the underserved.

With the addition of the National Housing Trust Fund (HTF) to PHFA's arsenal of programs to address the needs of affordable housing, more units can be constructed or rehabilitated throughout the state to meet the needs of the PA citizen. As of the publication of this plan, PHFA had not receiving their allocation for 2021 funds. At that time Pennsylvania will detail the anticipated priorities for the HTF funds to assist underserved Pennsylvanians.

#### **Actions planned to foster and maintain affordable housing**

DCED allows all types of housing initiatives if they are eligible and fundable to the respective program and follow the prescribed priorities if necessary, so as to allow the local governments the ability to use housing funding in the manner most conducive to their needs.

#### **Actions planned to reduce lead-based paint hazards**

DCED will continue to mandate that all sub-recipients of federal funding for housing purposes (rehab, new construction, shelter, etc.) must comply with Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) regulations. All subgrantees contracts contain provisions to address cross-cutting requirements of the federal programs which includes adherence to the Act's requirements when applicable. In addition, since 2010, sub-recipients must comply with EPA's Renovation, Repair and Painting Rule as enacted in 2008. Adherence to this requirement is monitored for the CDBG and HOME programs, as well as with ESG when funding is being used for shelter renovations or conversions. In

addition, any housing unit being chosen by a homeless or at risk of homeless person is required to have a visual lead-based paint inspection done prior to leasing of the unit.

DCED has also actively participated with the administration in the implementation of in the Governor's Lead Free Initiative which was announced in August 2019. In the initiative, the Governor calls for mandatory lead testing, developing local response to addressing cases of elevated blood lead levels, workforce training and resources for families.

#### **Actions planned to reduce the number of poverty-level families**

The Commonwealth of Pennsylvania, through the Pennsylvania Department of Human Services, has established a state plan for Temporary Assistance to Needy Families (TANF). Rather than develop a separate strategy for the Consolidated Plan, the Commonwealth relies on the TANF state plan as its anti-poverty strategy.

Additionally, DCED partners with Community Action Agencies in the implementation of all federal programs. With a mission of ameliorating the root causes of poverty, these agencies are positioned to utilize critical community development and affordable housing resources to address housing needs of the individuals served and ensure the communities in which they live provide opportunities for holistic self-sufficiency.

#### **Actions planned to develop institutional structure**

DCED will continue to work with the CoCs of the state to encourage shelters and vendors receiving ESG funding to be active participants in the governing process of the Continuum. In turn the Continuum will be the driving force in determining the priorities of the ESG funding, as well as working with the HOME program staff in prioritization of the type of housing units needed throughout the Commonwealth to aid the homeless.

DCED will also continue to train and provide technical assistance to all of its sub-recipients to build capacity to plan for their communities needs and to be able to carry out a compliant program.

## **Actions planned to enhance coordination between public and private housing and social service agencies**

DCED incorporates in their application for the Certification for Consistency to the Consolidated Plan that Public Housing Authorities must request from the state, that the PHA identify their actions to alleviate homelessness and if they are actively participating in the regional CoC. This addition to the Certificate of Consistency allows DCED to engage with those PHAs that may not be directly engaged in their local homeless network and encourage participation.

Additionally, DCED works with partner agencies in the Commonwealth and outside providers to ensure active coordination of services for those in greatest need. DCED's Center for Community Services and their network of community action agencies provide a central link in all 67 counties providing programming and supportive services to ameliorate the root causes of poverty. DCED has partnered with those entities in preservation and development of affordable housing as CHDO or as part of the existing owner occupied housing rehabilitation programs. DCED also maintains active partnership with housing and service providers through the PA Housing Advisory Committee. The PHAC's role is to assist DCED to better understand the housing and community needs in Pennsylvania and plan for the use of funds to address those needs. The committee membership is made up of Pennsylvania cabinet secretaries or their designees of key agencies, legislative appointees, non-profit and for-profit housing developers, social service providers, housing and redevelopment authorities. Along with regional housing advisory committees providing localized input on their needs, these groups help DCED to enhance coordination in the development of consolidated plan, annual plan, and prioritization of resources to enhance coordination to assist those in greatest need. Finally, the Governor's Policy office has established a working group of policy leadership from agencies included DCED, Human Services, Education, Health, Corrections, Labor and Industry, and partners including the Housing Alliance of PA and Housing Finance Agency to coordinate resources and opportunities centered in addressing the needs of homeless or persons at risk of homelessness in PA. In addition to serving as the interagency council on homelessness for the Commonwealth the group identifies opportunities to coordinate data collection and sharing to better address needs oh homeless in PA.

### **Discussion:**

*With respect to economic development, describe actions that will take place to enhance coordination with private industry, businesses, developers, and social services agencies?*

For coordination on economic development needs within the rural communities DCED's CDBG programs serve, DCED maintains active partnership with private industry, businesses, financial institutions and service providers through the PA Housing Advisory Committee and the Regional Housing Advisory Committees. The PHAC and RHACs' roles are to assist DCED to better understand the housing and community needs, including economic, in Pennsylvania and plan for the use of funds to address those

needs. Both committees' memberships include non-profit and for-profit housing developers, financial institutions, private industry leaders, local business partners and social service providers. Along with the regional housing advisory committees providing localized input on their needs, these groups help DCED to enhance coordination in the development of consolidated plan, annual plan, and prioritization of resources to enhance coordination with what the private development world can provide for those most in need.

DCED is also very much in coordination with the private industry and businesses, as DCED is the economic development agency for Pennsylvania. DCED houses a full complement of staff that work with business entities in meeting their needs from acquisition of property, purchase of equipment, to job training. In addition, DCED has a division specifically set aside to work with businesses and industry to package programs throughout the Commonwealth system to aid in development and successful launching or expansion of business entities. The Governor's Action Team (GAT) serves as the connection force between the public sector of Pennsylvania government and the private sector through Team Pennsylvania. Team Pennsylvania is a collaboration of the highest levels of public and private leadership to support Pennsylvania's goal of being a national leader in education and economic development. Its direct support results in innovation that drives entrepreneurial spirit, improves and strengthens our workforce and contributes to a growing and vibrant economy in Pennsylvania.

Also, DCED utilizes its connection with the private, for profit section when conducting its needs survey every five years for the Consolidated Plan. Businesses, industries, financial institutions and developers are all included in the statewide survey. In the last survey in 2018, a section of the survey specifically dealt with the needs of economic development in Pennsylvania. The majority of the 5,700 responses was for improved infrastructure such as roads, bridges, water and sewer lines. DCED used its Local Government mailing list, which includes persons from all aspects of Pennsylvania life, to send this survey to over 10,000 residents.

As a result of the coronavirus pandemic, DCED has identified critical unmet needs in the small business community. As such, DCED has responded with targeted loan and grant resources to provide much needed relief, job creation and job retention resources. The CDBG program has developed targeted guidance to assist communities to utilize the CDBG-CARES Act and annual program funds to address these needs. Within the CDBG-CV programs, DCED has reached out to its network of regional economic partners to assist in the implementation of direct assistance to businesses.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

#### Introduction:

Below, please find the specific requirements for each of the federal funding program affected by this Action Plan, as asked for by HUD. There are additional requirements on each of these programs, so the reader is directed to the respective Guidelines and Application Kits to make sure they are aware of all priorities, requirements, and needed attachments that are required when applying for the program. The guidelines and application kits may be found on <http://dced.pa.gov>\_ Choose the Programs and Funding Tab, or <http://dced.pa.gov/library> Choose the Federal Resource Library and then the program.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$76,664
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>\$76,664</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	420,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

## HOME Investment Partnerships Program (HOME)

### Reference 24 CFR 91.320(k)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The state does not allow its grantees to utilize HOME funds in any other method of investment than that allowed in 92.205

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

When HOME funds are used to assist a household in the purchase of a unit, restrictions will be placed on the unit to ensure compliance with the resale and recapture requirements as specified in 24 CFR 92.254(a)(5). Sub-recipients must choose either to recapture HOME funds upon the sale of assisted properties within the affordability period or resale the property to another HOME eligible household. It is a choice of one or the other for the entire program. This decision needs to be in the sub-recipient's application and project guidelines. It also must be stated in the recorded mortgage documents and made clear to the homebuyer before documents are signed at closing. Applicants are directed to the HOME Program Guidelines for an explanation of these actions. DCED's recommended statement on recapture or resale may be found in Appendix F.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

When HOME funds are used to assist a household in the purchase of a unit, restrictions will be placed on the unit to ensure compliance with the resale and recapture requirements as specified in 24 CFR 92.254(a)(5). Sub-recipients must choose either to recapture HOME funds upon the sale of assisted properties within the affordability period or resale the property to another HOME eligible household. It is a choice of one or the other for the entire program. This decision needs to be in the sub-recipient's application and project guidelines. It also must be stated in the mortgage documents and made clear to the homebuyer before documents are signed at closing. Applicants are directed to the HOME Program Guidelines for an explanation of these actions. DCED's recommended statement on recapture or resale may be found in Appendix F

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will

be used under 24 CFR 92.206(b), are as follows:

There are no plans to use HOME funds in 2021 for refinancing debt secured by multifamily housing.

#### Emergency Solutions Grant (ESG)

##### **Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

As noted in the method of distribution, subrecipients of ESG through the Commonwealth must demonstrate how the funding will impact the community and how the services are aligned to meet the local Continuum of Care strategic plan, written standards and system performance measures. If applicant is not a Balance of State CoC, a copy of the performance measures should be included with the application. Additionally, all subrecipient program design forms must respond to how the agency intends to meet the needs outlined in the statement of need narrative.

DCED identifies ten (10) requirements in the ESG guidelines as conditions for funding:

<https://dced.pa.gov/programs/emergency-solutions-grant-esg/>

Those conditions for funding include:

1. Statement of Need
2. HMIS
3. Housing First
4. Solicitation of Participants
5. Residency Requirement
6. Project Design
7. Point-in-Time Count
8. Reporting
9. Rent Reasonableness and Fair Market Rent
10. Risk Analysis

Written standards adopted by the East and West BoS CoCs are attached in Appendix C. Non BoS applicants must supply their written standards at the time of application to demonstrate compliance with HUD minimum standards.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Balance of State Continuums of Care have formalized a coordinated entry assessment system.

**East CoC - Connect To Home: Coordinated Entry System of Eastern PA (CES)** coordinates and manages



access, assessment, prioritization and referral to housing and services for any person(s) experiencing or at imminent risk of homelessness in the following counties: Adams, Bedford, Blair, Bradford, Cambria, Carbon, Centre, Clinton, Columbia, Cumberland, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Lehigh, Lycoming, Mifflin, Monroe, Montour, Northampton, Northumberland, Perry, Pike, Schuylkill, Somerset, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne and Wyoming.

Participation in CES is required for all projects funded by HUD Continuum of Care or Emergency Solutions Grants (including those administered by the Commonwealth of Pennsylvania) and strongly encouraged for all other housing and service providers in order to ensure equitable and coordinated access for all.

If you live in the Eastern PA Connect To Home service area and are experiencing homelessness, simply call 2-1-1 or 855-567-5341 toll-free for information, screening and referral.

You can also contact Connect To Home by texting your zip code to 898-211 or by visiting a Connect To Home Access Site in your community where available

#### **West CoC – See Below**

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) will accept applications from any unit 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 may apply “on behalf of” nonprofit organizations which will perform services as a subrecipient or subgrantee. Nonprofits are eligible applicants or grantees to the extent the project will address a demonstrated regional need.

DCED gives priority to, and will contract directly with non-profits who design regional projects that address a need that is supported by data and administered by an organization with capacity to fulfill programmatic requirements.

Additionally, units of local government awarded funds identify sub-recipients to carry out ESG activities in their jurisdiction. Sub-recipients are local non-profits who have the experience and capacity to administer ESG.

DCED will grant awards to applicants that define community need, whose goals are aligned with the local Continuum of Care (CoC) priorities, which practices the housing first principles and whose targets are most appropriate for ending homelessness in Pennsylvania. DCED will provide an in-depth review of all applications for completeness, capacity, performance, and a systematic response to ending

homelessness. A committee will review the assessment scores of each application and rank applicants in accordance with priorities.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

DCED is relying on the inclusion of homeless or formally homeless individuals participation on the Balance of State CoC governing boards to provide feedback on policies and procedures which impact the delivery of services throughout the CoC's geographic region. The CoC governing boards are continuing their commitment of including voices for individuals with lived experience by creating new Diversity, Equity, and Inclusion Committees to ensure equal access and services for all households who access their systems.

5. Describe performance standards for evaluating ESG.

DCED, like HUD, recognizes that performance standards will evolve over the next few years as HUD's ESG regulations are implemented and as sub-recipients improve their program outcomes through the evaluation of HMIS data and through integration of ESG-funded services into their local Continuum of Care systems. To assist in the evaluation of the 2019 ESG applications, DCED is continuing to require all applicants to complete a performance measurement of their previous ESG Programs. These measurements will be a portion of the evaluation used to determine the capacity of the sub-recipient in conducting an effective program under the 2019 ESG Program. Similar measurements will be used in future funding proposals for the ESG Program.

Using these goals as a framework, performance standards for ESG will be measured by the following:

- Number of households served
- Street Outreach - Number of households reaching shelter or permanent housing
- Shelter - Number of households entering Rapid Rehousing Program
- Shelter - Number of households attaining permanent housing and remaining in unit for more than 3 months
- Rapid Rehousing - Number of households attaining permanent housing and remaining in unit for more than 3 months
- Homelessness Prevention - Number of households retaining permanent housing and remaining in unit for more than 3 months
- Mainstream Resources - Number of households utilizing additional resources to assist needs

\*Performance will also be measured by evidence that the sub-recipient has coordinated with the local Continuum of Care (CoC) to ensure that ESG activities are consistent with CoC's strategies and objectives

for preventing and ending homelessness. The impact of ESG funds will ultimately be reported by CoCs through Point-in-Time counts and through other data collected by HUD. In addition, sub-recipients are to ensure coordination with other local organizations that are planning and carrying out activities related to prevention, rapid re-housing and to link participants to other mainstream resources.

DRAFT for Public Comment

Housing Trust Fund (HTF)

**Reference 24 CFR 91.320(k)(5)**

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

PHFA will utilize the same process for applicant selection as they have developed for their Low-Income Tax Credit (Tax Credit) program which may be found in the attached Tax Credit Allocation Plan (Appendix G), made part of this plan. HTF funds will only be awarded to projects that meet the guidelines and receive Tax Credits. Additionally, developments must meet the site and neighborhood standards set forth § 93.150.

Furthermore, applicants must meet the Eligibility and Threshold Criteria set forth in the Tax Credit Allocation Plan which include, but are not limited to, limited displacement of low income residents, commitment to service low income residents an extended use period, applicant's financial capacity to complete the development, provision of specific project amenities such as community rooms, laundry facilities and management offices, visitability, accessibility requirements and Fair Housing Act design standards and energy efficiency goals.

Additionally, applicants must meet all requirements set forth in § 93.2 to be eligible for funding under the HTF Program. Developments must also meet the property standards set forth in the Tax Credit Allocation Plan and in § 93.301.

Qualified developments must be affordable to tenants whose incomes do not exceed the federal poverty level or whose annual income do not exceed 30% of the median area income for the area, as determined by HUD with adjustment for bedroom size.

Selected developments must follow tenant protection and selection procedures set forth in 24 CFR 93.303.

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

PHFA will utilize the same process for applicant selection as they have developed for their Low-Income Tax Credit (Tax Credit) program which may be found in the attached Tax Credit Allocation Plan, made part of this plan.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

HTF funding decisions will be made based on the following criteria, in order of importance:

- A. Applicant's ability to commit HTF funds to undertake eligible activities in a timely manner.
- B. PHFA will select applicants submitted by eligible recipients as set forth in the Tax Credit Allocation Plan, made part of this plan and § 93.2. Recipients will be evaluated and must demonstrate the following:
  - 1. Make acceptable assurances that it will comply with the requirements of the HTF program during the entire period that begins upon award of HTF funds and ends at the conclusion of all HTF funded activities;
  - 2. Demonstrate the capacity to undertake, comply and manage the eligible activity;
  - 3. Demonstrate familiarity with Federal, State or local affordable housing programs that may be used in conjunction with HTF funds;
  - 4. Demonstrate experience and capacity to conduct the HTF activity as evidenced by its ability to own, construct, or rehabilitate, and manage and operate an affordable multifamily rental housing development and;
  - 5. Applicant's ability to make use of non-federal funding sources.

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

To the greatest extent feasible, the Agency will allocate resources in the following manner: 50% to urban communities and 50% to suburban/rural communities (as defined in the Tax Credit

Allocation Plan).

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

All projects will be reviewed to determine their ability to proceed. This review includes environmental clearances, local zoning process review, identification and commitment of all necessary financing to support the development budget, corporate authorization and formal action by governmental authorities. PHFA will determine ability to proceed and will prioritize funding for applicants who demonstrate commitments and financial feasibility and a timeframe consistent with timely completion of the development and which meet HTF commitment and expenditure deadlines.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

All developments will be evaluated based on the commitment of project based rental housing assistance as part of the overall funding. Projects will be evaluated for committed resources in the form of internal rent subsidy funding to support developments housing extremely low-income tenants and other programs designed to provide direct assistance to targeted income eligible households.

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

PHFA does their underwriting of the HTF loans with a 35-year term (which is beyond the 30-year min). These projects are also receiving LIHTCs from PHFA which requires 35-year income and use restrictions.

h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The merits of the application should meet the Commonwealth's specific housing needs such as

those that target supportive housing, senior housing for persons age 62 and above with services, preservation of existing housing, developments which demonstrate community impact and developments in areas of opportunities.

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

Leveraging of resources, including non-federal funding sources is a selection criterion in the Tax Credit program and the Agency uses these criteria in its HTF selection criteria.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes.

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes.

**6. Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes.

**7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.** Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area. If the grantee uses existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program are being adopted to meet the HTF requirements specified above. PHFA has evaluated current costs of affordable housing units and local market conditions throughout the Commonwealth for the purpose of providing HTF resources and the maximum per unit development award is aligned with Pennsylvania's HOME program limits based on unit type. Therefore, the maximum per unit HTF subsidy will be:

0 BR	1BR	2BR	3BR	4BR
\$153,314	\$175,752	\$213,718	\$276,482	\$303,490

In 2021, PHFA anticipates providing HTF funds to approximately eight developments projects or assisting 75 rental housing units among several properties throughout the Commonwealth based upon applications received and availability of resources.

**8. Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

Eligible activities and project costs for new construction, substantial rehabilitation and preservation of qualified rental housing projects are set forth in §93.200 and §93.201 and shall



be consistent with the activities, costs and standards set forth in the applicable PHFA Multifamily Program Guidelines (Appendix H) which specifically set forth applicable building codes, health and safety deficiency correction protocols, disaster mitigation requirements and Uniform Physical Condition Standards. PHFA's construction standards for new construction and rehabilitation developments are also available at [www.phfa.org/mhp/technicalservices](http://www.phfa.org/mhp/technicalservices).

Furthermore, applications must specify the eligible activities to which HTF funds will be allocated. Additionally, for rehabilitation developments, the useful life of systems must be determined through a capital needs assessment that determines the work to be performed and identifies the long-term physical needs of the project. If the remaining useful life of one or more major system is less than the 30-year period of affordability, the systems(s) must be either included in the scope of work or a replacement reserve must be established, and monthly deposits made to the reserve account to adequately repair or replace the systems as needed. Specific guidance on PHFA's capital needs assessment requirements can be found at: Appendix H.

[http://www.phfa.org/forms/multifamily\\_application\\_guidelines/submission/tab\\_34/tab\\_34.pdf](http://www.phfa.org/forms/multifamily_application_guidelines/submission/tab_34/tab_34.pdf)

**9. Resale or Recapture Guidelines.** Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

**10. HTF Affordable Homeownership Limits.** If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A

**12. Refinancing of Existing Debt.** Enter or attach the grantee's refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter "N/A."

N/A

**Discussion:**

DRAFT for Public Comment

## **APPENDICES**

**A – DCED Regional Office Map (RHAC)**

**B – Summary of RHAC Meetings**

**C – PA Continuum of Care  
Map**

**Written Standards**

**D – Citizen Comments from Public Hearings**

**Citizen Comments**

**Notices of Citizen Comment**

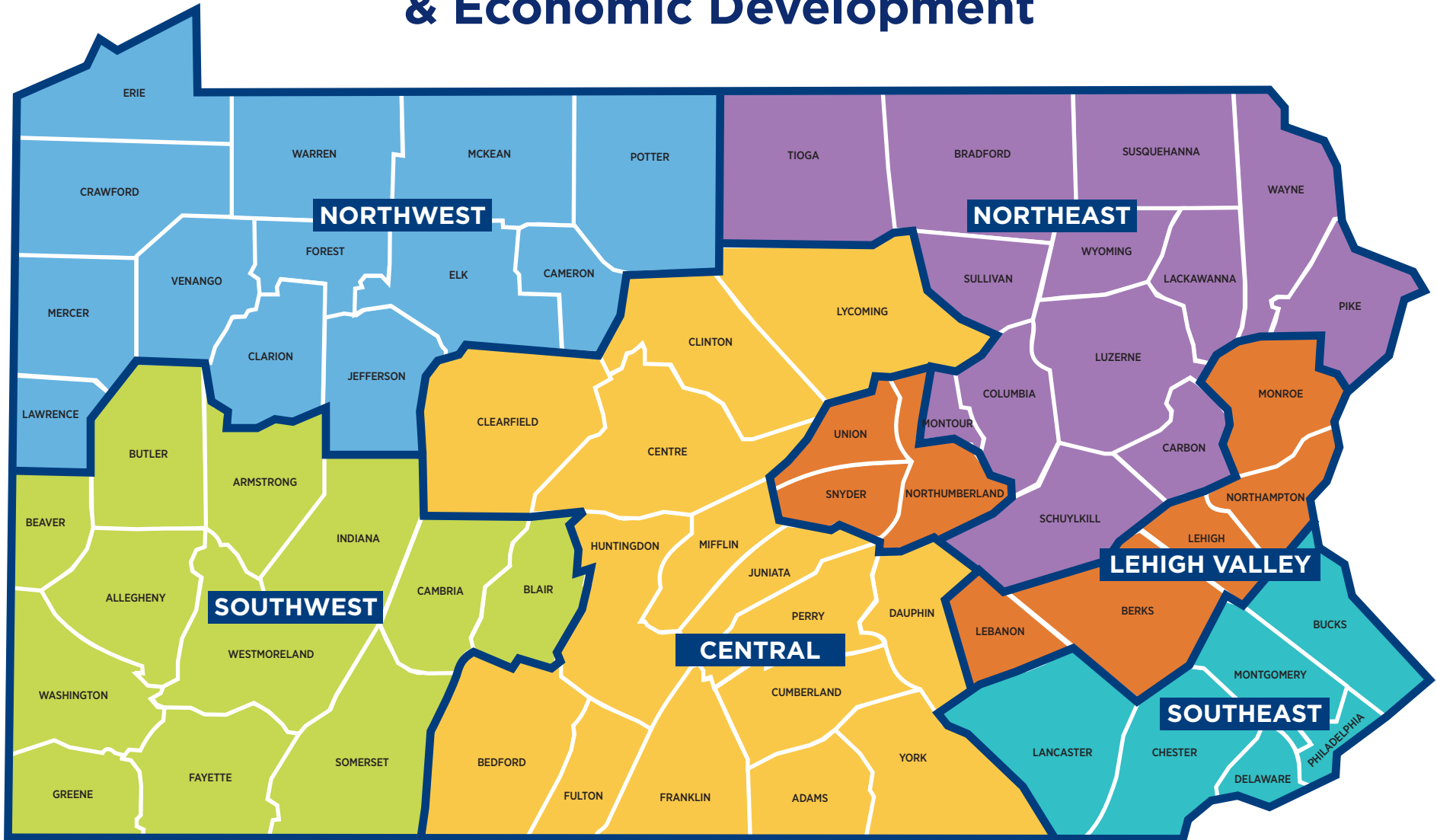
**E – HOPWA Map with Regions**

**Map**

**Grantee Listing**

**F – HOME Resale and Recapture Policy**

# Pennsylvania Department of Community & Economic Development



## Northwest (NW)

100 State Street  
Suite 205  
Erie, PA 16507

**Kim Thomas**  
814.871.4245

## Southwest (SW)

301 5th Avenue  
Suite 250  
Pittsburgh, PA 15222

**Johnna Pro**  
412.565.5098

## Central (C)

400 North Street, 4th Fl.  
Commonwealth Keystone Bldg.  
Harrisburg, PA 17120-0225

**Marita Kelley**  
717.720.7301

## Southeast (SE)

110 North 8th Street  
Suite 505  
Philadelphia, PA 19107-2471

**Aliyah Stanger**  
215.560.5830

## Lehigh Valley (LV)

400 North Street, 4th Fl.  
Commonwealth Keystone Bldg.  
Harrisburg, PA 17120-0225

**Fadia Halma**  
717.877.8481

## Northeast (NE)

2 North Main Street  
Pittston, PA 18640

**Paul Macknosky**  
570.963.4122

## **Southwest RHAC Meeting**

August 11, 2020

10am – 12noon

Kathy Possinger, DCED Center for Community and Housing Development provided a summary of 2019 federal program year accomplishments.

Johnna Pro, DCED Regional Director and Ali Doyle, Deputy Director, provided an update on activity they are engaged with in the region:

Ali Doyle has focused on:

- Neighborhood program - Tax Credit
- Veteran's
- Building together Pittsburgh
- Eviction/foreclosure moratorium being lifted end of Aug

Johnna Pro has focused on:

- Short Term and Long-Term activities and priorities.
- Impact of COVID in the region for homeowners and renters
- Moving the elderly to a personal care home or nursing home – addressing accessibility modification
- A tiny homes program - looking for an organization to assist - especially Veteran's
- Neighborhood partnership program - focus on housing in Jeanette and Coraopolis

- Improve the homes that people have
- Greene Cty HA? - Removal of blight coal patch towns
- Allegheny Cty - Rent Rebate - Cares Act money
- Housing is a need that won't go away but there is no dedicated line item to support organizations like rebuilding together. Do we need a line item to support this type of work?

Do we need a line item to help support this work each year - if so, 1) have a plan and 2) advocate around the plan?

### Public Comment on needs in community

Jessica Smith Perry – Pittsburgh URA

- Since COVID uptick in needs to repair owner occupied homes serviced over 1500 with rental assistance program
- Homeowner repair program an averaging 40-50/week - A true need. Prior to COVID 40-50/month.
- Senior citizen that needs maintenance, no longer tolerate the needs, family member can't help. Do a lot of single, SS income only. Mtg assistance program and Homeowner assistance program too.

Tammy Knouse – Fayette County Community Action

- Community going through CARES rental assistance money quickly, with the 6 months ending soon
- Hopes ESG HP will help
- Home modifications – Are accessibility needs being met

Amanda Feltenberger

- Continue to wait for the bubble to burst. Haven't seen a significant uptick in need/requests or demand but anticipating significant need down the road when assistance may not be available.
- How to get the word out about housing benefits, especially for those who have never experienced potential housing instability or loss
- Mass distribution of food for anyone, no income guidelines to reach those who aren't aware of housing services/benefits. Served 800 in one food distribution.

Joann Nasar

Aging at home and home modifications are seeing an increased need - waiting list - waiver program or don't have enough funding to make repairs themselves.

Nursing home transition program. Home where they live on own outside of nursing home with assistance. People want to be in their own homes/space.

Andrew French, Fayette County Redevelopment Authority

Had an uptick in some folks interested in Homeowner Rehab, struggle with getting qualified people. Relaxed guidelines, but still a struggle. Fayette Cty is in the bubble with the moratorium that's coming. Has housing just the lack of quality. Rehab is always a challenge. Brought back first-time homebuyer program.

Complex programs, but state does a great job in providing funding/programs where you can get people to fit best.

## **Attendance**

### **Members:**

Frank Aggazio

Andrew French

Jessica Smith Perry

Joann Naser

Tammy Knouse

Amanda Feltenberger

Mike Edwards

Rita Masi

Brenda Girod

### **Other:**

Michelle Baxter. Dept Public Welfare

Holly Cramer/Sarah Peterson – Armstrong Cty

### **DCED:**

Johnna Pro

Ali Doyle

Kathy Possinger

Evelyn Chianelli

Megan Snyder

**Lehigh Valley RHAC**

August 11, 2020

2:30-4:30PM

Kathy Possinger, DCED Center for Community and Housing Development provided a summary of 2019 federal program year accomplishments.

FADIA HALMA, DCED Regional Director provided an overview of activity she is engaged with.

WORKING ON COVID RELATED ACTIVITY – MAKING WEEKLY CALLS WITH PROVIDERS AND STAFF TO ENSURE WE WERE MITIGATING THE SPREAD WITH HOMELESS POPULATIONS. RETAINED HOTEL LOCATIONS, WERE ABLE TO GET HAND WASHING STATIONS IN REGION. SAFE HARBOR SET UP SAFE REFUGE LOCATIONS IN NORTHAMPTON. SEVERAL ORGANIZATIONS CAME TO THE TABLE TO HELP THE HOMELESS.

DIFFICULT TO FIND AFFORDABLE HOUSING FOR WORKFORCE IN LOCAL COMMUNITY. SEVERAL GRANTS IN THE COUNTY FOR HOME ASSISTANCE IN THE REGION. STOCK OF QUALITY AFFORDABLE HOUSING IS A MAJOR ISSUE – HOMES ARE DIFFICULT TO FIND AND NOT EASY TO MAINTAIN.

SUE AUMAN – UNION/SNYDER COMMUNITY ACTION (ED) –

NEW TO MANY OF THE TOPICS – SPENDING TIME AND ENERGY IN ROLLING OUT RENT RELIEF IN AGENCY. REQUIREMENTS FOR ALLOWABLE AMOUNT OF RENT ARE ACHIEVABLE IN THEIR AREA. ABLE TO HELP A LOT OF PEOPLE WITH THAT IN ADDITION TO ESG AND OTHER HOUSING PROGRAMS

CHALLENGING ABOUT ESG – TIMEPERIOD OF GRANT FUNDING CYCLES.

BERKS AND UNION COUNTY AFFORDABILITY IS A CHALLENGE.

LEHIGH AND NORTHAMPTON WORKING TO ADDRESS AFFORDABILITY ISSUES IN THE COUNTIES.

MARTHA ROBBINS – MONROE COUNTY –

NEED FOR BROADBAND ASSISTANCE – LACK OF INTERNET SERVICE AND AT-HOME WORK OVERLOADED THE SYSTEM. COUNTY COMMISSIONERS WORKING ON A BROADBAND SERVICE TO SEE THE POCKETS WHERE SERVICE IS LACKING. USES ADDRESS FOR GIS MAPPING TO DETERMINE WHERE SERVICE IS NOT STRONG ENOUGH.

LACK OF HOUSING STOCK – AGREE FOR MONROE COUNTY. WHEN COVID HIT, INFLUX OF PEOPLE FROM NY AND NJ WHO WERE BUYING UP HOUSING STOCK AND PAYING CASH FOR HOMES. ALSO RENTAL ASSISTANCE IS STILL A HUGE NEED. ONE OF THE ACTIVITIES FOR COVID – MORTGAGE ASSISTANCE FOR HOMEOWNERS. WASN'T ONE OF THE EASIEST CDBGs – TWO ENTITLEMENT BOROUGHs USED TO DOING PAVING – THINK OUTSIDE THE BOX. HAND SANITIZING IN LOW-MOD AREAS.

PAUL ANTHONY – IBEW

SHUTDOWN INITIALLY SO MANY WAIVERS GRANTED AND FULL EMPLOYMENT WITH LITTLE EFFECT.

