

LM 9/20/12
RLM

RESOLUTION NO. 18-2012

**A RESOLUTION AUTHORIZING THE FILING OF A PROPOSAL FOR FUNDS
WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
COMMONWEALTH OF PENNSYLVANIA**

WHEREAS, the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) enacted into law on May 20, 2009, authorized the Emergency Solutions Grant (ESG) Program; and

WHEREAS, the Commonwealth of Pennsylvania through the Department of Community and Economic Development (DCED) has received ESG program funds and is making these funds available to local governments for eligible emergency shelter activities; and


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

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF DAUPHIN COUNTY, PENNSYLVANIA THAT:

1. The proposal to draft a contract with Catholic Charities Interfaith Shelter, Shalom House, YWCA, for shelter operations and essential services, the YWCA for street outreach, Christian Churches United for Homelessness Prevention and Rapid Re-housing, and Capital Area Coalition on Homelessness for HMIS and fund same with the DCED Emergency Solutions Grant, "ESG 2012" is hereby approved if said funding is awarded and received.
2. The Dauphin County MH/ID Program is hereby authorized and directed to submit an ESG Program application in the amount of Five Hundred Fifty Four Thousand, Seven Hundred Forty Dollars (\$554,740.00) to the Pennsylvania Department of Community and Economic Development.
3. The County of Dauphin will assume the responsibility for securing the required matching amount of project funds.
4. The County of Dauphin will reimburse the Commonwealth for any expenditure found to be ineligible.
5. The Dauphin County MH/ID Program is authorized to provide such assurances, certificates, and supplemental data or revised data that DCED may request in connection with the application.

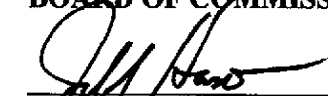
ADOPTED AND RESOLVED, by the Board of Commissioners of Dauphin County, Pennsylvania, in lawful session duly assembled, on the 26th day of September, 2012.

ATTEST:




 Laura E. Evans, Esquire
 Chief Clerk/Chief of Staff

**DAUPHIN COUNTY
BOARD OF COMMISSIONERS**



 Jeff Mast, Chairman



 Mike Pries, Vice Chairman



 George P. Hartwick, III, Secretary

(SEAL)

**Community and Economic Development**

Single Application for Assistance

Single Application #: 201209258558

Please Read and Sign this page, ATTACH All supporting documentation, and MAIL to:

Pennsylvania Department Of Community and Economic Development
Commonwealth Keystone Building
Attn: Customer Service Center
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the internet, Single Application # 201209258558 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant. If I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from Commonwealth of Pennsylvania, I may be subject to criminal prosecution.

Signature:  Date: 9/26/12Print Name: Jeff Haste Title: ChairmanRepresenting: Dauphin CountyAddress: 2 South Second Street, Harrisburg, PA 17101

The Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

Single Application for Assistance

Web Application Id: 8027529

Single Application Id: 201209258558

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program

Applicant Information

Applicant Entity Type: Government

Applicant Name: Dauphin County

NAICS Code 6242

FEIN/SSN Number XXXXXXXXX

CEO: Jeff Haste

CEO Title: Chairman, Board of Commissioners

SAP Vendor #: XXXXXX

Contact Name: Daniel El Eisenhower

Contact Title: Administrator, MH/ID

Phone: (717)-780-7050 Ext.

Fax: (717)-780-7061

E-mail: deisenhauer@dauphinc.org

Mailing Address: 100 Chestnut Street, 1st Floor

City: Harrisburg

State: PA

Zip Code: 17101-2518

:

:

EnterpriseType

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Government,

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Single Application for Assistance

Web Application Id: 8027529

Single Application Id: 201209258558

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program

Project Overview

Project Name:

ESG - HEARTH

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at DCED/Governor's Action Team about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8027529

Single Application Id: 201209258558

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program

Project Site Locations

Address: 413 South 19th Street

City: Harrisburg

State: PA

Zip Code: 17104

County: Dauphin

Municipality: Harrisburg City

PA House: Ron Buxton (103)

PA Senate: Jeffrey Piccola (15)

US House: Tim Holden (17)

Current Employees: 20

Jobs To Be Created: 1

Designated Areas:

Address: 9 South 15th Street

City: Harrisburg

State: PA

Zip Code: 17104

County: Dauphin

Municipality: Harrisburg City

PA House: Ron Buxton (103)

PA Senate: Jeffrey Piccola (15)

US House: Tim Holden (17)

Current Employees: 9

Jobs To Be Created: 1

Designated Areas:

Address: 120 Willow Road, Suite C
City: Harrisburg
State: PA
Zip Code: 17109
County: Dauphin
Municipality: Harrisburg City
PA House: Ron Buxton (103)
PA Senate: Jeffrey Piccola (15)
US House: Tim Holden (17)
Current Employees: 188
Jobs To Be Created: 0
Designated Areas:

Address: 1101 Market Street
City: Harrisburg
State: PA
Zip Code: 17103
County: Dauphin
Municipality: Harrisburg City
PA House: Ron Buxton (103)
PA Senate: Jeffrey Piccola (15)
US House: Tim Holden (17)
Current Employees: 122
Jobs To Be Created: 0
Designated Areas: Act 47 Distressed Community, Enterprise Zone, Uses PA Port

Single Application for Assistance

Web Application Id: 8027529

Single Application Id: 201209258558

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program

Project Budget

	Emergency Solutions Grant Program	United Way of the Capital Region (Private)	Roman Catholic Diocese of Harrisburg (Private)	HAP (State)	ESG - City of Harrisburg (Local)	Donations, Private, Other (Private)	Total
- Acquisition	0	0	0	0	0	0	0
- General Construction	0	0	0	0	0	0	0
- Infrastructure / Site Preparation	0	0	0	0	0	0	0
- Machinery & Equipment	0	0	0	0	0	0	0
- Working Capital	0	0	0	0	0	0	0
- Operating Costs	0	0	0	0	0	0	0
- Related Costs	0	0	0	0	0	0	0
- Other	554,270	248,300	50,426	206,730	96,000	262,974	1,418,700
Emergency Shelter	289,150	220,000	50,426	0	76,910	251,974	888,460
Street Outreach	20,000	20,000	0	0	0	0	40,000
Rapid Rehousing	93,000	4,300	0	83,700	0	5,000	186,000
Homeless Prevention	113,000	4,000	0	103,000	0	6,000	226,000
HMIS - 7.5 %	19,090	0	0	0	19,090	0	38,180
Administration - 3.75%	20,030	0	0	20,030	0	0	40,060
Grand Totals	554,270	248,300	50,426	206,730	96,000	262,974	1,418,700

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Budget Justification

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular DCED resource. Please read the Program Guidelines for details.

The comprehensive Dauphin County ESG 2012 Budget request is a 24 month budget request for Emergency Shelter operations and essential services, street outreach, and for Rapid Rehousing and Homeless Prevention and HMIS and administrative costs. Four providers have submitted detailed budget narratives along with their request for these various components as part of the application to the County and to DCED, our HMIS request is based on scope of work from our HMIS vendor, CACH and administration at approximately 3.75%

Single Application for Assistance

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Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program

Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

The 2012 CACH Point in Time Survey reports, on any given day our homeless population reaches more than 408 and rural and suburban homelessness has risen from 23% to 32% over the last couple of years. In 2009, 13.3% of county residents were living in poverty/the poverty rate was significantly higher in Harrisburg. The county wide unemployment rate in July 2012 was 8.1% and the Emergency Shelter occupancy rate is routinely 100%. Home Run, The Capital Area's 10 Year Plan to End Homelessness, states "the County of Dauphin and the City of Harrisburg have a full array of services to support individuals and families experiencing homelessness. While there may be an appropriate range of services, the availability of services to meet the expressed need is often inadequate. The lack of available services is not a function of weak community will or interest. Rather, the inadequacy of services is a function of available resources to both develop and sustain the effort to address homelessness."

