

LM 8/1/12  
RAM

**RESOLUTION NO. 12 - 2012**

**A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR EMERGENCY SOLUTIONS GRANT FUNDS TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

**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 Christian Churches United for Homeless Prevention and Rapid Re-Housing services and fund same with the DCED Emergency Solutions Grant "ESG-H-2011 Second Allocation" 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 Seventy-Five Thousand, Nine Hundred and Fifteen Dollars (\$75,915.00) 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 1<sup>st</sup> day of August, 2012.

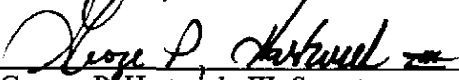
**ATTEST:**

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

**DAUPHIN COUNTY  
BOARD OF COMMISSIONERS**

  
 \_\_\_\_\_  
 Jeffrey T. Haste, Chairman

  
 \_\_\_\_\_  
 Michael Pries, Vice Chairman

  
 \_\_\_\_\_  
 George P. Hartwick, III, Secretary

(SEAL)

DAUPHIN



COUNTY

DEPARTMENT OF HUMAN SERVICES  
MENTAL HEALTH - INTELLECTUAL DISABILITIES PROGRAM

100 CHESTNUT STREET, 1<sup>ST</sup> FLOOR  
HARRISBURG, PA 17101  
(717) 780-7050  
(717) 780-7061 FAX

*BOARD OF COMMISSIONERS*  
JEFF HASTE, CHAIRMAN  
MIKE PRIES, VICE CHAIRMAN  
GEORGE P. HARTWICK III, SECRETARY

*CHIEF CLERK/CHIEF OF STAFF*  
LAURA E. EVANS, ESQUIRE

*DIRECTOR OF HUMAN SERVICES*  
PETER E. VRIENS, MSW

*HUMAN SERVICES SOLICITOR*  
FREDRICK W. LIGHTY, ESQUIRE

*MH/ID ADMINISTRATOR*  
DANIEL E. EISENHAUER

July 13, 2012

DCED Customer Service Center  
Center for Community Development  
Commonwealth Keystone Building  
400 North Street, 4<sup>th</sup> Floor  
Harrisburg, Pennsylvania 17120-0225

Dear DCED:

Dauphin County is pleased to submit the ESG-H 2011 Second Allocation Emergency Solutions Grant Application. We are requesting \$75,915.00 in support for homeless programs in our community.

Attached please find one copy of the Single Application and the ESG-H 2011 Second Allocation Emergency Solutions Grant Application.

If you have any questions, please contact Deborah Clayton at 717-780-6298 to discuss the attached information in further detail.

Sincerely,

Daniel E. Eisenhauer  
Administrator

Attachment

DAUPHIN



COUNTY

DEPARTMENT OF HUMAN SERVICES  
MENTAL HEALTH - INTELLECTUAL DISABILITIES PROGRAM

100 CHESTNUT STREET, 1<sup>ST</sup> FLOOR  
HARRISBURG, PA 17101  
(717) 780-7050  
(717) 780-7061 FAX

*BOARD OF COMMISSIONERS*  
JEFF HASTE, CHAIRMAN  
MIKE PRIES, VICE CHAIRMAN  
GEORGE P. HARTWICK III, SECRETARY

*CHIEF CLERK/CHIEF OF STAFF*  
LAURA E. EVANS, ESQUIRE

*DIRECTOR OF HUMAN SERVICES*  
PETER E. VRIENS, MSW

*HUMAN SERVICES SOLICITOR*  
FREDRICK W. LIGHTY, ESQUIRE

*MH/ID ADMINISTRATOR*  
DANIEL E. EISENHAUER

July 13, 2012

Department of Community and Economic Development  
Louis Colon, Director  
400 North Street, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, Pennsylvania 17120-0225

Dear Mr. Colon:

Dauphin County is pleased to submit the ESG-H 2011 Second Allocation Emergency Solutions Grant Application. We are requesting \$75,915.00 in support for homeless programs in our community.

Attached please find one copy of the Single Application and the ESG-H 2011 Second Allocation Emergency Solutions Grant Application.

If you have any questions, please contact Deborah Clayton at 717-780-6298 to discuss the attached information in further detail.

Sincerely,

Daniel E. Eisenhauer  
Administrator

Attachment

**PENNSYLVANIA EMERGENCY SOLUTIONS  
GRANT PROGRAM**

**2011 SECOND ALLOCATION**

**Submitted By:**

**DAUPHIN COUNTY  
MENTAL HEALTH/INTELLECTUAL DISABILITIES**

**COUNTY OF DAUPHIN**

**July 13, 2012**

## Single Application for Assistance

Web Application Id: 8025380

Single Application Id: 201207138055

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program Hearth

---

### 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 E. Eisenhauer

Contact Title: Administrator, MH/ID

Phone: (717)-780-7050 Ext.

Fax: (717)-780-7061

E-mail: [deisenhauer@daupninc.org](mailto:deisenhauer@daupninc.org)

Mailing Address: 100 Chestnut Street, 1st Floor

City: Harrisburg

State: PA

Zip Code: 17101-2518

## **EnterpriseType**

Government,

## Single Application for Assistance

Web Application Id: 8025380

Single Application Id: 201207138055

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program Hearth

---

### Project Overview

Project Name:

Emergency Solutions Grant 2nd allocation

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: 8025380

Single Application Id: 201207138055

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program Hearth

---

### 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:** 6

**Jobs To Be Created:** 1

**Designated Areas:**



# Single Application for Assistance

Web Application Id: 8025380

Single Application Id: 201207138055

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program Hearth

## Project Budget

	Emergency Solutions Grant Program Hearth	\$ 3,500 PPL (Private)	17,193 United Way (Local)	\$57,847 HAP (State)	Total
- Acquisition	0	0	0	0	0
- General Construction	0	0	0	0	0
- Infrastructure / Site Preparation	0	0	0	0	0
- Machinery & Equipment	0	0	0	0	0
- Working Capital	0	0	0	0	0
- Operating Costs	0	0	0	0	0
- Related Costs	0	0	0	0	0
- Other	75,915	3,500	17,193	57,847	154,455
Rapid Rehousing	30,819	1,500	5,500	25,000	62,819
Homeless Prevention	36,556	2,000	6,000	30,000	74,556
HMIS - 7.5%	5,693	0	5,693	0	11,386
Administration - 3.75%	2,847	0	0	2,847	5,694
<b>Grand Totals</b>	<b>75,915</b>	<b>3,500</b>	<b>17,193</b>	<b>57,847</b>	<b>154,455</b>

### 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.

#### Rapid Rehousing Services:

Financial Assistance (Utility Payments & Moving Assistance) - \$1,000

5 households at \$200 each

Services (Case Management) - \$15,000

.5 FTE + benefits

Rental Assistance - \$14,819

30 households at \$494 each (as an average)

Total Rapid Rehousing Services - \$30,819

#### Homelessness Prevention Services:

Financial Assistance (Utility Payments) - \$2,000

## Single Application for Assistance

Web Application Id: 8025380

Single Application Id: 201207138055

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program Hearth

---

### Project Budget

5 households at \$400 each

Services (Case Management) - \$15,000  
.5 FTE + benefits

Rental Assistance - \$19,556  
35 households at %599 each (as an average)

Total Homelessness Prevention Services - \$36,556

HMIS Operations - \$5,693  
Technical assistance and monitoring

Admiistration - \$2,847

Total Budget - \$75,915

## Single Application for Assistance

Web Application Id: 8025380

Single Application Id: 201207138055

Applicant: Dauphin County

Program Selected: Emergency Solutions Grant Program Hearth

---

### Project Narrative

#### What do you plan to accomplish with this project?

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

In 2009, 13.3% of Dauphin County residents were living in poverty with the below poverty rate of 30% being significantly higher in Harrisburg. 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 CACH Point In Time Survey, on any given day, more than 281 adults and 127 children are homeless in Dauphin County and the City of Harrisburg.

#### 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 35 clients with short term Homeless Prevention services.
  
- 2 - Provide 30 clients, who are either in emergency shelter or who cannot access emergency shelter but are homeless according to the guidelines for Emergency Solutions, with Rapid Re-housing services.
  
- 3 - Assist 59 clients (91%) move to Permanent Housing.

#### How do you plan to use the DCED funds?

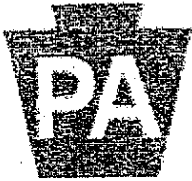
Should include specific use of DCED funds and reflect the budget provided with the application.

DCED funds will be used to meet the needs of homeless/near homeless individuals/families in obtaining permanent/stable housing through the use of Rapid Rehousing (Case Management, Rental Assistance, Utility Payment and Moving Assistance Services) and Homeless Prevention (Case Management, Rental Assistance and Utility Payment Services).

#### 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 grant application.



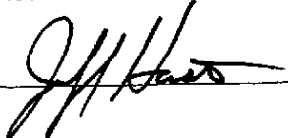
**Community and Economic Development**  
Single Application for Assistance

Single Application #: 201207138055

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 # 201207138055 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: 8/1/12

Print Name: Commissioner Jeff Haste Title: Chairman

Representing: Dauphin County

Address: 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.