Attendance

PAUL ANTHONY – IBEW 375

SUE AUMAN – US CAA

EVELYN CHIANELLI – DCED

MARTHA ROBBINS – MONROE RDA

ROB NICOLLELLA – LEHIGH RHAB/CATHOLIC CHARITIES



## **Central RHAC Meeting**

August 12, 2020

10:00am – 12noon

Kathy Possinger, DCED Center for Community and Housing Development provided a summary of 2019 federal program year accomplishments.

Marita Kelley, DCED Regional Director provided an update on activity she is engaged with in the region:

Very diverse county make-up for the region. Urban areas in the region (Harrisburg and York) continue to struggle in homeless/housing needs with shelters at capacity.

Working with communities to take advantage of the Neighborhood asst program

Rural communities are also challenged with housing shortages and homelessness. Some counties struggling with ESG shelter.

### Public Comment on needs in community:

Rachelle Abbott – STEP, Lycoming County

We need to ensure flexibility with new funding and allocations with specific guidelines and requirements that are changing. Rental Assistance from PHFA is available but many people haven't had to apply for this funding prior to COVID and lack of knowledge about this program and others for consumers is a challenge. Regarding physical rehab activity, continually rehabbing in homes and have safety precautions in place. Working harder than ever.

Tim Whelan – Cumberland County Housing and Redevelopment Authority

Low-income housing tax credit help to increase dollars would be greatly appreciated.

Continuing to see a real acceleration in the available cost in land. A demand for affordable housing. Creating an acceleration in doing housing projects. Land cost is at a level that's never been seen. Cost in demolition has risen as well. \$40-50K (Mechanicsburg now \$100, Triplex – Wormleysburg \$60K, but estimate came in at \$115K), so it now costing double. Act 152 put into place to help with that and PHARE moneys as well. Landfills and other precautions like lead paint and asbestos nasty acceleration in costs even before Davis Bacon.

Nicole Bowling and Garrett Vandebrake – Franklin County

Working on the CDBG application. Both fairly new to the program. Public service projects.

MaeLing Kranz – Transitions Housing

5 counties in central region are lacking affordable housing and fair market units. Waiver are available for some programs. Waiting to see how housing flushes out with colleges and universities. Would landlords open housing up due to students not doing classes in person. Other thing with resources, not as much knowledge and awareness for those who are struggling with housing stability. Marketing around 211 is important. Not enough knowledge and awareness of funding options to support housing instability. Need to continually market 2-1-1.

## **Attendance**

### **Members:**

Rachelle Abbott

Tim Whelan

MaeLing Kranz

**Other:**

Nicole Boling, Franklin County Planning

Garrett Vandebrake, Franklin County Planning

**DCED:**

Marita Kelley

Kathy Possinger

Megan Snyder

Angela Susten

Evelyn Chianelli

Denise Remillard

## **NE RHAC Meeting**

August 19, 2020

10:00 am – 12noon

Kathy Possinger, DCED Center for Community and Housing Development provided a summary of 2019 federal program year accomplishments.

PAUL MACKNOSKY, Regional Director

Success with Neighborhood assistance to engage in the program and identify opportunities that are consistent with the work happening in the region

### Open Discussion

Jeff Rich – in terms of challenges is real to Clinton County – lots of CARES grant money and a huge benefit to those impact. PHFA rent relief program. One of the things they did was advanced funds to housing coalition to be able to distribute. Makes it so much easier for smaller entities to distribute. Saying in terms of ESG funds out there. Very difficult hurdle of reimbursement model with 30day delay for reimbursement. Thoughts on switching

Heather – Wayne County - Also, I have a local hotel completely full with homeless individuals with nowhere to go since shelters are full and no apartments to rent.

Rich Kisner – CSG – haven't seen but expect to see number of evictions spiking. Hasn't been a lot of call for that yet. Will change dramatically. One of the comments is that some of the folks that case workers are working with are making more on unemployment. Some relationship with homebuyer market across the board, homes are selling for more than the asking price and on the market for a short number of days. Certainly, there is a lack of inventory.

Shawn Frankenstein – lack of affordable 1 bedroom. People being put up in hotels/rooming houses. Since the moratorium is so long, worry that won't be able to pay arrears as a result. Staying in contact on resources and how people can be assisted. Work with folks one or two months behind on rent. Same situations in Schuylkill county. Not much availability.

Heather Miszler – Wayne County – wrote to each of the MDJs to ask when filing to contact housing agency.

Bob Fox – CIL Scranton – echoing lack of affordable units – approaching as a disability advocate – physical needs 18-59. Lack of affordable/accessible housing. Pocono areas are difficult for folks with disabilities to find housing. Lack of new construction keeping up with the flow of new individuals moving to those counties. Opportunities to address new construction.

Rich Kisner – things we are seeing that are more obvious with COVID – vast majority of deaths in nursing homes in Columbia. Fear of nursing home placement as a result. Home modifications in Columbia, when DCED implemented the rehab standards intended to bring homes to a standard that was more stringent than before, in this economy, with folks with small modification needs to stay out nursing care, we are

seeing that as a need. County committed some of the county covid relieve to implement bare minimum to keep people in their homes. Something to consider with state access grant for home modifications for rental/homeowners needs.

Smaller scale home modification projects. Need for rehabs on rental units

### **Attendance**

#### **Members:**

Heather Miszler, Wayne Cty

Jim Wansacz

Richard Kisner, Columbia Cty

Gene Brady

Jeffery Rich

Graysha Harris

Dennis Phelps

#### **Other:**

Michelle Baxter, Public Welfare

Melissa Magargle, STEP, Inc

Shawn Frankenstein, Service Access Management, Schuylkill Cty

Bob Fox, Scranton CIL

Jaime Ryan, PNC, Community Development

#### **DCED:**

Paul Macknosky, Reg Dir

Kathy Possinger

Megan Snyder

## **NW RHAC Meeting**

August 20, 2020

10:00 am – 12noon

Kathy Possinger, DCED Center for Community and Housing Development provided a summary of 2019 federal program year accomplishments.

Kim Thomas, DCED Regional Director provided an overview of activity she is engaged with in the region. Efforts are CV related. Resources have changed as a result of CV-19. Reminded participants that the NAP Deadline was coming up in 11 days. No word yet on the availability of the Keystone Program.

### Public Comment on needs in community:

#### Court Hower – Dawn Services

Dawn Services is a disabilities right organization, observed a shortage of accessible housing. The organization is seeing a shift in elders getting out of nursing care homes. Now needing accessibility to houses. Utilizing funds from USDA to PHARE, CARES funds, managed care organizations have been used to make houses more assessable, a huge need. NAP program - multiply businesses wanting to participate in program ½ want to participate next year due to CV. What can be done?

#### Jen Elliott, Lawrence County CAP

Working to stand up a large meal delivery program. How quickly is the CARES funds being allocated? Housing Rehab is going okay, moving forward to rental and home owner and HOME and lead based paint programs. Appreciates the HOME funds coming out more frequently. Uptick in housing rehab wait list needs/request due to CV. Housing market on resale is going well. CDBG Competitive 2020, stayed with the competitive priorities for the prior year.

#### Sara Andres – City of Bradford, McKean County

Using Cares for Economic Development - greatest need in the community, restaurants and main street businesses have struggled. Housing has been delayed and a little behind in Housing Rehab. Grateful for the resources.

#### Court Hower

Partnered with Healthy Materials Lab at Parsons School of Design in NYC. Affordable housing now looking for healthier affordable housing bringing housing to the next level. Encouraging contractors to use alternative materials such as HempLime to reduce the amount of carbon in the air. Decrease in health care cost and overall family wellbeing.

## **Attendance**

### **Members:**

Debra Smith

Sara Andrews

Tom Scott

Court Hower

Shelby Karns

Ronald Andzelik

Katrina J. Vincent  
Thomas Kennedy  
Holly Campbell  
Scott Henry  
Beverly Weaver  
TJ Sandell  
Ron Oliver  
Bob Raible  
Wilma Torres  
Linda Thompson

**Other:**

Rebecca Torongeau, Mercer Behavioral Health Commission  
Anna Shears, Mercer Behavioral Health Commission  
Sandy  
Stacy Swartz  
Jen Elliot, Lawrence Cty Community Action  
Kit Wood, Venango Cty  
Kathy Presner  
Shawn Anderson

**DCED:**

Kim Thomas, Regional Director  
Kathy Possinger  
Megan Snyder  
Angela Susten

## **SE RHAC Meeting**

August 20, 2020

2:30pm– 4:30pm

Kathy Possinger, DCED Center for Community and Housing Development provided a summary of 2019 federal program year accomplishments.

Aliyah Stanger provided an overview of DCED resources and funding opportunities.

NAP, tax credit program focusing on CV efforts, housing directly linked with CV. Keystone Communities Program, elm street communities. Multimodal, greenways and trails, new program open through CFA is the blight mediation program. RCAP, office of the budget currently in the 30- day comment period. Hazard pay program – CARES Act funding, 3\$/hour extra. Hero's funding supported by the Governor. High demand to the region. Small business financing program, Federal funding, SBA loans – low interest disaster loan.

### **Open Discussion**

Linda Hill – Delaware County –

COVID impact with PHFA rental assistance/mortgage seeing large volume of requests and there is a low percentage of approvals. Looking for what we can do with limited ESG/CDBG-CV. Expect to see a lot of allocations. \$400,000 in ESG and approx. \$1.5 in CDBG-CV making available for assistance as well. Experiencing the housing need we thought we would see.

Deb Kirkner – Bucks County –

received ESG rapid rehousing/CV have started to begin to provide prevention. One service provider provides some prevention assistance with HAP. Beginning to see people and hear of need of prevention services. Want to focus on RRH to get people permanently housed and stable. In the contracting process. Have benefited from cares act from US Treasury and have begun to award to cover some prevention to get started.

Dana Thompson – disability services –

live in Lancaster County. Concern about technology and how you integrate technology into infrastructure in units and buildings. Technology is a need/not a luxury to have the means to connect for telehealth and education. For people with disabilities having the electronic/plumbing, etc. help with smart home features to stay in the community and integrated in the home. Advocating for influence design/building features for persons with disabilities.

Pat Bokowicz – Chester County –

experience in the last few months have been varied with attention to homeless population and cares funding have been able to address hotel stays and case conferencing to place as many as possible in permanent housing that will extend into the new normal. Also are ramping up rental assistance and note focal area of connecting with workforce programs to get individuals back into the workforce. It will be a challenge to continue with the rent assistance continually. Finally,

seeing need for access services – modification needs taking older parents back into the home and subsequently needing accessibility modification to address needs.

**Attendance (8)**

**Members:**

Linda F. Hill

Patrick Bokovitz

**Other:**

Deborah Kirkner, Bucks County housing and community dept

Melanie Haake, Office of Homeless Services, City of Phila

Dana Thompson, Pennsylvania Developmental Disabilities Council

**DCED:**

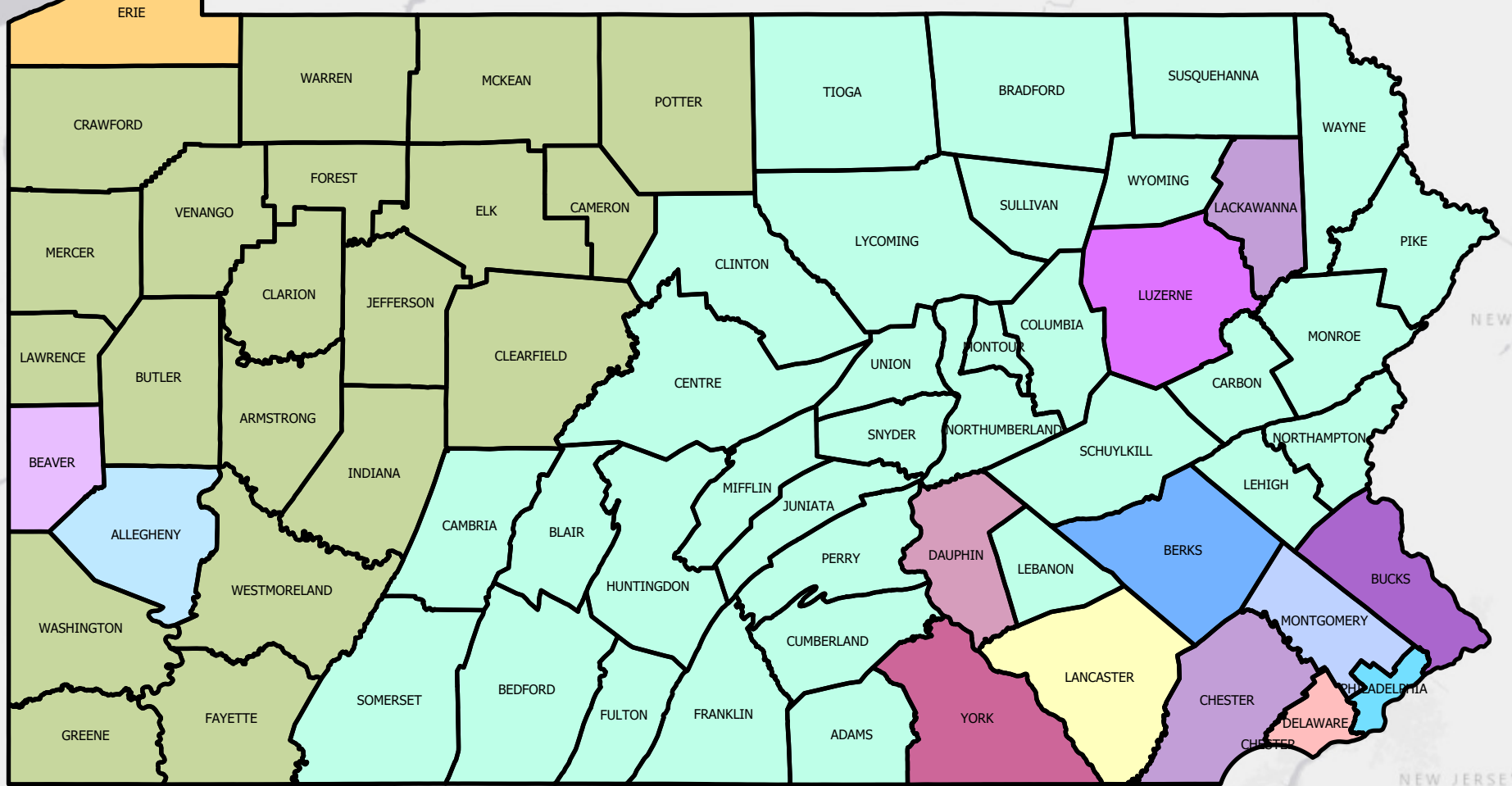
Aliyah Stanger, Regional Director

Kathy Possinger

Megan Snyder



# Pennsylvania Continuums of Care



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600 Pittsburgh/McKeesport/Penn Hills/Allegheny County CoC

605 Erie City & County CoC

503 Wilkes-Barre/Hazleton/Luzerne County CoC

603 Beaver CoC

509 Eastern Pennsylvania CoC

500 Philadelphia CoC

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511 Bristol/Bensalem/Bucks CoC

510 Lancaster City & County CoC

512 York City & County CoC

505 Chester County CoC

504 Lower Merion/Norristown/Abington/Montgomery County CoC

502 Upper Darby/Chester/Haverford/Delaware County CoC

508 Scranton/Lackawanna County CoC



**PA-509 Eastern Pennsylvania Continuum of Care**

## **Written Standards for Programs that End and Prevent Homelessness**

**Approved by the PA-509 CoC Governing Board:** October 21, 2019

**Revised:** November 16, 2020

The most recently revised version is online at: <https://pennsylvaniacoc.org/easterncoc/>

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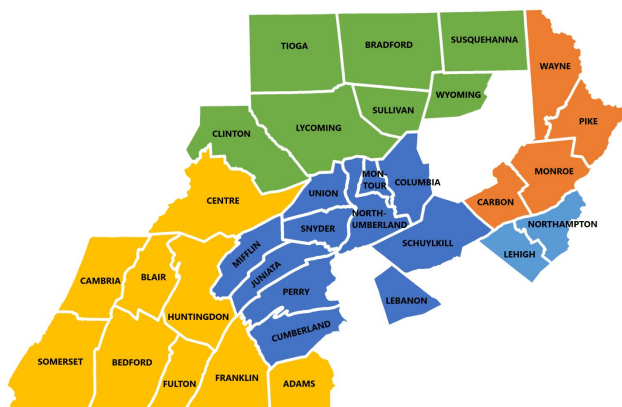
# PA-509 Eastern Pennsylvania Continuum of Care Written Standards

## INTRODUCTION

This document provides written standards for organizations delivering housing and services for people experiencing or at-risk for homelessness in a region of Pennsylvania defined by the United States Department of Housing and Urban Development (HUD) as the PA-509 Eastern Pennsylvania Continuum of Care (CoC). Compliance with these standards is required for all programs funded by HUD and the Pennsylvania Department of Community and Economic Development (DCED), including the HUD Continuum of Care and Emergency Solutions Grants (ESG) programs. Adherence to and successful implementation of these written standards is built into both contract monitoring and the project scoring and ranking process for annual CoC and ESG grant competitions.

The use of these standards is strongly encouraged for all programs funded through any federal, state, local and private grants to ensure an effective and coordinated systemic response to homelessness that is based on best practices in the sector and provides a uniform and equitable experience for all families and individuals experiencing homelessness or a housing crisis in every community.

As a network of service providers, funders, advocates, consumers and community partners, the CoC has a mission is to end and prevent homelessness. The CoC is comprised of the following counties in Eastern Pennsylvania: Adams, Bedford, Blair, Bradford, Cambria, Carbon, Centre, Clinton, Columbia, Cumberland, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Lehigh, Lycoming, Mifflin, Monroe, Montour, Northampton, Northumberland, Perry, Pike, Schuylkill, Somerset, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne and Wyoming.



Collectively, these 33 counties span nearly 21,000 square miles and include 11 cities, 672 townships and 337 boroughs.

The strategic goals of the CoC for 2017 – 2021 include to:

1. End chronic homelessness;
2. End Veteran homelessness;
3. Reduce homelessness among families with children;

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4. Reduce homelessness among unaccompanied youth;
5. Set a path to end all forms of homelessness; and,
6. Reduce the duration of homelessness to an average of 47 days or less.

The Written Standards were designed with achieving these strategic goals in mind and to help the CoC ultimately achieve its aspirational goal of obtaining “Functional Zero” for homelessness. Functional zero means that at any point in time, the number of people experiencing homelessness will be no greater than that community’s average monthly housing placement rate for people experiencing homelessness.<sup>1</sup> To effectively implement these standards, service providers, consumer advocates and funders should:

1. Embrace a Housing First approach to ending homelessness. According to the United States Interagency Council on Homelessness, “A Housing First system orientation recognizes that people experiencing homelessness—like all people—need the safety and stability of a home in order to best address challenges and pursue opportunities. The Housing First approach connects people back to a home as quickly as possible, while making readily available the services that people may need to be stable and secure. Core Components include:
  - a. Street outreach providers, emergency shelters, and other parts of the crisis response system are working closely with housing providers to connect people to permanent housing as quickly as possible.
  - b. The community has a data-driven coordinated assessment system for matching people experiencing homelessness to the most appropriate housing and services based on their needs.
  - c. The community has a unified and streamlined process for applying for rapid re-housing, supportive housing, and/or other housing interventions.
  - d. Community leaders work collaboratively to ensure that a range of affordable and supportive housing options and models are available to meet local needs.
  - e. Policies and regulations related to supportive housing, social and health services, benefit and entitlement programs, and other essential services do not create needless barriers to housing.
  - f. Communities work to ensure that people are not evicted back into homelessness whenever possible.”
2. Be person-centered, meaning the application of standards should be uniform for all program participants but should also take into account the unique needs, goals and strengths of every household served.

3. ~~Be culturally and linguistically relevant and responsive.~~

<sup>1</sup> <https://www.community.solutions>

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4. Advance equity for individuals of historically marginalized communities, including: “Black and African Americans; people who identify as Latinx, Native, or Pacific Islander; individuals with disabilities; people who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ); incarcerated and formerly incarcerated individuals; and undocumented individuals and mixed-immigration-status families and communities”.<sup>2</sup>

The Written Standards are applicable to any program in the CoC that is federally funded by the HUD Continuum of Care Program or the HUD Emergency Solutions Grant program (either directly or through PA DCED). All programs are encouraged to review grant program guidelines for additional programmatic, financial and recordkeeping policies and procedures that are not reflected in this document and that may change annually.

The Continuum of Care (CoC) Program interim rule focuses on regulatory implementation of the CoC Program, including the CoC planning process. The CoC Program was created through the McKinney-Vento Homeless Assistance Act as Amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The CoC Program interim rule was first published in the Federal Register on July 31, 2012 and became effective August 30, 2012. The public comment period closed on November 16, 2012. An updated version of the CoC Program interim rule was published in the Federal Register on April 1, 2017.<sup>3</sup>

The Emergency Solutions Grants (ESG) Program Interim Rule was created through the McKinney-Vento Homeless Assistance Act as Amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, which revised the Emergency Shelter Grants program and renamed it as the Emergency Solutions Grants program. The change in the program’s name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program’s focus from addressing the needs of people experiencing homelessness in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The ESG Program Interim Rule was first published in the Federal Register on December 5, 2011 and became effective on January 4, 2012. The public comment period for the ESG rule closed on February 3, 2012. A second public comment period in which HUD was seeking additional feedback and comment on certain, limited provisions of the ESG

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<sup>2</sup> THE FRAMEWORK FOR AN EQUITABLE COVID-19 RESPONSE, Equity Based Decision Making Framework, Version 1; Developed by the National Innovation Service; Last Updated on May 27, 2020, <https://www.nis.us/equity-based-decision-making-framework>

<sup>3</sup> <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>



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Program Interim Rule closed on August 3, 2015. An updated version of the ESG Program Interim Rule was published in the Federal Register on April 1, 2017.<sup>4</sup>

The Written Standards were developed by a team comprised of CoC members representing every geographic area and expertise in serving major subpopulations of people experiencing homelessness, including families with children, single adults, unaccompanied youth, and Domestic Violence survivors, among others. Technical assistance was provided by Capacity for Change LLC and guidance from DCED and the National Alliance to End Homelessness. All CoC members were invited to provide input. The standards were approved by the elected CoC Governing Board<sup>5</sup>, which is authorized to provide leadership and oversight to the CoC in compliance with Interim Rule section 578.5 (b)<sup>6</sup>, on October 21, 2019. Any changes to the Written Standards must be approved by the CoC Governing Board and will go into effect no more than 90 days later. CoC members are encouraged to ask questions or give feedback about the Written Standards at any time by contacting the CoC's consultant or posting to the CoC's Facebook Workplace page:

<https://work-95954364.workplace.com/groups/easterncoc/>.

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4

<https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#seqnum576.409>

5

<https://pennsylvaniacoc.org/wp-content/uploads/2019/03/Eastern-PA-CoC-Governance-Charter-approved-2-26-18-NO-COMMENTS.docx>

6

<https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml#seqnum578.5>

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## GENERAL REQUIREMENTS FOR ALL PROGRAMS

### Program Standards

#### Affirmatively Furthering Fair Housing

The program affirmatively furthers fair housing by “taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant’s activities and programs relating to housing and urban development.”<sup>7</sup>

#### Alignment with Federal, State and Local Plans and Policies

The program is aligned and/or in compliance with the following planning and policy documents:

1. The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009<sup>8</sup>;
2. Current Fiscal Year HUD CoC Grant Program Guidelines (for CoC grant-funded projects)<sup>9</sup>;
3. Current Fiscal Year DCED Emergency Solutions Grant Program Guidelines (for ESG grant-funded projects)<sup>10</sup>;
4. Home, Together: The Federal Strategic Plan to End and Prevent Homelessness<sup>11</sup>; and,
5. The PA-509 Eastern PA CoC Strategic Plan<sup>12</sup>

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<sup>7</sup> <https://www.hudexchange.info/programs/affh/>

<sup>8</sup> <https://www.congress.gov/bill/111th-congress/house-bill/1877>

<sup>9</sup> <https://www.hudexchange.info/programs/coc/>

<sup>10</sup> <https://dced.pa.gov/programs/emergency-solutions-grant-esg/>

<sup>11</sup>

[https://www.usich.gov/resources/uploads/asset\\_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-End-Homelessness.pdf](https://www.usich.gov/resources/uploads/asset_library/Home-Together-Federal-Strategic-Plan-to-Prevent-and-End-Homelessness.pdf)

<sup>12</sup> [https://pennsylvaniacoc.org/wp-content/uploads/2017/12/EasternPACoC\\_StrategicPlan\\_Final.pdf](https://pennsylvaniacoc.org/wp-content/uploads/2017/12/EasternPACoC_StrategicPlan_Final.pdf)

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### **Attempting Diversion**

Diversion is a strategy that helps people identify and access alternatives to entering emergency shelter to resolve their immediate housing crisis and avoid homelessness. The Connect to Home Coordinated Entry System Prevention and Diversion Tool (a conversation guide) is used by Coordinated Entry Specialists, Street Outreach Workers and Emergency Shelter Case Managers to help households at imminent risk or experiencing literal homelessness to try to self-resolve their housing crisis without entering Emergency Shelter and avoid the personal trauma and systemic costs involved when households enter shelter. The current version of the Tool is available here: <https://pennsylvaniacoc.org/connecttohome/prevention-and-diversion-tool>.

### **Compliance with the CoC Emergency Transfer Plan**

CoC and ESG funded programs comply with the CoC's Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and/or Human Trafficking.<sup>13</sup>

### **Compliance with the Violence Against Women Act and Related HUD Rule**

CoC and ESG funded programs comply with HUD's Violence Against Women Act (VAWA) rule providing housing protections for Domestic Violence survivors.<sup>14</sup> The final rule includes core protections across HUD programs covered by VAWA that ensure individuals are not denied assistance, evicted, or have their assistance terminated because of their status as survivors of Domestic Violence, dating violence, sexual assault, or stalking, or for being affiliated with a victim. Program Staff should provide participants with information regarding their rights under the Violence Against Women Act. More information on the VAWA Act may be found here:

[https://www.hud.gov/program\\_offices/housing/mfh/violence\\_against\\_women\\_act](https://www.hud.gov/program_offices/housing/mfh/violence_against_women_act).

### **Data Entry and Compliance**

CoC and ESG funded programs enter all client data on program participants into PA HMIS in an accurate and timely way and respond to requests to improve data quality and support the annual submission of the CoC System Performance Measures and Longitudinal Systems Analysis (LSA) Reports. Victims Service/Domestic Violence providers are required to enter data and submit reports into a comparable database. The program complies with all PA HMIS agreements, policies and procedures, including (but not limited to)<sup>15</sup>:

1. Collaborative System User Agreement;
2. Policies and Standard Operating Procedures;

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<sup>13</sup>

<https://pennsylvaniacoc.org/wp-content/uploads/2019/05/Eastern-PA-CoC-VAWA-Emergency-Transfer-Plan-Policy.pdf>

<sup>14</sup> <https://www.govinfo.gov/content/pkg/FR-2016-11-16/pdf/2016-25888.pdf>

<sup>15</sup> <https://pennsylvaniacoc.org/pahmis/>

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3. Privacy Policy; and,
4. Collaborative Client Consent.

### **Defining Family and Preventing Family Separation**

CoC and ESG-funded programs must comply with HUD's definition of family in the Equal Access Rule. Under this definition, family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

According to the HUD Exchange: "What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Further, a recipient or subrecipient receiving funds under the ESG or CoC Programs cannot discriminate against a group of people presenting as a family based on the composition of the family (e.g., adults and children or just adults), the age of any member's family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity."<sup>16</sup>

A program will make every effort to keep families together in shelter or housing unless separation is absolutely necessary for the family's well-being or safety. The age, gender or other characteristics of children under the age of 18 should not be used as the basis to deny the family enrollment in the program.

### **Document Retention**

The CoC prohibits the knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any local, state, or federal department or agency.

### **Education Service Referrals**

Housing programs and housing Case Managers must understand and inform program participants with school-age children about their children's educational rights under the federal McKinney-Vento Act<sup>17</sup> and Every Student Succeeds Act (ESSA)<sup>18</sup>. Case Managers should have strong working relationships with local school district McKinney-Vento Act homeless liaisons and a Memorandum of Understanding (MOU) with local school districts and publicly funded Pre-K/early learning programs to ensure

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<sup>16</sup> <https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/>

<sup>17</sup> <https://uscode.house.gov/view.xhtml?path=/prelim%40title42/chapter119/subchapter6/partB&edition=prelim>

<sup>18</sup> <https://www.ed.gov/essa?src=rn>

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streamlined and prioritized access to educational programs for children experiencing homelessness. CoC programs must have a staff person designated as the educational liaison that will ensure that children are enrolled in school, connected to appropriate services in the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney Vento education services.

### **Enrolling Participants from Coordinated Entry**

The program enrolls participants, either through direct referrals for emergency services or using the By Name List in PA HMIS for housing programs, from the CoC's Connect to Home Coordinated Entry System (CES) and complies with the policies and procedures in the Connect To Home Policy Manual.<sup>19</sup> CES utilizes the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) to screen and prioritize all households for referral to housing programs (TH-RRH, RRH and PSH). Referrals for Homeless Prevention (HP), Street Outreach (SO), Emergency Shelter (ES) and Transitional Housing (TH) are made directly from CES to the household seeking emergency services.

Referrals for Rapid Re-Housing (RRH), including the Rapid Re-Housing component of Transitional Housing-Rapid Re-Housing (TH-RRH) projects, and Permanent Supportive Housing (PSH) are made through the By Name List (BNL) in the PA Homeless Management Information System (PA HMIS).

TH-RRH, RRH and PSH projects must enroll all program participants from the BNL and may not accept referrals from any other source with the exception of service units restricted by contract to local county or municipal governments. The projects required to use the BNL should enroll households from the BNL based on VI-SPDAT score (i.e., the next highest scoring household that fits eligibility criteria) and prioritization standards for that project type.

### **Faith-Based Program Requirements**

Per CoC Interim Rule 578.87(b) and ESG Interim Rule 576.406, federal funds cannot be used to provide for nor discriminate against participants based on religion or religious belief. Faith-based providers delivering CoC and ESG-funded programs must ensure that:

1. explicitly religious activities are performed and offered outside of programs or services funded the CoC or ESG program;

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<sup>19</sup>

<https://pennsylvaniacoc.org/wp-content/uploads/2018/01/Connect-To-Home-Coordinated-Entry-System-of-Eastern-PA-Policy-Manual-01.23.18.pdf>

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2. Participation in any such religious activities must be voluntary for the program beneficiaries;
3. CoC/ESG program funds do not support any religious activities, including activities that involve religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law; and,
4. Program participants are not discriminated against based on religion or religious belief or lack of belief.

### **Habitability, Housing Unit Inspection and Lead-Paint**

Housing programs can only use CoC or ESG funds to help a program participant remain in or move into housing subject to unit inspections (specific inspection requirements can be found under each applicable program type). Units may be subject to additional inspections such as by the municipality or local Public Housing Authority.

HUD Housing Quality Standards (HQS) for CoC-funded projects and habitability standards for ESG-funded projects apply regardless of the amount of CoC or ESG funds involved. Programs must document compliance with the habitability standards in the program participant's file. In addition:

1. If an eligible household needs homelessness prevention assistance to remain in its existing unit, the assistance can only be provided if that unit meets the minimum standards.
2. If an eligible household needs homelessness prevention or rapid re-housing assistance to move to a new unit, the assistance can only be provided if the new unit meets the minimum standards. The unit the household is leaving does not need to be inspected.
3. The unit must also comply with any other standards established by the recipient that exceed or add to these minimum standards.

To ensure the safety and well-being of program participants, housing programs must ensure the habitability of temporary (i.e., shelter) and permanent (i.e., rental) housing units by:

1. Reviewing unit inspection policies with participants during intake;
2. Conducting and passing a unit inspection before signing a lease or providing a rental subsidy for both rental assistance and site-based programs;

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3. Documenting housing units as habitable and keeping this documentation in the client's file;
4. Helping program participants address any safety or habitability concerns after move-in and assure them that their complaints will not affect their program eligibility;
5. Implementing written program policies related to damages, repairs and landlord/property manager grievances; and,
6. Providing program participants with education and information on good tenancy and their housing rights as tenants.