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

- 1 - Provide Street Outreach Services for 30 clients.
- 2 - Provide Emergency Shelter for 2,376 clients.
- 3 - Provide 22 homeless clients with Rapid Re-housing services.
- 4 - Provide 30 clients with short and medium term Homeless Prevention services.
- 5 - Assist 1,286 clients move to Permanent Housing.

Numbers cover a two year period.

How do you plan to use the DCED funds?

Should include specific use of DCED funds and reflect the budget provided with the application.

Street Outreach, Emergency Shelter: Shelter Operations and Essential Services, Homelessness Prevention, Rapid Re-housing, HMIS and Administration.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Not Applicable to this application.

Applicant: Dauphin County
 Web Application #: 8027529
 Program: Emergency Solutions Grant Program Program Fact Sheet Program Guidelines



REVIEW INFORMATION BELOW

- FUNDING SOURCE "UNITED WAY OF THE CAPITAL REGION (PRIVATE)" MUST HAVE A GRAND TOTAL GREATER THAN ZERO.
- FUNDING SOURCE "ROMAN CATHOLIC DIOCESE OF HARRISBURG (PRIVATE)" MUST HAVE A GRAND TOTAL GREATER THAN ZERO.
- FUNDING SOURCE "HAP (STATE)" MUST HAVE A GRAND TOTAL GREATER THAN ZERO.
- FUNDING SOURCE "ESG - CITY OF HARRISBURG (LOCAL)" MUST HAVE A GRAND TOTAL GREATER THAN ZERO.
- FUNDING SOURCE "DONATIONS, PRIVATE, OTHER (PRIVATE)" MUST HAVE A GRAND TOTAL GREATER THAN ZERO.

Program Budget

Please see the Help section for details on how to complete the Program Budget.



Budget Spreadsheet

The first column indicates the amount of funding you are requesting from DCED. To add, edit, or remove the spreadsheet columns, please see the Funding Sources tab. After completing the budget, please complete the Basis of Cost tab. Included is a Budget Narrative where you can provide a more detailed description of specific line items.

	Emergency Solutions Grant Program	United Way of the Capital Region (Private)	Roman Catholic Diocese of Harrisburg (Private)	HAP (State)	ESG - City of Harrisburg (Local)	Donations, Private, Other (Private)	Total
- Acquisition	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0
Buildings	0	0	0	0	0	0	0
- General Construction	0	0	0	0	0	0	0
New Construction	0	0	0	0	0	0	0
Renovations	0	0	0	0	0	0	0
- Infrastructure / Site Preparation	0	0	0	0	0	0	0
Roads/Streets	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0
Water/Sewer	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0
Demolition	0	0	0	0	0	0	0
Excavation/Grading	0	0	0	0	0	0	0
Environmental Cleanup	0	0	0	0	0	0	0
- Machinery & Equipment	0	0	0	0	0	0	0
New Equipment Purchase	0	0	0	0	0	0	0
Used Equipment Purchase	0	0	0	0	0	0	0
Upgrade Existing	0	0	0	0	0	0	0
Installation/Building Modification	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0
+ Working Capital	0	0	0	0	0	0	0
- Operating Costs	0	0	0	0	0	0	0
Salary/Fringe Benefits	0	0	0	0	0	0	0
Training/Technical Assistance	0	0	0	0	0	0	0
Consumable Supplies	0	0	0	0	0	0	0
Grand Totals	554,270	248,300	50,426	206,730	95,000	262,974	1,418,700

	Emergency Solutions Grant Program	United Way of the Capital Region (Private)	Roman Catholic Diocese of Harrisburg (Private)	HAP (State)	ESG - City of Harrisburg (Local)	Donations, Private, Other (Private)	Total
Travel	0	0	0	0	0	0	0
Promotion	0	0	0	0	0	0	0
Office Equipment	0	0	0	0	0	0	0
Space Costs	0	0	0	0	0	0	0
Audit	0	0	0	0	0	0	0
Indirect Costs	0	0	0	0	0	0	0
- Related Costs	0	0	0	0	0	0	0
Professional Services/Consultants	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0
Inspections	0	0	0	0	0	0	0
Fees	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0
Environmental Assessment	0	0	0	0	0	0	0
Legal Costs	0	0	0	0	0	0	0
Closing Costs	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
- Other	554,270	248,300	50,426	206,730	96,000	262,974	1,418,700
Emergency Shelter	289,150	220,000	50,426	0	76,910	251,974	888,460
Street Outreach	20,000	20,000	0	0	0	0	40,000
Rapid Rehousing	93,000	4,300	0	83,700	0	5,000	186,000
Homeless Prevention	113,000	4,000	0	109,000	0	6,000	226,000
HMIS - 7.5 %	19,090	0	0	0	19,090	0	38,180
Administration - 3.75%	20,030	0	0	20,030	0	0	40,060
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Grand Totals	554,270	248,300	50,426	206,730	96,000	262,974	1,418,700



Phone: 866-GO-NEWPA (866-466-3972)

Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED)
 Single Application for Assistance, Version Release 3.2.0.94



GENERAL APPLICATION DESCRIPTION FORM

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

A. APPLICANT INFORMATION			
ASSISTANCE BEING REQUESTED FOR: (CHECK ALL THAT APPLY)			
<input checked="" type="checkbox"/> STREET OUTREACH <input checked="" type="checkbox"/> EMERGENCY SHELTER <input checked="" type="checkbox"/> RAPID REHOUSING <input checked="" type="checkbox"/> HOMELESSNESS PREVENTION			
NAME OF APPLICANT (UNIT OF LOCAL GOVERNMENT (ULG): Dauphin County			
STREET ADDRESS: 100 Chestnut Street			
CITY: Harrisburg		STATE: PA	ZIP CODE: 17101
LOCAL GOVERNMENT CLASSIFICATION: <input type="checkbox"/> CITY <input type="checkbox"/> BOROUGH <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> TOWNSHIP		IS THE APPLICANT AN ESG DIRECT ENTITLEMENT COMMUNITY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
CHIEF ELECTED OFFICIAL: Board of Commissioners - Chairman, Jeff Haste			
APPLICANT'S FEIN #: 236003043	DUNS#: 071207955	SAM REGISTRATION DATE OF EXPIRATION: Expiration - 4/5/2013	
AGENCY OR ORGANIZATION ADMINISTERING ESG PROGRAM: Dauphin County MH/ID			
ADDRESS OF ADMINISTRATING AGENCY: 100 Chestnut Street, 1st Floor			
CITY: Harrisburg		STATE: PA	ZIP CODE: 17101-2025
CONTACT PERSON WITH TITLE: Daniel E. Eisenhauer, Dauphin County Administrator MH/ID			
ADDRESS OF CONTACT PERSON: 100 Chestnut Street, 1st Floor			
CITY: Harrisburg		STATE: PA	ZIP CODE: 17101-2025
CONTACT EMAIL: deisenhauer@dauphinc.org	CONTACT TELEPHONE: (717) 780-7050	CONTACT FAX: (717) 780-7061	

B. CONTINUUM OF CARE INFORMATION	
NAME OF LOCAL CONTINUUM OF CARE: Capital Area Coalition on Homelessness (CACH)	
CONTACT PERSON FOR CONTINUUM OF CARE: Bryan Davis	
TELEPHONE NUMBER: (717) 255-3000	EMAIL: bdavis@hra-harrisburgpa.org