## **TABLE OF CONTENTS**

### **Emergency Solutions Grant ESG-H 2011 Second Allocation**

- A. Cover Sheet
- B: Single Application Form
- C: Table of Contents
- D: General Application Description Form (Form DCED-CCD-001)
- E: Resolution of Submission by the Local Governing Body of the Applicant
- F: Statement of Assurances (DCED-CCD-002)
- G: Management Standards (DCED-CCD-003)
- H: Program Design (DCED-CCD004)
- I: Timeliness (DCED-CCD-005)
- J. Coordination of Services (DCED-CCD-006)
- K. Financial Procedures (DCED-CCD-007)
- L. Project Budget (DCED-CCD-008)
- M. Attachments and Supporting Documentation
  - 1. Budget Narrative
  - 2. Attachment A – Organization Chart
  - 3. Attachment B – Inspection Standards Form
  - 4. Attachment C – Assessment Tool
  - 5. Attachment D – Sample Subcontractor Agreement or Contract
  - 6. Attachment E – Conflict of Interest Policy
  - 7. Attachment F – Termination Process
  - 8. Attachment G – Support Letter from Continuum of Care for program



## GENERAL APPLICATION DESCRIPTION FORM

### EMERGENCY SOLUTIONS GRANT PROGRAM

#### A. APPLICANT INFORMATION

NAME OF APPLICANT (UNIT OF LOCAL GOVERNMENT (ULG): Dauphin County		
STREET ADDRESS: 2 South Second Street		
CITY: Harrisburg	STATE: PA	ZIP CODE: 17101-2025
LOCAL GOVERNMENT CLASSIFICATION: <input type="checkbox"/> CITY <input checked="" 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	CCR#: 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

**APPLICANT NAME & DATE:**

Dauphin County MH/ID - July 13, 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>  | <b>LEGAL<br/>AUTHORITY</b>        |
| <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>   | <b>OFFICIAL<br/>RESOLUTION</b>    |
| <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>   | <b>CONSOLIDATED<br/>PLAN</b>      |
| <p>(D) It has established a citizen participation mechanism which:</p> <ol style="list-style-type: none"> <li>(1) Provides an opportunity for citizens to participate in the development of the application, encourages the submission of views and proposals, and provides for timely responses to the proposals submitted.</li> <li>(2) Provides citizens with adequate information concerning the amount of funds available for proposed projects, the range of activities that may be undertaken, and other important program guidelines.</li> <li>(3) Provides for one or more public hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application.</li> <li>(4) Provides for a timely written answer to written complaints and grievances.</li> <li>(5) Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.</li> </ol> | <b>CITIZEN<br/>PARTICIPATION</b>  |
| <p>(E) It will provide citizens with reasonable access to records regarding the Emergency Solutions Grant Program assisted activities and management.</p>  | <b>ACCESS TO<br/>INFORMATION</b>  |
| <p>(F) It will comply with:</p> <ol style="list-style-type: none"> <li>(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.</li> <li>(2) The building standards requirements of 24 CFR Part 576.55. The requirements of 24 CFR Part 576.56 concerning assistance to the homeless.</li> </ol>   | <b>FINANCIAL<br/>REQUIREMENTS</b> |
| <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.

AGE

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

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<br>AND<br>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<br>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<br>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<br>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<br>STANDARDS        |

  
 \_\_\_\_\_  
 Signature of Chief Elected Official  
 Jeff Haste, Chairman of Commissioners  
 \_\_\_\_\_  
 Name/Title of Chief Elected Official

\_\_\_\_\_  
 Municipality

7/13/2012 8/1/12  
 \_\_\_\_\_  
 Date  
 Dauphin  
 \_\_\_\_\_  
 County



## MANAGEMENT STANDARDS

### EMERGENCY SOLUTIONS GRANT PROGRAM

## APPLICANT NAME &amp; DATE:

Dauphin County MH/ID - July 13, 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: HPRP	ACTIVITY/PROGRAM TYPE: Homeless Prevention & Rapid Rehousing	SOURCE OF FUNDS: HUD
PROGRAM LOCATION: Dauphin County MH/ID	START-COMPLETION DATES & STATUS: 9/2009 to 9/2012 with 95% Complete	TOTAL PROJECT COSTS: \$621,187.00
PROGRAM DESCRIPTION: <i>(Scope &amp; complexity, significant accomplishments, issues or experience, etc.)</i>		
The Dauphin County MH/ID Program successfully managed two HPRP grants totaling \$960,282. In the HUD grant, MH/ID contracted with seven local providers to accomplish the goals of the HPRP. 365 persons/133 households have been assisted with HPRP Homeless Prevention and 883 persons/347 households have been assisted with HPRP Homeless Assistance for a total of 1,248 persons/480 households to date receiving assistance. The MH/ID Program completed more than 20 on-site provider fiscal and programmatic reviews, provided technical assistance to providers, performed timely draws from IDIS, and met every HUD reporting requirement on time and with accuracy. In addition, MH/ID staff oversees HAP and PATH grants, and participates in the continuum of care providing system wide experience and knowledge of homelessness issues.		
PROGRAM REFERENCE: <i>(Contact Name, Phone &amp; Email)</i>		
Daniel Eisenhauer 717-780-6298 deisenhauer@dauphinc.org		

PROGRAM NAME: HPRP	ACTIVITY/PROGRAM TYPE: Homeless Prevention & Rapid Rehousing	SOURCE OF FUNDS: DCED
PROGRAM LOCATION: Dauphin County MH/ID	START-COMPLETION DATES & STATUS: 9/2009 to 9/2012 with 99% Complete	TOTAL PROJECT COSTS: \$339,095.00
PROGRAM DESCRIPTION: <i>(Scope &amp; complexity, significant accomplishments, issues or experience, etc.)</i>		
Two local providers worked effectively in Dauphin County to coordinate/provide HPRP services to individuals/families in need. As a result 80 persons/55 households have been assisted with HPRP Homeless Prevention and 79 persons/38 households have been assisted with HPRP Homeless Assistance for a total of 159 persons/93 households to date receiving assistance. As noted above County staff have experience in overseeing homelessness services, in collaborative homeless system design, and in working with funding agencies to align local priorities with state and national trends in the delivery of services to individuals and families in need of homelessness services.		
PROGRAM REFERENCE: <i>(Contact Name, Phone &amp; 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/Or 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>
Dan Eisenhower	MH/ID Administrator	Oversight of ESG grant activities	6	.1
Paul Geffert	MH/ID Fiscal Officer	ESG monitoring, reporting	8	.1
Deborah Clayton	Grants Mgmt Co-ord	ESG monitoring, reporting	8	.5

- 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. (Add extra columns if necessary)

	State Formula HPRP Contract	State Competitive HPRP Contract
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. <i>List resources that were linked to your program.</i>	See Attached Mgmt Standards 2. D.	
Coordination and Compliance with CoC Policies. <i>List CoC Policies your program complied with.</i>	Not Applicable	

- 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.

**Pennsylvania Emergency Shelter Solutions Grant Program  
2011 Second Allocation**

**Attachment to DCED-CCD-ESG-003  
Management Standards - C.**

Dauphin County HPRP Inspections will be conducted by Christian Churches United who has previous HPRP experience in inspecting housing units for both habitability and lead based paint compliance. See Attachment B for a copy of the inspection forms they will use when conducting inspections. Overall the agency has over 15 years in housing related inspection experience.

**ESG PROGRAM – DCED-CCD-ESG-003  
MANAGEMENT STANDARDS - D.**

**COLLABORATIVE EFFORTS TO ESTABLISH SUPPORT FROM  
MAINSTREAM RESOURCES. LIST OF RESOURCES THAT WRE  
LINKED TO YOUR PROGRAM.**

**TABLE OF CONTENTS**

<b>Housing Providers Directory .....</b>	<b>7</b>
Emergency Needs/Shelter Coordination.....	7
Emergency Shelter Providers.....	7
Transitional Housing Providers .....	8
Permanent Housing Providers.....	11
<b>Medical Service Providers Directory .....</b>	<b>13</b>
Medical Providers Targeted to Low-Income and/or Uninsured .....	13
Free Immunization Sites in Dauphin County.....	16
Free Sites for HIV and STD Testing.....	17
Harrisburg Area Community College Dental Hygiene Clinic.....	18
<b>Other Service Providers Directory.....</b>	<b>19</b>
Employment Services/Job Training.....	19
Meals and Showers .....	20
Legal .....	21
Miscellaneous .....	21
<b>Mental Health and Drug and Alcohol Resources .....</b>	<b>22</b>
<b>Consumer Compassion and Client Friendly Service .....</b>	<b>23</b>
<b>Phone Directories .....</b>	<b>25</b>
Comprehensive Listing of Housing Providers.....	25
Comprehensive Listing of Service Providers .....	27
<b>Handouts.....</b>	<b>Attached</b>
1. Where To Go For Meals	

# Housing Providers Directory

## EMERGENCY NEEDS/SHELTER COORDINATION

### HELP MINISTRIES

413 S. 19th Street, Harrisburg, PA 17104

Phone: (717) 238-2851

- **HOURS:** Monday-Friday: 9am-11am and 1pm-3pm (Except Closed Wednesday afternoon)
- Emergency shelter placement for single women, single women with children, or families to the YWCA, Shalom House, or Interfaith Shelter
- Food, clothing, prescription or travel assistance
- Rental assistance program
- Heating assistance
- Emergency housing placement for single men at the YMCA or available rooming houses

## EMERGENCY SHELTER PROVIDERS

### BETHESDA MEN'S MISSION

611 Reily Street, Harrisburg, PA 17110

Phone: (717) 257-4440

- Emergency shelter for transient males
- Recovery residential and spiritual development program.
- Medical clinic (limited and by appointment only)
- Served meals and community soup kitchen
- Mobile food and clothing mission

### INTERFAITH SHELTER

Harrisburg State Hospital, 1002 Hemlock Drive, Harrisburg, PA 17110-3588

Phone: (717) 236-6783

- 28-day emergency shelter stay for single or dual parent families or married couples
- 3 meals provided daily
- Goal planning and case management



### **SHALOM HOUSE**

9 South 15th Street, Harrisburg, PA 17104

Phone: (717) 232-3482

- 28-day emergency shelter stay for women and women with children with goal planning and case management
- Food and clothing bank available

### **YWCA DOMESTIC VIOLENCE SHELTER**

At the YWCA of Greater Harrisburg

1101 Market Street, Harrisburg PA 17104

Phone: (717) 238-7273; (800) 654-1211 Fax: (717) 234-1779

- For women and their children who are immediately homeless because of fleeing an immediate domestic violence situation.
- 30-day homeless shelter stay with Domestic violence counseling and case manager.
- Food and clothing bank available.