To prevent lead poisoning in young children, the housing unit inspection process must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. The Lead Safe Housing Rule applies to all target housing that is federally owned and target housing receiving Federal assistance. For more information, see the HUD Lead Safe Housing Rule resources online.<sup>20</sup>

More detailed information about the standards and how to apply and document them may be found online here for ESG-funded projects:

<https://files.hudexchange.info/resources/documents/ESG-Emergency-Shelter-and-Permanent-Housing-Standards.pdf> and here for CoC-funded projects:

<https://www.govinfo.gov/content/pkg/CFR-2019-title24-vol4/pdf/CFR-2019-title24-vol4-sec982-401.pdf>.

### Housing Plans for All Participants

Case Managers of all program types (except Coordinated Entry) should work with program participants to develop a written strengths-based, consumer-driven housing plan to help them achieve permanent housing stability. The plan may include goals related to childcare, employment, family re-unification, financial stability, health, housing, legal issues and other concerns as appropriate. plan should be monitored and updated at regular intervals. A copy of the current plan should be given to the participant and kept in their file.

Housing plans are required for Homeless Prevention and Rapid Re-Housing program participants and must include information on financial assistance provided to the participant (see HP and RRH Written Standards for details).

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<sup>20</sup> [https://www.hud.gov/program\\_offices/healthy\\_homes/enforcement/lshr](https://www.hud.gov/program_offices/healthy_homes/enforcement/lshr)

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### **Housing Inventory Chart and Point In Time Count Data**

ES, TH, RRH, PSH and other PH programs provide accurate and timely information for the Housing Inventory Chart (HIC) and Point in Time Count (PIT) as requested by the CoC or its designee. Program staff are required to participate in the PIT.

### **Mainstream Benefits Access**

ES, TH, TH-RRH, RRH and PSH and other Permanent Housing (PH) programs assist program participants with identifying and accessing eligible mainstream benefits, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Medicaid, Health Insurance, Children's Health Insurance Program (CHIP) and SSI/SSDI, among others.

### **Nondiscrimination and Equal Opportunity**

The program complies with all applicable civil rights and fair housing laws and requirements. Recipients and subrecipients of CoC Program and ESG Program funds must comply with the nondiscrimination and equal opportunity provisions of Federal civil rights laws as specified at 24 C.F.R. 5.105(a), including, but not limited to the following:

1. Fair Housing Act prohibits discriminatory housing practices based on race, color, religion, sex, national origin, disability, or familial status;
2. Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;
3. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin under any program or activity receiving Federal financial assistance;
4. Title II of the Americans with Disabilities Act prohibits public entities, which includes state and local governments, and special purpose districts, from discriminating against individuals with disabilities in all their services, programs, and activities, which include housing, and housing-related services such as housing search and referral assistance. Title III of the Americans with Disabilities Act prohibits private entities that own, lease, and operate places of public accommodation, which include shelters, social service establishments, and other public accommodations providing housing, from discriminating on the basis of disability; and,
5. HUD's Equal Access Rule at 24 CFR 5.105(a)(2) prohibits discriminatory eligibility determinations in HUD-assisted or HUD-insured housing programs based on actual or perceived sexual orientation, gender identity, or marital status, including any projects funded by the CoC Program, ESG Program, and HOPWA Program. The CoC Program interim rule also contains a fair housing provision at 24 CFR 578.93. For ESG, see 24 CFR 576.407(a) and (b), and for HOPWA, see 24 CFR 574.603.



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### **Providing a Meaningful Voice for People with Lived Experience**

Per Interim Rule 578.75 (g)(1) & 578.75 (g)(2)<sup>21</sup>, CoC-funded service provider organizations must involve households with lived experience in the design, governance and operations of homeless housing organizations and their programs. Organizations must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors, or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or the provision of CoC Program assistance. In addition, service providers must, to the extent possible, involve households with lived experience through employment, volunteering, operating the project and/or providing supportive services.

### **Providing Language Translation and Deaf/Hard of Hearing Services**

The program makes language translation services or deaf and hard of hearing services available to all households as needed during program intake and ongoing case management. Participant requests for these services must be honored within **two business days**.

### **Providing Reasonable Accommodations**

Section 504 of the Rehabilitation Act of 1973, as amended, requires federally-assisted housing programs to provide reasonable accommodations for people with disabilities. A reasonable accommodation is a change, adaptation, or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job. Reasonable accommodations may include, for example, those which may be necessary in order for the person with a disability to use and enjoy a dwelling, including public and common use spaces. Since persons with disabilities may have unique needs due to their disabilities, in some cases, simply treating persons with disabilities exactly the same as others may not ensure that they have an equal opportunity to use and enjoy a dwelling.

HUD's Section 504 regulations at 24 C.F.R. 8.27 require recipients to adopt suitable means to assure that information on available accessible units reaches otherwise qualified individuals with disabilities who need the features of those units. The regulations also require reasonable nondiscriminatory steps to maximize the utilization of accessible units. Under this process, whenever a unit that meets the requirements of the Uniform Federal Accessibility Standards (UFAS) or HUD's Deeming Notice for a person with a mobility disability becomes available for occupancy, a housing provider shall first offer the unit to a qualified individual with disabilities currently residing in a non-accessible unit in the same project or comparable projects, under common control, who requires the accessible features. If there are no such persons currently

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<sup>21</sup> <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>

## PA-509 Eastern Pennsylvania Continuum of Care Written Standards

residing in the recipient's projects, the recipient shall then offer the unit to the next available qualified individual with disabilities on its waiting list, provided that the person requires the accessibility features of the unit. The recipient shall skip over applicants without disabilities on the waiting list to offer the unit to the next qualified individual who requires the unit's accessibility features.

If no qualified applicant with disabilities requires the accessible features of a unit, and the recipient places a family where none of the family members have disabilities in that unit, the recipient may include language in the lease requiring this family to agree to move to a non-accessible unit, as soon as one becomes available that otherwise meets the family's needs.<sup>22</sup>

### Recordkeeping and Document Retention

A program maintains client and financial records in accordance with HUD guidelines<sup>23</sup> and complies with the following requirements:

1. Records containing personally identifying information must be kept secure and confidential;
2. Records will include:
  - a. Documentation of homelessness (per HUD guidelines for program type);
  - b. A record of services and assistance provided to each participant;
  - c. Documentation of program entrance through Coordinated Entry, including VI-SPDAT score and other factors used to inform priority, vulnerability and housing placement;
  - d. Documentation of all costs charged to the grant;
  - e. Documentation that funds were spent on allowable costs;
  - f. Documentation of the receipt and use of program income;
  - g. Documentation of compliance with expenditure limits and deadlines for expenditure;
  - h. Copies of all procurement contracts; and,
  - i. Documentation of amount, source and use of matching resources.

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<sup>22</sup> [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/disabilities/sect504faq](https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/sect504faq)

<sup>23</sup> <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>

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3. Records are retained for the amount of time prescribed by ESG and CoC program guidelines about record retention and the length of time providers must retain them after they are no longer ESG or CoC funded; these being the minimum record retention guidelines, recognizing providers may have longer record retention guidelines from other funding sources.
4. All client records containing identifying information kept secure and confidential; addresses of family violence projects are confidential and not made public; addresses or locations of any housing or project participants are confidential and not made public [24 CFR 578.103(b)].
5. All records pertaining to project participants' qualifications being retained for 5 years after all funds are expended from the grant under which the project participant was served [24 CFR 578.103(c)(1)].
6. If CoC funds were used for the ac, new construction, or rehabilitation of a project site, records are retained until 15 years after the date that the project site is first occupied, or used, by project participants [24 CFR 578.103(c)(2)].

### **Residency**

Programs provide assistance to qualified applicants without boundaries or barriers. Programs will not place a residency requirement on participants to receive assistance. The goal of the Continuum of Care under the 2009 HEARTH Act is to provide assistance to qualified applicants without boundaries or barriers. ESG-CV funding will not be considered for programs that have a residency requirement.

### **Termination of Assistance and Grievance Procedures**

Per 24 CFR 576.402, a program should terminate a participant only in rare circumstances to ensure the safety of participants or comply with regulations, laws or a signed lease agreement. Consistent violations of signed lease agreements, failure to make rental payments and destruction of property are common reasons for termination. The program needs a written termination of assistance and grievance policy that should be given to all program participants before receiving services that includes a list of the participant's responsibilities and a description of the termination of assistance process.

If termination of assistance is necessary, the program should:

1. Utilize a Housing First approach to ensure the participant does not return to literal homelessness by using the CoC's Prevention and Diversion Tool<sup>25</sup> and/or providing connections to Connect to Home CES and other community services;

## **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

2. Provide written notice to the participant detailing the reason(s) for termination. The participant's file should document in writing any attempts (e.g., phone, mail, home visit, etc.) to contact the individual in order to discuss the pending termination;
3. Provide the participant with an opportunity to provide their objection in the form of a written or verbal grievance. If the grievance is presented verbally (in-person, over the phone, etc.), the program must document a summary of the grievance;
4. Document in writing the final outcome of the termination after the grievance process is completed and signed by the appropriate Case Manager or supervisor and kept in the client's file; and,
5. Complete an Exit Assessment in PA HMIS.

Termination does not prohibit the program from providing additional assistance to the participant in the future.

### **Timely Access to Accurate Program Information**

The program provides accurate and up-to-date information about eligibility requirements, contact information and current availability to both the PA HMIS Administrator and the appropriate CES Regional Manager in their geographic area of the CoC within **three business days**.

### **Training and Meeting Attendance**

Appropriate program staff (or a representative from CoC/ ESG funded agencies) attend mandatory CoC trainings. A representative from CoC/ESG funded programs should regularly attend CoC and local Regional Homeless Advisory Board (RHAB) membership meetings. CoC-funded projects lose points on the CoC renewal scoring process for lack of compliance. Staff are encouraged to join committees of the full CoC and the RHAB.

# PA-509 Eastern Pennsylvania Continuum of Care Written Standards

## Case Management Standards

### Determining Rent Reasonableness and Fair Market Rent

Grantees providing rental assistance must develop and implement standards which ensure a mechanism for determining that the actual rental costs of units assisted are in compliance with HUD's Fair Market Rent, as provided under 24 CFR part 888 and complies with HUD's standard of "rent reasonableness" as established under 24 CFR 982.507. Rent Reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. See HUD's worksheet on rent reasonableness:

[www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc](http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc) and Fair Market Rent Documentation System:  
<https://www.huduser.gov/portal/datasets/fmr.html#2021>.

Housing programs and housing Case Managers are responsible for determining what documentation is required in order to ensure that the rent reasonableness standard is met for a particular unit. Housing programs should determine rent reasonableness by considering the gross rent of the unit and the location, quality, size, type, and age of the unit, and any amenities, maintenance, and utilities to be provided by the owner.

To calculate the gross rent for purposes of determining whether it meets the rent reasonableness standard, consider the entire housing cost: rent plus the cost of any utilities that must, according to the lease, be the responsibility of the tenant. Utility costs may include gas, electric, water, sewer, and trash. However, telephone, cable or satellite television service, and internet service should be excluded. The gross rent also does not include pet fees or late fees that the program participant may accrue for failing to pay the rent by the due date established in the lease.

Comparable rents can be checked by using a market study of rents charged for units of different sizes in different locations or by reviewing advertisements for comparable rental units. For example, a program participant's case file might include the unit's rent and description, a printout of three comparable units' rents, and evidence that these comparison units shared the same features (location, size, amenities, quality, etc.). Another acceptable method of documentation is written verification signed by the property owner or management company, on letterhead, affirming that the rent for a unit assisted with CoC Program funds is comparable to current rents charged for similar unassisted units managed by the same owner.<sup>24</sup>

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<sup>24</sup> <https://files.hudexchange.info/resources/documents/CoC-Rent-Reasonableness-and-FMR.pdf>

# **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

## **Effective Case Management**

Every Case Manager should have a written job description detailing their major responsibilities and required/preferred qualifications. Typical case management responsibilities include, but are not limited to:

1. Creative problem solving to help households to self-resolve their housing crisis;
2. Developing personalized housing or service plans that build on each participant's needs, goals and strengths;
3. Assistance with finding, moving into and maintaining housing;
4. Coordinating access to services that help the participant achieve permanent housing stability, including referrals to childcare, education, employment and job training, financial literacy, health, legal services, public benefits access, substance use recovery and transportation, among others.

The frequency of case management services depends on the unique needs and situation of every program participant. Case Managers should be in direct contact with their clients at least once a month. The frequency of direct contact may increase due to the household's homeless status, acute needs and overall lack of housing stability. In-person meetings with clients are preferred when safe to do so and at a location of the client's choosing.

Case Managers should receive initial training and ongoing professional development opportunities relevant to their responsibilities and to the CoC's Written Standards.

## **Housing Focused Case Management**

Case Managers practice Housing First which "connects people back to a home as quickly as possible, while making readily available the services that people may need to be stable and secure. Policies and regulations related to supportive housing, social and health services, benefit and entitlement programs, and other essential services do not create needless barriers to housing."<sup>25</sup> Case Managers should be trained in Diversion and Housing Focused Case Management.

## **Person-Centered Case Management**

Case Managers practice a person-centered approach that "ensures that the person who has experienced homelessness has a major say in identifying goals and service needs, and that there is shared accountability. The goal of case management is to empower people, draw on their strengths and capabilities, and promote an improved quality of life by facilitating timely access to the necessary supports, thus reducing the

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<sup>25</sup> <https://www.usich.gov/solutions/housing/housing-first>

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risk of homelessness and/or enhancing housing stability.”<sup>26</sup> Case Managers should be trained in person-centered case management strategies including Trauma-Informed Care, Motivational Interviewing, Critical Time Intervention and Harm Reduction, among others.

### Training in Written Standards

Case Managers must be trained in the CoC’s Written Standards **within 60 days of their start date**. The CoC provides Written Standards training via webinar on a regular basis. Recordings are available online at <https://pennsylvaniacoc.org/easterncoc/>.

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<sup>26</sup> <https://www.homelesshub.ca/about-homelessness/service-provision/case-management>

# PA-509 Eastern Pennsylvania Continuum of Care Written Standards

## Eligibility Standards

### Homeless Categories, Definitions, Requirements and Eligible Programs

HUD's definitions of homelessness, eligibility criteria and recordkeeping requirements for documentation of homelessness for CoC and ESG-funded programs are as follows.

Category of Homelessness	Eligibility Criteria	Recordkeeping Requirements	Eastern PA CoC Eligible Programs
Category 1: Literally Homeless	Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; or</li> <li>• Written referral by another housing or service provider; or</li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter.</li> <li>• For individuals exiting an institution- one of the forms of evidence above and:               <ul style="list-style-type: none"> <li>o Discharge paperwork or written/oral referral or</li> <li>o Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Coordinated Entry</li> <li>2. Street Outreach</li> <li>3. Emergency Shelter</li> <li>4. Transitional Housing</li> <li>5. Joint Transitional Housing - Rapid Re-HoHousing</li> <li>6. Rapid Re-Housing</li> <li>7. Permanent Supportive Housing</li> </ol>
Category 2: Imminent Risk of Homelessness	Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance;	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; or</li> <li>• For individual and families leaving a hotel or motel- evidence</li> </ul>	<ol style="list-style-type: none"> <li>1. Coordinated Entry</li> <li>2. Homeless Prevention (if permitting</li> </ol>



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	<p>(ii) No subsequent residence has been identified; and</p> <p>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</p>	<p>that they lack the financial resources to stay; or</p> <ul style="list-style-type: none"> <li>• A documented and verified oral statement and</li> <li>• Certification that no subsequent residence has been identified and</li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>	<p>by fiscal year NOF A)</p>
Category 3: Homeless Under Other Federal statutes	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(i) Are defined as homeless under the other listed federal statutes;</p> <p>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</p> <p>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</p>	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and</li> <li>• Certification of no PH in last 60 days; and</li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and,</li> <li>• Documentation of special needs or 2 or more barriers.</li> </ul>	<ol style="list-style-type: none"> <li>1. Coordinated Entry</li> <li>2. Homeless Prevention (if permitting by funding source and/or fiscal year NOFA)</li> </ol>
Category 4: Fleeing/	Any individual or family who:	For victim service providers:	1. Coordinated Entry

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Attempting to Flee DV	<p>(i) Is fleeing, or is attempting to flee, Domestic Violence;</p> <p>(ii) Has no other residence; and</p> <p>(iii) Lacks the resources or support networks to obtain other permanent housing</p>	<ul style="list-style-type: none"> <li>An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> <p>For non-victim service providers:</p> <ul style="list-style-type: none"> <li>Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified;</li> <li>Certification by the individual or head of household that no subsequent residence has been identified; and,</li> <li>Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing.</li> </ul>	<ol style="list-style-type: none"> <li>Homeless Prevention</li> <li>Emergency Shelter</li> <li>Transitional Housing</li> <li>Joint Transitional Housing - Rapid Re-Housing</li> <li>Rapid Re-Housing (CoC-funded)</li> <li>Rapid Re-Housing (ESG-funded if and only if household is also Category 1)</li> </ol>
At Risk for Homelessness	1. An individual or family who:		1. Coordinated Entry

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	<p>a. Has an annual income below 30 percent of median family income for the area, as determined by HUD;</p> <p>b. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and</p> <p>c. Meets one of the following conditions:</p> <p>i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for Homeless Prevention assistance;</p> <p>ii. Is living in the home of another because of economic hardship;</p> <p>iii. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;</p> <p>iv. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;</p> <p>v. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;</p> <p>vi. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or</p> <p>vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan;</p> <p>2. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or</p> <p>3. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under</p>	<p>2. Homeless Prevention</p>
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	section 725(2) of the McKinney-Vento Homeless Assistance.	
Chronically Homeless	<ol style="list-style-type: none"> <li>1. A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:               <ol style="list-style-type: none"> <li>a. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and</li> <li>b. Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;</li> </ol> </li> <li>2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or</li> <li>3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinated Entry</li> <li>2. Street Outreach</li> <li>3. Emergency Shelter</li> <li>4. Transitional Housing</li> <li>5. Joint Transitional Housing - Rapid Re-Housing</li> <li>6. Rapid Re-Housing</li> <li>7. Permanent Supportive Housing</li> </ol>

# PA-509 Eastern Pennsylvania Continuum of Care Written Standards

## Prioritization Standards

Prioritization standards for Emergency Service Programs (HP, SO, ES and TH) and Housing Programs (TH-RHH, RRH and PSH) are aligned with the CoC's Strategic Plan and HUD policy guidance.

### Order of Priority for Emergency Service Programs (HP, SO, ES and TH)

Every household must first meet the program eligibility criteria. Emergency Service Programs in general, and Emergency Shelter programs in particular, should regularly review their eligibility priorities with the goal of becoming as low barrier to entry as possible. According to the National Alliance to End Homelessness, Emergency Shelters should have policies and procedures that promote: 1) a Housing First approach, 2) safe and appropriate diversion, 3) immediate and low-barrier access to shelter, 4) housing-focused, rapid exit services and 5) data to measure performance.<sup>27</sup>

If a household meets the program eligibility criteria, and the program is not at a "functional zero" (meaning there are more service units/slots/subsidies available than households in need of that service), then households should be enrolled using the following Order of Priority:

1. People aged 65 years or older\*
2. People with underlying serious medical conditions\*
3. Veterans
4. Families with Children
5. Unaccompanied youth
6. Single adults

\*As of October 2020, the following categories of persons will be prioritized for Homelessness Prevention, Street Outreach, Emergency Shelter, and Transitional Housing, provided that the persons in these categories are eligible for programs receiving Coordinated Entry referrals and the process is applied consistent with federal nondiscrimination requirements:

- (1) People 65 years and older
- (2) People of all ages with the following underlying medical conditions (based on CDC guidance):
  - Cancer
  - Chronic kidney disease

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<sup>27</sup> [www.endhomelessness.org](http://www.endhomelessness.org)

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- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

The CDC's guidance is updated to reflect available data, and the CoC will update this accordingly.

With respect to people with underlying medical conditions, any inquiry in the Coordinated Entry process must be focused on the presence of the medical condition, without asking intrusive or detailed questions. Extensive documentation of medical conditions should not be sought and certain individuals cannot be held to stricter documentation standards. For example, an intake worker may use the above list of underlying medical conditions and ask whether the person has any conditions that fall under any of those categories. Keep in mind, it is the responsibility of the project receiving referrals from CE to document a household's eligibility for the project, including documenting homeless or at-risk of homelessness status.

For Emergency Shelter programs, households sleeping in unsheltered locations should always be prioritized over those who are not. For example, a chronically homeless Veteran sleeping outside should be prioritized over another who is sheltered. Likewise, an Unaccompanied Youth sleeping outside should be prioritized over a Veteran who is sheltered.

In the event that two or more households meet all of a given program's eligibility criteria and have the identical Order of Priority for their program type, service providers should use their judgement to prioritize households that have more of the following characteristics than any other:

1. Families with children age 0 – 5
2. High use of emergency services (e.g., Hospital Emergency Departments or police)
3. Significant Intellectual or Developmental Disabilities
4. Significant physical or behavioral health challenges
5. Vulnerability to death or serious illness

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6. Vulnerability to victimization (e.g., trading sex for housing, human trafficking, Domestic Violence, sexual assault, criminal activity, etc.)
7. Have a written judgement or Order of Possession from a Magisterial District Judge, not simply an eviction notice (for HP services)

### **Order of Priority for Joint Transitional Housing - Rapid Re-Housing and Rapid Re-Housing Programs**

Joint Transitional Housing - Rapid Re-Housing (TH-RRH) and Rapid Re-Housing programs (RRH) enroll households from the By Name List in PA HMIS. The BNL prioritizes households based on their VI-SPDAT score.

Housing Programs may filter the BNL to identify the highest priority households that meet their eligibility criteria.

If two or more households on the BNL have the same VI-SPDAT score and meet all of the program's eligibility criteria, the program should select a household to enroll based on the following Order of Priority:

1. Non-Chronic households sleeping in unsheltered locations (on the BNL but not enrolled in ES)
2. Vulnerability to victimization (e.g., trading sex for housing, human trafficking, Domestic Violence, sexual assault, criminal activity, etc.)
3. People aged 65 years or older\*
4. People with serious underlying medical conditions\*
5. Families with children age 0 – 5
6. Significant Intellectual or developmental disabilities
7. Significant physical or behavioral health challenges

\*As of October 2020, the following categories of persons will be prioritized for Rapid Re-Housing, provided that the persons in these categories are eligible for programs receiving Coordinated Entry referrals and the process is applied consistent with federal nondiscrimination requirements:

- (1) People 65 years and older
- (2) People of all ages with the following underlying medical conditions (based on CDC guidance):

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)

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- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

The CDC's guidance is updated to reflect available data, and the CoC will update this accordingly.

With respect to people with underlying medical conditions, any inquiry in the Coordinated Entry process must be focused on the presence of the medical condition, without asking intrusive or detailed questions. Extensive documentation of medical conditions should not be sought and certain individuals cannot be held to stricter documentation standards. For example, an intake worker may use the above list of underlying medical conditions and ask whether the person has any conditions that fall under any of those categories. Keep in mind, it is the responsibility of the project receiving referrals from CE to document a household's eligibility for the project, including documenting homeless or at-risk of homelessness status.

Case Managers unsure of which household to enroll should consult with their CES Regional Manager.

### **Order of Priority for Permanent Supportive Housing Programs**

The CoC has fully adopted HUD Notice CPD-16-11 on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. The overarching goal of this Notice is to ensure that those individuals and families who have spent the longest time in places not meant for human habitation and/or in emergency shelters and who have the most severe service needs within a community are prioritized for PSH. All PSH programs must review and comply with this Notice.<sup>28</sup>

As of October 2020, all CoC-funded Permanent Supportive Housing units are dedicated to households experiencing chronic homelessness. Therefore:

**The highest priority households for PSH enrollment are individuals and families who meet HUD's definition of chronic homelessness, have the longest length of time homeless (e.g., actual length of time homeless, not length of time on the By Name List in PA HMIS), and have been identified as having severe service needs, as defined by VI-SPDAT score.**

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<sup>28</sup>

<https://files.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf>



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PSH programs enroll households from the By Name List in PA HMIS. These programs will first review the By Name List for Households that are Chronically Homeless. If there are multiple households on the BNL who are chronically homeless and eligible for the program, next review the length of time homeless for prioritization. Finally, the household's severe service need, which is represented by the VI-SPDAT score, should be considered for prioritization.

If there are no households on the BNL who meet HUD's definition of chronic homelessness, households who do not meet this definition may be served. Under these circumstances, non-chronic households should be prioritized based on the following.

The four Orders of Priority are:

1. Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.

2. Homeless Individuals and Families with a Disability with Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

3. Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.

An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

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### **4. Homeless Individuals and Families with a Disability Coming from Transitional Housing.**

An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where prior to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee Domestic Violence, dating violence sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

In the event that more than one household is prioritized in any of these categories above, the following additional prioritization factors should be considered in this order:

- Chronic status
- Length of time homeless
- VI-SPDAT score
- Living in unsheltered locations
- Families with children age 0 – 5

If multiple households are still tied for an available unit, Permanent Supportive Housing programs should consult with their CES Regional Manager.

### **Documentation of Homelessness Status**

HUD requires that each client file contain documentation of homeless status and other program eligibility. Documentation of homelessness status is not conducted during Coordinated Entry. It is primarily the responsibility of Street Outreach and Emergency Shelter programs to document homelessness status. Housing Case Managers must obtain a copy of this documentation from the shelter for the participant's file. If a Housing Program (TH-RRH, RRH or PSH) enrolls a household who has not been previously documented, the housing Case Manager will need to perform the documentation of homelessness process.

HUD's Order of Priority for the documentation of homelessness status is:

1. Third party documentation, including:
  - a. Oral or written verification from a third party verifying the current homeless status of a client. The third party may be a Case Manager, outreach worker, landlord eviction the household or a family member/friend kicking the person out of their home.

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- b. Written verification can include an HMIS report, a written letter, photographs that substantiate the observations and/ or other already available documentation.
2. Emergency Services or housing program staff documentation in writing, including information related to type of homelessness and self-verifying status based on observation, program record or HMIS record.
3. Self-certification from persons seeking assistance in the form of a letter written and signed by the client briefly explaining homelessness and that they have no resources or safe place to stay.

It is the responsibility of the program staff member documenting homelessness status to obtain the highest level of documentation possible for each participant. If the preferred method isn't available, the case worker should document reasonable efforts to obtain it and why that wasn't possible.

ESG-funded Emergency Shelters can also document homeless status through a certification by the individual or head of household as the primary method of establishing homeless eligibility. In these instances, one method of meeting this standard would be to require households to complete a sign-in sheet, with a statement at the top informing the individual or head of household that by signing, they certify that they are homeless.

Under no circumstances must the lack of third-party documentation prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider.

### **Determining the Homeless Status of Youth**

On October 9, 2018, HUD released new guidance to help intake workers determine and document the homeless status of youth using the definition of homelessness found in CoC and ESG programs to prevent youth from being mistakenly turned away from housing and services.<sup>29</sup> According to HUD, “Youth are not responsible for obtaining their own documentation. Instead, intake workers are responsible for documenting the youth’s homeless status by verifying information provided by the youth starting at the initial review. Using contact information or documents provided by the youth, the intake worker should obtain the information [required by the category of homelessness]. If at any point the youth does not want someone to be contacted because he or she fears for their safety, the intake worker should not contact the person and should document the youth’s feelings and statements in the case file. If the

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<sup>29</sup> <https://nlihc.org/resource/hud-provides-guidance-determining-homeless-status-youth>

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intake worker cannot obtain a higher level of documentation (e.g., a letter from a third-party) the youth can self-certify and the intake worker should document their effort to obtain a higher level of documentation, including notes about why they were not able to gain a higher level of documentation.”<sup>30</sup>

### Documentation of Disability Status for Chronic Homelessness

To be considered chronically homeless, an individual or head of household must be a “homeless individual with a disability” as defined by the McKinney-Vento Act as amended by the HEARTH Act. An individual or head of household’s qualifying disability must be documented by one of the following:

1. Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is expected to be long-continuing or of indefinite duration and substantially impedes the individual’s ability to live independently;
2. Written verification from the Social Security Administration;
3. The receipt of a disability check (e.g., Social Security Disability Insurance check or Veteran Disability Compensation);
4. Intake staff-recorded observation of disability that, **no later than 45 days** from the application for assistance, is confirmed and accompanied by evidence above; or
5. Other documentation approved by HUD.

Further, acceptable evidence of a disability for an individual with HIV/AIDS would include written verification from a professional licensed by the state to diagnose and treat HIV/AIDS. There would not be an expectation that the licensed professional would also certify that the condition is expected to be of long-continuing or indefinite duration and substantially impede the individual’s ability to live independently.<sup>31</sup>

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<sup>30</sup> <https://files.hudexchange.info/resources/documents/Determining-Homeless-Status-of-Youth.pdf>

<sup>31</sup> <https://www.hudexchange.info/faqs/2763/how-must-an-individual-or-head-of-households-qualifying-disability/>

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### COORDINATED ENTRY STANDARDS

The Connect to Home: Coordinated Entry System of Eastern PA (CES) coordinates and manages access, assessment, prioritization, referral to emergency services, and enrollment into permanent housing from the By Name List (BNL) in PA HMIS. CES is accessible through a toll-free Call Center operated by PA 2-1-1, which provides a 24/7 live voice as well as a texting option and dedicated language translation and Deaf/Hard of Hearing services. In addition, CES Access Sites are operated by a wide variety of providers that deliver face-to-face screening and referral. A list of current CES Access Site locations, hours of operation, policies and marketing materials are available online at <https://pennsylvaniacoc.org/connecttohome>. Five dedicated Regional Managers, a 211 Call Center Manager, and a Domestic Violence Coordinated Entry Specialist oversee implementation of CES across the CoC's regions (RHABs).

Call Center and Access Site Coordinated Entry Specialists (Specialists) provide uniform services for people experiencing homelessness or a housing crisis:

- Triage and Safety Planning to assure the person is eligible for Eastern PA CoC services and not in immediate danger. If the person is in immediate danger, they will be connected to 911, Domestic Violence (DV) Hotline, Human Trafficking hotline, etc.;
- PA HMIS record creation/update;
- Pre-Screen Interview to determine HUD Category of homelessness (1, 2, 3, 4 or At Risk) and identify appropriate intake process (Prevention or Literal Homeless);
- Prevention Intake, including use of Diversion Tool<sup>32</sup>, for Category 2, 3 or At Risk, leading to direct referral to appropriate Homeless Prevention and community services (e.g., food pantries, health clinics, legal aid, etc.); and,
- Literally Homeless Intake, including use of VI-SPDAT Screening Tool and placement on the BNL for TH-RRH, RRH or PSH, in addition to use of Diversion Tool and, if necessary, direct referral to Emergency Shelter or Transitional Housing for Category 1 and 4.

### Eligibility

Categories 1, 2, 3, 4 and At-Risk.

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<sup>32</sup> The current version of the Tool is available here:

<https://pennsylvaniacoc.org/connecttohome/prevention-and-diversion-tool>.