C. HMIS INFORMATION	
CONTACT PERSON FOR HMIS: Bryan Davis	
TELEPHONE NUMBER: (717) 255-3000	EMAIL: bdavis@hra-harrisburgpa.org



STATEMENT OF ASSURANCES

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

APPLICANT NAME & DATE:

Dauphin County MH/ID - September 28, 2012

The applicant or grantee hereby assures and certifies that:

- | | |
|--|--|
| <p>(A) It possesses legal authority to apply for the grant and to execute the proposed program in accordance with the statutes and regulations governing the federal program.</p> | <p>LEGAL
AUTHORITY</p> |
| <p>(B) The governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.</p> | <p>OFFICIAL
RESOLUTION</p> |
| <p>(C) The activities are consistent with the Consolidated Plan submitted by the unit of Local Government where the activities are being conducted, or are consistent with the Commonwealth's Consolidated Plan.</p> | <p>CONSOLIDATED
PLAN</p> |
| <p>(D) It has established a citizen participation mechanism which:</p> <ol style="list-style-type: none"> (1) Provides an opportunity for citizens to participate in the development of the application, encourages the submission of views and proposals, and provides for timely responses to the proposals submitted. (2) Provides citizens with adequate information concerning the amount of funds available for proposed projects, the range of activities that may be undertaken, and other important program guidelines. (3) Provides for one or more public hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application. (4) Provides for a timely written answer to written complaints and grievances. (5) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. | <p>CITIZEN
PARTICIPATION</p> |
| <p>(E) It will provide citizens with reasonable access to records regarding the Emergency Solutions Grant Program assisted activities and management.</p> | <p>ACCESS TO
INFORMATION</p> |
| <p>(F) It will comply with:</p> <ol style="list-style-type: none"> (1) The requirements of 24 CFR Part 576.53 concerning the continued use of buildings, for which these grant funds are used, as emergency shelter for the homeless. (2) The building standards requirements of 24 CFR Part 576.55. The requirements of 24 CFR Part 576.56 concerning assistance to the homeless. | <p>FINANCIAL
REQUIREMENTS</p> |
| <p>(G) It will comply with the requirements and policies of 24 CFR Part 85 entitled: "Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments"; OMB Circular A-110 entitled: Uniform Administrative Requirements for Grants and Agreements With Institutions of higher Education, Hospitals, and Other Nonprofit Organizations"; OMB Circular A-87 entitled: "Cost Principles for State, Local and Indian Tribal Governments"; OMB Circular A-122 entitled: "Cost Principles for Nonprofit Organizations"; OMB Circular A-133 entitled: "Audits of State, Local Governments, and Nonprofit Organizations"; Treasury Circular 1075</p> | |

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

DRUG FREE
WORKPLACE

(I) It will comply with:

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

NON-
DISCRIMINATION

Title VI states that:

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

Section 1.4b(2)(i) of the regulations issued pursuant to Title VI requires that: "A recipient in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin."

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

FAIR HOUSING

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

- (3) 24 CFR Parts 5, 200, 203, 236, 400, 570, 574, 882, 891, and 982- Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity, makes the following provisions:

EQUAL ACCESS
TO HOUSING

- Requires owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, to make housing available without regard to the sexual orientation or gender identity of an applicant for, or occupant of, the dwelling, whether renter- or owner-occupied. HUD will institute this policy in its rental assistance and homeownership programs, which include the Federal Housing Administration (FHA) mortgage insurance programs, community development programs, and *public and assisted housing programs*.
- Prohibits lenders from using sexual orientation or gender identity as a basis to determine a borrower's eligibility for FHA-insured mortgage financing. FHA's current regulations provide that a mortgage lender's determination of the adequacy of a borrower's income "shall be made in a uniform manner without regard to" specified prohibited grounds. The rule will add actual or perceived sexual orientation and gender identity to the prohibited grounds to ensure FHA-approved lenders do not deny or otherwise alter the terms of mortgages on the basis of irrelevant criteria.
- Clarifies that all otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs. In the majority of HUD's rental and homeownership programs the term "family" already has a broad scope, and includes a single person and families with or without children. HUD's rule clarifies that otherwise eligible families may not be excluded because one or more members of the family may be an LGBT individual, have an LGBT relationship, or be perceived to be such an individual or in such relationship.
- Prohibits owners and operators of HUD-assisted housing or housing insured by HUD from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available. In response to comments on the proposed rule, HUD has clarified this final rule to state that this provision does not prohibit voluntary and anonymous reporting of sexual orientation or gender identity pursuant to state, local, or federal data collection requirements.

- (4) Age Discrimination Act of 1975 (42 U.S.C. 6101-01) and the implementing regulations at 24 CFR Part 146.
- (5) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) and the implementing regulations at 24 CFR Part 8.

AGE

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


HANDICAPPED
PERSONS

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

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

<p>(6) Executive Order 11246, Equal Opportunity in Federal Employment, September 24, 1965 (30 FR 12319), as amended by Executive Order 12086, October 5, 1978 (43 FR 46501), and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally assisted construction contracts. Contractors and subcontractors on Federal and Federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.</p> <p>(7) Executive Order 11625, October 13, 1971 which prescribes additional arrangements for developing and coordinating a national program for Minority Business Enterprise (36 FR 19967)</p> <p>(8) Executive Order 12138, May 18, 1979 (44 FR 29637) which creates a National Women's Business Enterprise Policy.</p> <p>(9) Pennsylvania Human Relations Act of October 27, 1957, P.L. 744, (43 P.S. 951-963) as amended, which provides that no employee, applicant for employment, independent contractor, or any other person shall be discriminated against because of race, color, religious creed, ancestry, national origin, age, or sex.</p> <p>(10) It will comply with Section 3 of the Housing and Urban Development Act of 1968, P.L. 90-448, as amended (12 U.S.C. 1701(u)), requiring that to the greatest extent feasible opportunities for training and employment be given to low and moderate income residents of the applicant's county and contracts for work in connection with the project be awarded to eligible business concerns which are located in, owned in substantial part by persons residing in the applicant's county.</p>	<p>EQUAL OPPORTUNITY IN EMPLOYMENT</p>
<p>(J) It will comply with the requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR Part 35. In addition, subrecipients must also meet the following requirements relating to inspection and abatement of defective lead-based paint surfaces:</p> <p>(1) Treatment of defective paint surfaces must be performed before final inspection and approval of the renovation, rehabilitation or conversion activity under this part; and</p> <p>(2) Appropriate action must be taken to protect shelter occupants from the hazards associated with lead-based paint abatement procedures.</p>	<p>LEAD BASED PAINT</p>
<p>(K) Its chief executive officer or other appropriate officer/officers consents to assume the status of a "responsible federal official" under the National Environmental Policy Act of 1969 (NEPA) P.L. 91-190 (42 U.S.C. 4321 et.seq.). The applicant will assume responsibility for environmental review, decision-making and action under NEPA and HUD regulations at 24 CFR Part 58. The applicant further certifies that it has complied with and will comply with 24 CFR Part 58.5 in the administration of its project.</p>	<p>ENVIRONMENTAL CLEARANCE</p>
<p>(L) It will establish safeguards to prohibit employees, agents, consultants, officers, or elected or appointed officials from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.</p>	<p>CONFLICT OF INTEREST</p>