### **YWCA EMERGENCY SHELTER**

At the YWCA of Greater Harrisburg

1101 Market Street, Harrisburg PA 17104

Phone: (717) 234-7931 Fax: (717) 234-1779

- 28-day emergency shelter stay for women and women with children with housing goals and case management.
- Food and clothing bank available.

## **TRANSITIONAL HOUSING PROVIDERS**

### **ARC - A PROGRAM OF THE SALVATION ARMY**

3650 Vartan Way, Harrisburg, PA 17110

Phone: (717) 541-0203 Fax: (717) 541-0206

- Six month or more Christian residential recovery and rehabilitation program.
- Transitional housing for program graduates only.
- Eligible: Unaccompanied men or women who are in recovery.

### **BETHESDA'S WOMEN'S CENTER**

818 North 20th Street, PA 17103

Phone: (717) 257-4447

- Long term recovery house and program services
- Transitional housing for program graduates only
- Spiritual growth and development

**BRETHREN HOUSING ASSOCIATION**

219 Hummel Street, Harrisburg, PA 17104  
Phone: (717) 233-6016 Fax: (717) 233-5489  
E-mail: [intake@bha-pa.org](mailto:intake@bha-pa.org)

- *Transitions* Program:
  - Transitional housing program with case management, life skills, goal planning and trained mentoring groups from local church congregations
  - Eligible: Single mother and her children, homeless or near homeless
- *Fast Track/Next Steps* Programs:
  - Rapid rehousing programs with rental subsidy (Next Steps only), case management, and goal planning
  - Eligible: Homeless individuals, single parent families and intact families

**BRIDGE OF HOPE**

P.O. Box 15212, Harrisburg, PA 17105  
Phone: (717) 635-5957  
E-mail: [bridgeofhope.hbg@gmail.com](mailto:bridgeofhope.hbg@gmail.com)

- A three-way partnership which links a family with professionally trained Bridge of Hope social service staff and mentoring groups drawn from local church congregations
- Rental assistance moving from rental transitional or rental permanent housing at scattered sites
- Eligible: Single mother and her children

**DELTA COMMUNITY, INC.**

2041 North 2nd Street, P.O. Box 5342,  
Harrisburg, PA 17110  
Phone: (717) 232-2970 Fax: (717) 232-3458

- Transitional housing at scattered sites with case management, life skills and employment assistance.
- Administers Dauphin County Rental Assistance Program (DCRAP).
- Eligible: Homeless Single Mother or Father with children.

**FIRM FOUNDATION OF PA**

28 North 19th Street, Harrisburg, PA 17103  
Phone: (717) 233-6133 Fax: (717) 232-3458

- Transitional housing for male ex-offenders released from prison.

**LOURDES HOUSE**

A Program of Catholic Charities  
1611 Boas Street, Harrisburg, PA 17103  
Phone: (717) 236-3417

- Transitional housing for expectant mothers.

**PROMISE PLACE**

The Program for Female Offenders  
321 South 2nd Street, Harrisburg, PA 17113  
Phone: (717) 985-6440 Fax: (717) 985-9235

- Transitional housing for female ex-offenders released from prison.

**SHALOM HOUSE VETERANS HOUSING**

2138 & 2140 7th Street, Harrisburg, PA 17110  
Phone: (717) 232-3482

- Up to 24 months of transitional housing with case management and supportive services
- Homeless veteran females and their children

**TRINITY HOUSE**

A Program of Bethesda Mission  
Phone: (717) 920-9547

- Transitional housing for Bethesda Men's Mission Recovery Program Graduates.

**YWCA BRIDGE HOUSING**

At the YWCA of Greater Harrisburg  
1101 Market Street, Harrisburg PA 17104  
Phone: (717) 234-7931 Fax: (717) 234-1779

- 12 to 18 months transitional housing with case management, life skills, and employment supportive services.
- Homeless (State DPW Definition) women and women with children (boys only up to 14 yrs old).

**YWCA TRANSITIONAL HOUSING**

At the YWCA of Greater Harrisburg  
1101 Market Street, Harrisburg PA 17104  
Phone: (717) 234-7931 Fax: (717) 234-1779

- Up to 24 months of transitional housing with case management, life skills, and employment supportive services.
- Homeless (McKinney-Vento Act Definition) women and women with children (boys only up to 14 years old)

**YW-PER DIEM VETERANS HOUSING**

At the YWCA of Greater Harrisburg  
1101 Market Street, Harrisburg PA 17104  
Phone: (717) 234-7931 Fax: (717) 234-1779

- Up to 24 months of transitional housing with case management, life skills, and employment supportive services.
- Homeless veteran males
- Based at the YMCA dormitory rooms in downtown Harrisburg

## **PERMANENT HOUSING PROVIDERS**

### **SHARP PROGRAM (SHALOM HOUSE AFTER-CARE RENTAL ASSISTANCE PROGRAM)**

A Program of Shalom House  
9 South 15th Street, Harrisburg, PA 17104  
Phone: (717) 232-3482

- Housing through rental assistance.
- Goal planning, life skills, case management.
- Eligible: Homeless single women with an official determination of disability.

### **SHELTER PLUS CARE**

Of the Dauphin County Housing Authority  
501 Mohn Street, Steelton, PA 17113-7598  
Phone: (717) 939-9301

- Permanent housing through scattered site rental assistance
- Supportive services and case management
- Eligible: Homeless, unaccompanied, with a severe, verified mental health disability

### **SUSQUEHANNA HARBOR SAFE HAVEN**

1805 North 12<sup>th</sup> Street, Harrisburg, PA 17103  
Phone: (717) 232-5029

- 25 units of permanent housing for chronically homeless men with mental health disabilities
- 35 overnight drop in bunks for the winter months only as part of outreach

### **YW-PHD (PERMANENT HOUSING FOR HOMELESS WITH DISABILITIES)**

A Program of the YWCA of Greater Harrisburg  
1101 Market Street, Harrisburg PA 17104  
Phone: (717) 234-7931 Fax: (717) 234-1779

- Permanent housing through rental subsidy of scattered sites
- Goal planning and case management
- Eligible: Unaccompanied or accompanied homeless person with a verifiable long term disability

### **YW-VETS**

A Program of the YWCA of Greater Harrisburg  
1101 Market Street, Harrisburg PA 17104  
Phone: (717) 234-7931 Fax: (717) 234-1779

- Permanent housing through rental subsidy of scattered sites
- Goal planning and case management
- Eligible: Chronically homeless single homeless veteran male with a mental health disability as well as other disabilities

**YWCA SINGLE RESIDENCY OCCUPANCY (SRO)**

At the YWCA of Greater Harrisburg

1101 Market Street, Harrisburg PA 17104

Phone: (717) 234-7931 Fax: (717) 234-1779

- Section 8 Single room permanent housing with shared facilities
- Eligible: McKinney Act Definition homeless unaccompanied women

# Medical Service Providers Directory

## MEDICAL PROVIDERS TARGETED TO LOW-INCOME AND/OR UNINSURED

### **BETHESDA MISSION MEDICAL CLINIC**

611 Reily Street, Harrisburg, PA 17110

Phone: (717) 257-4440

- Nurse on staff, with volunteer Doctors from Hershey Medical Center males
- Medical clinic services for men in Bethesda Mission's programs
- Some limited appointments available to community homeless including women by appointment only.

### **CAPITAL REGION HEALTH SYSTEM @ HAMILTON HEALTH CENTER**

1821 Fulton Street, Harrisburg, PA 17102

Phone: (717) 232-9971

- Satellite locations:
  - Foose Elementary School, 1301 Sycamore Street, Harrisburg, PA 17104
  - 1650 Walnut Street, Harrisburg, PA 17104, Phone: (717) 230-3958
- Providing comprehensive healthcare including medical, dental, social and related services to the under-served who lack the advantage of personalized health care
- Specialties include pediatrics, women, infants and children, a triage unit, diabetic management, and free pregnancy testing
- Dauphin County's WIC Program is conducted out of the Walnut Street office

### **COMMUNITY CHECK-UP CENTER OF SOUTH HARRISBURG**

38-C Hall Manor, Harrisburg, PA 17104

Phone: (717) 233-1700

- Pediatric clinic for underserved children
- Gyn women's care
- HIV and STD Treatment and testing for men and women

## **HEALTH MINISTRIES AT CHRIST LUTHERAN CHURCH**

Located at: Christ Lutheran Church  
The Reverend Jody Silliker, Pastor  
124 South 13th Street  
Harrisburg, PA 17104

web: [www.pcvsoftware.net/christlutheran](http://www.pcvsoftware.net/christlutheran)

*Please don't promise anyone anything! Send them to us for evaluation/screening. Our resources are limited, and none of what we do is an entitlement.*

### **Holy Spirit Hospital's Medical Outreach Service**

Phone (admin): (717) 730-2507 Phone (site): (717) 260-9320 (No services provided/authorized by phone. Please come in).