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## Minimum Standards

1. Specialists connect people in danger to appropriate police, fire, rescue, DV, child welfare, Human Trafficking and other emergency response services.
2. Specialists provide or connect participants to language translation and/or deaf and hard of hearing services if needed.
3. Specialists refer veterans to the nearest SSVF provider.
4. Specialists obtain written or verbal permission from participants to enter and share their data in PA HMIS.
5. If a participant is a Domestic Violence Survivor, the Specialist will ask if they prefer to be entered into PA HMIS anonymously to protect the confidentiality. If a non-DV Survivor requests anonymity, the CE Specialist will honor that request. Any participant enrolled in PA HMIS anonymously will have a numeric ID to navigate the homeless system and a confidential password that the participant creates themselves.
6. Specialists use the CoC Diversion Tool<sup>33</sup> and related problem-solving strategies to help participants avoid entering Emergency Shelter.
7. Specialists use the Pre-Screen Interview questions in PA HMIS to determine whether a participant qualifies for HP, ES, TH, TH-RRH, RRH or PSH.
8. Specialists provide direct referral information to participants who meet the Category 2, 3 and At Risk categories to HP, SO and community services.
9. Specialists conduct the appropriate version of the VI-SPDAT Screening Tool (VI-SPDAT) and ask additional CoC screening questions related to existence of a mental health diagnosis and Chronic Homeless status in PA HMIS only on the Head of Household (the person who is presenting to Coordinated Entry as Category 1 or 4 and who would sign the lease if enrolled in an RRH or PSH housing program):
  - VI-SPDAT for Single Adults – Use this version with adults age 25 or older with no children in the household, regardless of whether they are presenting as a single- person household or as the head of a household with one or more family members (e.g., spouses, partners, and/or adult children);
  - VI-SPDAT for Families – Use this version with households with at least one child under the age of 18, even if the Head of Household is aged 18 – 24; or,

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<sup>33</sup> The current version of the Tool is available here:

<https://pennsylvaniacoc.org/connecttohome/prevention-and-diversion-tool>.

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- TAY-VI-SPDAT – Use this version with transition age youth (age 18 – 24) and unaccompanied minors, regardless of whether they are presenting as a single person household or as the head of a household with one or more family members (e.g., spouses or partners) unless the youth Head of Household also has a child age 0 – 18 (in which case, use the VI-SPDAT for Families).
10. Specialists allow, with the participant’s express verbal permission, Mental Health or Domestic Violence Case Managers to participate in the intake and assessment process, but all questions must be answered by the participant, not the Case Manager.
  11. Specialists add information about all other household members (e.g., spouses, partners, adult children, children aged 18 – 24) to the Head of Household’s PA HMIS client record in accordance with the HUD Equal Access Rule definition of family.
  12. Specialists place participants who meet the Category 1 and 4 definitions of homelessness on the By Name List (BNL) in PA HMIS depending on their VI-SPDAT score.
  13. Specialists inform all participants that CES is not a guarantee of housing or services.
  14. HP, SO, ES and TH providers accept referrals from CES.
  15. TH-RRH, RRH and PSH providers enroll all eligible CES participants into their housing programs from the By Name List and will only enroll other households in units restricted for use by other County or Municipal contracts.
  16. TH-RRH, RRH and PSH providers update participant PA HMIS BNL records when they engage, enroll, or move participants into housing, including the addition of detailed notes in the PA HMIS client record. They should also send an email to their CES Regional Manager informing them when the household has been housed.
  17. Regional Managers monitor the BNL daily to help ensure participants are enrolled in housing programs by priority (based on VI-SPDAT score), length of time waiting for enrollment, and in accordance with program eligibility guidelines.
  18. Regional Managers facilitate regular By Name List (BNL) meetings with housing providers and other community partners to case conference the highest priority participants currently on the BNL in their region.
  19. Regional Managers and Coordinated Entry Specialists distribute CES marketing materials throughout their community with an emphasis on 1) populations in need

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that would otherwise not know about Coordinated Entry and 2) places where people experiencing homelessness (e.g., encampments, day centers, etc.) or housing instability (e.g., food pantries, soup kitchens, public assistance offices, etc.) often gather.

### **VI-SPDAT Score By Name List Placement Guidelines**

The VI-SPDAT is intended to help Coordinated Entry Specialists and Referral Partners determine whether the recommended housing intervention for a family or individual is Joint Transitional Housing - Rapid Re-Housing, Rapid Re-Housing or Permanent Supportive Housing. TH-RRH and RRH providers may enroll eligible program participants who score for a different housing intervention but should always prioritize the most vulnerable households who will succeed in their program. The VI-SPDAT score may also be a valuable tool for Emergency Shelter and Transitional Housing Case Managers receiving direct referrals from CES to guide program-level prioritization and enrollment.

If a housing Case Manager has a question about whether or not to enroll a participant in their program based on their VI-SPDAT score or BNL placement, they should contact their CES Regional Manager for guidance.

### **Performance Benchmarks**

CES will be evaluated using HMIS data on an annual basis by the CoC Coordinated Entry and Data Committees. Results will be published on the CoC website, after they have been reviewed by the CES Committee. The CES Committee has selected the following as key outcomes for CES:

1. Reduction in the length of time homeless (system and project level).
2. Reduction in the number of persons experiencing first-time homelessness (system and project level).
3. Increase in percentage of placements into permanent housing (system and project level).

The CES Call Center and Access Site performance standards include:

1. Percent of participants were satisfied with CE as measured by Customer Satisfaction question asked at the end of intake and entered into PA HMIS.
2. Percent of complete (all questions answered unless participant refuses) PA HMIS Coordinated Entry Intake Pre-Screen Interviews and VI-SPDATs.



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3. Percent of participants who successfully avoid a referral to ES as a result of applying the Diversion Tool.

### HOMELESSNESS PREVENTION STANDARDS

ESG-funded Homelessness Prevention services provide housing relocation and stabilization services and short-term and medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.<sup>34</sup>

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing. In most cases, households do not need all of these expenses to be paid for with HP assistance.

Eligible expenses include:

- Rental assistance: rental assistance and rental arrears;
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs; and,
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services and credit repair.

ESG HP grant recipients should consult the current Fiscal Year DCED ESG Program Guidelines for specific eligible cost guidelines.<sup>35</sup>

### Eligibility

Categories 2, 3, 4 and At Risk. In addition, ESG Homelessness Prevention requires an income determination at intake to ensure participants meet income eligibility requirements of 30% or less of Area Median Income (AMI).

### Minimum Standards

1. The program participant's income is verified prior to approval and on a quarterly basis. Documentation of the participant's income and expenses, including how the

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<sup>34</sup>

<https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#seqnum576.2>

<sup>35</sup> <https://dced.pa.gov/programs/emergency-solutions-grant-esg/>

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participant is contributing to housing costs, if at all, shall be maintained in the participant's file.

2. Housing plans are required for Homeless Prevention program participants and must include information on rental assistance and supportive services provided to the participant. Homeless Prevention Case Managers should work with program participants to develop a written strengths-based, consumer-driven housing plan to help them achieve permanent housing stability. The plan may include goals related to childcare, employment, family reunification, financial stability, health, housing, legal issues and other concerns as appropriate. The plan must include a goal to sustain housing following the end of program assistance, including either goals to increase income, reduce debt and/or decrease household expenses. The plan should be monitored and updated at and updated as clients make progress towards their goals. At minimum, updates to the housing stability plan must occur every three months. A copy of the current plan should be given to the participant and kept in their file.
3. Participants are eligible to apply financial assistance toward Rental Application fees that are charged by the owner to all applicants.
4. Participants are eligible to apply financial assistance towards Security Deposits equal to no more than two months' rent.
5. Participants are eligible to receive Last Month's Rent paid to the owner of housing at the time of security deposit and first month's rent is paid if necessary to obtain housing, which is counted toward the 24 months of assistance in three years.
6. Participants are eligible to receive funding for moving costs, such as truck rental, hiring a moving company, or temporary storage fees for a maximum of three months after the participant begins to receive services but before they move into permanent housing. Arrearages are not eligible. Three estimates should be received and the most reasonable is the one chosen. These estimates should be kept on file.
7. Participants are eligible to receive standard utility deposits for gas, electric, water and/or sewage required by the utility company for all of their customers. Although these are eligible costs, many suppliers can waive the fee in the case of low-income households. The amount waived can be used as a match if documented.
8. Participants are eligible to receive utility payments for gas, electric, water and/or sewage up to 24 months per participant, per service, including up to six months of arrearages per service. A partial payment counts as one month.
9. Participants are eligible to receive short-term rental assistance for up to three months.

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10. Participants are eligible to receive medium-term rental assistance for four to twelve months.
11. Participants are eligible to receive a one-time payment of rental arrears for up to six months, including any late fees on those arrears.
12. Participants may not receive any combination of rental assistance (short-term, medium-term, and rental arrears) that exceeds a total of 24 months during any three-year period, including any payment for last month's rent.
13. Each type of assistance received must be qualified for individually (e.g., someone receiving rental assistance will not automatically receive financial assistance for utilities unless also meeting the necessary requirements for that expense).
14. Participants receiving more than one month of rental assistance are required to meet with their HP Case Manager at least once per month assistance, except where funding under the Violence Against Women Act (VAWA) or Family Violence Prevention and Services Act (FVSP) prohibits the recipient or subrecipient from making shelter or housing conditional upon receipt of services.
15. Each participant should pay the maximum amount of rent per month that they can afford.
16. Participants should exit the program in the shortest time possible after they have obtained enough income through employment and/or public benefits to pay 100% of their rent on their own. Participants should not receive housing subsidies for more than 12 months unless they have significant barriers to income. Significant barriers to income include poor employment history, no high school diploma/GED, a serious mental or physical health condition, recent or current experience of domestic violence, criminal background and/or being a head of household under 18 years old.
17. Participants should contribute to their monthly rent from the first month of enrollment, even if that amount is as little as ten dollars per month, unless they have zero income.
18. Participant income, even if zero, must be entered into PA HMIS during Entry, Annual, and Exit Assessments as follows:
  - a. When a participant has income, but does not know the exact amount, a "Yes" response should be recorded for both the overall income question and the specific source, and the income amount should be estimated.

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- b. Income should be documented for the Head of Household and any other adult household members.
  - c. Income received by or on behalf of a minor child should be recorded as part of household income under the Head of Household. Income should be recorded at the participant-level for heads of household and adult household members.
  - d. Income data should be recorded only for sources of income that are current as of the information date (i.e., have not been specifically terminated). For example, if a participant's employment has been terminated and the participant has not yet secured new employment, the response for Earned income would be "No."
19. Homelessness Prevention programs re-evaluate eligibility and types/amounts of assistance not less than once every three months.
20. Participants must have a written lease in order to receive rental assistance. The lease should include, at minimum:
- a. Renter's name and property address;
  - b. Landlord's name and address;
  - c. Lease start and end dates;
  - d. Monthly rent amount (including the prorated amount for the first month if a partial month);
  - e. Security deposit amount (if any);
  - f. Which party is responsible for each utility and, if necessary, any legal fees to be incurred; and,
  - g. Signatures of both parties.
21. Rental assistance will only be provided if the total rent for the unit does not exceed the fair market rent established by HUD and complies with HUD's standard of rent reasonableness.
22. Participants must be assisted as needed in obtaining:
- a. Appropriate supportive services like medical or mental health treatment or services essential for independent living; and,

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- b. Mainstream benefits like Medicaid, SSI, or TANF.

### **Performance Benchmarks**

1. Percent of participants retaining permanent housing and remained in the unit for more than three months after exiting the program.
2. Percent of households that increase their earned income.
3. Percent of households that increase their non-employment cash income (i.e., mainstream benefits).
4. Percent of participants connected to mainstream resources.

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## STREET OUTREACH

CoC or ESG-funded Street Outreach services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility- based care.

Eligible costs include:

- Engagement;
- Case management;
- Emergency health and mental health services;
- Transportation; and,
- Services that have been tailored to address the special needs of homeless youth, victims of Domestic Violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

See 24 CFR 576.101 for more details.<sup>36</sup>

ESG SO grant recipients should consult the current Fiscal Year DCED ESG Program Guidelines for specific eligible cost guidelines.<sup>37</sup>

## Eligibility

Category 1.

## Minimum Standards

1. Street Outreach programs will engage people experiencing unsheltered homelessness by providing immediate support, intervention, and connections with homeless assistance programs and housing programs through referrals to the Connect to Home Coordinated Entry System (CES) and/or direct referrals to other mainstream and community services.
2. To the greatest extent possible, Street Outreach workers, social workers, medical professionals or other service providers should travel to the unsheltered households reported location (where they slept the night before) for the provision of eligible street outreach services.

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<sup>36</sup>

<https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#se<sup>q</sup>num576.2>

<sup>37</sup> <https://dcled.pa.gov/programs/emergency-solutions-grant-esg/>

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3. Street Outreach programs will accept referrals from CES.
4. Street Outreach programs will attempt to divert households from shelter using the CoC's Diversion Tool.
5. Street Outreach programs will manage unsheltered households until their housing crisis has been resolved or they have been enrolled in ES or a housing program by assessing housing and service needs and arranging/coordinating/ monitoring the delivery of individualized services.
6. In partnership with physical health professionals, Street Outreach programs will connect unsheltered households to emergency health services , including direct outpatient treatment of medical conditions by licensed medical professionals in community-based settings (e.g., streets, parks, and campgrounds) to those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
7. In partnership with mental health professionals, Street Outreach programs will make referrals to direct outpatient treatment of mental health conditions by licensed professionals in community-based settings (e.g., streets, parks, and campgrounds) for those eligible participants for whom other appropriate health services are inaccessible or unavailable within the area.
8. Street Outreach workers will have ongoing training and professional development to address the special needs of homeless youth, victims of Domestic Violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

### **Performance Benchmarks**

1. Percent of households successfully diverted from entering shelter through self-resolution of their homelessness crisis.
2. Percent of households who can be diverted from Emergency Shelter enrollment.
3. Percent of households who obtain permanent housing stability.
4. Percent of households connected to supportive services (e.g., healthcare, mainstream benefits, etc.).

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## EMERGENCY SHELTER STANDARDS

Emergency Shelters provide immediate, low-barrier and temporary places for people experiencing homelessness to stay while they seek to regain permanent housing stability. According to USICH, “the most critical service of an emergency shelter—beyond providing a safe place to stay—is to ensure that guests are connected to permanent housing opportunities. Services within emergency shelters should focus on facilitating quick access to permanent housing, which may reduce the need for other types of services, such as financial literacy, parenting education, and computer classes.”<sup>38</sup>

ESG-funded Emergency Shelters may provide or connect participants to additional services. These services are voluntary and cannot be required to stay in shelter. These services include:

- Case Management
- Childcare
- Education
- Employment Assistance and Job Training
- Legal Services
- Life Skills Training
- Mental Health Services
- Services for Special Populations
- Substance Abuse Treatment Services
- Transportation
- Outpatient Health Services

ESG ES grant recipients should consult the current Fiscal Year DCED ESG Program Guidelines for specific eligible cost guidelines.<sup>39</sup>

## Eligibility

Categories 1, 2 and 4. Households sleeping in unsheltered locations (Category 1 and possibly Category 4) should always be prioritized over those who are not.

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<sup>38</sup> [https://www.usich.gov/resources/uploads/asset\\_library/emergency-shelter-key-considerations.pdf](https://www.usich.gov/resources/uploads/asset_library/emergency-shelter-key-considerations.pdf)

<sup>39</sup> <https://dced.pa.gov/programs/emergency-solutions-grant-esg/>



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## **Minimum Standards**

1. Emergency Shelter programs operate with a low-barrier approach, meaning as few prerequisites for admission to shelter (e.g., substance abuse, no income, criminal background, poor credit, etc.) Once enrolled, access to permanent housing is provided as quickly as possible. No additional screening criteria will be in place beyond what has been asked of or agreed upon by program funder(s). Supportive services are voluntary.
2. Emergency Shelter programs do not charge participants fees for enrollment or services.
3. Emergency Shelter programs verify and document the homeless status of participants.
4. Emergency Shelter programs attempt to divert households from entering shelter or staying in shelter more than three days using the CoC's Diversion Tool.
5. Emergency Shelter Case Managers attempt to rapidly exit participants by helping them move as quickly as possible back into permanent housing with the support of services and a minimal level of financial assistance.
6. Emergency Shelter programs provide a safe and welcoming environment.
7. Emergency Shelter program staff treat their guests with dignity and respect.
8. Emergency Shelter programs will respect the self-identified gender of their guests. Guests who request shelter services will be admitted to the shelter operated for the gender to which an individual identifies. Transgender and gender non-conforming guests will be offered the same services and resources as all other guests. While shelter staff will take reasonable steps to accommodate specific needs, it may not be possible to segregate the guest from the rest of the shelter population if that is the guest's request. Staff will not share or in any way advertise the fact that certain guests may have identified themselves as transgender or gender non-conforming. Staff will not segregate guests in sleeping and restroom spaces unless requested by the guest.
9. Emergency Shelter programs create safe arrangements for pets within the shelter if possible and utilize off-site lodging, kennels, etc. if necessary.
10. Persons seeking shelter or housing cannot be denied based on their need for a service animal under the American with Disabilities Act. Only dogs and some horses can be service animals (no other pets). There are no requirements that a service

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dog must meet. In addition to the American with Disabilities Act, HUD's Fair Housing Act also applies to persons seeking or staying in emergency shelter. Under the Fair Housing Act, shelters receiving HUD funding cannot deny a person access to shelter or services based on their need for a support animal including for emotional support. To clearly distinguish between a support animal and a pet, emergency shelters may ask only two questions:

- Does the person seeking to use and live with the animal have a disability?
- Does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's disability?

If the answer to question 1 or 2 is no, a shelter is not required to make an accommodation. If the answer to question 1 and 2 is yes, then both Section 504 of the American with Disabilities Act and HUD's Federal Fair Housing Act require the emergency shelter provider to make accommodations and allow the support animal to remain with its owner for the duration of the person's stay. Emergency shelters and/or service providers cannot require additional documentation regarding the service animal or the nature of the person's disability. Answering yes to both questions listed above does not give a free pass for any animal to stay in emergency shelter. Shelters should have written policies outlining the determination of service animals as well as the control and care for which their owners need to be responsible.

11. Participants with service animals or pets must comply with the following policies:

- All service animals in a shelter must be harnessed, leashed, tethered, or contained and under the control and guidance of their owner at all times.
- All service animals are expected to behave properly, while on shelter/agency property.
- The animal's owner accepts all responsibility for the care and well-being of the animal including behavior, sanitation, and clean-up.

12. Animals may be denied entrance to the shelter if:

- The specific animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or
- The specific service animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable

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accommodation. Breed, size, and weight limitations may not be applied to a service animal.

13. Emergency Shelter programs provide safe storage for possessions.
14. Emergency Shelter programs provide participants with housing-focused, person-centered, strengths-based case management services and assistance with obtaining housing.
15. Emergency Shelter programs provide or connect participants with employment, job training, financial counseling, public benefits access, savings programs, and/or other supportive services that increase income.
16. Any emergency shelter that receives ESG funds for shelter operations (including minor repairs) must meet the minimum safety, habitability, sanitation, and privacy standards under 24 CFR 576.403(b). Refer to the funding year application guidelines for what percent of the project budget can be spent on shelter operations. In addition:
  - a. If the grant recipient establishes any other standards that add to or exceed HUD's minimum standards, the recipient/subrecipient must ensure that the shelter meets these standards.
  - b. The shelter must be inspected on-site to ensure that it meets the minimum standards before ESG funds are provided for shelter operations.
  - c. The shelter must meet all standards for the entire period during which ESG funds are provided for operating the emergency shelter. For example, if operating assistance is provided for 24 months, the shelter must remain in compliance with the minimum standards for those 24 months.
  - d. If the shelter fails to meet the minimum standards, ESG funds (under either shelter operations or renovation) may be used to bring it up to the minimum standards.
  - e. If the shelter continues to receive ESG shelter operating funds over a period of time, then a periodic, on-site inspection must be conducted each time the shelter receives funds. For example, if the shelter receives an annual allocation of funds from the ESG recipient, an inspection must be conducted annually.
  - f. If the recipient/subrecipient moves the shelter to a new site or structure, that new site or structure must meet all emergency shelter standards for the remaining period that ESG funds are used for operating expenses.

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### **Performance Benchmarks**

1. Percent of households exiting to permanent housing destination.
2. Average length of shelter stays in days for all households exiting the shelter to any destination.
3. Average length of shelter stays in days for all households exiting to a permanent housing destination.
4. Average length of shelter stays in days for all stayer households (those households who entered in previous months and did not exit this month).
5. Percent of households that increase their earned income.
6. Percent of households that increase their non-employment cash income.

# **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

## **TRANSITIONAL HOUSING STANDARDS**

Transitional Housing is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in Transitional Housing. These standards apply to the Transitional Housing portion of CoC-funded TH-RHH projects.

While Transitional Housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services, it is intended to be used as bridge housing (i.e., temporary housing when shelter is not available or participants are preparing to enroll in RRH, PSH or another PH program) that should not exceed three months nor any longer than it takes to secure permanent housing.

### **Eligibility**

For CoC-funded Transitional Housing programs, Categories 1 and 4. Non-HUD funded Transitional Housing programs may serve Categories 1, 2, 3 and 4.

### **Minimum Standards**

1. CoC-funded Transitional Housing programs, including the TH component of TH-RRH programs, should serve at least one of the following populations:
  - a. Unaccompanied and pregnant or parenting youth (age 18-24) who are unable to live independently or who prefer a congregate setting with access to a broad array of wraparound services to other available housing options;
  - b. Individuals or Heads of Household in early recovery from a substance use disorder who may desire more intensive support to achieve their recovery goals;
  - c. Domestic Violence Survivors, Human Trafficking Survivors, and other survivors of severe trauma who may require and prefer the security and onsite services provided in a congregate setting to other available housing options; or,
  - d. Individuals re-entering the community after a stay in jail or prison.
2. Participants' suggested length of stay is up to three months and cannot exceed 24 months.
3. Transitional Housing program staff provide participants with housing-focused, person-centered, strengths-based case management services and assistance with obtaining housing.

## **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

4. Transitional Housing programs provide or connect participants with employment, job training, financial counseling, public benefits access, savings programs, and/or other supportive services that increase income.

### **Performance Benchmarks**

1. Percent of households exiting to a permanent housing destination within 12 months.
2. Percent of households exiting to a permanent housing destination within 24 months.
3. Percent of households that increase their earned income.
4. Percent of households that increase their non-employment cash income.
5. Percent reduction in the annual average length of stay for all participants.

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## RAPID RE-HOUSING STANDARDS

Rapid Re-Housing is an intervention designed to help individuals and families that don't need intensive and ongoing supports to quickly exit homelessness and return to permanent housing. Permanent housing requires that the program participant is the tenant on a lease for a term of at least one year (except for Tenant Based Rental Assistance programs, which can be month-to-month), which is renewable for terms that are a minimum of one month long and is terminable only for cause.

Rapid Re-Housing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household. The three core components of Rapid Re-Housing include housing identification, rent and move-in assistance (typically six months or less) and case management and services.<sup>40</sup>

### Eligibility

Categories 1 and 4 for both CoC and ESG-funded Rapid Re-Housing programs. An income assessment must be made at least annually to ensure the participant meets income eligibility requirements of 30% or less of Area Median Income (AMI).

As required by HUD, ESG-funded programs must also perform an income assessment at intake regardless of their income level. The participant does not need to meet the income eligibility requirement of 30% or less of Area Median Income (AMI) at intake, so their income at that time is not relevant to whether or not they may be enrolled in the program.

### Minimum Standards

These standards have been adapted from the National Alliance to End Homelessness publication *Performance Benchmarks and Program Standards*.<sup>41</sup>

1. Rental assistance may not exceed 24 months in a 36-month period.
2. Participants must be 18 years or older. Participants under the age of 18 must provide legal documentation of emancipation.
3. Participants with zero income are eligible for enrollment.
4. Eligibility criteria for Rapid Re-Housing programs do not include a prior period of sobriety, a commitment to participation in treatment or any other criteria designed

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<sup>40</sup> <https://www.usich.gov/solutions/housing/rapid-re-housing/>

<sup>41</sup>

<https://endhomelessness.org/resource/rapid-re-housing-performance-benchmarks-and-program-standards/>

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to “predict” long-term housing stability other than willingness to engage the program and work on a self-directed housing plan.

5. Housing plans are required for Rapid Re-Housing program participants and must include information on financial assistance provided to the participant. Rapid Re-Housing Case Managers should work with program participants to develop a written strengths-based, consumer-driven housing plan to help them achieve permanent housing stability. The plan may include goals related to childcare, employment, family reunification, financial stability, health, housing, legal issues and other concerns as appropriate. The plan must include a goal to sustain housing following the end of program assistance, including either goals to increase income, reduce debt and/or decrease household expenses. The plan should be monitored and updated at regular intervals. A copy of the current plan should be given to the participant and kept in their file.
6. Based on national best practice benchmarks, full-time Rapid Re-Housing Case Managers should strive to have a minimum of 20 active clients at any given time.

### **Housing Identification**

7. Rapid Re-Housing programs deliver Housing Identification services to help participants find housing quickly by:
  - a. Recruiting landlords to provide housing opportunities for individuals and families experiencing homelessness;
  - b. Addressing potential barriers to landlord participation such as concern about short term nature of rental assistance and tenant qualifications; and,
  - c. Assisting households to find and secure appropriate rental housing.
8. Rapid Re-Housing programs designate staff whose responsibility is to identify and recruit landlords and encourage them to rent to homeless households served by the program. Staff have the knowledge, skills, and agency resources to understand landlords’ perspectives, understand landlord and tenant rights and responsibilities, and negotiate landlord supports. A program may have dedicated staff for whom this is the primary responsibility. If a program does not have a dedicated staff person(s) who performs this function, Case Manager job descriptions must include responsibilities including landlord recruitment and negotiation and at least some of the program’s Case Managers must be trained in this specialized skill set to perform the recruitment function effectively.



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9. Rapid Re-Housing Case Managers are trained in housing identification, landlord tenant rights and responsibilities, and other core competencies as well as the wider array of housing assistance available within a community.
10. Rapid Re-Housing programs have written policies and procedures for landlord recruitment activities, including screening out potential landlord partners who have a history of poor compliance with their legal responsibilities and fair housing practices.
11. Rapid Re-Housing programs offer a standard, basic level of support to all landlords who lease to program participants as detailed in a written agreement that should be signed by the Case Manager or Housing Locator and the landlord. At a minimum, this agreement should specify that the Case Manager and/or Housing Locator will:
  - a. Inform the landlord about the amount and duration of financial assistance being provided to the participant;
  - b. Respond quickly (**ideally within one business day**) to landlord calls about serious tenancy problems;
  - c. Seek to resolve conflicts around lease requirements, complaints by other tenants, and timely rent payments; and,
  - d. If necessary, help negotiate move-out terms and assist the participant to quickly locate and move into another unit without an eviction.
12. Rapid Re-Housing programs assess/inspect potential housing units for compliance with minimum habitability standards, lead-based paint, rent reasonableness and fair market rent standards prior to the participant signing a lease with the landlord, and the program signing a rental assistance agreement with the landlord. CoC-funded programs must use the HUD Housing Quality Standards (HQS) for assessment/inspection.
13. Rapid Re-Housing program participants sign a lease with the landlord. The lease should include, at minimum:
  - a. Renter's name and property address;
  - b. Landlord's name and address;
  - c. Lease start and end dates;
  - d. Monthly rent amount (including the prorated amount for the first month if a partial month);

## **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

- e. Security deposit amount (if any);
  - f. Which party is responsible for each utility and, if necessary, any legal fees to be incurred; and,
  - g. Signatures of both parties.
14. Rapid Re-Housing Case Managers work with participants to create a permanent housing stability plan (including goals related to education, employment, health, etc.) that is signed by both the Case Manager and the participant.
15. Rapid Re-Housing Case Managers explain to participants basic landlord-tenant rights and responsibilities and the requirements of their specific lease.
16. Rapid Re-Housing Case Managers assist participants in making an informed choice with the goal that the participant will be able to maintain housing after program exit, even when the household will experience high housing cost burden. While participants ultimately chose their housing unit, a program uses housing and budgeting plans that help a participant understand the likelihood of being able to pay rent and meet the requirements of the lease by the end of assistance. For extremely low-income households, there should be reasonable projections and expectations and due diligence on the program's part to help participants secure income (through employment, public benefits, and/or on-going rental assistance) at program exit.

### **Rent and Move-In Assistance**

17. Rapid Re-Housing programs deliver Rent and Move-In Assistance services by providing assistance to cover move-in costs, deposits and the rental and/or utility assistance (typically six months or less) necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing. Each type of assistance received must be qualified for individually (e.g., someone receiving rental assistance will not automatically receive financial assistance for utilities unless also meeting the necessary requirements for that expense).
18. A Rapid Re-Housing program participant's income is verified prior to approval for initial and additional financial assistance. Documentation of the participant's income and expenses, including how the participant is contributing to housing costs, if at all, shall be maintained in the participant's file.
19. Rapid Re-Housing programs may provide the following forms of rental assistance:
- a. Tenant-based rental assistance (TRA) in which participants may choose where they wish to live but should be encouraged to do so where they have

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social networks (e.g., friends, family, their faith community, healthcare providers, etc.) and access to economic opportunity (e.g., near employment, transportation, etc.).

- b. Project-based rental assistance (PRA) in which participants must live in a specific unit (ESG-funded RRH only).

20. Rapid Re-Housing programs provide assistance for housing relocation and stabilization as follows:

- a. Rental assistance for as little time as needed to regain housing stability (3 – 6 months on average and not more than 24 months total);
- b. For ESG-funded programs only, one-time rent arrears to cover up to six months of arrears, including late fees, which count towards the 24-month total over a three-year period;
- c. Security deposits (up to the equivalent of two months' rent);
- d. First and last month's rent;
- e. Rental application fees;
- f. Moving costs;
- g. Utility deposits and payments; and,
- h. For ESG-funded programs only, one-time utility arrears to cover up to six months of arrears.

If rent and utility assistance (including arrearages) are both provided in the same month, that would be considered one month of assistance.

21. Participants should exit the program in the shortest time possible after they have obtained enough income through employment and/or public benefits to pay 100% of their rent on their own. Participants should not receive housing subsidies for more than 12 months unless they have significant barriers to income. Significant barriers to income include poor employment history, no high school diploma/GED, a serious mental or physical health condition, recent or current experience of domestic violence, criminal background and/or being a head of household under 18 years old.

22. Rapid Re-Housing programs provide supportive services for housing relocation and stabilization as follows:

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- a. Housing search and counseling services, including mediation, credit repair, legal services, budgeting and money management;
  - b. Housing stability case management;
  - c. Employment assistance;
  - d. Connections to employment, job training and physical, mental or behavioral health services and substance use recovery programs (delivered by the provider's organization or a partner organization).
  - e. For CoC-funded programs only, childcare, food and transportation support.
23. Rapid Re-Housing programs provide flexible amounts of rental assistance tailored to the unique and changing needs of every program participant. Each participant should pay the maximum amount of rent per month that they can afford. The level of assistance is based on the minimum level of support necessary for a participant to achieve long-term housing stability.
24. Rapid Re-Housing Case Managers should assume that all participants, even those with zero income or other barriers, will succeed with a minimal subsidy and support rather than a long subsidy, and extend or increase rental assistance if/when necessary.
25. Significant barriers to income include poor employment history, no high school diploma/GED, a serious mental or physical health condition, recent or current experience of domestic violence, criminal background and/or being a head of household under 18 years old. Other possible reasons for providing more than 12 months of assistance include but are not limited to:
- a. The participant is waiting for a Housing Choice Voucher to process;
  - b. The participant is waiting for a PSH unit to open;
  - c. The participant is a Transition Age Youth aged 18 – 24; or,
  - d. The participant is extremely low-income and has significant barriers to increasing income.
26. Participants should contribute to their monthly rent from the first month of enrollment, even if that amount is as little as ten dollars per month, unless they have zero income.
27. Rapid Re-Housing Case Managers evaluate participant stability and types/amounts of assistance monthly.