- | | |
|--|----------------------------------|
| (M) It will comply with the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and the regulations at 49 CFR Part 24 which apply to the acquisition of real property by a State agency for an activity assisted with ESGP funds and to the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition; and will assure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted with these funds. | ACQUISITION
AND
RELOCATION |
| (N) It will comply with the Pennsylvania Flood Plain Management Act 166 (32 P.S. §679.101 - 679-601) and the regulations issued pursuant thereto (Title 16, Chapter 38). | FLOOD PLAIN |
| (O) It will comply with the Pennsylvania Steel Products Procurement Act of March 3, 1978 (P.L. 6, No. 3, §1, 73 P.S. §1881 et.seq. 1). | STEEL
PRODUCTS |
| (P) It will comply with the Provisions of the Fire Administration Authorization Act of 1992, (P.L. 102-522). | FIRE ACT |
| (Q) Third party contractors are required to coordinate ESG activities with their respective Continuum of Care | CONTINUUM
OF CARE |
| (R) Each ESG subrecipient must develop and implement procedures to ensure: (1) the confidentiality of records pertaining to any individual provided with assistance; and (2) that the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee. | CONFIDENTIALITY |
| (S) Subrecipient must agree to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care, in order to prevent such discharge from immediately resulting in homelessness for such persons. | DISCHARGE
POLICY |
| (T) The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990, and implementing regulations at 24 CFR part 87, apply to ESG. | ANTI-LOBBYING |
| (U) Organizations providing rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. | HABITABILITY
STANDARDS |

 _____ Signature of Chief Elected Official Jeff Haste, Chairman of Commissioners _____ Name/Title of Chief Elected Official	_____ Date 9/26/12 _____ Dauphin _____ County
_____ Municipality	



MANAGEMENT STANDARDS

EMERGENCY SOLUTIONS GRANT PROGRAM | ALL COMPONENTS

APPLICANT NAME & DATE:

Dauphin County MH/ID - September 28, 2012

**Please answer the following in as much detail as necessary.
Additional pages may be added and inserted behind this page.**

A. Applicants must attach an organizational chart of the Departments, Agencies, or Third Party Contractors who will be involved in the management of the ESG Program as **Attachment A** to this application. The chart must show the flow of responsibility for all aspects of the program: Application preparation, contracting, environmental reviews, monitoring, invoicing, habitability and lead inspections, case management, close-outs, etc.

B. Capacity and Experience Related to Proposed Activity(s)

Describe the applicant's experience and capacity to administer homelessness prevention and rapid re-housing programs by completing the following questions. Be sure to provide sufficient detail. Use additional pages if necessary for completion of these questions and include behind this page.

1. Describe specific types of programs/services/activities/projects the applicant administers or provides that are relevant to the objectives of the ESG Program. Complete the following tables providing information for similar projects/programs administered by the applicant including size, type and complexity as those being proposed in this application.

PROJECT/PROGRAM EXPERIENCE TABLES		
PROGRAM NAME: Emergency Shelter Grant Program	ACTIVITY/PROGRAM TYPE: Emergency Shelter Operations	SOURCE OF FUNDS: State DCED
PROGRAM LOCATION: Dauphin County MH/ID	START-COMPLETION DATES & STATUS:	TOTAL PROJECT COSTS:
PROGRAM DESCRIPTION: <i>(Scope & complexity, significant accomplishments, issues or experience, etc.)</i> The Dauphin County MH/ID Program has successfully managed the Emergency Shelter Grant continuously over the last eight years and annually contracted with the following three local providers: Catholic Charities - Interfaith Shelter for families, The YWCA of Greater Harrisburg's - emergency and domestic violence homeless shelters and Shalom House - emergency shelter to homeless women and women with children, subsidizing operational costs to accomplish the goals of ESG. All of these providers have consistently assisted clients through the provision of case management and supportive services that focus on maximizing self-sufficiency through goal driven guidance and innovative and utilizing linkages with a continuum of community services to move families from homelessness to achieving the stability of permanent housing.		
PROGRAM REFERENCE: <i>(Contact Name, Phone & Email)</i> Daniel Eisenhauer 717-780-6298 deisenhauer@dauphinc.org		

PROGRAM NAME: Homeless Assistance Program	ACTIVITY/PROGRAM TYPE: Emg Shelter, Case Mgmt, Rental Assist, Bridge	SOURCE OF FUNDS: State DPW
PROGRAM LOCATION: Dauphin County MH/ID	START-COMPLETION DATES & STATUS:	TOTAL PROJECT COSTS:
PROGRAM DESCRIPTION: <i>(Scope & complexity, significant accomplishments, issues or experience, etc.)</i> The Dauphin County MH/ID Program has successfully managed the Homeless Assistance Program continuously over the last eight years accomplishing the goals of HAP through annual contracts with the following six local providers for the following Homeless Services making available a continuum of services to homeless and near homeless individuals and families in Dauphin County: Catholic Charities Interfaith - Emergency Shelter Services, Christian Churches United - Emergency Shelter, Case Management & Rental Assistance Services, Gaudenzia, Inc. - Case Management Services, Shalom House - Emergency Shelter Services, YWCA of Greater Harrisburg - Emergency Shelter & Bridge Housing Services, Brethren Housing Association - Bridge Housing Services. HAP funds have helped Dauphin County assure: 1) homelessness can be avoided through a variety of prevention services assisting clients to maintain affordable housing, 2) people who are homeless		
PROGRAM REFERENCE: <i>(Contact Name, Phone & Email)</i> Daniel Eisenhauer 717-780-7050 deisenhauer@dauphinc.org		

2. List current staff positions and qualifications of individuals who will carry out the grant or project activities. If using agencies or third party contractors, provide the staff positions and qualifications for each, with the name of the agency clearly marked. Add additional rows as necessary.

Department/Agency/Contractor	Position	Program Related Duties	Years Current Employee Conducting Duties	Approximate Hours per Week Completing Duties for the Program
<i>Example: XYZ County</i>	<i>Planner</i>	<i>Application Prep, Environmental Reviews, Closeouts</i>	<i>12 Years</i>	<i>10 hrs.</i>
Daniel Eisenhower	MH/ID Administrator	Oversight of ESG grant activities	6	.25
Paul Geffert	MH/ID Fiscal Officer	ESG monitoring, reporting	8	.25
Deborah Clayton	Grants Mgmt Co-ord	ESG monitoring, reporting	8	1.0

- C. If the applicant is applying to administer rental assistance, describe your experience in inspecting housing units for both habitability and lead based paint compliance and attach a copy of the inspection form you use, OR Describe your plans for partnering with an entity with inspection experience and attach a copy of its inspection form. Include your inspection form as **Attachment B**.
- D. Complete the following chart dealing with the performance measures for the applicant's state formula HPRP Program and all state competitive HPRP contracts and/or 2011 Shelter Assistance. (Add extra columns if necessary)

	State Formula HPRP Contract	State Competitive HPRP Contract	2011 Shelter Assistance
Number of Households Served	93		
Average Cost Per Household Expended	\$3,225		
Number of Households Moved to Permanent Housing	85		
Collaborative Efforts to Establish Support from Mainstream Resources. List resources that were linked to your program.	See Attached Mgmt Standards 2.D. Collaborative Efforts		
Coordination and Compliance with CoC Policies. List CoC Policies your program complied with.	See Attached Mgmt St		

- E. Please attach the applicant's, agency's and/or third party contractor's Conflict of Interest policy for dealing with issues with employees and board members that may have conflict of interest issues with any of the activities provided with this grant. This will be **Attachment E** of the application.



PROGRAM DESIGN

EMERGENCY SOLUTIONS GRANT PROGRAM

Street Outreach & Emergency Shelter Components

APPLICANT NAME & DATE:

Dauphin County MH/ID - September 28, 2012

Please answer the following in as much detail as necessary. Additional pages may be added and inserted behind this page. One Program Design form should be completed for each shelter/agency to receive assistance.