- Hours: M/W/F 10:30-2:30; T/Th 11:30-2:30
- Free nurse-run, drop-in clinic, 800 patient visits/month.
- Services Offered:
  - First aid, simple lab tests, health assessments, health education
  - Free TB tests and (seasonal) flu shots for adults available on request
  - Limited prescription and over-the-counter medication assistance
  - Some assistance/advice accessing resources
  - Items necessary to health such as blankets, underwear, hygiene items and the like, as available.
  - Hospitality site where folks are welcome to hang out, coffee, conversation, bathroom, phone/fax
  - Health classes at the YWCA, Thurs. 10-11:30, and at the Program for Female Offenders on Tuesday mornings
  - Publish "Preguntale la Enfermera" in each issue of *Habla!*

### **Mission of Mercy**

- Open two Fridays a month, from 9am to 3pm
- Call 972-4993 for appointment; 642-9062 to request schedule
- 130 medical appts., 12 dental appts., 300 prescriptions per month
- Mobile office providing the following services:
  - Doctors for primary care, uninsured with serious illnesses (not appropriate for driver's license physicals, chronic back pain, etc.)
  - Most patients receive their medicines at time of visit (cannot fill prescriptions written elsewhere)
  - Dental clinic, walk-in only. Arrive at 8:30.
  - "Doctor Day" is also used by many city service providers as an outreach day to connect with their target populations. Call Pastor to arrange inclusion.

### **Other Health-Related Services at Christ Lutheran Church**

- Food Voucher Program – Mon-Thurs, 9-12, it provides food vouchers and hospitality for 750 people/month. (Criteria: 150 % of poverty line, I.D needed and zip code restricted).
- Free Baby Furniture Bank – cribs, strollers, bedding, etc. Ask at Medical Outreach.
- Durable Medical Goods Bank & Orthopedics Banks – recycles and distributes clean walkers, bedside commodes, wheelchairs, etc. as well as providing new splints, wraps, humidifiers and more. Ask at Medical Outreach.
- English as a Second Language, GED Preparation and Computer Literacy Classes – taught by the OIC, Mon/Wed, 1-3:30. To join, simply walk in at the beginning of any class time.
- Family Literacy/Early Childhood Enrichment – Mon/Wed, 1-4.
- Free cat spaying and neutering at the church one Saturday a month by the Stray Cat Alliance.



## FREE IMMUNIZATION SITES IN DAUPHIN COUNTY

### SITES WITH PREFERRED PROVIDER AGREEMENTS WITH THE DEPARTMENT OF HEALTH:

Capital Region Health System @  
Hamilton Health Center  
1821 Fulton Street  
Harrisburg, PA 17102  
(717) 232-9971

\*\* *Monday, Wednesday and Friday Afternoons*

\*\*\* *Immunization given with routine visits*

Capital Region Health System @  
Hamilton Health Center  
Foose Elementary School  
1301 Sycamore Street  
Harrisburg, PA 17104

\*\*\* *Scheduled date to open October 1, 2002*

Community Check-up Center  
of South Harrisburg  
38-C Hall Manor  
Harrisburg, PA 17104  
(717) 233-1700

Evelyn G. Frederick Health Center  
1000 Evelyn Drive  
Millersburg, PA 17061  
(717) 691-4761

### CHILDREN'S IMMUNIZATIONS OFFERED

All immunizations are free for children 18 years of age and younger for uninsured and underinsured children.

### ADULT IMMUNIZATIONS OFFERED

For students entering college or in college that are uninsured and underinsured

- Tetanus (Tetanus-Diphtheria) – Td (free for all adults)
- Measles, Mumps, Rubella (MMR)

For older adults and all adults with special health needs that are uninsured and underinsured:

- Flu (influenza)
- Pneumonia (Pneumococcal)

## FREE SITES FOR HIV AND STD TESTING

### WALK-IN TESTING CENTERS

- AIDS Community Alliance (HIV only)
  - 100 North Cameron Street, Suite 301 East, Harrisburg, PA 17110
  - 9AM – 7PM
  - Phone: (717) 233-7190 or (800) 867-1550
- 1514 North 2nd St. Harrisburg
  - Every Wednesday, 1PM – 5PM
  - Phone: (717) 234-2468

### TESTING BY APPOINTMENT

- Kline Village Medical Center, Dr. Bukare
  - 43 Kline Village, Harrisburg
  - Phone: (717) 232-0500
- Community Check-Up Center
  - 38 C Hall Manor, Harrisburg
  - Phone: (717) 233-1700
- Hamilton Health Center
  - 1821 Fulton Street, Harrisburg
  - Phone (STD Clinic): (717) 232-9971 (Ask if you qualify for free testing)
  - HIV Hope Program:
    - Phone (English): (717) 230-3948
    - Phone (Spanish): (717) 230-3947
- Adult Ambulatory Care Center
  - 2645 North 3rd St. Harrisburg
  - Phone: (717) 782-6421
  - STD Clinic, Tuesday and Friday, 9am--10am
  - Reach Clinic – HIV Testing
- VNA of Central PA (HIV only)
  - 3315 Derry St. Harrisburg
  - Phone: (717) 233-1035

## **HARRISBURG AREA COMMUNITY COLLEGE DENTAL HYGIENE CLINIC**

Located in Whitaker Hall on the Wildwood Campus of HACC, across from the Farm Show Complex.

Dental Exams, cleanings, x-rays and sealants for children and adults.

### ***Fall Hours (August-December):***

- Monday: 8:30 – 11:15 AM and 5:30 – 8:15 PM
- Wednesday: 8:30 – 11:15 AM and 5:30 – 8:15 PM
- Friday: 8:30 – 11:15 AM and 1:30 – 4:15 PM

### ***Spring Hours (February-May):***

- Monday-Friday: 8:30 – 11:15 AM and 1:30 – 4:15 PM
- Monday and Wednesday Evenings: 5:30 – 8:15 PM

Call 780-2441 for an appointment

Access Card Accepted

# Other Service Providers Directory

## EMPLOYMENT SERVICES/JOB TRAINING

### CENTER FOR EMPLOYMENT, EDUCATION AND ENTREPRENEURSHIP DEVELOPMENT (CEEED)

Third Floor of PNC Bank Building, 1301 Derry Street, Harrisburg, PA 17104

Phone: (717) 724-4834

- Collaborative effort of YW-WORKS, Goodwill Industries, Tri-County OIC, Success Academy (of Community Action Committee) and Firm Foundation to combine services to clients through one unified plan in one central location.

### EDSI

At Career Link, Two Penn Center, 2634 North Third Street, Harrisburg, PA 17110

- Main provider of contracted TANF welfare to work program in Dauphin County.

### FIRM FOUNDATION OF PA

28 North 19th Street, Harrisburg, PA 17103

Phone: (717) 233-6133 Fax: (717) 232-3458

- Provides construction industry training and employment through FirmWorks program and Opportunity Builders for-profit corporation.

### GOODWILL INDUSTRIES OF CENTRAL PA

1150 Goodwill Drive, Harrisburg, PA 17101

Phone: (717) 232-1831

- Provides supervised or sheltered employment services primarily for those with disabilities, youth, and some low income.

### TRI-COUNTY OIC

500 Maclay Street, Harrisburg, PA 17110

Phone: (717) 238-7318

- Offers GED/ABE, ESL, and some vocational training courses.

### YW-WORKS

A Program of the YWCA of Greater Harrisburg

1101 Market Street, Harrisburg PA 17104

Phone: (717) 234-7931 Fax: (717) 234-1779

- Employment training, computer education, career counseling and some vocational education for homeless men, women, and veterans.
- Job Placement and Follow-up.

## **MEALS AND SHOWERS**

### **BETHESDA MEN'S MISSION**

611 Reily Street, Harrisburg, PA 17110

Phone: (717) 257-4440

- Served meals and community soup kitchen (evening meal), 5:00-5:30
- Mobile food and clothing mission

### **CAMP CURTIN MEMORIAL/MITCHELL UNITED METHODIST SOUP KITCHEN**

2221 N 6th St, Harrisburg, PA 17110

Phone: (717) 233-0335

- Lunch served weekdays, 12:30-1:30

### **DOWNTOWN DAILY BREAD**

310 N. 3rd Street, Harrisburg, PA 17101

Phone: (717) 238-4717

- Lunch served daily, 12:30-1:30, including weekends and holidays
- LunchPlus Program provides a variety of supportive services to help clients gain self-sufficiency like an address and employment search support.
- Other services...call for schedule of availability
  - Shower facilities several days a week
  - Hair cuts one morning a month

### **HELPING HANDS MINISTRIES OF HARRISBURG, INC.**

1077 Oyster Mill Road, Camp Hill, PA 17011

Phone: (717) 731-1807

- Serves a hot meal to the hungry of Harrisburg FIVE nights a week.
- All meals are served from 4:30 p.m. - 5:30 p.m.
- Wednesday meals are served outside on the corner of Blackberry St. and N. River St. in Harrisburg
- Tuesday, Thursday and Friday meals are served inside First Church of God, 15 N. 4th St., Harrisburg

### **MARKET SQUARE PRESBYTERIAN CHURCH**

20 South Second Street, Harrisburg, PA 17101

Phone: (717) 257-1270

- Wednesday mornings at 9:30 HELP Office personnel do outreach providing assistance with shower vouchers, bus passes, etc.
- Sunday morning community breakfast served at 8:30am

### **SALVATION ARMY SOUP KITCHEN**

1122 Green Street, Harrisburg, PA 17102

Phone: (717) 233-6755

- Breakfast served weekdays from 7:00 to 8:00 am.