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28. Rapid Re-Housing programs transition participants off of rental assistance in a way that is coordinated with case management efforts to assist program participants to assume and sustain their housing costs.
29. Rapid Re-Housing programs help participants meet basic needs at move-in, such as securing basic furnishings for an apartment, including mattresses and basic kitchen items such as a pot for cooking and utensils.
30. Rapid Re-Housing programs issue checks quickly and on time and have the capacity to track payments to landlords and other vendors.
31. At the end of a participant's tenancy, the security deposit is returned in part or full to the tenant (not the housing program) in accordance with the Commonwealth of Pennsylvania Landlord-Tenant Act (68 P.S. 250.511 and 250.512).

### Case Management and Services

32. A Rapid Re-Housing Case Manager enrolls new participants by using the By Name List in PA HMIS to identify the highest priority household based on their VI-SPDAT score and the manager's housing program eligibility criteria. Enrollment begins after the Case Manager has met with the Head of Household and conducted a program intake. At that point, the household has been enrolled in the program.
33. The Case Manager should update the household's BNL status to enrolled within 48 hours of enrollment.
34. When the participant has successfully moved into a unit, the Case Manager should update the household's status on the BNL to housed.
35. At enrollment or **within 72 hours of enrollment**, Rapid Re-Housing Case Managers conduct a tenancy barriers assessment – not for the purpose of screening out a participant, but to quickly address any such barriers, help direct and navigate the housing search and contribute to landlord negotiation efforts. Any other assessments completed prior to housing are limited and focus on those things necessary to support health and safety and resolve the housing crisis as quickly as possible.
36. Providers are responsible for helping a participant find reasonable housing options. If a Case Manager or Housing Locator offers a participant three viable rental options and none are chosen, the participant may be directed to find their own housing unit of choice.
37. Providers should help participants improve their ability to have landlords accept their lease applications, especially if they have no income and/or bad credit. If a

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participant has not submitted a lease/rental application to at least one viable rental option (provided to them or self-identified) within 30 days of enrollment, the Case Manager should exit the participant from the program and return their status to New on the By Name List with a detailed note in their PA HMIS client record explaining why.

38. Rapid Re-Housing Case Managers offer basic tenancy skills learning opportunities which can include instruction or guidance on basic landlord-tenant rights and responsibilities, requirements and prohibitions of a lease, and meeting minimum expectations for care of the housing unit, such as not causing damage.
39. Rapid Re-Housing programs help participants to identify and select among various permanent housing options based on their unique needs, preferences, and financial resource, including but not limited to:
  - a. Addressing issues that may impede access to housing (such as credit history, arrears, and legal issues);
  - b. Helping to negotiate manageable and appropriate lease agreements with landlords;
  - c. Making appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing;
  - d. Monitoring participants' housing stability and being available to resolve crises;
  - e. Providing or assisting the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals; and,
  - f. Ensuring that services provided are person-centered, respectful of individuals' right to self-determination and voluntary.
40. Rapid Re-Housing Case Managers work directly with the participant and landlord to resolve tenancy issues without threatening the participant's tenancy. The issue might be failure to pay rent, not properly maintaining the unit, or disturbing the quiet enjoyment of others. It also may include a landlord not meeting his/her obligations. Case Managers work quickly to identify a corrective course of action, and, without breaking a participant's confidentiality, keep the landlord and participant informed about the program's action to mitigate the situation.

## **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

41. Rapid Re-Housing Case Managers help participants avoid evictions before they happen and maintain a positive relationship with the landlord. This can be done by moving a household into a different unit prior to eviction and possibly identifying a new tenant household for the landlord's unit.
42. Rapid Re-Housing Case Managers make referrals to appropriate community and mainstream resources, including, but not limited to income supplements/benefits (TANF, Food Stamps/SNAP, etc.), non-cash supports (healthcare, food supports, etc.), legal assistance, credit counseling, and subsidized child care. When making these referrals, it is the Case Manager's responsibility to follow-up on receipt of assistance. However, a participant may choose not to follow up on or participate in any referred services or programs.
43. Except where dictated by the funder, participants direct when, where and how often case management meetings occur. Meetings occur in a participant's home and/or in a location of the participant's choosing whenever possible. Case Managers respect a program participant's home as their own, scheduling appointments ahead of time, only entering when invited in and respecting the program participant's personal property and wishes while in their home. Rapid Re-Housing programs have clear safety procedures for home visits that staff are trained on and that are posted clearly visible in office space and shared with program participants at intake and shared with participants and staff whenever changes are made.
44. A Rapid Re-Housing Case Manager must perform an annual assessment in PA HMIS on every participant still enrolled in the program (even if they are not receiving a housing subsidy).
45. If a participant receiving a housing subsidy qualifies for a housing voucher (e.g., Housing Choice Voucher, Family Unification Program voucher, mainstream voucher, etc.), the participant should be encouraged to accept the voucher (although they should remain enrolled until they have received, not just applied for, the voucher). If the participant does not accept the voucher, they may remain enrolled in the Rapid Re-Housing program.
46. When closing a case, Rapid Re-Housing Case Managers:
  - a. Are responsible for ensuring that all appropriate referrals have been made and information on available community assistance has been shared with a participant;
  - b. Provide a "warm handoff" to any ongoing supports and follow up to assure that those supports are satisfactory; and,

## **PA-509 Eastern Pennsylvania Continuum of Care Written Standards**

- c. Provide information to participants about how they can access assistance from the program again if needed and what kind of follow-up assistance may be available.
- 47. In instances when a currently or recently exited (within the past 12 months) participant is at imminent risk of returning to homelessness, a Rapid Re-Housing program has the capacity to either directly intervene or provide referral to another prevention resource.
- 48. If a participant has successfully exited the program and relocated to another unit, Rapid Re-Housing Case Managers and Housing Locators should attempt to persuade the landlord to lease the unit (and/or additional units) to other Rapid Re-Housing program participants. Landlord incentives and risk mitigation funds should be used to recruit and retain landlords if private grants or donations are available to do so.

### **Performance Benchmarks**

1. Number of households enrolled in RRH that move into permanent housing in 30 days or less.
2. Percent of households that exit from RRH into permanent housing within 6 months.
3. Percent of households that exit from RRH into permanent housing within 12 months.
4. Percent of households that exit from RRH into permanent housing within 24 months.
5. Percent of households that exit from RRH to permanent housing and do not return to homelessness for six months.
6. Percent of households that exit from RRH to permanent housing and do not return to homelessness for twelve months.
7. Percent of households that increase their earned income.
8. Percent of households that increase their non-employment cash income.
9. Percent of households connected to mainstream resources.

### **PERMANENT SUPPORTIVE HOUSING STANDARDS**

Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability and



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live independently. To qualify as permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long and is terminable only for cause. Permanent Supportive Housing programs may be facility-based or scattered site.

As its name implies, the core components of Permanent Supportive Housing include:

- Permanent: Tenants may live in their homes as long as they meet the basic obligations of tenancy, such as paying rent;
- Supportive: Tenants have access to the support services that they need and want to retain housing; and,
- Housing: Tenants have a private and secure place to make their home, just like other members of the community, with the same rights and responsibilities.<sup>42</sup>

### Eligibility

Categories 1 and 4.

### Minimum Standards

1. At least one member of the participant's household must have a disability as defined by HUD:
  - a. Federal nondiscrimination laws define a person with a disability to include any (1) individual with a physical or mental impairment that substantially limits one or more major life activities; (2) individual with a record of such impairment; or (3) individual who is regarded as having such an impairment.
  - b. In general, a physical or mental impairment includes, but is not limited to, examples of conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus (HIV), developmental disabilities, mental illness, drug addiction, and alcoholism.
  - c. Some impairments are readily observable, while others may be invisible. Observable impairments may include, but are not limited to, blindness or low vision, deafness or being hard of hearing, mobility limitations, and other types of impairments with observable symptoms or effects, such as intellectual impairments (including some types of autism), neurological impairments (e.g., stroke, Parkinson's disease, cerebral palsy, epilepsy or

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<sup>42</sup> <https://store.samhsa.gov/system/files/sma10-4510-06-buildingyourprogram-psh.pdf>

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brain injury), mental illness or other diseases or conditions that affect major life activities or bodily functions.

- d. The term “major life activities” includes those activities that are important to daily life. Major life activities include, for example, walking, speaking, hearing, seeing, breathing, working, learning, performing manual tasks, and caring for oneself.<sup>43</sup>
2. Permanent Supportive Housing program grant funds may be used for rental assistance, security deposits, vacancy payments, damage payments and administrative costs. Programs should prioritize entering into SRA’s with landlords that do not preclude subleasing based on criminal history or substance use.
3. Permanent Supportive Housing programs must comply with HUD Notice CPD-16-11 on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.
4. For chronic dedicated Permanent Supportive Housing beds, when a participant exits the program, the bed must be filled by another chronically homeless participant unless there are no chronically homeless persons located within the CoC’s geographic area.
5. Permanent Supportive Housing programs may provide the following forms of rental assistance:
  - a. Tenant-based rental assistance (TRA) in which participants may be required to live in a specific area for their entire period of participation, or in a specific structure for the first year and in a specific area for the remainder of the period of participation.
  - b. Project-based rental assistance (PRA) in which participants must live in a specific unit.
  - c. Sponsor-based rental assistance (SRA) in which participants must live in a unit leased by a non-profit organization.
6. A lease is required for participants in Permanent Supportive Housing programs. The initial lease term must be for at least a year, and terminable only for cause.
7. All housing subsidized by Permanent Supportive Housing programs must meet Housing Quality Standards and have gross rents that are determined to be reasonable in comparison to non-assisted units with similar size, condition, amenities, location, etc. Note that CoC leasing funds cannot pay above FMR.

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<sup>43</sup> [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opportunity/disability\\_overview#\\_Who\\_Is\\_a](https://www.hud.gov/program_offices/fair_housing_equal_opportunity/disability_overview#_Who_Is_a)

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8. Program participants must pay rent equal to the highest of:
  - a. 30 percent of the household's monthly adjusted income (adjustment factors include the number of people in the family, age of family members, medical expenses, and childcare expenses);
  - b. 10 percent of the household's monthly gross income; or,
  - c. The portion of the household's welfare assistance, if any, that is designated for housing costs.
9. Participants in Permanent Housing Programs have access to a flexible array of comprehensive supportive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment and life skills, among others.
10. Permanent Supportive Housing Case Managers make referrals to appropriate community and mainstream resources, including, but not limited to income supplements/benefits (TANF, Food Stamps/SNAP, etc.), non-cash supports (healthcare, food supports, etc.), legal assistance, credit counseling, and subsidized childcare. When making these referrals, it is the Case Manager's responsibility to follow-up on receipt of assistance. However, a participant may choose not to follow up on or participate in any referred services or programs.
11. Providers are required to provide participants with supportive services to enable them to live independently throughout the duration of their residence in the Permanent Supportive Housing program. However, participants are not required to participate in them.
12. Permanent Supportive Housing Case Managers communicate and coordinate between a participant's supportive service providers, landlord/property manager, mental health and substance use recovery Case Managers or peer specialists, among others.
13. Permanent Supportive Housing Case Managers must assess the participant's service needs at least annually.
14. Permanent Supportive Housing Case Managers should pursue "Moving On" strategies with participants who may no longer need or want the intensive services offered in PSH but continue to need assistance to maintain their housing. Moving On strategies challenge a community to create partnerships between the Continuum of Care and mainstream housing programs, such as Public Housing, the Housing Choice Voucher program, and HUD-funded multifamily housing

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providers.<sup>44</sup> Participants in PSH projects have all the rights of tenancy and can be a part of that program as long as they desire. Moving On is not about limiting those rights but about maximizing participant choice by offering options for those in PSH projects and promoting self-sufficiency for households currently living in PSH.<sup>45</sup>

### Performance Benchmarks

1. Average length of time homeless between placement on the BNL and program enrollment.
2. Percent of participants remaining stably housed in PSH or exiting to another permanent housing destination.
3. Percent of households that increase their earned income.
4. Percent of households that increase their non-employment cash income.
5. Percent of households connected to supportive services.

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<sup>44</sup> <https://www.hudexchange.info/programs/coc/moving-on/>

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<https://www.hudexchange.info/news/snaps-in-focus-moving-on-strategies-to-support-stable-transitions-from-permanent-supportive-housing/>

# PA-509 Eastern Pennsylvania Continuum of Care Written Standards

## APPENDIX: DEFINITION OF TERMS

**Administrative Costs:** The costs of overall program management, coordination, monitoring, and evaluation.

**At Risk of Homelessness:** The Written Standards use the definitions of homelessness defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. More detailed information is available here:

<https://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule>.

1. An individual or family who:
  - a. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
  - b. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
  - c. Meets one of the following conditions:
    - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for Homeless Prevention assistance;
    - ii. Is living in the home of another because of economic hardship;
    - iii. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - iv. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
    - v. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
    - vi. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - vii. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan;
2. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section

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3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

3. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance.

**Chronically Homeless:** The Written Standards use the definitions of homelessness defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. More detailed information is available here:

<https://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule>.

1. An individual who:
  - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; AND
  - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least twelve months or on at least four separate occasions in the last three years where those occasions cumulatively total at least twelve months; AND
  - c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 [42 U.S.C. 15002]), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**Continuum of Care (CoC):** The Continuum of Care Program is designed to promote communitywide commitment to the goal of ending and preventing homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

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**Coordinated Entry:** An important process through which people experiencing or at risk of experiencing homelessness can access the crisis response system in a streamlined way, have their strengths and needs quickly assessed, and quickly connect to appropriate, tailored housing and mainstream services within the community or designated region. Standardized assessment tools and practices used within local coordinated assessment processes take into account the unique needs of children and their families as well as youth. When possible, the assessment provides the ability for households to gain access to the best options to address their needs, incorporating participants' choice, rather than being evaluated for a single program within the system. The most intensive interventions are prioritized for those with the highest needs.

**Crisis Response System:** All of the services and housing available to persons who are at imminent risk of experiencing literal homelessness and those who are homeless, whereas homeless system refers specifically to the services and housing available only to persons who are literally homeless.

**Disability:** An individual with one or more of the following conditions:

1. A physical, mental, or emotional impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
  - (1) Is expected to be long-continuing or of indefinite duration;
  - (2) Substantially impedes the individual's ability to live independently; and
  - (3) Could be improved by the provision of more suitable housing conditions.
2. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
3. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

**Diversion:** Diversion strategies and practices assist people to resolve their immediate housing crisis by accessing alternatives to entering emergency shelter or the experience of unsheltered living. This typically occurs at the point people request emergency services, such as entry into emergency shelter, or could take place in a day center or through outreach before a person spends a night unsheltered.

**Emergency Shelter:** Any facility whose primary purpose is to provide temporary housing for individuals or families experiencing homelessness for a period of 90 days or less.

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**Engagement:** An activity pertaining to locating, identifying, and/or building relationships with unsheltered homeless people and engaging them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.

**Enrollment:** The point at which a client has formally consented to participate in a project that has availability to serve the participant.

**Head of Household:** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

**Homeless:** The Written Standards use the four categories of homelessness defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. More detailed information is available here:

<https://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule>.

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:



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- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

### 4. Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

**Homeless Management Information System (HMIS):** A database that allows agencies within the housing crisis response system to collect basic demographic information, track services, update case plans, and track outcomes at the project and participant level. It is the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD. For the Eastern PA CoC, the HMIS is called ClientTrack or PA HMIS.

**Homelessness Prevention:** Homelessness prevention strategies represent a wide array of efforts to prevent housing crises from occurring and to prevent people who face such crises from experiencing homelessness.

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**Homeless Under Other Federal Statutes:** Persons may be defined as homeless by other statutes, such as section 387 of the Runaway and Homeless Youth Act, section 637 of the Head Start Act, section 41403 of the Violence Against Women Act, section 330(h) of the Public Health Service Act, section 3 of the Food and Nutrition Act of 2008, section 17(b) of the Child Nutrition Act of 1966, and section 725 of the McKinney-Vento Homeless Assistance Act.

**Household:** The term household is intended to cover any configuration of persons in crisis, whatever their age or number (adults, youth, or children; singles or couples, with or without children).

**Housing First:** A Housing First system orientation recognizes that people experiencing homelessness—like all people—need the safety and stability of a home in order to best address challenges and pursue opportunities. The Housing First approach connects people back to a home as quickly as possible, while making readily available the services that people may need to be stable and secure. Core components of a Housing First system orientation include:

- Street outreach providers, emergency shelters, and other parts of the crisis response system are working closely with housing providers to connect people to permanent housing as quickly as possible.
- The community has a data-driven coordinated entry system for matching people experiencing homelessness to the most appropriate housing and services based on their needs.
- The community has a unified and streamlined process for applying for rapid re-housing, supportive housing, and/or other housing interventions.
- Community leaders work collaboratively to ensure that a range of affordable and supportive housing options and models are available to meet local needs.
- Policies and regulations related to supportive housing, social and health services, benefit and entitlement programs, and other essential services do not create needless barriers to housing.
- Communities work to ensure that people are not evicted back into homelessness whenever possible.

**HUD:** The U.S. Department of Housing and Urban Development.

**Participants:** People in a housing crisis who are accessing or being assessed by Coordinated Entry are referred to as people or persons; once they are referred to and enroll in housing or supportive services, they are program participants.

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**Permanent Housing (PH):** Community-based housing without a designated length of stay, which includes Permanent Supportive Housing (PSH), Joint Transitional Housing - Rapid Re-Housing, and Rapid Re-Housing (RRH). Examples of permanent housing include, but are not limited to, a house or apartment with a month-to-month or annual lease term or home ownership.

**Rapid Exit:** Rapid exit strategies are appropriate after a household has entered emergency shelter or stayed in an unsheltered setting and serves to help them move as quickly as possible back into housing with the support of services and a minimal level of financial assistance.

**Rapid Re-Housing:** Rapid re-housing is an intervention designed to help individuals and families that don't need intensive and ongoing supports to quickly exit homelessness and return to permanent housing. Rapid re-housing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household.

**Rent Reasonableness:** The total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same period for comparable non-luxury unassisted units. Such determinations should consider: (a) location, quality, size, type, and age of unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Comparable rents may be verified by using a market study, reviewing comparable units advertised for rent, or by obtaining written verification from the property owner documenting comparable rents for other units owned.

**Street Outreach:** Street Outreach identifies and engages people living in unsheltered locations, such as in cars, parks, abandoned buildings, encampments, and on the streets, plays critical roles within systems for ending homelessness. Effective street outreach reaches people who might not otherwise seek assistance or come to the attention of the homelessness service system and ensures that people's basic needs are met while supporting them along pathways toward housing stability.

**Supportive Housing:** Supportive housing links decent, safe, affordable, community-based housing with flexible, voluntary support services designed to help the individual or family stay housed and live a more productive life in the community. There is no time limitation, and tenants may live in their homes as long as they meet the basic obligations of tenancy. While participation in services is encouraged, it is not a condition of living in housing. Housing affordability is ensured either through a rent

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subsidy or by setting rents at affordable levels. There is no single model for supportive housing's design. Supportive housing may involve the renovation or construction of new housing, set-asides of apartments within privately-owned buildings, or leasing of individual apartments dispersed throughout an area.

**Transition Age Youth (TAY):** An individual between the ages of 16 and 24.

**Transitional Housing:** Programs that offer housing and services for up to two years to individuals and families experiencing homelessness. While many people who have traditionally been assisted in long-term congregate transitional housing may be served more efficiently in other program models, this model may be appropriate for some people, including:

- Certain individuals and heads of households struggling with a substance use disorder;
- Individuals in early recovery from a substance use disorder who may desire more intensive support to achieve their recovery goals;
- Survivors of domestic violence or other forms of severe trauma who may require and prefer the security and onsite services provided in a congregate setting to other available housing options; and
- Unaccompanied and pregnant or parenting youth (age 16-24) who are unable to live independently (e.g. unemancipated minors) or who prefer a congregate setting with access to a broad array of wraparound services to other available housing options.

The majority of people experiencing homelessness do not require lengthy stays in transitional housing in order to successfully acquire and sustain permanent housing. People whose primary barrier to housing stability is economic in nature do not require transitional housing, nor do people with serious mental illnesses who may be better served in other program models, such as permanent supportive housing. Long-term stays in congregate transitional housing programs should therefore be reserved for those individuals with severe or specific needs who choose transitional housing over other services that would help them more quickly reconnect to permanent housing. Programs serving these populations should have as few barriers as possible to program entry (e.g. sobriety requirements) and to continuation in the program.



## **WESTERN PA CONTINUUM OF CARE (PA-601) WRITTEN STANDARDS FOR PROVIDING ASSISTANCE**

**Approved by Western PA CoC Governing Board, March 15, 2019**

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The following written standards for providing assistance in the Western PA CoC were developed in conjunction with ESG recipients in order to:

- Establish community-wide expectations for the operations of projects within the CoC
- Ensure that the system is transparent to service users and providers
- Create consistency and coordination among projects
- Further the CoC's ability to meet system-wide goals

This document provides the following:

- HUD's requirements for Written Standards under both CoC and ESG
- Standards for all program types funded under CoC and ESG
- Program specific standards, both those required by HUD and additional CoC identified standards

### **HUD's Requirements for Written Standards:**

Both the CoC and ESG Interim Rules identify specific requirements for Written Standards for programs that utilize these funds. The following are required to be included in the CoC's Written Standards:

#### **Continuum of Care (CoC) Funded Projects – Required Written Standards**

The following are the requirements for Written Standards for Continuum of Care (CoC) Funded Projects per 24 CFR Part 578: The Homeless Emergency Assistance and Rapid Transition Interim Rule. They are addressed under the relevant project types:

578.7(a)(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

(i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;

(ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

(iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;

(iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

(v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

## **Emergency Solution Grant (ESG) Funded Projects – Required Written Standards**

The following are the requirements for Written Standards for Emergency Solution Grant (ESG) Funded Projects per 24 CFR Part 576(3): Emergency Solutions Grants Program Interim Rule:

### **Applicable to ALL ESG program types:**

(i) Standard policies and procedures for evaluation of individuals' and families' eligibility under ESG

(v) Coordination with the below referenced programs and resources is required of all ESG funded programs:

- Coordination with other targeted homeless services: Per 24CFR576.400(b) ESG funded programs are required to coordinate with other programs targeted to people experiencing homelessness in the area covered by the CoC to provide a strategic, community-wide system to prevent and end homelessness for the CoC. A list of these programs is provided in **Appendix A**.
- System and program coordination with mainstream resources: Per 24 CFR576.400(c) ESG funded programs are required to coordinate to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for households experiencing homelessness or at risk of homelessness. Examples of these programs are provided in **Appendix A**.

### **Applicable to HOMELESSNESS PREVENTION AND RAPID REHOUSING:**

These requirements are addressed under each project type.

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

(vii) Policies and procedures for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid-re-housing assistance.

(viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time.

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

### **Applicable to EMERGENCY SHELTERS:**

(iii) Policies and procedures for admission, diversion, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest.

(iv) Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter

### **Applicable to STREET OUTREACH:**

(II) Standards for targeting and providing essential services to street outreach

## **STANDARDS FOR ALL PROGRAMS:**

The following standards are applicable to all ESG and CoC funded projects in the CoC:

### **COMPLIANCE WITH HUD REGULATIONS:**

- All programs must operate in accordance with program regulations.
  - CoC funded programs must operate in compliance with the CoC Interim Rule: 24 CFR Part 578, [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormatVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormatVersion.pdf)
  - ESG funded programs must operate in compliance with the ESG Interim Rule: 24 CFR Part 576, [https://files.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRuleandConPlanConformingAmendments.pdf](https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf)
- All programs must evaluate and document individuals' and family's eligibility per the HEARTH Homeless Definition Final Rule, [https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf). The specific Category/ies of homeless eligibility are provided below with each program type.
- All programs, with the exception of DV programs, must enter data into PA HMIS accurately and in a timely manner as defined in the PA HMIS Data Quality and Functionality Plan found at <http://www.pennsylvaniacoc.org/wp-content/uploads/2017/02/Appendix-B-PA-HMIS-Data-Quality-and-Functionality-Plan-v.1.0.pdf>. DV programs must enter data into a comparable data base accurately and in a timely manner and make their aggregate data available to the CoC for planning, monitoring and ranking. In the Western PA CoC, ETO is the recognized comparable data base for DV programs.

- All CoC funded Transitional Housing, Rapid Rehousing, and Permanent Supportive Housing programs and ESG funded Rapid Rehousing programs are required to only accept referrals and fill vacancies and/or turnover units using the Coordinated Entry Housing Prioritization List. Per the Coordinated Entry Policy and Procedures found at <http://www.pennsylvaniacoc.org/wp-content/uploads/2019/06/Coordinated-Entry-Policies-and-Procedures-Approved-6-27-19.pdf>
- Program enrollment should be based on eligibility and Coordinated Entry prioritization (for program types listed above), **not other factors such as residency requirements**.
- Programs must be operated in accordance with the CoC's policy for Housing First, per the Western PA COC Program Operating Standards found at <http://www.pennsylvaniacoc.org/wp-content/uploads/2019/07/Western-PA-CoC-Program-Operating-Standards-FINAL-11-4-16.pdf>.
- For programs that serve households with children:
  - A staff person must be designated as the educational liaison that will ensure that children are enrolled in school, connected to appropriate services in the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney Vento education services.
  - Programs are prohibited from denying assistance to or separating members of a family with children based on gender or age.
- Programs must have written policies and procedures regarding program operations and must consistently apply them to all participants.
- All programs must operate in compliance with the 2012 Final Rule for Equal Access in HUD Programs – Regardless of Sexual Orientation or Gender Identity (<https://www.federalregister.gov/documents/2012/02/03/2012-2343/equal-access-to-housing-in-hud-programs-regardless-of-sexual-orientation-or-gender-identity>) which ensures that HUD's core programs, including those funded under CoC and ESG are open to all eligible individuals and families regardless of sexual orientation, gender identity or marital status and in accordance with the 2016 Final Rule to Ensure Equal Access to Housing and Services Regardless of Gender Identity which further addresses barriers faced by transgender and gender nonconforming persons when accessing single-sex facilities (<https://files.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf>).
- Programs must have a formal procedure for terminating assistance to a participant that recognizes the rights of the participant(s) involved:
  - Eviction by a landlord in a scattered site program should not result in termination from the ESG/CoC program.
  - Programs must use judgement and examine all extenuating circumstances in determining that a violation should result in termination
  - Every effort should be made to allow the participant to remain in the program
  - Termination does not preclude assistance at a future date.



- Termination should not result in return to homelessness, instead households should be referred back to the CoC's Coordinated Entry system for placement in an appropriate program.

Further per 24 CFR 576.402 – Terminating Assistance: While this is in the ESG Regulations, this should also apply to CoC funded projects.

(a) In general: If a program participant violates program requirements, the recipient or subrecipient may terminate the assistance in accordance with a formal process established by the recipient or subrecipient that recognizes the rights of individuals affected. The recipient or subrecipient must exercise judgement and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

(b) Program participants receiving rental assistance or housing relocation and stabilization service. To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:

- (1) Written notice to the program participant containing a clear statement of the reasons for termination;
- (2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- (3) Prompt written notice of the final decision to the program participant.

(c) Ability to provide further assistance. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same family or individual.

- Programs must make known that use of the facilities and services are available to all on a nondiscriminatory basis, in a manner that furthers fair housing in accordance with Fair Housing and Equal Opportunity laws and regulations. Among the strategies for addressing this standard are: putting the Fair Housing logo on all documents, making Fair Housing brochures/flyers available to all who inquire about programs and enroll in programs, and hanging posters in agency offices.
- Programs may not engage in explicitly religious activities.
- Programs must follow the CoC's Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking found at <http://www.pennsylvaniacoc.org/wp-content/uploads/2019/07/Western-PA-CoC-VAWA-Emergency-Transfer-Plan-Policy.pdf>

Further, per required VAWA protections, the Western PA CoC has established the following program requirements:

For families receiving tenant-based rental assistance, the following procedures will be followed for non-transferring family member(s), if the family separates in order to affect an emergency transfer, per the Western PA CoC Program Operating Standards found at

<http://www.pennsylvaniacoc.org/wp-content/uploads/2019/07/Western-PA-CoC-Program-Operating-Standards-FINAL-11-4-16.pdf>.

- For families living in units that are otherwise assisted, the required policies must provide that for program participants who qualify for an emergency transfer, the individual or family shall have priority over all other applicants for rental assistance, transitional housing, and permanent supportive housing projects funded through the Continuum of Care provided that the individual or family meets all eligibility criteria required by Federal law or regulation or HUD NOFA; and the individual or family meets any additional criteria or preferences established in accordance with Fair Housing 24 CFR 578.93(b)(1), (4), (6) or (7) ([https://files.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)). The individual or family shall not be required to meet any other eligibility criteria or preferences for the project. The individual or family shall retain their original homeless or chronically homeless status for the purposes of the transfer.
- All CoC and ESG funded programs should take reasonable steps to ensure meaningful access to their programs and activities by individuals with limited English proficiency, regardless of the language spoken. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees must follow the requirements outlined in 24 CFR §576.407(b) ([https://files.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRuleandConPlanConformingAmendments.pdf](https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConformingAmendments.pdf)). HUD published Final Guidance to Federal Financial Assistance Requirements Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons in the Federal Register on January 22, 2007 (72 F.R. 2732), <https://www.federalregister.gov/documents/2014/11/28/2014-27960/guidance-to-federal-financial-assistance-recipients-regarding-the-title-vi-prohibition-against>)
- Programs in which participants are responsible for utility payments must operate in accordance with Notice CPD-17-11 issued October 23, 2017, <https://files.hudexchange.info/resources/documents/Notice-CPD-17-11-Determining-Program-Participant-Rent-Contribution-in-the-CoC-Program.pdf>
- Programs must coordinate with other targeted homeless services and with mainstream resources. For the Western PA CoC, this may occur through various mechanisms including but not limited to: participation in local housing/homeless coalitions, participation in the Regional Homeless Advisory Board (RHAB) or its subcommittees, participation in the CoC; through referral to other targeted homeless assistance programs and through maximizing program participants' access to mainstream resources. A list of programs and examples of mainstream resources are provided in **Appendix A**.

- All programs are expected to strive to meet CoC Performance goals per the Western Pennsylvania Continuum of Care Monitoring Plan (<http://www.pennsylvaniacoc.org/western-pa-coc-monitoring-plan-approved-6-29-17/>) and provided below under Standards by Program Type.

## **COMPLIANCE WITH COC POLICIES:**

- Programs should involve households in decisions about what they need to end their homelessness. This programming and planning should be respectful, incorporate strengths-based approaches and consumer choice.
- All programs are expected to strive to meet CoC Performance goals per the Western Pennsylvania Continuum of Care Monitoring Plan (<http://www.pennsylvaniacoc.org/western-pa-coc-monitoring-plan-approved-6-29-17/>) and provided below under Standards by Program Type.
- Case management should, at a minimum facilitate the following:
  - Linkage to community-based services per the Housing Stability Plan
  - Promote access to and effective utilization of mainstream benefits:
    - Transportation assistance
    - Assistance with enrollment in income and non-income benefits
    - Follow-up at least annually to ensure benefits are received and renewed
    - Ensure access to SSI/SSDI technical assistance
  - For scattered site programs, assist with housing location, lease negotiation, determining rent reasonableness, and inspection for HUD Housing Quality Standards

**RECORD KEEPING REQUIREMENTS FOR ALL PROGRAMS:** All programs should maintain records in keeping with the following basic standards. In addition, program providers must maintain documentation as required by the specific program regulations:

Participant Recordkeeping Requirements: Programs must have written confidentiality/privacy standards with respect to their files, information sharing and personally identifying data maintained in HMIS. A notice should be made available to participants upon intake and upon request and:

- Records containing personally identifying information must be kept secure and confidential
- Documentation of homelessness (per HUD guidelines for program type)
- A record of services and assistance provided to each participant
- Documentation of program entrance through Coordinated Entry, including common assessment tool score and other factors used to determine priority, vulnerability and housing placement

Financial Recordkeeping Requirements:

- Documentation of all costs charged to the grant
- Documentation that funds were spent on allowable costs
- Documentation of the receipt and use of program income

- Documentation of compliance with expenditure limits and deadlines for expenditure
- Retain copies of all procurement contracts as applicable
- Documentation of amount, source and use of matching resources

Records must be retained for amount of time prescribed by applicable funding source

- ESG requirements provided in 24 CFR 576.500 - Recordkeeping and Reporting Requirements, [https://files.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRuleandConPlanConfomingAmendments.pdf](https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConfomingAmendments.pdf)
- CoC requirements provided in 24 CFR 578.103 Recordkeeping Requirements, [https://www.hudexchange.info/resources/documents/CoCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf)

## STANDARDS BY PROGRAM TYPE:

### Rapid Rehousing (RRH):

**The standards adopted for Rapid Rehousing will apply to programs funded under both the Emergency Solutions Grant Program (ESG) and the Continuum of Care Program (CoC) unless otherwise noted.**

Rapid Rehousing is an intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. Rapid Rehousing assistance is offered without preconditions — like employment, income, absence of criminal record, or sobriety — and the resources and services provided are tailored to the unique needs of the household.