A. PROJECT/PROGRAM INFORMATION

PROJECT/PROGRAM MANAGER'S NAME:

Daniel E. Eisenhauer

PROJECT/PROGRAM MANAGER'S ORGANIZATION:

Dauphin County MH/ID

STREET ADDRESS:

100 Chestnut Street

CITY:

Harrisburg

STATE:

PA

ZIP CODE:

17101

PROJECT/PROGRAM MANAGER PHONE:

717-780-7050

PROJECT/PROGRAM MANAGER EMAIL:

deisenhauer@dauphinc.org

PROJECT/PROGRAM MANAGER FAX:

717-780-7061

B. PROGRAM NEED & DESIGN

- Describe in detail the need of your community for either street outreach or emergency shelter services. Include factual data such as low income population numbers, unemployment %, occupancy of shelters, point-in-time counts that identify the need and type of population that needs to be served with ESG funding.

Refer to Attached DCED- CCD-ESG-4A (09-12) - Program Design B. 1.

- Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.

Refer to Attached DCED- CCD-ESG-4A (09-12) - Program Design B. 2.

- What is your plan for outreach to your target population(s)?

Refer to Attached DCED- CCD-ESG-4A (09-12) - Program Design B. 3.

DCED-CCD-ESG-004A (09-12)

Program Design

B. Program Need & Design

1. Through the Emergency Solutions Grant (ESG) components of Street Outreach, Emergency Shelter, Homelessness Prevention and Rapid Rehousing, Dauphin County intends to utilize ESG funds to meet the great need for homeless services and rapidly transition program participants to stability after experiencing a housing crisis and/or homelessness. Homelessness is clearly an ever increasing problem in our community. On any given day in Dauphin County and the City of Harrisburg, our homeless population reaches more than 408, which includes 281 adults and 127 children, as reported by our local Continuum of Care - CACH (Capital Area Coalition on Homelessness) 2012 Point in Time Survey. Of the 408 individuals counted on January 25, 2012, 57 were unsheltered. CACH acknowledges that despite our best efforts, the unsheltered homeless population is probably undercounted. On September 16, 2011 CACH held it's second annual Project Homeless Connect. The purpose of this event is to bring mainstream services, housing providers, medical and other essential services useful to homeless individuals all under one roof to eliminate barriers for the day providing an open door to resources that are often difficult for homeless persons to access. Most event guests were living on the street or couch to couch. A few of the guests were from emergency shelters trying to expedite services because of the limited nature of shelter stays. On that day, a total of 177 homeless persons were provided services in some capacity. The outcome of Project Homeless Connect clearly reflects the need for homeless services in Harrisburg and Dauphin County. Furthermore, the need for emergency shelter services is evident with statistics revealing that of those homeless, the percentage of rural and suburban homeless has risen over the last couple of years from 23% to 32% especially for families, women and children. As the Reinvestment and Recovery Act of 2009 draws to a close and the homeless programs funded through that act end, the economic hardships and poverty continues. In 2009, 13.3% of Dauphin County residents were living in poverty and within the city of Harrisburg, 30% of its residents lived in poverty. For single women with children, that percentage was much higher at nearly 50%. According to the National Low-Income Housing Coalition (2008), a full-time worker earning minimum wage cannot afford a one bedroom apartment priced at the Fair Market Rent anywhere in the United States. Statistics clearly indicate that today's economic challenges and the ever present need of homeless women, children and families continues to be very real and devastating in our community. Eight out of the nine census tracts in Harrisburg were deemed severely distressed as of 2011. The county wide unemployment rate in July 2012 was 8.1% and in the city of Harrisburg it was 10.8%. The Emergency Shelter occupancy rate is routinely 100%. As stated in Home Run, The Capital Area's 10 Year Plan to End Homelessness, "the County of Dauphin and the City of Harrisburg have a full array of services to support individuals and families experiencing homelessness. While there may be an appropriate range of services, the availability of services to meet the expressed need is often inadequate. The lack of available services is not a function of weak community will or interest. Rather, the inadequacy of services is a function of available resources to both develop and sustain the effort to address homelessness." This CoC has a proven track record of creating permanent housing , developing 379 new affordable housing and apartment units, creating a Safe Haven with 25 permanent housing beds and

DCED-CCD-ESG-004A (09-12)

Program Design

B. Program Need & Design - Continued

two 811 projects with a total of 26 beds (home Run The Capital Area's 10 Year Plan to End Homelessness in County of Dauphin and the City of Harrisburg – 2012 Revision) and will continue to work on expanding permanent housing opportunities for persons who are homeless but there continues to be a role for emergency shelters and the stabilization and relief from trauma that they provide those who are literally homeless and the ever present need of homeless women, children and families is both very real and devastating in our community.

2. Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.

The homeless population in Dauphin County is tremendously diverse and runs a broad spectrum all the way from homeless individuals with a long repetitive history of living on the streets to women and children who find themselves without a home due to the threat of domestic violence to a family who lost employment due to the economic downturn which has resulted in the threat of homelessness. The broad continuum of services available to the homeless in Dauphin County, along with the limited resources needed to adequately meet those needs, provides us with the foundation for our decision to meet the needs of the homeless population through our application for Street Outreach, Emergency Shelters, Rapid Re-housing and Homeless Prevention funding. Funding in these four program components would effectively enhance our service delivery system and assist us in meeting the diversity of need in the homeless population in Dauphin County.

3. What is your plan for outreach to your target population(s)?

All Components (Street Outreach, Emergency Shelter, Homeless Prevention & Rapid Re-housing)

Community outreach is through coordination with CACH, a voluntary collaborative effort of more than 40 agencies that address homelessness in the City of Harrisburg and the County of Dauphin involving faith based organizations, local and state governments, foundations, non-profit organizations, and businesses. In addition, CACH provides an excellent means to "get the word" out about upcoming opportunities to assist the homeless/near homeless populations through an e mail list serve.

**Homeless Prevention & Rapid Re-housing
Emergency Shelter**

CCU is already the "front door" point of entry for all persons in Dauphin County seeking homeless services, rental assistance or shelter services. As such CCU collaborates with more than five agencies that perform street level outreach and engagement services. CCU also provides outreach to the Spanish speaking community and to the street homeless in Harrisburg.

CACH Service Delivery Committee and affiliated agencies will assist CCU with identifying and referring candidates to this program for Emergency Shelter referral and assistance with Homeless Prevention and Rapid Re-housing services. In addition, the City of Harrisburg also intends to fund CCU for HPRP activities under their ESG grant, so we are leveraging both City and County ESG HPRP resources to the same agency to maximize efficiency and collaboration. Street Outreach

Street Outreach

The YWCA will outreach to the streets using the following methods: Project Homeless Connect will provide the first point of contact for an initial case load. During initial contact, vulnerability assessment and initial intake is completed and the case manager will deliver case management services where the client spends their time. The second method of outreach will be the Winter Overnight shelter which will be relocated to the YWCA's new Safe Haven program for women. The Winter Shelter and Safe Haven will provide a non-threatening low demand environment where engagement, relationship building can occur at a pace of the client's own choosing. The third method of outreach will be to the streets themselves as the outreach case manager becomes adept at recognizing new faces in places that are typically inhabited by those who are living on the streets. Such place will include but not be limited to Strawberry Square, the Transportation Center, the bus station and the hospital emergency room. The outreach case manager will engage in intelligence building by using community resources who are familiar with the population such as police, crisis workers and hospital social workers.