### **ST. FRANCIS OF ASSISI SOUP KITCHEN**

1459 Zarker Street, Harrisburg, PA 17104

Phone: (717) 236-4506

- Lunch served weekdays and Saturday, 12:30-1:30

## **LEGAL**

### **COMMUNITY JUSTICE PROJECT (PETER ZURFLIEH)**

118 Locust Street, Harrisburg, PA 17101

Phone: (717) 236-9486, ext. 210

- Policy advocacy for benefits and rights of the homeless.

### **MIDPENN LEGAL SERVICES**

213-A N. Front Street, Harrisburg, PA 17101-2240

Phone: (717) 232-0581

- Legal aid for low-income individuals and families, the elderly, the disabled, children and survivors of domestic violence.
- Handling cases involving consumer, education, family, housing, utilities, elderly, employment, income enhancement, and domestic violence issues

### **YWCA DOMESTIC VIOLENCE LEGAL CENTER & VISITATION SERVICES**

114 Walnut Street, Harrisburg, PA 17101

Phone: (717) 724-0516 Fax: (717) 724-0534

- Legal aid for victims of domestic violence (including protection from abuse orders and custody issues)
- Supervised visitation for children

## **MISCELLANEOUS**

### **HELPING HANDS MISSIONS MINISTRY**

101 North Cameron Street, Harrisburg, PA 17101

Phone: (717) 221-0490

- Provides clothing, personal care items, food and has open door portal of entry for referrals to other community services

### **NEW DIGS MINISTRY, INC.**

5 Pleasant View Drive, Mechanicsburg PA 17055-2053

Phone: (717) 620-9735 E-mail: [info@newdigsministry.org](mailto:info@newdigsministry.org)

- Assisting families in need by providing gently used furniture and household goods to help make their house a home
- Must be referred by case manager, agency, pastor, rabbi, etc.

# Mental Health and Drug and Alcohol Resources

## MENTAL HEALTH TRAINING RESOURCES

For videos of Mental Health Seminars mentioned below and a list of upcoming Mental Health and Homelessness trainings contact Dauphin County Crisis Intervention:

- *Understanding Violence* – Presenter: Dr. Picchio
- *Children with Behavioral Health Issues in Emergency & Transitional Settings* – Presenter: Patricia Moore
- *Supporting Compliance in People with Mental Illness* – Presenter: Wayne D. Schmoyer
- *Defining, Understanding and Supporting People with Major Mental Illness* – Presenter: Dr. Picchio

*Note: The CACH Service Delivery Committee has the above seminars on DVD and will provide copies to your organization for a nominal fee.*

## DRUG AND ALCOHOL RESOURCES

For a handbook entitled *Street Drugs: A Drug Interaction Guide*, contact Dauphin County Executive Commission on Drugs, Alcohol and Tobacco or visit the [www.streetdrugs.org](http://www.streetdrugs.org) website.

The Dauphin County Executive Commission on Drugs, Alcohol and Tobacco also has a wide variety of other training and resources materials available, such as brochures, videos, and seminars. Contact them for more information.

# Consumer Compassion and Client Friendly Service

A 2005 survey was conducted at a local shelter to document clients' point of view on staff, facility and rules. The following was learned:

## FACILITY

Upon entering a shelter most residents felt *fearful* and *very emotional*. They...

- Pictured the shelter as not a safe place to stay for their children
- Worried that other residents would be dangerous, addicted, or worse
- Worried about getting along with other residents and staff
- Worried they would not have privacy and would sleep in one large dormitory
- Pictured that the shelter would be dirty and unsavory

## STAFF

Residents describe a successful helping relationship (with staff members) as F.A.I.R.:

- Facilitative...i.e. helpful.
- Attentive...i.e. focused and genuinely engaged with client.
- Impartial...i.e. non-judgmental and fair across the board to all residents.
- Reassuring...i.e. understanding and hopeful.

Residents know and feel when a staff person genuinely cares about their welfare

Negative interactions with staff include feeling...

- Annoyed
- Belittled – Not necessarily *what* was said but *how* it was said (tone of voice, facial expressions, hand gestures, etc.)
- Upset when confidentiality was loosely handled concerning their business and affairs, for example,
  - announcing over the intercom “so and so, your parole officer is on line 1,” or
  - informing a resident that he or she was not accepted to a program in front of others
- Disrespected
- Frustrated when there are ethnic, cultural, or linguistic misunderstandings – i.e. Latino residents surveyed mentioned that they misunderstood enforcement of rules and regulations as staff not liking them
- Disappointed when there was a lack of follow through, even in small things like staff forgetting to lock a bedroom door as requested.



## **RULES AND REGULATIONS**

Most residents consider fair rules as equal and necessary. They...

- understand that life has rules,
- respect the shelter's assistance and want to abide with rules to maintain their stay,
- are accepting of consequences if the rules were fair and applied fairly to others,
- need to be heard.

On the negative side they...

- are upset if they think some staff members have favorites who they let slide,
- think some rules are enforced more than others,
- feel that the authority goes too far with some rules and could be more lenient

# Phone Directories

## COMPREHENSIVE LISTING OF HOUSING PROVIDERS

<i>Emergency Shelter</i>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Bethesda Mission	(717) 257-4440	Men's emergency shelter	Open Referral/Walk in
Bethesda Women's Mission	(717) 257-4447	1 year D& A program for women and women with children	Open Referral/Walk in
Crisis Intervention	(717) 232-7511	Off hours voucher and placement for emergency shelters	Open Referral/Walk in
Help Office/CCU	(717) 238-2851	Referral to all women and family shelters; YMCA; some hotels/motels in emergencies	Walk in
Interfaith Shelter	(717) 236-6783	Emergency shelter for families only	HELP Ministries
Jewish Family Services	(717) 233-1681	vouchers for homeless housing and meals	Open Referral/Walk in
Shalom House	(717) 232-3482	Emergency Shelter for women and women with children	HELP Ministries
Susquehanna Harbor Safe Haven	(717) 232-5029	Winter Overnight Shelter for Homeless Men; December-March	Open Referral/Walk-in
YWCA of Greater Harrisburg	(717) 238-7273; (800) 654-1211	Domestic Violence Shelter	Open Referral/Walk in
YWCA of Greater Harrisburg	(717) 234-7931	Emergency Shelter for women and women with children	HELP Ministries
<i>Transitional Housing</i>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Bethesda Mission	(717) 257-4440	Men's transitional housing recovery, veterans, receiving MH services	Bethesda Shelter
Bethesda Women's Mission	(717) 257-4447	Transitional housing for women	Bethesda Women's shelter, homeless agency referral
Brethren Housing Association	(717) 233-6016	Transitional Housing for single mothers	Open Referral/Walk in
Bridge of Hope	(717) 635-5957	Transitional Housing for single mothers	Open Referral/Walk in
Delta Community, Inc.	(717) 232-2970	Scattered Site Transitional Housing for women and single parent families	Open Referral/Walk in
Firm Foundation of PA	(717) 233-6133	Transitional housing for men especially those recently leaving incarceration.	Open Referral/Walk in

Lourdes House	(717) 236-3417	Transitional housing for expectant mothers	Open Referral/Walk in
Promise Place	(717) 985-6440	Transitional Housing for females recently leaving incarceration	Referral
Silence of Mary	(717) 737-4107	Transitional housing for men, women, and women with children	Open Referral
St. Martin De Porres	(717) 230-8328	Catholic based transitional housing for men	Open Referral
Trinity House	(717) 970-9547	Transitional housing for Bethesda Men's Mission Recovery Program Graduates	Bethesda Mission
YWCA of Greater Harrisburg	(717) 234-7931	Bridge and Transitional Housing for women and women with children	Open Referral/Walk in/ Homeless Agency Referral
<b>Permanent Housing</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Dauphin County Housing Authority	(717) 939-9301	Section 8 Housing Choice Vouchers	Open Referral
Dauphin County Housing Authority	(717) 939-9301	Shelter + Care for singles who are homeless and with severe disabilities	CMU
Habitat for Humanity of the Greater Harrisburg Area	(717) 545-7299 harrisburghabitat.org	Building, rehabbing and repairing simple, decent, affordable homes for families of low income at a 0% interest mortgage.	Phone In/Referral/ Through Habitat Programs
Harrisburg Housing Authority	(717) 232-6781	Public Housing	Open Referral
Harrisburg Housing Authority	(717) 232-6781	Section 8 Housing Choice Vouchers	Open Referral
Paxton Ministries	(717) 236-5508	Supportive Housing for homeless with MH/MR disabilities	Homeless Agencies Referral, Open Referral
Shalom House	(717) 232-3482	SHARP Program - Housing for women and women with children who are disabled.	Shalom House
YWCA of Greater Harrisburg	(717) 234-7931	PHwD- Permanent housing for disabled homeless men, women, families	Shelters, Transitional Housing Referrals
YWCA of Greater Harrisburg	(717) 234-7931	SRO- Single rooms for single homeless women	Shelters, Transitional Housing Referrals
<b>Short-Term Housing</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
American Red Cross	(717) 234-3101	Disaster relief homeless management	Disaster response only
Market Square Presbyterian Church	(717) 257-1270	Vouchers for stay at the YMCA	Open Referral/Walk in