Per the Western PA CoC *Monitoring Plan* (<http://www.pennsylvaniacoc.org/western-pa-coc-monitoring-plan-approved-6-29-17/>), the CoC has established the following performance goals for Rapid Rehousing Programs:

- At least 81% of households served under a Rapid Rehousing program will maintain their housing or exit to another permanent housing placement.
- At least 94% of households served under a Rapid Rehousing program should not become homeless again within a year and 87% should not become homeless again within 24 months.
- At least 45% of households served under a Rapid Rehousing program will increase their income

Per the Western PA CoC *Strategic Plan* (<http://www.pennsylvaniacoc.org/western-pa-coc-strategic-plan-final-approved-6-29-17/>), Rapid Rehousing programs should contribute to reducing the length of time households remain homeless.

- The CoC established the goal that by 2021, households should move into permanent housing within an average of 50 days, with a long-term goal of 30 days.

Core Components: Both CoC and ESG funded Rapid Rehousing programs must incorporate the following core components:

- Provide housing locator services. This includes:
  - Recruitment of landlords to provide housing opportunities for individuals and families experiencing homelessness
  - Provide education and outreach to landlords to address potential barriers to their participation
  - Assist households to find and secure appropriate rental housing. This may include such assistance as developing lists of participating landlords and rental units and accompanying participants on their housing search
  - Help individuals and families negotiate manageable and appropriate lease agreements with landlords
- Provide rent and move-in assistance: provide assistance to cover move-in costs, deposits and rental and/or utility assistance necessary to allow individuals and families to move immediately out of homelessness and to stabilize in permanent housing
- Provide Rapid Rehousing case management and services to:
  - Help individuals and families experiencing homelessness address issues that may impede access to housing, such as credit history, arrears and legal issues.
  - Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing.
  - Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals
  - Ensure that services provided are client-directed, respectful of individuals' rights to self-determination, and voluntary.
- Rental units assisted with CoC Rental Assistance payments must meet Housing Quality Standards per 24 CFR Part 982 (<https://www.gpo.gov/fdsys/pkg/CFR-2012-title24-vol4/pdf/CFR-2012-title24-vol4-sec982-401.pdf>) and those assisted with ESG Rental Assistance payments must meet Minimum Habitability Standards per 24 CFR 576.403, <https://files.hudexchange.info/resources/documents/ESG-Emergency-Shelter-and-Permanent-Housing-Standards.pdf>
- Unit rent may exceed Fair Market Rent (24 CFR part 888) but it may not exceed Rent Reasonableness (24 CFR 982.507). This means that a recipient or subrecipient is allowed to pay rents up to the rent reasonable amount even if this is higher than the FMR. If rent reasonableness rates are lower than FMR, the maximum allowable contract rent amount is still capped at rent reasonableness rates
- No fees can be imposed on program participants beyond payment of rent.

Eligible Participants: Households experiencing homelessness under the following Categories are eligible for services under Rapid Rehousing. The Homeless Definition Final Rule is found at [https://www.hudexchange.info/resources/documents/HEARTH\\_HomelessDefinition\\_FinalRule.pdf](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)

Category 1: Literally Homeless

Category 4: Fleeing/Attempting to Flee Domestic Violence

(Note: currently under ESG, households must also meet the requirements of Category 1 and for CoC funded Rapid Rehousing funded prior to 2015, households must also meet the requirements of Category 1.)

Households served through HUD funded Transitional Housing are not eligible for CoC funded Rapid Rehousing upon exit, however, they are eligible for ESG funded Rapid Rehousing if they have no other resources.

For ESG funded Rapid Rehousing, the Documentation of Homelessness Checklist must be completed and uploaded into HMIS prior to enrollment of a household into a Rapid Rehousing Program (**see Appendix B**).

The following are the required Rapid Rehousing Standards under both the CoC Program and the ESG Program.

### **Required Rapid Rehousing Written Standards:**

#### **Amount of rent payments**

- Households pay a minimum of 30% of their adjusted gross income towards rent and utilities. However, at the discretion of each program, tenant's share of the rent may change over time, with the goal of their attaining housing stability at the end of assistance.
  - If, under the terms of the lease, the tenant is responsible for paying their own utilities, grantees must follow the requirements for utility payments and reimbursement per Notice: CPD-17-11, <https://files.hudexchange.info/resources/documents/Notice-CPD-17-11-Determining-Program-Participant-Rent-Contribution-in-the-CoC-Program.pdf/>.
- Income is reassessed at least quarterly and rental payments adjusted as appropriate.

#### **Prioritization**

- All referrals to Rapid Rehousing must come through Coordinated Entry
- The Western PA CoC has identified the following prioritization policy in its Coordinated Entry Policies and Procedures:

All CoC and ESG funded projects are required to prioritize individuals and families with the longest history of homelessness and with the most severe service needs for all available CoC resources. The determination of severe service need will be based on the score created from the Coordinated Entry Assessment tool. A higher score demonstrates a higher service need. Priority populations (as designated by the CoC) are also weighted in order to ensure higher placement on the prioritization list. These currently are:

- Chronically Homeless
- Families with Children
- Veterans
- Youth

- Domestic Violence

- In the event that two or more homeless households within the same geographic area are identically prioritized for the next available unit, and each household is also eligible for that unit, the program should select the household that first presented for assistance in the determination of which household receives a referral to the next available unit.

## **Length of Time Assistance Provided**

Households are expected to exit the program as quickly as possible with a goal of 12 months or less. Recertifications/assessments should be conducted every 3 months. Extensions beyond 12 months need to be based on the HUD required Annual Assessments, which are also entered into HMIS. The maximum length of rental assistance is 24 months during any 3-year period.

## **Additional Rapid Rehousing Case Management Standards Adopted by the CoC:**

- Case managers work with households to develop a Housing Stability Plan (See **Appendix C** for Housing Stability Plan Templates – Projects should choose from among these formats)
- A minimum of monthly case management meetings are required, with at least quarterly meetings in-the household's home or in a mutually agreed-upon community setting.
- The Housing Stability Plan should be reviewed monthly and revised, at a minimum, every 3 months
- Discharge planning should start upon program entry with regular discussions about moving towards maintaining housing stability without a rental subsidy or with a permanent subsidy resource such as Public Housing, Housing Choice Vouchers, affordable housing developments, etc. (See **Appendix D** for Sample questions to use to encourage progress)

## **Permanent Supportive Housing (PSH):**

Permanent Supportive Housing is community-based housing without a designated length of stay. It provides housing assistance and supportive services to assist program participants to maintain their housing stability. Under the CoC Interim Rule, PSH can only provide assistance to individuals with a disability and families in which one adult or child has a disability.

The standards adopted for Permanent Supportive Housing will apply to programs funded under the Continuum of Care Program (CoC).

Per the Western PA CoC *Monitoring Plan*, the CoC has established the following performance goals for Permanent Supportive Housing Programs:

- At least 95% of households served under a Permanent Supportive Housing program will maintain their housing or exit to another permanent housing placement.
- At least 94% of households served under a Permanent Supportive Housing program should not become homeless again within a year and 91% should not become homeless again within 24 months.

- At least 40% of households served under a Permanent Supportive Housing program will increase their income

Per the Western PA CoC *Strategic Plan*, Permanent Supportive Housing programs should contribute to reducing the length of time households remain homeless. The CoC established the goal that by 2021, households should move into permanent housing within an average of 50 days, with a long-term goal of 30 days.

**Core Components:** Permanent Supportive Housing must incorporate the following core components:

- Households must be prioritized through Coordinated Entry in accordance with HUD's most current Notice on *Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing* (CPD-16-11 is the operational Notice at the time of the development of this Plan)
- Support services must be made available to program participants, but they may not be required for continued program eligibility
- Tenants must have a lease for at least one year which is automatically renewable for a term of at least one month and only terminable for cause

**Eligible Participants:** Households experiencing homelessness under the following Categories are eligible for services under Permanent Supportive Housing:

Category 1: Literally Homeless

Category 4: Fleeing/Attempting to Flee Domestic

AND

At least one member of the household must have a disability

Note: 100% of CoC funded Permanent Supportive Housing units are chronic dedicated. This means that they should first be made available to a household that meets the chronically homeless definition. If there are no chronically homeless households choosing to occupy a particular PSH unit, it may then be rented to a non-chronically homeless household per the above referenced Notice on *Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing* and summarized below.

## **Required Permanent Supportive Housing Written Standards:**

### **Prioritization**

- All CoC funded PSH in the Western PA CoC is dedicated to chronically homeless households.
- Referrals to Permanent Supportive Housing must come through Coordinated Entry
- The Western PA Coordinated Entry prioritizes households experiencing chronic homelessness based on the length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or emergency shelter and the severity of the individual's or family's service needs in accordance with HUD Notice CPD-16-11, <https://files.hudexchange.info/resources/documents/notice-cpd-16-11-prioritizing-persons-experiencing-chronic-homelessness-and-other-vulnerable-homeless-persons-in-psh.pdf/>.



- In the event that there are no chronically homeless individuals and families within the Western PA CoC who are willing to accept a unit in the geographic area where there is availability, the following order of priority will be used in filling that unit:
  - Households with a disability with long periods of episodic homelessness and severe service needs
  - Households with a disability with severe service needs
  - Households with a disability coming from places not meant for human habitation, safe haven, or emergency shelter without severe service needs
  - Households with a disability coming from Transitional Housing who prior to residing in the transitional housing lived in a place not meant for human habitation, in an emergency shelter or safe haven. This includes households residing in transitional housing who were fleeing domestic violence, sexual assault, or stalking, even if they did not come from places not meant for human habitation, safe haven, or emergency shelter prior to residing in transitional housing.
- In accordance with the forthcoming Coordinated Entry policy/procedure for transitioning households from Rapid Re-Housing to Permanent Supportive Housing, households in Rapid Re-Housing who are both eligible for PSH and in need of non-time limited supportive housing will be eligible to transfer from RRH to PSH.

**CoC Established Program Standards:** in addition to the above and the requirement of compliance with the CoC Interim Rule, the Western PA CoC has established the following standards for Permanent Supportive Housing Programs:

- A minimum of quarterly case management meetings is required with greater frequency as needed, especially during the first year of program participation. In-home meetings are encouraged.
- Each program participant should be assessed at least annually to determine whether they are able to move from Permanent Supportive Housing to other permanent housing without supports, either subsidized or market rate in order to make PSH resources available for those with the greatest need for supported housing. If it is determined that it is feasible for a participant to exit from PSH, program staff should support them in this transition, including assistance with identifying alternative housing and connection to community supports. To support households transitioning from PSH, program staff are encouraged to assist program participants in signing up for all appropriate subsidized housing waiting lists, including: Housing Choice Vouchers, Public Housing, Senior Housing, and other privately-owned assisted housing.
  - Each potential program participant must have documentation of disability prior to program enrollment.

## **Transitional Housing (TH):**

Transitional Housing facilitates the movement of individuals and families experiencing homelessness to permanent housing.

The standards adopted for Transitional Housing will apply to programs funded under the Continuum of Care Program (CoC) and those “grandfathered” under ESG.

Per the Western PA CoC *Monitoring Plan*, the CoC has established the following performance goals for Transitional Housing Programs:

- At least 73% of households served under a Transitional Housing program will exit to permanent housing.
- At least 92% of households served under a Transitional Housing program should not become homeless again within a year and 86% should not become homeless again within 24 months.
- At least 48% of households served under a Transitional Housing program will increase their income

Per the Western PA CoC *Strategic Plan*, Transitional Housing programs should contribute to reducing the length of time households remain homeless.

- The CoC established the goal that by 2021, households should move into permanent housing within an average of 89 days.

Per the 2016 System Performance Measures, the average length of stay in Transitional Housing was 214 days. Per the Western Pa CoC *Monitoring Plan*, the goal is to reduce the CoC-wide average length of stay in TH by 16% per year. The actual length of stay for a particular household will vary based on their specific needs and the availability of affordable permanent housing resources.

**Core Components:** Transitional Housing programs must incorporate the following core components:

- Transitional Housing Case Management and Services:
  - Engage participants from day one to assess housing barriers, develop housing plans, and link households to the right types of assistance to facilitate movement back into permanent housing;
  - Help households address issues that may impede access to housing (such as credit history, arrears, and legal issues);
  - Make appropriate and time-limited services and supports available to families and individuals to allow them to move quickly to permanent housing.
  - Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed and appropriate), so that they can sustain permanent housing upon exit.
  - Ensure that services provided are client-directed, respectful of individuals’ right to self-determination, and voluntary.
  - Help households identify and select among various permanent housing options based on their unique needs, preferences, and financial resources.

**Eligible Participants:** Households experiencing homelessness under the following Categories are eligible for services under Transitional Housing:

Category 1: Literally Homeless

Category 2: Imminent Risk of Homelessness  
Category 4: Fleeing/Attempting to Flee Domestic

### **Required Transitional Housing Written Standards:**

- Households enrolled in Transitional Housing will be those prioritized through Coordinated Entry.

**CoC Established Program Standards:** In addition to compliance with the CoC Interim Rule, the Western PA CoC has established the following standards for Transitional Housing Programs:

- Case managers begin to work with participants around transitioning to permanent housing upon program entry.
- Case managers meet with participants at least bi-weekly to review their goal plans including utilization of community resources, employment, and housing options.

### **Supportive Services Only (SSO):**

CoC funded Supportive Services Only (SSO) projects, other than Coordinated Entry, provide services to persons experiencing homelessness that are not tied to specific housing units.

**Core Components:** SSO projects must incorporate the following core components:

- Supportive services must focus on assisting participants in obtaining housing and engage participants from day one to assess housing barriers, develop housing plans, and link households to the right types of assistance to facilitate movement back into permanent housing
- Services should include linking participants to mainstream benefits and resources

Note: CoC Funded Street Outreach Programs funded under SSO are addressed at the end of this document along with Street Outreach under ESG.

**Eligible Participants:** Households experiencing homelessness under the following Categories are eligible for services under SSO:

Category 1: Literally Homeless  
Category 2: Imminent Risk of Homelessness  
Category 4: Fleeing/Attempting to Flee Domestic

**CoC Established Program Standards:** In addition to compliance with the CoC Interim Rule, the Western PA CoC has established the following standards for Supportive Services Only Programs:

- Case management services should be targeted to assisting households with attaining housing stability as quickly as possible

## **Homeless Prevention:**

ESG funds may be used to provide housing relocation and stabilization services and rental assistance to prevent an individual or family from moving into an emergency shelter, safe haven, or other place not meant for human habitation.

Per the Western PA CoC *Monitoring Plan*, the CoC has established the following performance goals for Homeless Prevention:

- Reduce the number of persons who become homeless for the first time by 10% per year:  
Baseline 10/1/2015-9/30/2016:  
2,452 persons were homeless for the first time out of a total of 2,730 assisted through ES, SH, TH, PH
- Reduce the number of persons who exit homelessness to permanent housing and who return to homelessness within 12 months by 10% and within 24 months by 16% per year:

**Core Components:** Homeless prevention should incorporate the following core components:

- Housing stability is the primary goal of homelessness prevention.
- Resources should be used for households who would otherwise be on the streets or in an emergency shelter
- Provide assistance necessary to help the program participant achieve stability in their current permanent housing or move to other housing
- Provide the minimum assistance necessary for the shortest time possible to achieve housing stability
- Maximize use of mainstream resources to help households address their needs and minimize duplication of services

**Eligible Participants:** Under ESG, an individual or family who is at imminent risk of losing their primary nighttime residence is eligible for assistance in accordance with the following Categories:

- Must have annual income BELOW 30% of Area Median Income (AMI)  
AND
- Category 2: Imminent Risk of Homeless; or
- Category 3: Homeless Under Other Federal Statutes; or
- Category 4: Fleeing/Attempting to Flee Domestic Violence

## **Required Homeless Prevention Written Standards:**

- Programs must operate in compliance with the ESG Interim Rule,  
[https://files.hudexchange.info/resources/documents/HEARTH\\_ESGInterimRuleandConPlanConfirmingAmendments.pdf](https://files.hudexchange.info/resources/documents/HEARTH_ESGInterimRuleandConPlanConfirmingAmendments.pdf)

## **Amount of Rent Payment**

- Households pay a minimum of 30% of their adjusted gross income towards rent and utilities. However, at the discretion of each program, tenant's share of the rent may change over time to support their attaining housing stability at the end of assistance.
- Income is reassessed quarterly and rental payments adjusted as appropriate.

## **Prioritization**

- The Western PA CoC has identified the following priorities for Homeless Prevention:
  - Families with Children
  - Veterans
  - Youth
  - Domestic Violence

## **Eligibility**

- The Documentation of Homelessness Checklist must be completed prior to enrollment of a household into a Prevention Program (see **Appendix B**) and uploaded into HMIS.

## **Length of Time Assistance Provided**

- Households are expected to exit the program as quickly as possible with a goal of 12 months or less. Recertifications/assessments should be conducted every 3 months. Extensions beyond 12 months need to be based on the HUD required Annual Assessments, which are also entered into HMIS. The maximum length of rental assistance is 24 months during any 3-year period.

**CoC Established Standards:** The following additional standards were established for the operation of Homeless Prevention within the Western PA CoC

- Case managers work with households to develop a Housing Stability Plan *that includes review of the affordability of the household's housing unit and the possibility of moving to a more affordable living situation. (See Appendix C for Housing Stability Plan Templates – Projects should choose from among these formats)*
- The Housing Stability Plan should be reviewed monthly and revised every 3 months
- Discharge planning should start upon program entry with regular discussions about moving towards maintaining housing stability without a rental subsidy. **(See Appendix D for Sample questions to use to encourage progress)**

## **Emergency Shelter:**

An emergency shelter is any facility, the primary purpose of which is to provide a temporary shelter for households experiencing homelessness and which do not require occupants to sign a lease or occupancy agreement. *Non-ESG funded emergency shelters are encouraged to also follow these standards.*

Per the Western PA CoC *Strategic Plan*, Emergency Shelter programs should contribute to reducing the length of time households remain homeless. The CoC has established the goal that by 2021, households should move into permanent housing within an average of 29 days.

Per the 2016 System Performance Measures, the average length of stay in Emergency Shelter was 59 days. Per the Western Pa CoC *Monitoring Plan*, the goal is to reduce the average length of stay in ES by 13% per year for the CoC as a whole.

**Core Components:** Emergency Shelter must incorporate the following core components:

- Engage participants from day one to assess housing barriers, develop housing plans, and link households to the right types of assistance to facilitate movement back into permanent housing;
- To the maximum extent possible, all discharges should be to a permanent housing resource;

**Eligible Participants:**

Category 1: Literally Homeless

Category 2: Imminent Risk of Homelessness

Category 4: Fleeing/Attempting to Flee Domestic Violence

## **Required Emergency Shelter Written Standards:**

ESG funded emergency shelters must operate in compliance with the ESG Rule and in accordance with the following Standards:

### **Admission:**

- Maintain written policies for shelter admission.
- Emergency Shelters should not impose residency restrictions for entry.
- The Documentation of Homelessness Checklist and homeless documentation must be completed and uploaded to HMIS prior to enrollment of a household into ESG funded programs **(see Appendix B)**
- In accordance with the above Standards for all Programs, ESG funded Emergency Shelters must:
  - Operate in compliance with The Final Rule for Equal Access in HUD Programs.
    - Family shelters must serve all family compositions.
    - Persons must be accepted into shelters in accordance with the gender with which they identify and present themselves.
  - Make known that use of the facilities and services are available to all on a nondiscriminatory basis.
  - Emergency Shelters that serve families with children are prohibited from denying assistance to or separating members of a family with children based on gender or age.

### **Diversion:**

- Shelter intake staff should explore all options prior to enrolling a household in emergency shelter, including problem-solving conversations, identifying community supports, and offering lighter touch solutions.
- Referral sources should be encouraged to explore alternatives to shelter prior to making a referral. This will require coordination among those operating other prevention programs, especially HAP.

**Discharge:** The goal for all emergency shelters is to exit households to permanent housing as quickly as possible. Upon admission to Emergency Shelter, all households should be entered into Coordinated Entry to expedite exit to permanent housing resources.

**Length of Stay:** The Western PA CoC has not established a maximum length of stay in Emergency Shelter. However, the goal is for households to remain in shelter for the shortest time possible in accordance with the CoC's Strategic Plan.

### **Safety and shelter needs of special populations**

- Victims of Domestic Violence, dating violence, sexual assault, and stalking: To the extent possible, these households will be referred to the local domestic violence agency for safe shelter. When not feasible, shelter providers will work with their local domestic violence agency to develop protocols to meet their safety needs.

Households with highest barriers to housing and likely to be homeless the longest: Shelters will help these individuals to enroll in Coordinated Entry upon intake. Through the prioritization policies of CE, these households will be prioritized for permanent housing resources

### **Assessment, Prioritization and reassessment of individuals' and families' needs for essential services:**

Shelter staff should conduct an initial service assessment within 7 days of intake, prioritizing emergency service needs and referral to Coordinated Entry, then coordinating/providing services most crucial to housing attainment. Reassessments should be conducted weekly until discharge.

**CoC Established Standards:** The following additional standards were established for providing Emergency Shelter within the Western PA CoC

- To the extent possible, emergency shelters should have 24/7 hours of operation
- There must be access to staff, whether paid or volunteer during hours of program operation. This may be on site or through cell phone, if necessary.
- Shelters should provide access to food preparation and food storage space
- Shelters should make an effort to establish secure space for storage of personal possessions
- To the maximum extent possible, shelters should provide secure storage of medications, especially in shelters with children
- Smoking is prohibited in buildings that provide shelter to children
- Weapons may not be brought into emergency shelters.
- Emergency Shelters may deny entry or future stays only for the reasons listed below, in these situations, alternative shelter must be identified:
  - Violence towards other guests or staff
  - Excessive damage to property
  - Theft from the shelter or other guests
  - Need for medical services beyond those the shelter is equipped to provide

- For an individual in shelter who has a Protection From Abuse order, the abuser named in this order may be denied entry to the shelter.
- Sex offender registered on Megan's Law list.
- Shelter guests may not bring or use illegal substances or alcohol on the premises

## **Street Outreach:**

Street Outreach includes provision of essential services necessary to reach out to unsheltered people experiencing unsheltered homelessness; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to those who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

**Core Components:** Street Outreach must incorporate the following core components:

- Engagement
- Address/provide basic survival items
- Provide assistance with accessing benefits and services
- Assist with obtaining housing

**Eligible Participants:** The following categories of Individuals or families are eligible for Street Outreach services:

- Category 1: Literally Homeless
- Category 4: Fleeing/Attempting to Flee Domestic Violence (where the individual or family also meets the criteria for Category 1  
AND
- Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter

## **Required Street Outreach Written Standards:**

ESG funded Street Outreach must operate in compliance with the ESG Rule and CoC funded outreach must operate in compliance with the CoC Interim Rule.

- Engagement activities should include an initial assessment of needs and eligibility in order to prioritize the type and source of assistance required, prioritizing safety and urgent health needs.
- Outreach staff should conduct an assessment to identify and prioritize those Essential Services for which individuals/families identified through outreach are eligible, including: case management, emergency health services, and emergency mental health service, including Essential Services tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are living unsheltered.

**CoC Established Standards:** The following additional standards were established for providing Street Outreach within the Western PA CoC



- Outreach staff should establish trust with the individuals or families identified through outreach focusing on building positive relationships, including creating a safe presence and initiating non-threatening conversation.
- Households identified through outreach should be assisted with contacting Coordinated Entry as quickly as possible for prioritization for housing and assisted with accessing emergency shelter until a permanent housing resource is identified.
- ESG funded Street Outreach programs should conduct street outreach at a minimum of weekly, depending on budget and staffing.
- ESG funded outreach staff/teams must participate in and/or lead the unsheltered PIT count in their community.

## APPENDIX A

### Coordination with Other Programs

**Per 24 CFR Part 576.400(b):**

**(b)Coordination with other targeted homeless services.** The recipient and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area. These programs include:

- (1) Shelter Plus Care Program ([24 CFR part 582](#)); (now part of CoC Program)
- (2) Supportive Housing Program ( [24 CFR part 583](#)); (now part of CoC Program)
- (3) Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals ([24 CFR part 882](#));
- (4) HUD - Veterans Affairs Supportive Housing (HUD-VASH) (division K, title II, Consolidated Appropriations Act, 2008, [Pub. L. 110-161](#) (2007), [73 FR 25026](#) (May 6, 2008));
- (5) Education for Homeless Children and Youth Grants for State and Local Activities (title VII-B of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11431et seq.](#)));
- (6) Grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act ([42 U.S.C. 290aa-5](#)));
- (7) Healthcare for the Homeless ( [42 CFR part 51c](#));
- (8) Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act ([42 U.S.C. 5701et seq.](#)));
- (9) Projects for Assistance in Transition from Homelessness (PATH) (part C of title V of the Public Health Service Act ([42 U.S.C. 290cc-21et seq.](#)));
- (10) Services in Supportive Housing Grants (section 520A of the Public Health Service Act);
- (11) Emergency Food and Shelter Program (title III of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11331et seq.](#)));
- (12) Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act ([42 U.S.C. 13975](#)));
- (13) Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act ([38 U.S.C. 2021](#));
- (14) Domiciliary Care for Homeless Veterans Program ([38 U.S.C. 2043](#));
- (15) VA Homeless Providers Grant and Per Diem Program ( [38 CFR part 61](#));
- (16) Health Care for Homeless Veterans Program ([38 U.S.C. 2031](#));
- (17) Homeless Veterans Dental Program ([38 U.S.C. 2062](#));

(18) Supportive Services for Veteran Families Program ([38 CFR part 62](#)); and

(19) Veteran Justice Outreach Initiative ([38 U.S.C. 2031](#)).

**Per Western PA CoC (PA-601)**

- (1) PA Homeless Assistance Program (HAP)
- (2) PA Housing Affordability Fund (PHARE) – for projects targeted to serve households at risk of homelessness or experiencing homelessness
- (3) Home4Good

**Per 24 CFR Part 576.400(c):**

**(c)System and program coordination with mainstream resources.** The recipient and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Examples of these programs include:

- (1) Public housing programs assisted under section 9 of the U.S. Housing Act of 1937 ([42 U.S.C. 1437g](#)) ([24 CFR parts 905, 968, and 990](#));
- (2) Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S. Housing Act of 1937 ([42 U.S.C. 1437f](#)) (respectively [24 CFR parts 982](#) and [983](#));
- (3) Supportive Housing for Persons with Disabilities (Section 811) ([24 CFR part 891](#));
- (4) HOME Investment Partnerships Program ([24 CFR part 92](#));
- (5) Temporary Assistance for Needy Families (TANF) ( [45 CFR parts 260-265](#));
- (6) Health Center Program ([42 CFR part 51c](#));
- (7) State Children's Health Insurance Program ([42 CFR part 457](#));
- (8) Head Start (45 CFR chapter XIII, subchapter B);
- (9) Mental Health and Substance Abuse Block Grants ([45 CFR part 96](#)); and
- (10) Services funded under the Workforce Investment Act ([29 U.S.C. 2801](#)*et seq.*).

## Emergency Solutions Grant Instructions for Documenting Homelessness

HUD Standards:

Range of Documentation Types in order of preference:

1. Third party documentation
2. Intake worker observations
3. Certification from the person seeking assistance

### **Category 1: Literally Homeless**

- ✓ Written referral by another housing or service provider; or
- ✓ Written observation by the outreach worker; or
- ✓ Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;

*For individuals exiting an institution - one of the forms of evidence above to document prior homelessness AND:*

- ✓ Discharge paperwork or written/oral referral; or
- ✓ Written record of intake worker's due diligence to obtain above evidence AND certification by the individual that they exited the institution

### **Category 2: Imminent Risk of Homelessness**

- ✓ Court order resulting from an eviction action notifying the individual or family that they must leave with 14 days; OR
- ✓ For household leaving a hotel or motel, evidence that they lack the financial resources to stay; OR
- ✓ Documented and verified oral statement; AND
- ✓ Certification that no subsequent residence has been identified; AND
- ✓ Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing

### **Category 4: Fleeing/Attempting to Flee DV**

*For Victim Service Providers:*

- ✓ Oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources.
- ✓ The statement must be documented by a self-certification or a certification by the intake worker

*For NON-Victim Service Providers:*

- ✓ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by self-certification or by the caseworker. Where the safety of the household is NOT jeopardized the oral statement must be verified; AND
- ✓ Certification by the individual or head of household that no subsequent residence has been identified; AND
- ✓ Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.
- ✓

### **At - Risk of Homelessness**

- ✓ Court order resulting from an eviction action notifying the individual or family that they must leave between 14 – 21 days; OR
- ✓ For household leaving a hotel or motel, evidence that they lack the financial resources to stay; OR
- ✓ Documented and verified oral statement; AND
- ✓ Certification that no subsequent residence has been identified; AND
- ✓ Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing

**\*\*\*Documentation of homelessness must be provided with each applicable selection and attached to checklist within each program participant's intake file. \*\*\***

**CATEGORY 1: LITERALLY HOMELESS**

<input type="checkbox"/>	Written referral by another housing or service provider	
<input type="checkbox"/>	Written observation by the outreach worker	
<input type="checkbox"/>	Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;	
<input type="checkbox"/>	Discharge paperwork or written/oral referral	For individuals exiting an institution
<input type="checkbox"/>	Written record of intake worker's due diligence to obtain above evidence	For individuals exiting an institution
<input type="checkbox"/>	certification by the individual that they exited the institution	For individuals exiting an institution

**CATEGORY 2: IMMINENT RISK OF HOMELESSNESS**

<input type="checkbox"/>	Court order resulting from an eviction action notifying the individual or family that they must leave; OR
<input type="checkbox"/>	For household leaving a hotel or motel, evidence that they lack the financial resources to stay; OR
<input type="checkbox"/>	Documented and verified oral statement; AND
<input type="checkbox"/>	Certification that no subsequent residence has been identified; AND
<input type="checkbox"/>	Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing

**CATEGORY 4: FLEEING/ATTEMPTING TO FLEE DV**

*For Victim Service Providers:*

<input type="checkbox"/>	Oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources.
<input type="checkbox"/>	The statement must be documented by a self-certification or a certification by the intake worker

*For NON-Victim Service Providers:*

<input type="checkbox"/>	Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by self-certification or by the caseworker. Where the safety of the household is NOT jeopardized the oral statement must be verified; AND
<input type="checkbox"/>	Certification by the individual or head of household that no subsequent residence has been identified; AND
<input type="checkbox"/>	Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

**AT-RISK OF HOMELESSNESS**

<input type="checkbox"/>	Court order resulting from an eviction action notifying the individual or family that they must leave between 14 – 21 days; OR
<input type="checkbox"/>	For household leaving a hotel or motel, evidence that they lack the financial resources to stay; OR
<input type="checkbox"/>	Documented and verified oral statement; AND
<input type="checkbox"/>	Certification that no subsequent residence has been identified; AND
<input type="checkbox"/>	Self-certification or other written documentation stating that the individual lacks the financial resources and support necessary to obtain permanent housing

**PARTICIPANT'S INFORMATION / SIGNATURES**

Agency Participant Name:		Agency Caseworker Signature:	
Agency Name:		Program Name:	
DCED Monitor's Name		DCED Monitor's Signature	

**I hereby declare that the information furnished above and attached is true to the best of my knowledge and belief.**

**\*\*\*Documentation of homelessness must be provided with each applicable selection and attached to checklist within each program participant's intake file. \*\*\***

## Creating a Housing Stabilization Plan

<b>WHO?</b>	Who is involved in developing the Housing Stabilization Plan?	A Housing Stabilization Plan is created with the case manager and the client. The client has the primary role in establishing their housing goals. If the client is involved with multiple services (i.e. mental health services, child welfare, etc) it may be a good idea to ask the client if their other case managers can be involved in the discussion to ensure that each provider is aligned with the client's goals. The role of the case manager is to support the follow through and achievement of the goals defined in the plan.
<b>WHAT?</b>	What is a Housing Stabilization Plan?	Housing Stabilization Plans document all the steps both the client and the case manager(s) will take to support the client in moving towards permanent housing. The plan addresses the steps needed to build on the client's resources and addresses their barriers. There are clear benchmarks and timelines so that when the plan is developed, everyone knows what happens next, when things need to be done and who is responsible for each action step. It is meant to be flexible and can adjust to account for changes in the client's circumstances.
<b>WHERE?</b>	Where are Housing Stabilization Plans created?	Housing Stabilization Plans are developed with the client when they are residing in any form of housing. The plan can follow the client as they transition to other programs and does not need to be recreated if the client enrolls in a different program. The focus of a Housing Stabilization Plan should change as the client's circumstances change – attaining housing versus keeping housing.
<b>WHEN?</b>	When are Housing Stabilization Plans created?	Immediately! It takes some time to complete the steps in an action plan. The sooner the work begins the better. And since the Housing Stabilization Plan defines the pathway to housing or to keep the current housing, the client should capitalize on each day to work towards the long term goal of attaining or keeping permanent housing.
<b>WHY?</b>	Why are Housing Stabilization Plans important?	Housing plans create a clear road map for both the client and the case manager. By establishing goals from the very beginning, clients are immediately engaged and motivated. Breaking down the goal of housing into concrete and attainable steps provides opportunities to celebrate success and helps clients feel their goals are manageable. Everyone (the client and case manager) knows who is working on what and why. It is not meant to be punitive. If a client is struggling in completing tasks the plan should be modified to adjust for the challenges they are facing.
<b>HOW?</b>	How are Housing Stabilization Plans created?	<p>Housing Stabilization Plans are developed with the client and after their assessment is completed. They reflect the client's voice and expressed goals. They include long term and short term goals. They have timelines and note who is responsible for completing each action item. Again, they can be updated or changed as needed.</p> <p>A strong Housing Stabilization Plan supports and works with the information learned in the assessment.</p>

## What should a housing assessment include?

### Housing History:

1. Tell me about the last place you lived that worked well for you. What about that experience/housing/situation made it work well for you?
2. Have you been on a lease before? How did that end? Can you get a positive landlord reference? Have you had any past evictions?
3. Have you ever lived in public housing or Section 8 before? How did that end? Do you owe any money to a housing authority?
4. Do you know if you have any housing-related debt (past due rent, utilities, etc?) If yes, about how much?