<p>4. Summarize the program that will be provided with ESG funds including, description of essential services to be provided, location of assistance, description of renovations to be completed and/or what operational costs will be covered. Include in this summary the types of services you intend to provide or subcontract under the categories above. Include a description of the range of services and an estimate of average costs and/or explanation of rationale of targeted number of households. (Ex: 30 households will receive short term rental assistance that will average \$100 per month, moving costs will average \$115, etc.)</p> <p>ESG program, through the YWCA, will provide Essential Services salaries and benefits for Emergency Shelter Case Manager's salary and benefits at 1 FTE; the Director of HHS in her oversight service outcomes, shelter personnel, including direct supervision of Residential Representatives at 30% FTE; Residential Representative salaries of 2.5 FTE. The total program amount in these allocations for the ESG program is \$260,000 for 24 months; \$130,000 of which will be provided by DCED and \$130,000 by UWCR, the source of the 100% match.</p>
<p>5. How does your program coordinate with other services in the community to provide homeless persons most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?</p> <p>Both Emergency Shelter and Street Outreach programs are coordinated through CoC (CACH) agencies and their stakeholders. Service providers work closely together both "on the ground" delivering services to their homeless constituents and also on a community planning level. There is a wide continuum of housing services provided within our CoC including permanent supportive housing through the YWCA and Dauphin County Housing Authority. Through good assessment tools, clients are identified who are capable of maintaining rental housing within the community and are referred to HELP Ministries, the agency, our CoC provider of rental assistance and rapid re-housing. Those that are identified as not yet ready for housing on their own are offered other products offered by the community and/or within the continuum such as life skills, community case management, Permanent Supportive Housing, and Transitional Housing. On the other hand, the full range of homeless services and access to mainstream benefits and</p>
<p>6. If the application is proposing ADA accessibility renovations and the shelter has received assistance in previous Emergency Shelter Grants, give explanation as to why the structure was not brought into compliance previously, as was required.</p> <p>N/A</p>

C. ASSESSMENT AND CASE MANAGEMENT
<p>1. Describe how you plan to assess for each household benefitting during the term of the contract, its eligibility and appropriateness for this program. (Your process must include consultation with a case manager or other authorized representative who can determine the appropriate type of assistance.)</p> <p>Emergency Shelter Homeless persons access emergency shelter services within our CoC through a central intake unit located at HELP Ministries. Once HELP has done an initial assessment and screened the client for eligibility to emergency shelter i.e. literal homelessness, the client is referred to the shelter that best meets their need. Vouchers issued to the Shelters by HELP on behalf of the client are viewed as a referral by another homeless provider meeting one criteria of documenting eligibility. When a client is referred to a shelter, the intake and assessment process is completed and reviewed. At the time of intake completion, the intake worker will obtain a written declaration of homelessness by the client for the client file and thus fulfill another part of verifying eligibility for Emergency Shelter</p>
<p>2. Describe the process that will be followed to meet the ESG program requirements for intake assessment of need, case management, and mainstreaming of resources to aide in the stabilization of the household. Give separate descriptions of process for street outreach and emergency shelter clients. Attach a copy of any assessment tool you currently use or plan to use as Attachment C.</p> <p>Emergency Shelter Once a person is assessed for eligibility criteria and housing barriers the shelter case manager will meet with each emergency shelter resident to build an individual goal plan (IGP) based on that clients need. Referrals to appropriate mainstream resources such as TANF, WIC, the Housing Authorities or other appropriate housing programs, employment services, SOAR or the Social Security office. Each week thereafter the resident will meet with her case manager to monitor the progress of the IGP, continued barriers and</p>
<p>3. Explain how the applicant, agency, or third party contractor will determine that the household has reached stabilization in the program and the process for exit from the program.</p> <p>The household will be determined stable when</p> <ol style="list-style-type: none"> 1.) safe, permanent, affordable housing has been achieved or, 2.) temporary housing such as a transitional housing program with continued case management and a realistic permanent housing goal in place. 3.) adequate appropriate mainstream resources and benefits are in place with a continuity of resources assured 4.) economic stability has been achieved either through mainstream benefits or stable employment 5.) appropriate community resources are in place if necessary and being utilized such as mental health services, medical services, drug and alcohol services and case management services

4. Please attach the applicant's, agency's and/or third party contractor's termination policy for participants that do not meet the program's qualifications or become ineligible during the course of the program. This will be **Attachment F** of the application.
See Attached

D. COST REASONABLENESS

1. If you are applying for Essential Services under Street Outreach or Emergency Shelter funds, describe your process for determining the specific types and levels of assistance you will provide to each household accepted into your program. List any limitations placed on assistance and reasoning. *For example: Only providing a maximum of \$100.00 medical assistance. Additional service will be directed to the local hospital for hardship case.*

Essential services for both Street Outreach and for Shelter consists of salary and benefits for the case manager. Shelter services are limited only because the length of stay within the shelter is limited to up to 30 days with possible extension of stay based on goal achievement and immanent housing. A client may receive limited follow up services however after she exits from the Emergency Shelter in order to ensure a stable placement process. Street Outreach services will be available to the person living on the street as long as she remains eligible. When the client becomes stably housed, service will end although follow up services to determine if the client has remained stably housed and connected to community resources may be continued. The person will be referred to

2. For Emergency Shelter renovations/conversions or operations, how where your costs determined? For renovations a detailed cost estimate from a construction professional on their letterhead should be attached to the application as **Attachment L**.
N/A

3. For Emergency Shelter renovations, explain in detail the need for the renovation, when it became apparent it needed addressed, does it meet one of the priorities for renovation: code deficiency, increase in bed capacity, ADA compliance, energy conservation, and/or health and safety concerns. Attach the current Occupancy certificate or Code Inspection Report as **Attachment M**. Applicants claiming code deficiency as reason for assistance must attach **Attachment N**. Applicants claiming energy conservation must attach **Attachment O**.
N/A

4. For Emergency Shelter renovations/conversions, describe the timeline for the project, keeping in mind all renovations and conversions must have a signed contract with the contractor(s) performing all of the construction and/or materials purchased and should be completed within 12 months of the start of the contract with DCED.
N/A

5. For Emergency Shelter operations, describe what other resources the shelter has available for operational costs for the two year contract period.
YWCA
The shelter is routinely funded for operations with an ESG grant through the city of Harrisburg and HAP funding through the state. FEMA also regularly funds shelter operations and although Phase 30 funding has not yet been released to the community, release is immanent; the SFPP funds the food bank and United Way fills what ever program operational gaps that remain.
Shalom House
• Diocese of Harrisburg (Matt 25 Grant) - \$10,000 per year

E. MEASURING PERFORMANCE

1. How will you measure the performance of your Street Outreach and/or Emergency Shelter Program(s)? List intended objectives, outcomes and indicators of performance.

The Emergency Shelter performance measures:

1. Number of households served - the YWCA will maintain an average of at least 85% occupancy (this includes room turnover rates, down time for pest control and maintenance).
2. Of those that complete the program, 50% of shelter residents will obtain permanent housing
3. Of those who complete the program, 40% will obtain stable next step housing
3. 80 % of shelter residents who qualify for mainstream benefits (and who stay for at least one week) will apply for said benefits
4. 85% of those who are employable and who remain in the shelter for at least two weeks will obtain some employment

2. How will the applicant monitor the progress of the program and compliance with the program requirements with its staff, contracted agencies and/or third party contractors?

A review of provider invoices/reports, follow-up contact, meetings and on-site monitoring reviews will assist in the monitoring Dauphin County's ESG Provider. At a minimum, Dauphin County will conduct both fiscal and program annual on-site monitoring reviews to ensure compliance with ESG regulations.