<b><i>Inpatient Drug and Alcohol</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
DayStar	(717) 230-9898	Drug and Alcohol recovery half-way house	Walk in/ Referral
Evergreen House	(717) 238-6343	Drug and Alcohol half way house for women	Phone in
Salvation Army ARC	(717) 541-0203	Rehabilitation for drug and alcohol	Walk in; Open Referral; Application filled out
<b><i>Housing/Utility Subsidy</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Help Office/CCU	(717) 238-2851	La Casa de Amistad - service Hispanic community with translation and case management	Walk in
Help Office/CCU	(717) 238-2851	Rental Assistance; Longer-term Rental Assistance	Walk in
Help Office/CCU	(717) 238-2851	Utilities Assistance	Walk in
<b><i>Other Residential Housing</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Edgewater	(717) 238-8666	Residential and outpatient MH services	CMU
YMCA	(717) 232-9622	Low income boarding room rentals	Walk in

## COMPREHENSIVE LISTING OF SERVICE PROVIDERS

<b><i>Community Development</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Community Action Commission	(717) 232-9757	Low-income housing, community programs	Open door/walk in, referral from homeless agencies
<b><i>Childcare</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Capital Area Head Start	(717) 221-9848	Some daycare help for homeless children	Shelters
Harrisburg School District	(717) 703-4000 Ext. 34061	Liaison for homeless students and services	Open door/walk in
<b><i>Disability</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Center for Independent Living	(717) 731-1900 TTY: (717) 737-1335	Housing Advocacy, disability services	Referral from Agency, self-referral
United Cerebral Palsy	(717) 441-6049	Disability services and equipment	Referral from Agency, self-referral
<b><i>Drug and Alcohol</i></b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Dauphin County Executive Commission on Drugs Alcohol and Tobacco (DCDAT)	(717) 635-2254	D&A services and referral, and grant distribution	Open referral/walk in

Gaudenzia	(717) 233-3424	D&A inpatient and outpatient services	Open referral/walk in
Mazzetti and Sullivan	(717) 901-5652	D&A services	Open door/walk in, referral from homeless agencies
Naaman Center	(717) 367-9115	D&A outpatient services	Referral from Agency, self-referral
White Deer Run	(877) 907-6237	Non-medical detoxification	Referral from Agency, self-referral
<b>Education</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Catholic Charities Immigration and Refugee Services	(717) 232-0568	English as a Second Language Classroom Instruction for immigrant/refugee population	Open door/walk in/referral
Channels Kitchen School	(717) 612-1300	Job training through kitchen school	Open door/walk in, referral from homeless agencies
Tri-County OIC	(717) 238-7318	GED/ESL Classes, EvenStart parent and child development, employment	Open referral/walk in, referral from homeless agencies or DPW
<b>Employment</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Center for Employment, Education and Entrepreneurship Development (CEEED)	(717) 724-4834	Collaborative effort of YW-WORKS, Goodwill Industries, Tri-County OIC, Success Academy (of Community Action Committee) and Firm Foundation to combine services to clients through one unified plan in one central location	Open Door/Walk-in
Catholic Charities Immigration and Refugee Services	(717) 232-0568	Employment Placement for immigrant/refugee population	Open door/walk in/referral
Dept of OVR	(717) 787-7834	Disability Employment and Training Services	Referral from Agency, self-referral
EDSI	(717) 238-0561	Employment services (DPW and title 20 clients only)	DPW
Firm Foundation of PA	(717) 233-6133	Construction industry training and employment through FirmWorks program and Opportunity Builders for-profit corporation.	Through Firm Foundation's programs
Goodwill Industries of Central PA	(717) 232-1831	Employment services primarily for those with disabilities, youth, and some low income	Open door/walk in/referral
Tri-County OIC	(717) 238-7318	Offers GED/ABE, ESL, and some vocational training courses.	Open door/walk in/referral
YWCA of Greater Harrisburg	(717) 234-7931	YW-WORKS- Employment, computer training for homeless men, women, VETERANS	Shelter, Transitional Housing, outreach sites

<b>Food/Meals</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Bethesda Mission	(717) 257-4440	Evening meal served daily	At Mission: Open door/walk in
Bethesda Mission	(717) 257-4440	Mobile Mission (outreach of food and clothing)	Outreach sites
Cathedral of St. Patrick	(717) 232-2169	Breakfast served Saturday; Supper served Sunday	Open door/walk in
Central PA Foodbank Pantries	(717) 564-1700	Provides food to foodbanks and shelters. Also runs a meals and cooking training service	Low income eligibility, shelter sites
Camp Curtin United Methodist Soup Kitchen	(717) 233-0335	Lunch served weekdays	Open door/walk in
Downtown Daily Bread	(717) 238-4717	Lunches served seven days a week	Open door/walk in
Helping Hand Ministries	(717) 731-1807	Supper feeding program five days a week	Open door/walk in
Macedonia Missionary Baptist Church	(717) 232-8946	Lunches served on holidays only	Open door/walk in
Market Square Presbyterian Church	(717) 257-1270	Breakfast served Sunday only	Open door/walk in
Salvation Army Soup Kitchen	(717) 233-6755	Breakfast served daily	Open door/walk in
Shared Ministries	(717) 232-0877	Soup Kitchen and related services for low income and homeless	Open door/walk in
St. Francis Soup Kitchen	(717) 236-4506	Lunch meals weekdays and Saturday	Open door/walk in
St. Stephen's Episcopal Cathedral	(717) 236-4059	Supper served Sunday only	Open door/walk in
<b>Furnishings</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
New Digs Ministry, Inc.	(717) 620-9735	Gently used furniture and household goods for families in need	Referral by case manager, agency, pastor, rabbi, etc.
<b>Immigration/Refugee Assistance</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Catholic Charities Immigration and Refugee Services	(717) 232-0568	Employment Placement, English as a Second Language Classroom Instruction, Legal Services, and Refugee Resettlement Services	Open door/walk in/referral
International Service Center	(717) 236-1523	Social Services for Individuals & Families; Language Bank	Open door/walk in/referral
International Service Center	(717) 236-9401	Immigration Services	Open door/walk in/referral
International Service Center	(717) 230-8741	Refugee Cultural Services	Open door/walk in/referral
<b>Laundry/Service</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Aurora Social Rehabilitation Services	(717) 232-6675	Laundry service Monday through Sunday: One load per day; free detergent is available	Referral from case manager

Grace United Methodist Church, Harrisburg	(717) 238-6739	Laundry services available one day a week; personal id and registration required.	Open door/walk in/referral
<b>Legal</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Community Justice Project (Peter Zurflieh)	(717) 236-9486, ext. 210	Policy advocacy for benefits and rights of homeless	Open door/walk in/referral
MidPenn Legal Services	(717) 232-0581	Housing and Benefits legal assistance	Open door/walk in/referral
YWCA Domestic Violence Legal Center & Visitation Services	(717) 724-0516	Legal aid for victims of domestic violence; Supervised visitation for children	Open door/walk in/referral
<b>Medical</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Bethesda Mission	(717) 257-4440	Medical clinic for homeless clients	Referral from homeless agencies, by appointment
Community Checkup Center of South Harrisburg	(717) 233-1700	Basic health care - low income	Open door/walk in/referral
Hamilton Health Center	(717) 232-9971	Medical Services	Low income eligibility
Harrisburg Hospital Emergency Room	(717) 782-3131	Medical, MH	Open door/walk in
Hershey Medical Center Emergency Room	(800) 243-1455	Medical, onsite Psychiatrist	Open door/walk in
Holy Spirit Hospital Medical Outreach Clinic	Admin: (717) 730-2507 Site: (717) 260-9320	Free low-income primary or nurse	Open door/walk in, referral from homeless agencies
Medical Mission of Mercy	Appointment: (717) 972-4993 Schedule: (717) 642-9062	Monthly primary health care clinic	Open door/walk in, referral from homeless agencies
Veterans Administration Outpatient Clinic	(717) 730-9782	Medical care, benefits, special domiciliary options	Agency and Self Referral
<b>Mental Health</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Catholic Charities Capital Region Counseling Office (Outpatient MH Clinic)	(717) 233-7978	MH Services - Emergency psychiatric services for homeless client	MH/MR case management unit
CMU	(717) 232-8761	MH Case management	Open door, Shelter referral
Dauphin County Crisis Intervention	(717) 232-7511	Mental Health emergency response and assessment	24/7 Open Referral/Walk in/Phone call
Family and Children Services	(717) 238-8118	MH services	Shelter referral
Holy Spirit Hospital Emergency Room	(717) 763-2461	Medical, MH	Open Door/walk in
Keystone Community MH Services	(717) 558-8450	MH services	Agency and Self Referral
Philhaven	(717) 273-8871	MH Services	Agency and Self Referral

<b>Mental Retardation</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
ARC of Dauphin County	(717) 920-2727	MR services	Open door/walk in/referral
<b>Showers</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Downtown Daily Bread	(717) 238-4717	Drop in care site -including showers and lockers	Open door/walk in
Market Square Presbyterian Church	(717) 257-1270	Vouchers for showers	Open door/walk in
<b>Transportation</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
CAT Share-A-Ride	Harrisburg: (717) 232-6100 or (800) 303-1904; Elizabethville: (877) 891-7144	Door-to-door transportation for senior citizens, the disabled, and other qualifying riders (such as youth or low-income adults traveling to medical appts.)	Call to schedule pickup (advance calling advised)
Market Square Presbyterian Church	(717) 257-1270	Vouchers for showers	Open door/walk in
<b>Miscellaneous</b>			
<i>Organization</i>	<i>Contact Info</i>	<i>Service Description</i>	<i>Portal of entry</i>
Allison Hill SHARED Ministries	(717) 232-0877	Street outreach and services	Open door/walk in
Castaway Critters (Clinic Held at Tri-County OIC)	(717) 831-5100	Free Spay/Neuter/Flea Treatment Service for Cats for Low-income Harrisburg City residents; Shots available at owner's expense	Call for appointment
Dauphin County Welfare Office	(717) 787-2324	Central office for medical assistance, TANF, General assistance, rental assistance.	Open door/walk in /referral
Harrisburg Center for Peace & Justice	(717) 233-3072	Housing, credit and utility counseling; eviction prevention	Phone/Walk-in/Referral from other agency
Harrisburg Fair Housing Council	(717) 238-9540	Housing/Credit/ Homeownership counseling	Open door/walk in, referral from homeless agencies
Helping Hands Missions Ministry	(717) 221-0490	Clothing, personal care items, food and referrals	Open door/walk in
Veterans Outreach Center	(717) 782-3954	Veterans related services and referrals	Open door/walk in