### Housing Goals:

1. Where would you like to live next? Is there a neighborhood you have in mind? Is there an area where you want to avoid (due to domestic violence or recover needs)?
2. Where do you have any friends or family? Where is your childcare set up? Your children's schools? Job options? Transportation?
3. What kind of apartment are you looking for? Do you need any special accommodations? What size unit?
4. What monthly rent are you trying to target? How much do you think you can afford each month?

### Housing Challenges

1. Have you tried applying for a new lease recently? What was the outcome? What did they tell you about your application?
2. Do you have any concerns about moving back into your own place? What are they?

### Other potential questions:

- What are some things relevant to your housing that you can't live without?
- What are some things relevant to your housing that you are willing to forego right now?
- How far are you willing/able to travel to/from home and work?
- Are there any areas of the city you want to avoid?
- How comfortable are you looking for an apartment? What kinds of questions will you ask? Do you want someone/me to come with you when you start looking?
- How can I help you with your goals?

### What a Housing Assessment Addresses

- ❖ Both strengths and challenges to get into housing
- ❖ Past housing experiences (both positive and negative)
  - Explores what works and doesn't work for the client
- ❖ Focuses on true housing barriers to understand what type of housing may be needed (families with high housing barriers should begin looking for private landlords with more flexible criteria). Housing barriers include:
  - Lack of income
  - Criminal backgrounds
  - Insufficient savings for move-in costs
  - Lack of a valid form of personal identification
  - Housing debt (to include debt to private landlords, housing authorities or utilities)

- ❖ The client's credit report (using free resources as often as possible)
  - This makes sure there are no unexpected housing-related debts or evictions
  - Clients can begin creating a re-payment plan with the necessary creditors (with advocacy from their case manager)
- ❖ Existing housing resources, to include:
  - Communities or neighborhoods where support systems exist (children's schools, childcare, mental health supports, etc.)
  - Communities or neighborhoods where potential employment opportunities that relate to the client's strengths exist
  - Identifying past landlords, employers or other person who can offer a positive reference

## **What a Housing Stabilization Plan addresses**

- ❖ Two to three housing goals (as described by the client)
  - Can include public housing (but should be targeted for clients with the greatest barriers to increasing income). Working with public housing authority and [sdhousingsearch.com](http://sdhousingsearch.com) for subsidized housing.
  - Should include market housing in areas that work for the client and are near existing resources and communities of support; resemble past housing situations that were successful for the client; and are based on real or realistically projected budgets. Creating a real or estimated budget with a client is a powerful tool to begin the discussion of what rent a client can afford and/or what income the client should target to afford their rent. This knowledge can help both in looking for housing and employment
- ❖ Long-term and short-term goals with clear timelines that move the client closer to the housing outcome they defined for themselves
  - A long-term goal towards renting an apartment may be "getting either a full-time job or two part-time jobs that will afford rent"
  - Short-term goals towards that long-term goal may be "creating a resume with my case manager, searching newspaper ads every day, working with Department of Labor, accessing resources for move-in costs", etc.
- ❖ Even before the client transitions into permanent housing, developing a Housing Stabilization Plan to address long-term housing stability
  - Creating a housing "safety plan" that reflects realistic challenges the client can face in the future and details of what resources the client can access if needed
  - Reviewing tenant rights and responsibilities in a way the client understands
  - Helping the client to identify and connect with any resources needed to address other goals that will support long term housing stability (mental health services, financial literacy courses, food banks, etc.).



## Housing Stabilization Plan

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

Date of Plan: \_\_\_\_\_

Address: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

**Barriers:** What barriers are keeping you from attaining or maintaining permanent housing?

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**Goals:** What goals would you like to set to help alleviate the barriers listed above:

Goal 1: \_\_\_\_\_

Goal 2: \_\_\_\_\_

Goal 3: \_\_\_\_\_

Goal 4: \_\_\_\_\_

**Action Steps:** What steps need to be taken to help achieve the goals above:

**For Goal 1**

What:	Purpose:	Who Needs to Complete:	Complete by:

**For Goal 2**

What:	Purpose:	Who Needs to Complete:	Complete by:

**For Goal 3**

<b>What:</b>	<b>Purpose:</b>	<b>Who Needs to Complete:</b>	<b>Complete by:</b>

**For Goal 4**

<b>What:</b>	<b>Purpose:</b>	<b>Who Needs to Complete:</b>	<b>Complete by:</b>

The above barriers, goals and action steps were developed in partnership with my case manager. I understand that each barrier, goal and action step listed above will support my efforts in securing permanent housing. I agree to work on these goals in partnership with my case manager. I will update my case manager as I complete the above goals and will communicate any challenges I experience and understand my case manager can offer me support as needed. Failure to work toward achievement of these goals could result in termination from the program.

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Client Signature

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Date

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Case Manager Signature

---

Date

**COMMUNITY HOPE, INC.**  
**Housing Stability Plan**  
Supportive Services for Veterans Families

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

**Date of Housing Plan:** \_\_\_\_\_

**Veteran ID#:** \_\_\_\_\_

**Re-Certification Date:** \_\_\_\_\_

**Primary Housing Goal:**

\_\_\_\_\_ Obtain permanent housing and address factors that threaten housing stability

\_\_\_\_\_ Prevent homelessness and address factors that threaten housing stability

**Safe, affordable housing options available to household:** (i.e. 1 BR apartment, studio apartment, etc.)

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**Factors that threaten housing stability:** (i.e. drug & alcohol abuse, underemployment, etc.)

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**Family needs related to housing:** (i.e. first floor due to physical limitations, specialized school/education, childcare, etc.)

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**Veteran/Family Strengths & Current Resources:**

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**Financial resources available to household:** (i.e. Service Connected Disability Compensation, T.R.A., etc.)

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**COMMUNITY HOPE, INC.**  
**Housing Stability Plan**  
Supportive Services for Veterans Families

OBJECTIVE 1: Obtain/Maintain Permanent Housing				
WHAT	ACTION STEPS	WHO	INTENSITY (How often)	TARGET DATE

OBJECTIVE 2: Address Income/Benefit concerns that threaten housing stability				
WHAT	ACTION STEPS	WHO	INTENSITY (How often)	TARGET DATE

OBJECTIVE 3: Linkages Needed to create/maintain housing stability				
WHAT	ACTION STEPS	WHO	INTENSITY (How often)	TARGET DATE

OBJECTIVE 4:				
WHAT	ACTION STEPS	WHO	INTENSITY (How often)	TARGET DATE

***I agree with this Housing Stability Plan, have received a copy and will do what is required of me as stated above.***

\_\_\_\_\_  
Veteran's Signature

\_\_\_\_\_  
Date

***I assisted the Veteran in creating this housing stability plan.***

\_\_\_\_\_  
Case Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

# Housing Stability Plan      Date:\_\_\_\_\_

Housing Stability Plans must be updated and reviewed at least every 30 days and rewritten at least every 90 days

<b>Head of Household (HOH):</b> List other Household members:  What do you need today in order to achieve permanent housing stability?		<b>Housing Stability Navigator &amp; Contact:</b>
<b>Housing Need(s)&amp; 90 day Goal:</b> _____ Household Tasks: _____ Navigator Tasks/Mainstream Resource Connection: _____		<b>30/60 Day Updates:</b>
<b>Income Need(s)&amp; 90 day Goal:</b> _____ Household Tasks: _____ Navigator Tasks/Mainstream Resource Connection: _____		<b>30/60 Day Updates:</b>
<b>Health Need(s)&amp; 90 day Goal :</b> _____ Household Tasks: _____ Navigator Tasks/Mainstream Resource Connection: _____		<b>30/60 Day Updates:</b>

<b>Transportation Need(s) &amp; 90 day Goal:</b> _____ Household Tasks: _____ Navigator Tasks/Mainstream Resource Connection: _____	<b>30/60 Day Updates:</b>
<b>Education Need(s)&amp; 90 day Goal:</b> _____ Household Tasks: _____ Navigator Tasks/Mainstream Resource Connection: _____	<b>30/60 Day Updates:</b>
<b>Legal Issues Need(s) &amp; 90 day Goal:</b> _____ Household Tasks: _____ Navigator Tasks/Mainstream Resource Connection: _____	<b>30/60 Day Updates:</b>
<b>Exit Planning :</b> Securing & Maintaining Permanent Housing Long-term Resources that will be helpful and/or necessary to maintain housing:  If my housing becomes unstable I will contact:	<b>30/60 Day Updates:</b>
<p><i>The above Housing Plan was developed in partnership with my Navigator. I understand that each action item listed above will support my efforts in securing permanent housing. I agree to work on this plan in partnership with my Navigator. I will update my Navigator as I complete the above goals. I will also communicate any challenges I experience and understand my Navigator can offer me support as needed.</i></p> <p>Signature of Client: _____ Signature of Navigator: _____  Date: _____ Date: _____</p>	

**At 3, 6 and 9 month reviews, Navigators must provide a copy of this form and any required supporting documentation to MaineHousing Program Officer if any of the following statements apply:**

- ☐ Household has had an income change (Circle One): Yes No
- ☐ Household has had a family composition change (circle one): Yes No
- ☐ If the Household is exiting from services or has any changes this has been updated in HMIS.

## HOUSEHOLD: \_\_\_\_\_

Intake date: \_\_\_\_\_

[illegible]

**SERVICE PLAN GOALS and OBJECTIVES** (include date established, person responsible and date achieved)

### **1. Obtain Affordable Housing with the Northwest Rapid Re-Housing Program :**

*Include a brief summary of any issues to obtain housing, including the need for utility assistance and household goods.*

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*Goals and Objectives:*

[illegible]

**2. Transition into permanent housing after completing Northwest Rapid Re-Housing Program:**

*Include housing move in date or transition to other funding streams and any additional help needed for utilities.*

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*Goals and Objectives:*

Activity	Objective	Date goal established	Who is responsible	Date completed

**3. Obtain Income:** *Describe any financial issues positive or negative:* \_\_\_\_\_

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*Goals and Objectives:*

Activity	Objective	Date goal established	Who is responsible	Date completed



4. Treatment services (case management, MH, D&A, education, etc.)

Describe treatment needs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals and Objectives:

Activity	Objective	Date goal established	Who is responsible	Date completed

5. Obtain benefits programs: \_\_\_\_\_  
\_\_\_\_\_

Goals and Objectives:

Activity	Objective	Date Goal established	Who is responsible	Date completed

6. Maintain housing:

Describe any other support service needs and referrals needed, including connections to natural supports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals and Objectives:

Activity	Objective	Date Goal established	Who is responsible	Date completed

Comments:

Participants in the development of this service plan:

<hr/> Signature	<hr/> Date	<hr/> Date	<hr/> Date
<hr/> Signature	<hr/> Date	<hr/> Date	<hr/> Date
<hr/> Signature	<hr/> Date	<hr/> Date	<hr/> Date
<hr/> Signature	<hr/> Date	<hr/> Date	<hr/> Date

COMPLETION OF SERVICE PLAN at **Exit** from RRH/ESG Program

<hr/> Signature	<hr/> Date
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## **Appendix D- Sample Questions**

### **Monthly Home Visit**

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

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

**Amount of time:** \_\_\_\_\_

- **How is everything going?**
- **How is employment / job searching Going?**
- **Are you paying your rent timely?**
- **Are your utility bills current?**
- **What is your plan for self-sufficiency? (only have 6-9 months to become self-sufficient)**
- **What progress have you made to meet the self-sufficiency goal?**
- **Have you received any notices from your landlord?**
- **What services are you currently active with (MH/Career Link /etc.)?**
- **Have you engaged in any new services since last visit?**

- **Would you like referrals for any services?  
If yes, which one(s)?**
- **Any change in income?**
- **If change in income, have you notified and provided the info to County Assistance Office and us?**
- **Any change with employment?**
- **Any change in household composition?**
- **OTHER: \_\_\_\_\_**

**Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Housing Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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# NOTICES

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

### **Pennsylvania Housing Advisory Committee Virtual Meeting and Virtual Public Hearing; 2021 Annual Action Plan**

**[50 Pa.B. 4758]  
[Saturday, September 19, 2020]**

The Department of Community and Economic Development (Department) is preparing the Commonwealth's 2021 Action Plan of the Consolidated Plan for 2019—2023. The Consolidated Plan (Plan) is a document submitted to the United States Department of Housing and Urban Development (HUD) every 5 years analyzing the needs of the nonentitlement areas of the Commonwealth in the areas of housing including special needs, community development, homelessness prevention and economic development. From this analysis a unified strategy for housing, homelessness and community development programs, including the necessary linkages for building successful neighborhoods and communities is created. The Action Plan is the annual application to HUD for Federal funds administered by the Commonwealth for the nonentitlement communities of the Commonwealth. The HUD funding programs covered by the Plan and administered by the Department are the Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME), the Emergency Solutions Grant (ESG), CDBG Disaster Recovery (CDBG-DR), CDBG—CARES Act, ESG-CARES Act and Neighborhood Stabilization Program (NSP 1) programs. The Plan also covers the following programs, which other state agencies administer: The Department of Health administers the Housing Opportunities for Persons with AIDS (HOPWA) and HOPWA—CARES Act programs. The Pennsylvania Housing Finance Agency administers the National Housing Trust Fund (HTF).

*First Public Hearing  
Tuesday, October 6, 2020  
1:30 p.m.*

The first public hearing for the 2021 Annual Action Plan will be conducted electronically by means of Skype and telephone conference on Tuesday, October 6, 2020, at 2 p.m. using the links and call-in details contained in this notice. Consistent with the Department Citizen Participation Plan, this hearing will be only held through virtual means due to the mandate of Governor Tom Wolf and the Secretary of the Department of Health on large group gatherings. Those who wish to make comment or discuss policy may participate directly from their telephone, personal computer or from a computer located at their public library.

Any individual or organization may give testimony or comments during this meeting. Comments will be accepted about topics related to the needs of the Commonwealth in the following areas; community development, housing including special needs, homelessness, economic development, any changes to the methods of distribution of the existing Federal programs, the unmet needs of the

Commonwealth in terms of the novel coronavirus (COVID-19) and the process by which the public input is gathered. In addition, a summary of the Program Year 2019 accomplishments will be presented. The Commonwealth encourages public participation in this process.

Registration is not required, and citizens may join the meeting by means of Skype at <https://meet.lync.com/pagov/kapossinge/98S5GBM7>. To join by phone, call 1 267-332-8737. The conference ID is 44445932#.

The hearing will be recorded for public record. The hearing will be shortened if there is no one to testify or there is minimal response.

Individuals who have a disability or limited English proficiency and wish to participate in the public hearing should contact Megan Snyder, Department of Community and Economic Development, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225, [megsnyder@pa.gov](mailto:megsnyder@pa.gov), (717) 720-7404, or TDD (717) 346-0308 at a minimum of 72 hours prior to the meeting to discuss how the Department can accommodate their needs.

### *Written Comments*

Written testimony, instead of Web testimony, must be submitted by 4 p.m. on Friday, November 27, 2020, for review for consideration for the Consolidated Plan or Action Plan, or both. Submit comments to Megan Snyder, Department of Community and Economic Development, Center for Community and Housing Development, 400 North Street, 4th Floor, Commonwealth Keystone Building, Harrisburg, PA 17120-0225, [RA-DCEDcdbghomequestions@pa.gov](mailto:RA-DCEDcdbghomequestions@pa.gov).

### *Pennsylvania Housing Advisory Committee*

*Thursday, October 15, 2020*

*2 p.m.—4 p.m.*

The Pennsylvania Housing Advisory Committee (Committee) is responsible for reviewing Statewide housing, community development and support services, needs and priorities, as well as advising the Department in the preparation of the Commonwealth Consolidated Plan, annual action plans and the coordination of Federal, State and local resources to manage the implementation of these plans.

As part of the planning process for the Consolidated Plan for 2021 Annual Action Plan, the Committee will be meeting in an open, public forum to discuss the needs of the Commonwealth in terms of housing including special needs, community development, homelessness, economic development and the unmet needs of the Commonwealth in responding to COVID-19. Reports from the six Department regions will be presented on the needs in their respective areas of the Commonwealth collected during the annual Regional Housing Advisory Committee meetings. Also a summary of the 2019 Program Year will be presented detailing accomplishments under the CDBG, HOME, ESG, CDBG-DR, NSP 1 and 3, HOPWA programs and HTF.

Individuals who wish to attend the Committee meeting may join by Zoom at <https://us02web.zoom.us/j/86055267487?pwd=WjRpNlJUZXRNoZEhDWnNuMUMxTUZQT09>. To join by phone, call 1 929-205-6099. The meeting ID is 860 5526 7487 and the passcode is 434562.

Persons with a disability or limited English proficiency, who wish to attend the Committee meeting and require an auxiliary aid, service or other accommodation to participate, should contact Megan Snyder, Department of Community and Economic Development, Center for Community and Housing Development, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225, [megsnyder@pa.gov](mailto:megsnyder@pa.gov), (717) 720-7404, or TDD (717) 346-0308, at a minimum of 72 hours before the meeting to discuss how the Department may best accommodate their needs.

DENNIS M. DAVIN,  
Secretary

[Pa.B. Doc. No. 20-1278. Filed for public inspection September 18, 2020, 9:00 a.m.]

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## Possinger, Kathy

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**From:** Office of Continuity Records Information Management <OA-EnterprisePortalTeam@pa.gov>  
**Sent:** Thursday, July 30, 2020 12:25 PM  
**To:** Snyder, Megan L  
**Subject:** Confirmation of Sunshine Meeting Notice

**---DO NOT REPLY TO THIS EMAIL. IT IS SENT FROM AN UNMONITORED ACCOUNT---**

Note: The Office of Administration will publish the Sunshine Notice as requested by the agency. Please note, it is the agency's obligation to ensure compliance with Sunshine Act. By publishing the Sunshine Notice, the Office of Administration is not assuming any responsibility with respect to the agency's obligations under the Sunshine Act, nor is it warranting that the Sunshine Notice meets the requirements of the Sunshine Act.

This email is to confirm that we have received your meeting notice for publication pursuant to the Pennsylvania Sunshine Act.

Below is a copy of the information that you submitted for your reference. Please note that we may reformat information in order to limit the cost of the advertisement; however, the meeting name, date, and time will not be changed.

Thank you,  
Office of Administration,  
[Email Sunshine Office](#)  
Phone: 717-783-5055

**Submitter:** Megan Snyder;  
**Submitter Phone:** 717-720-7404;  
**Submitted Date:** 7/30/2020;  
**ADA Contact Name:** Megan Snyder;  
**ADA Phone Number:** 717-720-7404;

### **PUBLIC MEETING NOTICE(S) PURSUANT TO THE SUNSHINE ACT;**

-----  
**Meeting Type:** Regular;  
**Department:** Southeast Regional Housing Advisory Committee Meeting;  
**Meeting Time:** 02:30 PM;  
**Meeting Date:** 8/20/2020 ;  
**Room Number:** Virtual Skype Meeting, Conference ID: 710837229;  
**Additional Information:** Phone #: +1 267-332-8737, Dial-in #: 710837229#. Problems joining or dialing-in to meeting call Jody Michael (717) 720-7410. TDD call (717) 346-0308.;

-----  
**Meeting Type:** Regular;  
**Department:** Northwest Regional Housing Advisory Committee Meeting;  
**Meeting Time:** 10:00 AM;  
**Meeting Date:** 8/20/2020 ;  
**Room Number:** Virtual Skype Meeting, Conference ID: 334643334;  
**Additional Information:** Phone #: +1 267-332-8737, Dial-in #: 334643334#. Problems joining or dialing-in to meeting call Jody Michael (717) 720-7410. TDD call (717) 346-0308.;

-----  
**Meeting Type:** Regular;  
**Department:** Northeast Regional Housing Advisory Committee Meeting;  
**Meeting Time:** 10:00 AM;



**Meeting Date:** 8/19/2020 ;

**Room Number:** Virtual Skype Meeting, Conference ID: 768947169;

**Additional Information:** Phone #: +1 267-332-8737, Dial-in #: 768947169#. Problems joining or dialing-in to meeting call Jody Michael (717) 720-7410. TDD call (717) 346-0308.;

-----

**Meeting Type:** Regular;

**Department:** Central Regional Housing Advisory Committee Meeting;

**Meeting Time:** 10:00 AM;

**Meeting Date:** 8/12/2020 ;

**Room Number:** Virtual Skype Meeting, Conference ID: 696110609;

**Additional Information:** Phone #: +1 267-332-8737, Dial-in #: 696110609#. Problems joining or dialing-in to meeting call Jody Michael (717) 720-7410. TDD call (717) 346-0308.;

-----

**Meeting Type:** Regular;

**Department:** Southwest Regional Housing Advisory Committee Meeting;

**Meeting Time:** 10:00 AM;

**Meeting Date:** 8/11/2020 ;

**Room Number:** Virtual Skype Meeting, Conference ID: 552789540;

**Additional Information:** Phone #: +1 267-332-8737, Dial-in #: 552789540#. Problems joining or dialing-in to meeting call Jody Michael (717) 720-7410. TDD call (717) 346-0308.;

-----

**Meeting Type:** Regular;

**Department:** Lehigh Valley Regional Housing Advisory Committee Meeting;

**Meeting Time:** 02:30 PM;

**Meeting Date:** 8/11/2020 ;

**Room Number:** Virtual Skype Meeting, Conference ID: 673576494;

**Additional Information:** Phone #: +1 267-332-8737, Dial-in #: 673576494#. Problems joining or dialing-in to meeting call Jody Michael (717) 720-7410. TDD call (717) 346-0308.;

-----

**Possinger, Kathy**

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**From:** Snyder, Megan L  
**Sent:** Thursday, July 30, 2020 2:30 PM  
**Subject:** CD&H Alerts & Updates - 2021 Annual Action Plan/RHAC Meetings (Western COC)



**2021 Annual Action Plan/RHAC Meetings**  
**ALL Programs**  
**July 30, 2020**

**Start of the Citizen Participation Process for the 2021 Annual Action Plan – Regional Housing Advisory Committee Meetings**

The Department of Community and Economic Development (DCED) is preparing the Commonwealth's 2021 Annual Action Plan. The document must be submitted to, and approved by, the United States Department of Housing and Urban Development (HUD) in order for the Commonwealth to receive funding under HUD's housing and community development programs including: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant Program (ESG), Housing Opportunities for People with Aids (HOPWA), and National Housing Trust Fund (HTF). The Annual Action Plan requires citizen participation in the planning of the method of distribution for the above stated programs. As part of the planning process, DCED conducts virtual meetings across the state to discuss regional needs for housing, homelessness, economic and community development issues and develops goals for the programs that may affect the method of distribution of the fiscal year 2021 funding. The first of these meetings are the Regional Housing Advisory Committee (RHAC) meetings.

**Regional Housing Advisory Committee Meetings**

The Commonwealth has six Regional Housing Advisory Committees (RHAC) across the state comprised of appointed members. Meetings of these committees are open to the public pursuant to the Sunshine Act. These committees advise the Department of Community and Economic Development (DCED) regarding housing, homelessness, economic and community development needs, as well as assist in fair housing planning. The RHAC meetings are open to the public and will take place electronically via a webinar. Due to the outbreak of COVID-19 and continued guidance from the CDC and the PA Department of Health there will be no on-site attendance at these meetings.

---

**Southwest RHAC Meeting** (Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland Counties)

**Date: Tuesday, August 11, 2020**

**Time: 10:00 am to Noon, Eastern Daylight Time**

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Conference ID: 552789540

Join by phone:

Toll number: +1 267-332-8737 552789540# (Dial-in Number)

Any problems with joining or dialing-in to meeting, please contact Jody Michael (717) 720-7410.

---

**Lehigh Valley RHAC Meeting** (Berks, Lebanon, Lehigh, Monroe, Northampton, Northumberland, Snyder, and Union Counties)

Date: **Tuesday, August 11, 2020**

Time: **2:30 – 4:30 pm**, Eastern Daylight Time

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Conference ID: 673576494

Join by phone:

Toll number: +1 267-332-8737 673576494# (Dial-in Number)

Any problems with joining or dialing-in to meeting, please contact Jody Michael (717) 720-7410

---

**Central RHAC Meeting** (Adams, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Mifflin, Perry, and York Counties)

Date: **Wednesday, August 12, 2020**

Time: **10:00 am to Noon**, Eastern Daylight Time

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Conference ID: 696110609

Join by phone:

Toll number: +1 267-332-8737 696110609# (Dial-in Number)

Any problems with joining or dialing-in to meeting, please contact Jody Michael (717) 720-7410.

---

**Northeast RHAC Meeting** (Bradford, Carbon, Clinton, Columbia, Lackawanna, Luzerne, Lycoming, Montour, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming Counties)

Date: **Wednesday, August 19, 2020**

Time: **10:00 am to Noon**, Eastern Daylight Time

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Conference ID: 768947169

Join by phone:

Toll number: +1 267-332-8737 768947169# (Dial-in Number)

Any problems with joining or dialing-in to meeting, please contact Jody Michael (717) 720-7410.

---

**Northwest RHAC Meeting** (Cameron, Centre, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, and Warren Counties)

Date: **Thursday, August 20, 2020**

Time: **10:00 am to Noon**, Eastern Daylight Time

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Conference ID: 334643334

Join by phone:

Toll number: +1 267-332-8737 334643334# (Dial-in Number)

Any problems with joining or dialing-in to meeting, please contact Jody Michael (717) 720-7410.

---

**Southeast RHAC Meeting** (Bucks, Chester, Delaware, Lancaster, Montgomery and Philadelphia Counties)

Date: **Thursday, August 20, 2020**

Time: **2:30 to 4:30 pm**, Eastern Daylight Time

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Conference ID: 710837229

Join by phone:

Toll number: +1 267-332-8737 710837229# (Dial-in Number)

Any problems with joining or dialing-in to meeting, please contact Jody Michael (717) 720-7410.

---

Persons with a disability or of limited English proficiency who wish to participate in any of the Regional Advisory Committee meetings and requires an auxiliary aid, service, or other accommodation to participate, should contact **Megan Snyder**, Department of Community and Economic Development, Center for Community and Housing Development, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120-0225, **717-720-7404** or TDD: **717-346-0308**, or [megsnyder@pa.gov](mailto:megsnyder@pa.gov) at a minimum of 72 hours prior to the hearing to discuss how the Department may best accommodate their needs.

**Center for Community and Housing Development**

PA Department of Community & Economic Development

Commonwealth Keystone Building

400 North Street, 4<sup>th</sup> Floor | Harrisburg, PA 17120-0225

Phone: 717-787-5327

[dced.pa.gov](http://dced.pa.gov) | [www.visitPA.com](http://www.visitPA.com)



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Western COC

It's 1:30pm and I will call to order the first public hearing for the 2021 Annual Action Plan. I am Kathy Possinger, Director of the Center for Community and Housing Development of the Department of Community and Economic Development. From DCED, I am joined by Megan Snyder for our virtual public hearing today. Today's public hearing will be recorded and by participating in this discussion you are consenting to the recording, storage and possible distribution of this meeting. Does anyone object to the recording of this meeting? (HIT RECORD)

The Center for Community and Housing Development is responsible for preparation of the consolidated planning process which allows the Commonwealth to receive funding under the Community Development Block Grant, the HOME Investment Partnerships, the Emergency Solutions Grant, Housing Opportunities for People with AIDS Programs and the National Housing Trust Fund along with funding for the Neighborhood Stabilization Program and CDBG-Disaster Recovery grants. Most recently, in response to the coronavirus pandemic, the Commonwealth also received allocations for funding through the Coronavirus Aid, Relief and Economic Security Act passed by Congress and signed into law on March 27, 2020. The CARES Act provided for many outlets for federal funding to aid in the pandemic, but germane to this conversation are the Community Development Block Grant CARES Allocations, and Emergency Solutions Grant CARES allocations.

Notice of this public hearing for the 2021 Annual Action Plan appeared in the September 19, 2020 edition of the *Pennsylvania Bulletin*. It was also publicized through Sunshine Notice on September 9, 2020 and DCED's CD & H Alert process that sends out a Notice of Public Hearing citizen participation contact lists.

The purpose of this public hearing is to provide individuals and organizations the opportunity to hear and comment on the annual accomplishments of Pennsylvania communities utilizing the HUD programs for the 2019 program year as well as provide DCED with the comment on unmet needs of the state in the focus areas of community development, housing, homelessness and economic development that you would like considered when developing the goals and objectives of the aforementioned programs for the next year.

The Center has spent time since August conducting meetings with six Regional Housing Advisory Committees taking comments on the needs of the regions, and on October 15th will hold a meeting of the Pennsylvania Housing Advisory Committee providing members of the PHAC with details of the needs identified throughout the state as well as discussing affordable housing throughout the state.