PROGRAM DESIGN

EMERGENCY SOLUTIONS GRANT PROGRAM

Rapid Rehousing & Homelessness Prevention Components

APPLICANT NAME & DATE:

Dauphin County MH/ID - September 28, 2012

Please answer the following in as much detail as necessary. Additional pages may be added and inserted behind this page. Please complete one for each vendor or agency providing assistance.

A. PROJECT/PROGRAM INFORMATION

PROJECT/PROGRAM MANAGER'S NAME:

Daniel E. Eisenhauer

PROJECT/PROGRAM MANAGER'S ORGANIZATION:

Dauphin County MH/ID

STREET ADDRESS:

100 Chestnut Street

CITY:

Harrisburg

STATE:

PA

ZIP CODE:

17101

PROJECT/PROGRAM MANAGER PHONE:

717-780-7050

PROJECT/PROGRAM MANAGER EMAIL:

deisenhauer@dauphinc.org

PROJECT/PROGRAM MANAGER FAX:

717-780-7061

B. PROGRAM NEED & DESIGN

1. Describe in detail the need of your community for either rapid rehousing assistance or homelessness prevention. Include factual data such as low income population numbers, unemployment %, occupancy of shelters, point-in-time counts that identify the need and type of population that needs to be served with ESG funding.

Dauphin County has a great need for Homeless Prevention and Homeless Assistance services. In 2009, 13.3% of Dauphin County residents were living in poverty and 30% of Harrisburg City residents living in poverty. The county wide unemployment rate in May of 2012 was 7.1% and the emergency shelter occupancy rate is routinely 100%. As stated in Home Run, The Capital Area's 10-Year Plan to End Homelessness, "the County of Dauphin and the City of Harrisburg have a full array of services to support individuals and families experiencing homelessness. While there may be an appropriate range of services, the availability of services to meet the expressed need is often inadequate. The lack of available services is not a function of weak community will or interest. Rather, the inadequacy of services is a function of available resources to both develop and sustain the effort to address homelessness." According to the Capital Area Coalition on Homelessness (CACH) 2012 Point In Time Survey, in Dauphin County and the City of Harrisburg, on any given day, more than 281 adults and 127 children are homeless.

2. Describe in detail the population(s) you plan to target with ESG funds and explain why they were chosen over others.

Based on our experience and CCU's experience in operating the rental assistance program with DPW HAP funds and the HUD funded HPRP, the target population for this grant is persons needing rapid re - housing or homeless prevention in a short term assistance model. Our experience shows that selecting consumers who only require short or medium term engagement in required skill building and case management activities to maintain their current living situations or to establish stable housing achieve successful outcomes. Consumers must demonstrate progress toward self sufficiency to continue in the program. There is more focus on housing stability to prevent future homelessness. From previous experiences of working with clients in case management interventions, we have determined that those who pay part of their rent and attend case management sessions are more likely to remain in stable situations. Consumers served by this grant will be in an educational program, working, or have the definite promise of gainful employment, and consumers will be able to demonstrate that they will be able to manage their housing costs on their income and have the means and skills to pay rent and all household expenses once the subsidy is completed.

3. What is your plan for outreach to your target population(s)?

Community outreach is through coordination with CACH, a voluntary collaborative effort of more than 40 agencies that address homelessness in the City of Harrisburg and the County of Dauphin involving faith based organizations, local and state governments, foundations, non-profit organizations, and businesses. CACH Service Delivery Committee and affiliated agencies will assist CCU with identifying and referring candidates to this program. In addition, the City of Harrisburg also intends to fund CCU for HPRP activities under their ESG grant, so we are leveraging both City and County ESG HPRP resources to the same agency to maximize efficiency and collaboration. CCU is already the "front door" point of entry for all persons in Dauphin County seeking homeless services, rental assistance or shelter services. As such CCU collaborates with more than five agencies that perform street level outreach and engagement services. CCU also provides outreach to the Spanish speaking community and to the street homeless in Harrisburg. Finally, CACH provides an excellent means to "get the word" out about upcoming opportunities to assist the homeless/near homeless populations through an e mail list serve.

4. Summarize the program that will be provided with ESG funds including, for collaborations, the role of the lead agency and of partnering agencies. Include in this summary the types of services you intend to provide or subcontract under the categories above. Include a description of the range of services and an estimate of average costs and/or explanation of rationale of targeted number of households. (*Ex: 30 households will receive short term rental assistance that will average \$100 per month, moving costs will average \$115, etc.*)

See CCU proposal

5. If applicable, how will your program provide assistance to rapidly re-house persons who are homeless by serving those households most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?

See CCU Proposal

6. If applicable, how will your program provide prevention assistance to households who would otherwise become homeless by serving those households most in need of temporary assistance and most likely to achieve stable housing once this assistance terminates?

See CCU proposal

C. ASSESSMENT AND CASE MANAGEMENT

1. Describe how you plan to assess for each household applying for assistance, its eligibility and appropriateness for this program. (Your process must include consultation with a case manager or other authorized representative who can determine the appropriate type of assistance.) Attach a copy of any assessment tool you currently use or plan to use as **Attachment C**.

See CCU proposal

2. Describe the procedures you will use for verifying and documenting the eligibility of program participants for persons receiving assistance longer than three months.

See CCU proposal

3. Describe the process that will be followed to meet the ESG program requirements for case management, re-evaluation of need and mainstreaming of resources to aide in the stabilization of the household. Give separate descriptions of process for rapid re-housing and/or homelessness prevention clients.

See CCU proposal

4. Explain how the applicant, agency, or third party contractor will determine that the household has reached stabilization in the program and the process for exit from the program.

See CCU proposal

5. Please attach the applicant's, agency's and/or third party contractor's termination policy for participants that do not meet the program's qualifications or become ineligible during the course of the program. This will be **Attachment F** of the application.

See CCU proposal

D. COST REASONABLENESS

1. If you are applying for Rapid Re-housing funds, describe your process for determining the specific types and levels of assistance you will provide to each household accepted into your program. List any limitations placed on assistance and reasoning. *For example: Only providing a maximum of \$2,000 in total rental assistance in a 3-year period. Based on the county's experience this is the maximum needed to reach stability.*

See CCU proposal

2. If you are applying for Homelessness Prevention funds, describe your process for determining the specific types and levels of assistance you will provide to each household accepted into your program. List any limitations placed on assistance and reasoning. *For example: Only providing a maximum of \$2,000 in total rental assistance in a 3-year period. Based on the county's experience this is the maximum needed to reach stability.*

See CCU proposal

E. MEASURING PERFORMANCE

1. How will you measure the performance of your ESG Program(s)? List intended objectives, outcomes and indicators of performance.

Provide 30 clients with short term Homeless Prevention services

Provide 22 clients, who are are homeless according to the guidelines for Emergency Solutions, with Rapid Re-housing services.

Assist a minimum of 52 clients (100%) to achieve Permanent Housing

2. How will the applicant monitor the progress of the program and compliance with the program requirements with its staff, contracted agencies and/or third party contractors?

MH/ID staff will monitor each provider on site within the first three months of the award. On site provider monitoring will verify that documentation is accurate, that agencies are adhering to ESG revised regulations per the HEARTH Act and DCED requirements. Monitoring will also assure that case management and supportive services are provided. Fiscal reviews will include on site monitoring, review of invoices and verification of matching funds as well as verifying allowable charges to the ESG grant. Issues requiring attention and follow up will be addressed with providers including but not limited to required responses, and corrective action plans as necessary.