WHERE TO GO FOR MEALS (10/2010)

ADDRESSES FOR MEALS

Sunday:

Breakfast- Mkt. Sq. Presbyterian 8:30a.m. – 9:30 a.m.  
Grace United Methodist Church, 8:00 a.m. – 9:00 a.m.  
Lunch-Downtown Daily Bread 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 p.m.- 5:15 p.m.  
Cathedral of St. Patrick 5:00 p.m. – 6:00 p.m.  
Helping Hands Ministries – At Courthouse corner of River &  
Blackberry Sts. 430 - 530

Monday:

Breakfast-Salvation Army 7:00 a.m. – 8:00 a.m.  
Lunch-Daily Bread 12:30 p.m. – 1:30 p.m.  
Camp Curtin 12:30 p.m. – 1:30 p.m.  
St. Francis 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 p.m. – 5:15 p.m.

Tuesday:

Breakfast-Salvation Army 7:00 a.m. – 8:00 a.m.  
Lunch-Daily Bread 12:30 p.m. – 1:30 p.m.  
Camp Curtin 12:30 p.m. – 1:30 p.m.  
St. Francis 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 p.m. – 5:15 p.m.  
1<sup>st</sup> Church of God, HELPing Hands, 4:30 p.m. – 6:00 p.m.

Wednesday:

Breakfast-Salvation Army 7:00 a.m. – 8:00 a.m.  
Lunch-Daily Bread 12:30 p.m. – 1:30 p.m.  
Camp Curtin 12:30 p.m. – 1:15 p.m.  
St. Francis 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 p.m. – 5:15 p.m.  
Helping Hands Ministries – At Courthouse corner of River &  
Blackberry Sts. 430 - 530

Thursday:

Breakfast-Salvation Army 7:00 a.m. – 8:00 a.m.  
Lunch-Daily Bread 12:30 p.m. – 1:30 p.m.  
Camp Curtin 12:30 p.m. – 1:15 p.m.  
St. Francis 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 p.m. – 5:15 p.m.  
1<sup>st</sup> Church of God, HELPing Hands, 4:30 p.m. – 6:00 p.m.

Friday:

Breakfast-Salvation Army 7:00 a.m. – 8:00 a.m.  
Lunch-Daily Bread 12:30 p.m. – 1:30 p.m.  
Camp Curtin 12:30 p.m. – 1:30 p.m.  
St. Francis 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 p.m. – 5:15 p.m.  
1<sup>st</sup> Church of God, HELPing Hands 4:30 p.m. – 6:00 p.m.

Saturday:

Breakfast-Cathedral Parish of St. Patrick 7:15 a.m. – 8:15 a.m.  
Common Ground Cafe, Unitarian Church  
Second and last Saturdays of each month 9:00 AM to 11:00 AM.  
Lunch- Daily Bread 12:30 p.m. – 1:30 p.m.  
St. Francis 12:30 p.m. – 1:30 p.m.  
Supper-Bethesda Mission 4:45 – 5:15 p.m.

Salvation Army  
1122 Green Street  
Harrisburg  
233-6755

Camp Curtin Mitchell  
United Methodist Church  
2221 North 6<sup>TH</sup> St.  
Harrisburg  
901-3515

Downtown Daily Bread  
234 South Street (Boyd Center)  
Harrisburg  
238-4717

St. Francis of Assisi  
1439 Market Street  
Harrisburg  
232-1003

Market Square Presbyterian  
21 South River Street  
Harrisburg  
257-1270

Bethesda Mission  
611 Reilly St.  
Harrisburg  
257-4440

Cathedral Parish of  
St. Patrick  
212 State St.  
Harrisburg  
232-2169  
*Handicap Accessible*

1<sup>st</sup> Church of God  
HELPing Hands  
15 N. 4<sup>th</sup> Street  
Harrisburg  
236-8562

Grace United Methodist  
Church  
216 State Street,  
Harrisburg  
238-6739

The Shared Ministry and the  
Unitarian Church of Harrisburg  
Common Ground Cafe 1508  
Market Street, Harrisburg  
564-4761



## PROGRAM DESIGN

### EMERGENCY SOLUTIONS GRANT PROGRAM

APPLICANT NAME &amp; DATE:

Dauphin County MH/ID - July 13, 2012

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

#### 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 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. Complete the following chart dealing with the performance measures for the applicant's state formula HPRP Program and all state competitive HPRP contracts.  
*(Add extra columns if necessary)*

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.

- 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 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 to pay rent and all household expenses once the subsidy is completed.

- 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.)

DCED funds will be used to meet the needs of homeless/near homeless individuals/families in obtaining permanent/stable housing through the use of Homeless Prevention (Case Management, Rental Assistance and Utility Payment Services) and Rapid Re-housing (Case Management, Rental Assistance, Utility Payment and Moving Assistance Services). Narrative continued on Program Design (DCED-CCD004) Attachment - Emergency Solutions Grant Program.

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?
- Rapid Re-housing - CCU serves as the long established portal into the homeless assistance network in Dauphin County. At the time an applicant requests emergency shelter from CCU, staff interview and assess the request and refer, by agreement, households/individuals to emergency shelter. The availability of RR for these homeless individuals/families either assists them in shortening their shelter stay or avoiding a shelter stay altogether. The ESG Needs Assessment, used in this process, assists in determining eligibility for ESG RR assistance and gathers the applicant's current housing, employment and household information. CCU case managers work with clients and emergency shelter case managers, to develop a casework plan with actions steps to provide assistance in securing housing, accessing appropriate supportive services (medical, mental health, drug and

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?

Homeless Prevention - CCU serves as the long established portal into the homeless assistance network in Dauphin County and is well known in the community as a rental assistance provider. At the time of application for rental assistance, the ESG Needs Assessment which gathers the applicant's current housing, employment and household information, will be used to assist in determining eligibility for ESG HP assistance. The importance of follow through on program requirements will be discussed with all clients and they must agree to comply with the following: 1) work with a case manager on establishing goals and follow up monthly; 2) take responsibility for paying part of the monthly rent and the program will pay the remainder and 3) if they do not comply, clients may be discharged from the program. HP case managers will meet with clients at least once a month, to develop a casework

### 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**.

HP and RR clients will be assessed through the use of the ESG Needs Assessment form (Attachment C) which will be utilized by the staff/Case Manager to gather information about the client's current housing, employment and household situations. Clients will work with a Case Manager on establishing goals and action steps to provide assistance in securing/maintaining housing, accessing appropriate supportive services and mainstream benefits to assist in establishing and maintaining household stability once HP/RR assistance is terminated. Client goals and actions steps will be formalized through the use of the Case Management Plan and Case Management Plan Update forms (Attachment C). The use of the Rental Assistance Client Agreement and the Agreement to Pay

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

We anticipate that by selecting individuals who have some established skills and baseline in obtaining and maintaining stable housing and who need mostly short term assistance that we will not need to perform many three month eligibility reviews. However all participants will be having at least month meetings with CCU staff and so three month eligibility re-determinations will be performed as part of the on going client engagement with CCU staff. Redeterminations will include income source documentation, and verification, and program compliance and progress determinations.

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.

Rapid Re-housing - At the time an applicant requests emergency shelter, CCU staff interview and assess the request and refer households/individuals to emergency shelter. The ESG Needs Assessment, used in this process by the CCU Case Manager, assists in determining eligibility for ESG RR assistance and gathers the applicant's current housing, employment and household information. The CCU Case Managers work with clients and emergency shelter case managers at least once a month to develop a casework plan with actions steps to provide assistance in securing housing, accessing appropriate supportive services (medical, mental health, drug and alcohol, independent living, etc.) and mainstream benefits like Medicaid, SSI, or TANF to assist in establishing and maintaining

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.

The participant's ability to follow through with the goals and action steps in their established Case Management Plan will provide the foundation of determining that the household has reached stabilization in the program. Ability to pay for housing and known living expenses within the person's income as well as progress towards goals will be the primary factors that are used to demonstrate readiness to exit the program. At the point of stabilization, the participant will be exited from the program.

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 Attachment F for documentation related to termination of a client.

#### 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.*

The clients housing barriers, financial resources and support networks will all be utilized to determine the level of assistance clients receive. The maximum period of assistance will be 3 months for most participants. From past experience we expect that many clients will not need the entire 3 months to achieve stability. We assume that affordable housing can be accessed for no less than \$500 per month for each household. No household will be able to access as subsidy an amount that is greater than 3 months' worth of rent at \$500 per month for a total of a maximum of \$1,500 in rental assistance in a 3 month period.

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.*

The clients housing barriers, financial resources and support networks will all be utilized to determine the level of assistance clients receive. The maximum period of assistance will be 3 months for most participants. From past experience we expect that many clients will not need the entire 3 months to achieve stability. We assume that affordable housing can be accessed for no less than \$500 per month for each household. No household will be able to access as subsidy an amount that is greater than 3 months' worth of rent at \$500 per month for a total of \$1500 in rental assistance.