All comments will be considered for possible changes to the Method of Distribution for the programs for the next year, and 2021 Action Plan will be drafted once the funding program's allocations have been finalized by HUD.

Before we begin taking comments for the next year, let's take a look at the accomplishments of the programs from 2019. I will summarize the annual performances report that was sent to HUD in March 2020.

## CAPER RESULTS

Are there any questions or comments about the 2019 goals and accomplishments?

At this time, any and all issues dealing with the needs of the state in housing, community development, homelessness, economic development, any changes to the method of distribution of the existing federal programs and the process by which the public input is gathered, or the use of the federal funds by the state are open for comments. When making comment, please state your name, organization you represent if applicable, and county you are from.

**Public Comment:**

Beth Greenburg, Leading Age PA

Speaking on behalf of organization, association of senior service providers.

- Many providers (about 100) are affordable housing properties. Strong interest in affordable housing in the commonwealth as well as senior services.
- As an observation, recognize continuing and growing need for affordable housing for seniors.
- Couple of new resources – PHFA Housing Study – one of the major conclusions was that the availability of subsidized housing falls short of needs; in PA more than 17% of population is 65 or older and the probability for disability increases with age. Specialized housing is in need.
- Leading Age National Association has published in a recent issue of *Generations* noting housing as a determinant of health. Beth offered to send article as a resource. As public attention focuses more on social determinant of health and housing's role in need. Individuals who are unstably housed will experience poor health more so than those that are stably housed. Stock in PA is old and seniors facing disabilities may not be in a home that meets their health needs and is affordable.
- As an additional note, many members find that CDBG and HOME are important in making their properties work.
- Asked members about COVID specific needs – one of the things suggested is that testing has not been the priority in senior housing as it has for long-term care facilities. Support for testing machines and supplies and training in senior housing.
- If there is an outbreak, tremendous amount of cleaning/disinfecting to the building and filters, etc., that need to be put into place. Some of those needs need financial support. Operating subsidies are always an important issue.

Has everyone who is interested in speaking on these or has additional needs to be considered had a chance to make their comment?

The first comment period continues to be open for the Action Plan until Friday November 27, 2020; Written testimony, in lieu of testimony here, must be submitted by 5:00 PM, Friday November 27, 2020. Please submit comments to Megan Snyder, Department of Community and Economic Development, Center for Community and Housing Development, 400 North Street, 4<sup>th</sup> Floor, Commonwealth Keystone Building, Harrisburg, PA 17120-0225 or via the Department's mail box at: [RA-DCEDcdbghomequestions@pa.gov](mailto:RA-DCEDcdbghomequestions@pa.gov)

Persons with a disability or limited English proficiency, who wish to comment or provide needs and requires an auxiliary aid, service, or other accommodation to communicate, should contact **Megan Snyder**, Department of Community and Economic Development, Center for Community Financing, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120-0225, **717-720-7404** or **TDD – 717-346-0308** for further assistance.

First Public Hearing – 2021 Action Plan  
October 6, 2020 – 1:30 – 2:30pm

Are there any other comments?? Hearing no additional comments, I hereby close this public hearing. Thank you.

**From:** [DC\\_CDHALERTUPDATE](#)  
**Subject:** CD&H Alerts & Updates - 2021 Annual Action Plan Substantial Amendment  
**Date:** Friday, September 10, 2021 8:57:03 AM  
**Attachments:** [Public Hearing--2021 Action Plan Substantial Amendment--HTF Funds.msg](#)  
[image001.png](#)  
[image003.jpg](#)  
[image005.jpg](#)  
[image007.png](#)  
[image009.png](#)  
[image011.jpg](#)

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**Substantial Amendment to the 2021 Annual Action Plan**  
**All Programs**  
**September 10, 2021**

The Commonwealth of Pennsylvania's 2021 Annual Action Plan will be amended to add the 2021 National Housing Trust Fund (HTF) allocation and revise the method of distribution to include the funds. The proposed substantial amendment for the 2021 Annual Action Plan will be revised to include \$22,424,348 of the National Housing Trust Fund allocation. The HTF funds are administered by the Pennsylvania Housing Finance Agency (PHFA).

The revised [2021 Annual Action Plan Substantial Amendment](#) will be available for review from September 11, 2021 through October 12, 2021 on the DCED website: <https://dced.pa.gov/library/?wpdmc2=action-plans-2019-2023>

The public hearing for the substantial amendment to the 2021 Annual Action Plan will be conducted electronically, via Microsoft Teams on Thursday, October 7, 2021 at 1PM and will last only if there are comments to be received. Attached to this alert is the calendar invite for the public hearing.

FOR MORE INFORMATION, PLEASE CONTACT: David Grey, Center for Community and Housing Development, 717-214-5341 or [dgrey@pa.gov](mailto:dgrey@pa.gov).

**Center for Community and Housing Development**  
PA Department of Community & Economic Development  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor | Harrisburg, PA 17120-0225  
Phone: 717-787-5327  
[dced.pa.gov](https://dced.pa.gov) | [www.visitPA.com](https://www.visitPA.com)





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**From:** [Snyder, Megan L](#)  
**Bcc:** [County Commissioners Assoc of PA, Lisa Schaefer, Exec Dir; PA Municipal Authorities - Douglas F Bilheimer, Exec Dir; PA Municipal League - Rick Schuettler, Exec Dir; PA State Assoc of Twp Supys - David M Sanko, Exec Dir; State Assoc of Boroughs - Christopher Cap, Exec Vice Pres](#)  
**Subject:** CD&H Alerts & Updates - 2021 Annual Action Plan Substantial Amendment  
**Date:** Monday, September 13, 2021 8:44:00 AM  
**Attachments:** [Public Hearing--2021 Action Plan Substantial Amendment--HTF Funds.msg](#)  
[image001.png](#)  
[image003.jpg](#)  
[image005.jpg](#)  
[image007.png](#)  
[image009.png](#)  
[image011.jpg](#)

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## **Substantial Amendment to the 2021 Annual Action Plan**

### **All Programs**

**September 10, 2021**

The Commonwealth of Pennsylvania's 2021 Annual Action Plan will be amended to add the 2021 National Housing Trust Fund (HTF) allocation and revise the method of distribution to include the funds. The proposed substantial amendment for the 2021 Annual Action Plan will be revised to include \$22,424,348 of the National Housing Trust Fund allocation. The HTF funds are administered by the Pennsylvania Housing Finance Agency (PHFA).

The revised [2021 Annual Action Plan Substantial Amendment](#) will be available for review from September 11, 2021 through October 12, 2021 on the DCED website: <https://dced.pa.gov/library/?wpdmc2=action-plans-2019-2023>

The public hearing for the substantial amendment to the 2021 Annual Action Plan will be conducted electronically, via Microsoft Teams on Thursday, October 7, 2021 at 1PM and will last only if there are comments to be received. Attached to this alert is the calendar invite for the public hearing.

FOR MORE INFORMATION, PLEASE CONTACT: David Grey, Center for Community and Housing Development, 717-214-5341 or [dgrey@pa.gov](mailto:dgrey@pa.gov).

### **Center for Community and Housing Development**

PA Department of Community & Economic Development  
Commonwealth Keystone Building

400 North Street, 4<sup>th</sup> Floor | Harrisburg, PA 17120-0225  
Phone: 717-787-5327

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# PENNSYLVANIA BULLETIN

Volume 51  
Saturday, September 11, 2021 • Harrisburg, PA  
Number 37  
Pages 5811—6012

See Part II page 5973  
for the Rules and Regulations

## Part I

### Agencies in this issue

The Governor  
The Courts  
Department of Agriculture  
Department of Banking and Securities  
Department of Community and Economic  
Development  
Department of Education  
Department of Environmental Protection  
Department of Health  
Department of Human Services  
Department of Revenue  
Department of State  
Department of Transportation  
Housing Finance Agency  
Insurance Department  
Pennsylvania Gaming Control Board  
Pennsylvania Infrastructure Investment Authority  
Pennsylvania Public Utility Commission  
Philadelphia Parking Authority  
State Employees' Retirement Board  
**Detailed list of contents appears inside.**



<i>Date</i>	<i>Name and Location of Applicant</i>	<i>Location of Branch</i>	<i>Action</i>
08-27-2021	Republic First Bank Philadelphia Philadelphia County	212 East Lancaster Avenue Wayne Delaware County	Approved
08-27-2021	Somerset Trust Company Somerset Somerset County	100 Maple Avenue East Vienna Fairfax County, VA	Approved
08-28-2021	Investors Bank Short Hills Essex County, NJ	100 Gibraltar Road Horsham Montgomery County, PA	Opened
08-28-2021	Investors Bank Short Hills Essex County, NJ	706 Stony Hill Road Yardley Bucks County, PA	Opened
08-31-2021	Somerset Trust Company Somerset Somerset County	226 Main Street Suite 4 Irwin Westmoreland County, PA (Limited Service Facility)	Approved

**CREDIT UNIONS****Consolidations, Mergers and Absorptions**

<i>Date</i>	<i>Name and Location of Applicant</i>	<i>Action</i>
8-31-2021	Delco Postal Credit Union Upper Darby Delaware County  Application for approval to merge Delco Postal Credit Union, Upper Darby, with and into Forge Federal Credit Union, Upper Darby.	Filed

The Department's web site at [www.dobs.pa.gov](http://www.dobs.pa.gov) includes public notices for more recently filed applications.

RICHARD VAGUE,  
*Secretary*

[Pa.B. Doc. No. 21-1521. Filed for public inspection September 10, 2021, 9:00 a.m.]

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

### Substantial Amendment to the 2021 Annual Action Plan; Public Hearing

The Commonwealth's 2021 Annual Action Plan will be amended to add the 2021 National Housing Trust Fund (HTF) allocation and revise the method of distribution to include the funds.

The proposed substantial amendment for the 2021 Annual Action Plan will be revised to include \$22,424,348 of the HTF allocation. The HTF funds are administered by the Housing Finance Agency.

#### *Public Review*

The revised 2021 Annual Action Plan will be available for review from September 11, 2021, through October 12, 2021, on the Department of Community and Economic Development's (Department) web site at <https://dced.pa.gov/library/?wpdmc2=action-plans-2019-2023>.

#### *Public Hearing*

The public hearing for the substantial amendment to the 2021 Annual Action Plan will be conducted electronically by means of Microsoft Teams on Thursday, October 7, 2021, at 1 p.m. and will last only if there are comments to be received.

The public hearing may be accessed by dialing (267) 332-8737 and then 448005650#. Individuals in need of assistance to join the meeting should contact Megan Snyder at (717) 720-7404.

Persons with a disability or limited English proficiency who wish to participate in the public hearing should contact Megan L. Snyder, (717) 720-7404, (717) 346-0308 (TDD), [megsnyder@pa.gov](mailto:megsnyder@pa.gov) to discuss how the Department can accommodate their needs.

#### *Public Comments*

Any individual or organization may give testimony or comments during the meeting or submit comments electronically at [RA-DCEDcdcbghomequestions@pa.gov](mailto:RA-DCEDcdcbghomequestions@pa.gov). Written comments must be received by close of business on Tuesday, October 12, 2021, by 4 p.m.

DENNIS M. DAVIN,  
*Secretary*

[Pa.B. Doc. No. 21-1522. Filed for public inspection September 10, 2021, 9:00 a.m.]

## DEPARTMENT OF EDUCATION

### Cyber Charter School Application; Public Hearing

The Department of Education (Department) will conduct a public hearing regarding a cyber charter school application received on August 11, 2021. The hearing will

Public Hearing  
2021 Substantial Amendment--Housing Trust Fund  
October 7, 2021 1PM  
Attendance List

Full Name	User Action	Timestamp
Grey, David	Joined	10/7/2021, 12:45:36 PM
Susten, Angela	Joined	10/7/2021, 12:54:09 PM
Jessica Perry (Guest)	Joined	10/7/2021, 12:58:37 PM
Thompson, Dana	Joined	10/7/2021, 1:01:04 PM
Eric Saunders, New Hope Ministries (Guest)	Joined	10/7/2021, 1:04:28 PM

2021 Annual Action Plan Substantial Amendment  
Public Hearing Script  
October 7, 2021 1PM

Good afternoon, and welcome to the Department of Community and Economic Development's public hearing for the substantial amendment to the 2021 Annual Action Plan to add in the allocation of the National Housing Trust fund to the 2021 program year. My name is David Grey, Chief of Compliance and Technical Services for the Center for Community & Housing Development and I will be facilitating today's public hearing.

Joining me on the call today is Jessica Perry from the Pennsylvania Housing Finance Agency or PHFA. She serves as the Manager of Multifamily Coordination for PHFA. In addition, is Angela Susten, the Director of the Center of Community and Housing Development.

The Center for Community and Housing Development is responsible for preparation of the consolidated planning process which allows the Commonwealth to receive funding under the Community Development Block Grant, the HOME Investment Partnerships, the Emergency Solutions Grant, Housing Opportunities for People with AIDS, the Neighborhood Stabilization Program, CDBG-Disaster Recovery, and the National Housing Trust Fund.

Notice of the public hearing for the Substantial Amendment to the 2021 Action Plan was published in the Pennsylvania Bulletin on September 11, 2021. Additionally, on September 13, 2021, the notice was sent via email to DCED's citizen participation distribution lists.

The purpose of this public hearing is to provide individuals and organizations the opportunity to hear and comment on the draft Substantial Amendment to the 2021 Annual Action Plan for the National Housing Trust Fund.

The National Housing Trust Fund or HTF funds are allocated annually by formula by the U.S. Department of Housing and Urban Development. The funds must be used in the following manner: at least 80% of each grant for rental housing, up to 10% for homeownership, and up to 10% for reasonable administrative and planning costs. HTF funds may be used for the production or preservation of affordable housing through acquisition, new construction, reconstruction, and/or rehabilitation of non-luxury housing with suitable amenities. All HTF-assisted units are required to have a minimum affordability period of 30 years.

At this time, I will invite Jessica to provide an overview of recent HTF activities.

The proposed substantial amendment for the 2021 Annual action plan will be revised to include \$22,424,348. The draft of the Substantial Amendment is available on the DCED website, I will place the link in the chat:

<https://dced.pa.gov/download/2021%20Action%20Plan%20Substantial%20Amendment/?wpdmdl=107008>

The public comment period began on September 11, 2021 and will conclude on October 12, 2021. At this time, I will invite any public comment. When making comment, please state your name, organization you represent (if applicable), and the county you are from.

Has everyone who is interested in speaking had a chance to make their comment?

Again, the comment period will stay open until 4PM on October 12, 2021. Please submit comments to Megan Snyder, Department of Community and Economic Development, Center for Community and Housing Development, 400 North Street, 4<sup>th</sup> Floor, Commonwealth Keystone Building, Harrisburg, PA 17120-0225 or via the Department's mail box at: [RA-DCEDcdbghomequestions@pa.gov](mailto:RA-DCEDcdbghomequestions@pa.gov)

Persons with a disability or limited English proficiency, who wish to comment and requires an auxiliary aid, service, or other accommodation to communicate, should contact **Megan Snyder**, at the same aforementioned address or by telephone at **717-720-7404 or TDD – 717-346-0308**.

Are there any other comments?? Hearing no additional comments, I hereby close this public hearing. Thank you.

#### Public Hearing Notes

No comments were received during the public hearing nor were they received during the public comment period.

## **Pennsylvania – HOPWA REGIONAL GRANTEE LISTING**

### AIDSNET Region

AIDSNET

31 South Commerce Way

Bethlehem, PA 18017

### CLARION UNIVERSITY – North West Region

Clarion University

15870 Route 322

Clarion, PA 16214

### FAMILY HEALTH COUNCIL OF CENTRAL PA, INC.- South Central Region

Family Health Council of Central Pennsylvania, Inc.

3461 Market Street, Suite 200

Camp Hill, PA 17011

### NORTH CENTRAL DISTRICT ALLIED CONNECTIONS – North Central Region

North Central District AIDS Coalition

7930 Nittany Valley Drive

Suite B

Mill Hall, PA 17751

### THE JEWISH HEALTHCARE FOUNDATION – South West Region

The Jewish Healthcare Foundation of Pittsburgh, Inc.

650 Smithfield Street, Suite 2400

Pittsburgh, PA 15222

### The UNITED WAY OF WYOMING VALLEY – North East Region

United Way of Wyoming Valley

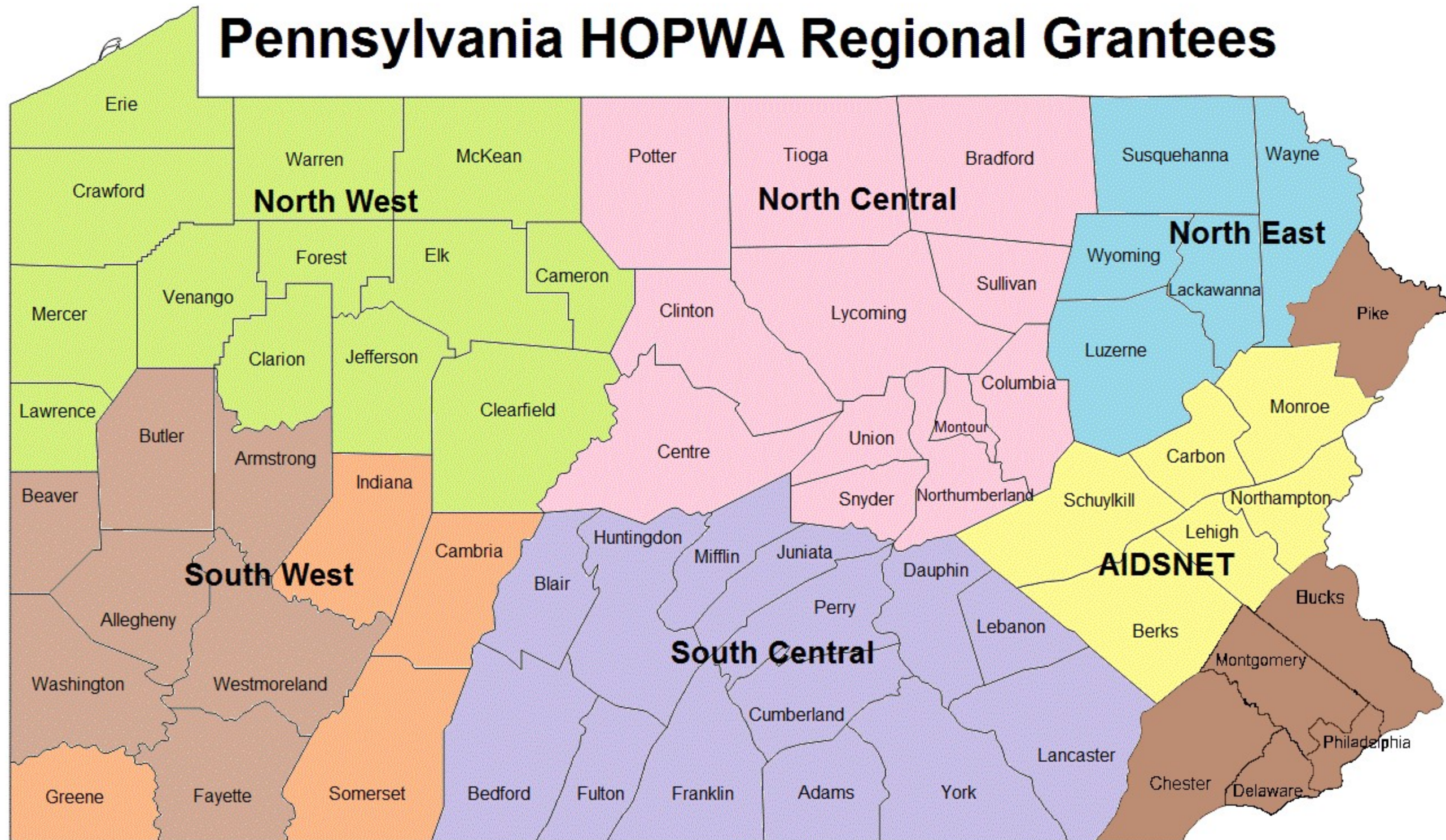
100 North Pennsylvania Avenue

2<sup>nd</sup> Floor








Wilkes-Barre, PA 18701



# Pennsylvania HOPWA Regional Grantees

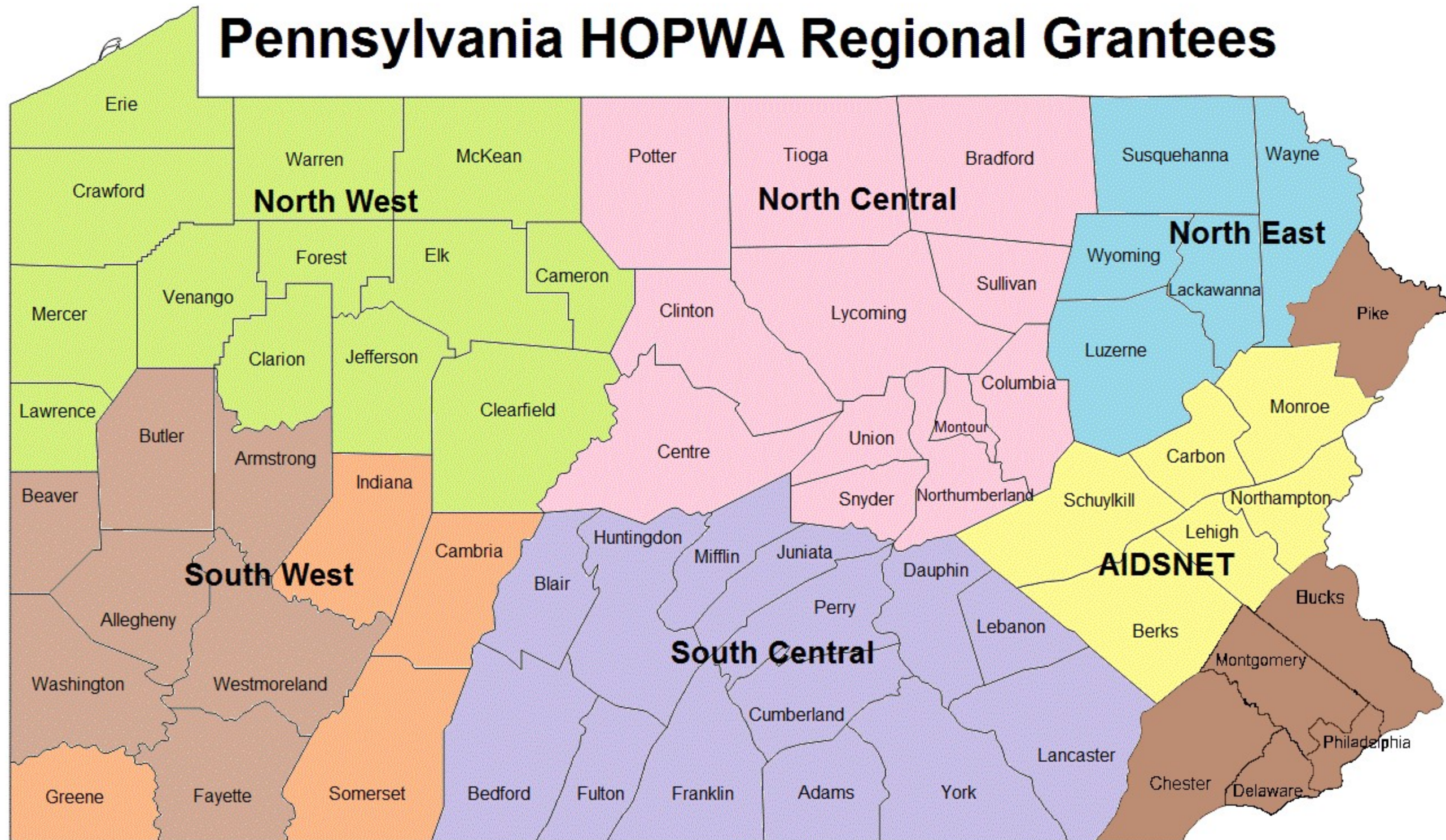


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






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	North Central		North West		South West
			Other HUD Grantee Funding		



# Pennsylvania HOPWA Regional Grantees



## Legend

	AIDSNET		North East		South Central
	North Central		North West		South West
			Other HUD Grantee Funding		



## **Pennsylvania – HOPWA REGIONAL GRANTEE LISTING**

### AIDSNET Region

AIDSNET

31 South Commerce Way

Bethlehem, PA 18017

### CLARION UNIVERSITY – North West Region

Clarion University

15870 Route 322

Clarion, PA 16214

### FAMILY HEALTH COUNCIL OF CENTRAL PA, INC.- South Central Region

Family Health Council of Central Pennsylvania, Inc.

3461 Market Street, Suite 200

Camp Hill, PA 17011

### NORTH CENTRAL DISTRICT ALLIED CONNECTIONS – North Central Region

North Central District AIDS Coalition

7930 Nittany Valley Drive

Suite B

Mill Hall, PA 17751

### THE JEWISH HEALTHCARE FOUNDATION – South West Region

The Jewish Healthcare Foundation of Pittsburgh, Inc.

650 Smithfield Street, Suite 2400

Pittsburgh, PA 15222

### The UNITED WAY OF WYOMING VALLEY – North East Region

United Way of Wyoming Valley

100 North Pennsylvania Avenue

2<sup>nd</sup> Floor

Wilkes-Barre, PA 18701

## **Appendix F**

### **HOME Program Resale/Recapture Grantee Unique Appendices**

#### **RESALE/RECAPTURE**

The Commonwealth of Pennsylvania receives an annual allocation of HOME Investment Partnership Program (HOME) funding from the US Department of Housing and Urban Development Department (HUD) as a designated participating jurisdiction. Through the Department of Community and Economic Development (DCED), the Commonwealth of Pennsylvania facilitates the development and preservation of affordable housing. HOME funds are distributed through an annual competitive application process. Each community making application for funding under the HOME program is required to determine and make known in their application, whether a resale or recapture provision is utilized based on the needs of the community. At application, DCED will evaluate the terms of the provision identified to ensure compliance with neighborhood standards, housing market analysis and the expectations detailed below. Grantees must select to enforce either a Recapture or Resale provision that meets the requirements established in 24 CFR 92.254(a)(5)(i) and (ii).

#### **RECAPTURE PROVISIONS**

Grantees selecting to RECAPTURE HOME funds in the event of sale within the HOME affordability period will follow the guidance noted here. The Recapture provision permits the HOME-assisted homebuyer to sell their unit at any time during the period of affordability, to any willing buyer, and at the price the market will bear. The Grantee imposes recapture provisions by written agreement and by recorded lien. In the event of a voluntary or involuntary sale during the period of affordability, the grantee must recapture the HOME net proceeds specified under its recapture provisions. Net proceed is defined as the sale price minus loan repayment and closing costs.

The HOME investment amount may be reduced on a pro-rata basis on the length of time the homeowner has owned and occupied the unit measured against the required affordability period. If the net proceeds are not sufficient to recapture the full (or a pro-rata amount) HOME investment plus enable the homeowner to recover the amount of the homeowner's down payment and any capital improvement investment, the recapture provision may allow the net proceeds to be shared proportionally.

The HOME investment subject to recapture is the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. It includes any HOME assistance that reduced the purchase price from fair market value to an affordable price, but excludes the amount between the cost of producing the unit and the market value of the property (i.e., the development subsidy).

If the only HOME assistance for the project used is for construction or development subsidy, the restrictions apply for the period of affordability and must follow the resale provisions. All HOME assistance, whether a direct subsidy to the homebuyer or a construction or development subsidy, is subject to consideration for the purposes of determining the affordability term.

Grantee will identify its method of recapture in their competitive application and maintain a written process in its program files. One of the following models may be used:

- a. Grantee recaptures entire amount;
- b. Pro rata reduction of recapture amount during affordability period

## Appendix F

- c. Owner recovers entire investment (down payment and capital improvements) before grantee recaptures HOME investment;
- d. Shared net proceeds in event of insufficient net proceeds; or
- e. PJ developed or modified provisions.

### **RESALE RESTRICTIONS**

Resale provisions preserve the affordability and availability of the HOME-assisted homebuyer unit to low-income households for the entire period of affordability. In an effort to make the property affordable to a reasonable range of low-income homebuyers, the Grantee controls the resale price by establishing an objective methodology for determining a fair return to the original homebuyer. If the established resale price is not affordable to the subsequent low-income homebuyer, the Grantee may be required to provide additional assistance to that homebuyer but may not adjust the sale price as a result.

The unit must be made available for subsequent purchase only to a low income family that will use the property as its principal residence. The owner will receive a fair return on investment, including any improvements.

#### **Fair Return on Investment**

If the unit is sold during the affordability period, the grantee shall guarantee that the price at resale provides the original HOME-assisted buyer a fair return on investment (including the original homebuyer's initial investment and any capital improvements). The value of capital improvements is defined for these purposes as the actual, documented costs of permanent structural improvements or the restoration of some aspect of a property that either will enhance the property value or will increase the useful life of the property. Capital improvements are generally non-recurring expenses such as the cost of an addition, a remodel, or a new roof. Repairs and general maintenance are not considered capital improvements. To be considered, the actual costs of the capital improvement must be documented with receipts, cancelled checks or other documents acceptable to the grantee and DCED.

A fair return on investment will be considered achieved when the original homebuyer (now the seller) receives from the sale a percentage return on investment based on the change in the Median Sale Price for the Metropolitan Statistical Area, as published periodically by HUD with the FHA Mortgage Limits (also known as the "203(b) limits.")

$$\text{Fair Return} = (\text{Initial Investment} + \text{Value of Improvements}) \times \frac{\text{Median Sale Price (current)}}{\text{Median Sale Price (initial)}}$$

The fair return to the homebuyer is paid out of proceeds from the sale of the home; if the home is sold at a loss and no proceeds are available, the homeowner shall not be entitled to any return. If proceeds are insufficient to provide the full amount of the calculated fair return, the homeowner shall receive a return only up to the amount of available proceeds.

#### **Continued Affordability**

In addition to ensuring that the HOME-assisted homebuyer receives a fair return on his or her investment, the grantee's resale provisions shall ensure that the housing under a resale provision will remain affordable to a reasonable range of low-income homebuyers. Accordingly, the grantee shall ensure that the sales price of a home resold under the resale provisions is within the maximum mortgage capacity of a target population of potential buyers with incomes ranging from 50% to 80% of the Area Median Income

## Appendix F

(AMI). More specifically, the grantee defines “affordable to a reasonable range of low-income homebuyers” as housing with a sales price not exceeding three times the low-income limit (80% AMI) for the Metropolitan Statistical Area corresponding to a household size equivalent to the number of bedrooms in the home.

### Presumption of Affordability

DCED will not accept presumption of affordability in place of income based determination of eligibility for the resale requirement.

### Housing Market Analysis

The housing market in Pennsylvania varies significantly by region. While the Commonwealth fared comparatively better than its neighboring states in terms of foreclosures during the housing crisis of 2008-2009, housing markets have not returned to a normal state of operation. According to RealtyTrac, Pennsylvania has an average foreclosure rate of 0.08%, lower than the national average of 0.09%.

The need for affordable housing has not been met by the existing housing market. . The communities with the greatest problems continue to be the same high growth areas that show significant affordability problems. In general, these areas are in counties that border New Jersey, Eastern New York and Eastern Maryland.

Given the extensive geographic area of the Commonwealth, DCED instructs its grantees to assess and analyze local housing markets in developing project applications. DCED prioritizes projects that are targeted for middle markets (also known as transitional neighborhoods), officially designated redevelopment areas, and locations that meet a strategic need.

Pennsylvania also has an older housing stock on average compared to the nation as a whole. Based on 2012 ACS data, 50% of Pennsylvania’s occupied housing stock was built prior to 1940; over 70 years old. Only 31% of the entire U.S. occupied housing stock was built prior to 1940.