TIMELINESS

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

APPLICANT NAME & DATE:
Dauphin County MH/ID - September 28, 2012

**Please answer the following in as much detail as necessary.
Additional pages may be added and inserted behind this page.**

1. What system or processes do you have in place to quickly move or stabilize participants in permanent housing?
CACH, a well established voluntary collaborative has proven to be an invaluable resource for coordinating services to prevent and reduce homelessness in the Capital Region. CCU's experience in operating the rental assistance program with DPW HAP funds and the HUD funded HPRP, their well defined assessment and case management process as well as their active involvement in the CACH collaborative, and ability to access mainstream resources will all assist in quickly moving or stabilizing participants into permanent housing.

****In addition, the well defined shelter system in Dauphin County...finally, street outreach which has been enhanced recently with our CoC/CACH focus on Project Homeless Connect.....

2. Based on previous experience complete the following table by showing by quarter the number of people you expect to assist with each type of assistance. The first quarter begins October 2012. For applicants using multiple vendors, please give a cumulative estimate.

Accomplishments Table (Persons Served)								
Activity	Persons Helped Q1	Persons Helped Q2	Persons Helped Q3	Persons Helped Q4	Persons Helped Q5	Persons Helped Q6	Persons Helped Q7	Persons Helped Q8
Street Outreach								
Emergency Shelter								
Essential Services								
Renovations/Conversions								
Operating Costs								
Housing Relocation and Stabilization Services								
Financial Assistance								
Service Costs								
Short and Medium Term Rental Assistance								
Short Term Rental Assistance								
Medium Term Rental Assistance								
Rental Arrears								

3. Drawdown Schedule

Based on the expenditure of your HPRP complete the following table by estimating the amount of funds you will drawdown by quarter--beginning October 2012. For applicants using multiple vendors, please give a cumulative estimate.

Proposed Drawdown Schedule												
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Estimated Drawdown												



COORDINATION OF SERVICES

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

APPLICANT NAME & DATE:

Dauphin County MH/ID - September 28, 2012

**Please answer the following in as much detail as necessary.
Additional pages may be added and inserted behind this page.**

- List partner agencies or third party contractors you plan to partner with or fund under this application and describe the roles, experience and capacity of each (third party contractors, case managers, shelters, property owners, etc.) to efficiently and effectively deliver ESG funded programs and services. *Attach a sample Agreement and/or Contract as Attachment D.*

Agencies and /or Third-Party Contractors to be Used		
Name of Organization	Contact Person	Service/Benefit(s) Provided
Christian Churches United	Jacquie Rucker	HPRP HP & RR
Shalom House	Denise Britton	Emergency Shelter
Catholic Charities - Interfaith	Hilary Hoover	Emergency Shelter
The YWCA of Greater Harrisburg	Julie Hoskins	Emergency Shelter/Street Outreach

- Describe how you will coordinate the ESG Program so as to link program participants with other services available for program participants in your community (linking participants to homeless services and mainstream resources)?

Homeless Services and Mainstream Linkages	
Name of Organization	Service/Benefit(s) Provided
See Attachments	See Attachments

- What is your plan for collecting and entering data into the local HMIS, or what is your alternative plan to collect and enter information into a comparable client-level database (option permissible only for legal service agencies that do not have access to an HMIS or domestic violence agencies)?

CACH is the lead entity for HMIS, and is contracting with Bowman Service Point and coordinating agencies who use HMIS.

- Explain your agency's involvement with the Continuum of Care the applicant is part of? Attach a Support Letter from the Continuum of Care for the application. This will be **Attachment G** of the application.

The MH/ID Administrator is a member of the Coordinating Committee of the Capital Area Coalition on Homelessness, the lead agency for PA - 501, for the County of Dauphin and the City of Harrisburg, serving as treasurer and a member of the planning and resource development committee, and is involved in numerous CACH activities, including the annual CoC application to HUD, the Blueprint to End Homelessness, and the coordination of HAP, ESG, and PATH funded activities with other CACH initiatives and



FINANCIAL PROCEDURES

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

APPLICANT NAME & DATE:
Dauphin County MH/ID - September 28, 2012

Please answer the following in as much detail as necessary.
Additional pages may be added and inserted behind this page.

All applicants, agencies and or third party contractors funded with ESG funds are expected to have adequate financial procedures to accurately and effectively account for ESG funds, staff time and grant activities.

1. Please describe the applicant's financial procedures and systems in place to ensure ESG grant funds are properly managed.

Dauphin County ESG Providers will invoice Dauphin County monthly. The providers will include the appropriate backup documentation to support each charge. The MH/ID Fiscal Officer will review the provider invoices for accuracy and will verify that the charges are for allowable expenses. The MH/ID Fiscal Officer will then prepare the ESG FY 2012 Payment Processing Request Form (PPRF) and will submit it, along with the provider invoice and backup, to DCED for their approval. MH/ID will determine how to pay the providers and verify the provider's matching funds once DCED releases instructions on how this process will occur.

2. Do the accounting records for the each agency or third party contractor identify the source and use of all funds, including information on:

Grant awards received: Yes No

Authorizations or obligations of the awards received Yes No

Un-obligated balances Yes No

Assets and liabilities Yes No

Program income Yes No

Total actual outlays or expenditures to date Yes No

Employee time and activity sheets Yes No

3. Are the accounting records for each agency and/or third party contractor supported by adequate source documentation such that the combination of source documentation and accounting records could provide a complete audit trail documenting a requested and approved purchase?

Yes No

4. Do agencies and/or third party contractors have a system in place for maintaining financial records for five years or until any litigation, claim, audit or other action involving the records has been resolved, whichever comes later?

Yes No



PROJECT BUDGET

EMERGENCY SOLUTIONS GRANT PROGRAM

All Components

INSTRUCTIONS: Complete this form for each project being submitted and one for the cumulative

DATE: 09/25/2012	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision
APPLICANT: Dauphin County	
PROJECT NAME: 2012 Emergency Solutions Grant	

Activity	DCED Request	Local Match	Match Source	Total Project
Street Outreach Component	\$20,000.00	\$20,000.00		\$40,000.00
Case Management	\$20,000.00	\$20,000.00	United Way	\$40,000.00
Essential Services				\$0.00
Emergency Shelter Component	\$289,150.00	\$638,430.00		\$927,580.00
Renovations				\$0.00
Operations	\$153,278.00	\$265,584.00	United Way, City ESG, Other	\$418,862.00
Essential Services	\$136,872.00	\$372,846.00	United Way, City ESG, Other	\$508,718.00
Rapid Rehousing Component	\$93,000.00	\$93,000.00		\$186,000.00
Financial Assistance	\$14,300.00	\$14,300.00	United Way, HAP, PPL	\$28,600.00
Services	\$34,000.00	\$34,000.00	HAP	\$68,000.00
Rental Assistance	\$44,700.00	\$44,700.00	HAP	\$89,400.00
Homelessness Prevention Component	\$113,000.00	\$113,000.00		\$226,000.00
Financial Assistance	\$10,000.00	\$10,000.00	United Way, PPL	\$20,000.00
Services	\$34,000.00	\$34,000.00	HAP	\$68,000.00
Rental Assistance	\$69,000.00	\$69,000.00	HAP	\$138,000.00
HMS Component	\$19,090.00	\$19,090.00		\$38,180.00
Administration Component	\$20,030.00	\$20,030.00	HAP	\$40,060.00
TOTAL	\$554,270.00	\$903,550.00		\$1,457,820.00

Attach a Budget Narrative that details the basis for the amounts requested for each line item.

For example: 100 months of rental assistance @ \$500.00 a month average = \$50,000 or
120 hours of counseling @ \$75.00 an hour per contract w/CAP = \$9,000.

Provide source of your estimate for the cost.

Local Match must identify the source of the match. Donations must include source, (ie; Golf Tournament, Giant Food Stores, Souper Sunday) You may put this on another piece of paper behind the budget.

All revisions and/or modifications require prior DCED approval.