#### E. MEASURING PERFORMANCE

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

Provide 35 clients with short term Homeless Prevention services

Provide 30 clients, who are either in emergency shelter or who cannot access emergency shelter but are homeless according to the guidelines for Emergency Solutions, with Rapid Re-housing services.

Assist a minimum of 59 clients (91%) 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?

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.

B. Program Need and Design

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.)

*DCED funds will be used to meet the needs of homeless/near homeless individuals /families in obtaining permanent/stable housing through the use of Homeless Prevention (Case Management, Rental Assistance and Utility Payment Services) and Rapid Re-housing (Case Management, Rental Assistance, Utility Payment and Moving Assistance Services). From previous experiences of working with clients in case management we have determined that those who pay part of their rent and attend case management sessions are more likely to remain in stable situations. We are proposing 1) to provide short term Homeless Prevention services for 35 clients with the client paying part of the monthly rent and 2) to provide Rapid Re-housing services for 30 clients who are either in emergency shelter or cannot access emergency shelter but are homeless according to the guidelines for Emergency Solutions. 35 HP households will receive short term rental assistance that will average \$150 per month, an estimated 5 of these households will receive utility assistance that will average \$130 per month. 30 RR households will receive short term rental assistance that will average \$165 per month, an estimated 5 of these households will receive utility assistance/moving assistance that will average \$67 per month.*

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?

*CCU serves as the long established portal into the homeless assistance network in Dauphin County. At the time an applicant requests emergency shelter from CCU, staff interview and assess the request and refer, by agreement, households/individuals to emergency shelter. The availability of RR for these homeless individuals/families either assists them in shortening their shelter stay or avoiding a shelter stay altogether. The ESG Needs Assessment, used in this process, assists in determining eligibility for ESG RR assistance and gathers the applicant's current housing, employment and household information. CCU case managers work with clients and emergency shelter case managers, to develop a casework plan with actions steps to provide assistance in securing housing, accessing appropriate supportive services (medical, mental health, drug and alcohol, independent living, etc.) and mainstream benefits like Medicaid, SSI, or TANF to assist in establishing and maintaining household stability once RR assistance is terminated. Clients are required to either be in an educational program, working or have the definite promise of gainful employment. In addition, they must clearly show their*

ability to effectively manage their income and pay rent and household expenses once the subsidy is completed. The maximum period of assistance will be 3 months, and not all clients will continue through the entire time. From past experience we can assume that most clients will not complete the entire 3 months. Rent payments will be staggered with clients paying an increasing percentage of the rent each month until the total amount of the subsidy is depleted and the client is paying 100%. We will assume that affordable housing can be accessed for no less than \$500 per month for each household. No household will be able to access as subsidy an amount that is greater than 3 months' worth of rent at \$500 per month. Based on past experience, it is estimated that most households will probably need assistance with security deposits and last month's rent.

**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?**

*CCU serves as the long established portal into the homeless assistance network in Dauphin County and is well known in the community as a rental assistance provider. At the time of application for rental assistance, the ESG Needs Assessment which gathers the applicant's current housing, employment and household information, will be used to assist in determining eligibility for ESG HP assistance. The importance of follow through on program requirements will be discussed with all clients and they must agree to comply with the following: 1) work with a case manager on establishing goals and follow up monthly; 2) take responsibility for paying part of the monthly rent and the program will pay the remainder and 3) if they do not comply, clients may be discharged from the program. HP case managers will meet with clients at least once a month, to develop a casework plan with actions steps to provide assistance in maintain housing and accessing appropriate supportive services (medical, mental health, drug and alcohol, independent living, ect.) and mainstream benefits like Medicaid, SSI, or TANF to assist in establishing and maintaining household stability once RR assistance is terminated. Clients are required to either be in an educational program, working or have the definite promise of gainful employment. In addition, they must clearly show their ability to effectively manage their income and pay rent and household expenses once the subsidy is completed. The maximum period of assistance will be 3 months, and not all clients will continue through the entire time. From past experience we can assume that most clients will not complete the entire 3 months. Rent payments will be staggered with clients paying an increasing percentage of the rent each month until the total amount of the subsidy is depleted and the client is paying 100%. We will assume that affordable housing can be accessed for no less than \$500 per month for each household. No household will be able to access as subsidy an amount that is greater than 3 months' worth of rent at \$500 per month. Clients who are not eligible for HP will be referred to the ongoing rental assistance program or other resources that may be available, which are generally limited.*

### 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.

*HP and RR clients will be assessed through the use of the ESG Needs Assessment form (Attachment C) which will be utilized by the staff/Case Manager to gather information about the client's current housing, employment and household situations. Clients will work with a Case Manager on establishing goals and action steps to provide assistance in securing/maintaining housing, accessing appropriate supportive services and mainstream benefits to assist in establishing and maintaining household stability once HP/RR assistance is terminated. Client goals and actions steps will be formalized through the use of the Case Management Plan and Case Management Plan Update forms (Attachment C). The use of the Rental Assistance Client Agreement and the Agreement to Pay forms (Attachment C) will further formalize the client's agreement/commitment to program activities. Clients will follow-up on a monthly basis with their assigned Case Manager.*

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.

*Rapid Re-housing - At the time an applicant requests emergency shelter, CCU staff interview and assess the request and refer households/individuals to emergency shelter. The ESG Needs Assessment, used in this process by the CCU Case Manager, assists in determining eligibility for ESG RR assistance and gathers the applicant's current housing, employment and household information. The CCU Case Managers work with clients and emergency shelter case managers at least once a month to develop a casework plan with actions steps to provide assistance in securing housing, accessing appropriate supportive services (medical, mental health, drug and alcohol, independent living, etc.) and mainstream benefits like Medicaid, SSI, or TANF to assist in establishing and maintaining household stability once RR assistance is terminated. Client goals and actions steps will be formalized through the use of the Case Management Plan form and the Case Management Plan Update form will be used as a means of re-evaluating client needs. Additionally, appropriate supportive services and mainstream benefits will be noted as a part of each client's Case Management Plan.*

Homeless Prevention – At the time of application for rental assistance, the ESG Needs Assessment which gathers the applicant's current housing, employment and household information, will be used to assist in determining eligibility for ESG HP assistance. The importance of follow through on program requirements will be discussed with all clients and they must agree to comply with the following: 1) work with a case manager on establishing goals and follow up monthly; 2) take responsibility for paying part of the monthly rent and the program will pay the remainder and 3) if they do not comply, clients may be discharged from the program. HP case managers will meet with clients at least once a month, to develop a casework plan with actions steps to provide assistance in maintain housing and accessing appropriate supportive services (medical, mental health, drug and alcohol, independent living, ect.) and mainstream benefits like

Medicaid, SSI, or TANF to assist in establishing and maintaining household stability once HP assistance is terminated. Client goals and actions steps will be formalized through the use of the Case Management Plan form and the Case Management Plan Update form will be used as a means of re-evaluating client needs. Additionally, appropriate supportive services and mainstream benefits will be noted as a part of each client's Case Management Plan.

#### **D. Cost Reasonableness**

**1. Rapid Re-housing – The clients housing barriers, financial resources and support networks will all be utilized to determine the level of assistance clients receive. The maximum period of assistance will be 3 months for most participants. From past experience we expect that many clients will not need the entire 3 months to achieve stability. We assume that affordable housing can be accessed for no less than \$500 per month for each household. No household will be able to access as subsidy an amount that is greater than 3 months' worth of rent at \$500 per month for a total of a maximum of \$1,500 in rental assistance in a 3 month period. Some of these households will also need utility and moving assistance which will be determined using the standards previously mentioned.**





## TIMELINESS

### EMERGENCY SOLUTIONS GRANT PROGRAM

APPLICANT NAME & DATE:

Dauphin County MH/ID - July 13, 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.

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 September 2012. For applicants using multiple vendors, please give a cumulative estimate.

<b>Accomplishments Table (Persons Served)</b>								
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
<b>Housing Relocation and Stabilization Services</b>								
Financial Assistance	5	15	10					
Service Costs	5	15	10					
<b>Short and Medium Term Rental Assistance</b>								
Short Term Rental Assistance	8	15	7					
Medium Term Rental Assistance	2	2	1					
Rental Arrears	6	6	5					

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 September 2012. For applicants using multiple vendors, please give a cumulative estimate.

<b>Proposed Drawdown Schedule</b>								
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Estimated Drawdown	20%	40%	30%	10%				



## COORDINATION OF SERVICES EMERGENCY SOLUTIONS GRANT PROGRAM

APPLICANT NAME & DATE:

Dauphin County MH/ID - July 13, 2012

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

1. 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

2. 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)?

Agencies and /or Third-Party Contractors to be Used		
Name of Organization	Contact Person	Service/Benefit(s) Provided
Dept of Public Welfare	Varies, Dir. Deb Momy	Cash assistance and medical benefits
Case Management Unit	Varies and Admin Michael Beck	Mental Health Services
Social Security Admin/CCU	SOAR contact : Leslie Cordero	Social Security benefits, incl SSD, SSI
Dauphin Co Housing Authority	Chuck Gassert	Housing, Section 8
Harrisburg Housing Authority	Dena Dupert	Housing, Section 8
CCU /HELP	John Scarpato	Emergency Services

3. 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.

4. Explain how the proposed program addresses the needs and priorities of 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.

CACH has an updated Blueprint to End Homelessness with goals and objectives to address chronic and episodic homelessness, and this ESG HPRP Proposal is consistent with strategies identified in the Blueprint to decrease reliance on shelter services, connect persons who are at risk or are homeless with permanent housing, and to address the underlying causes of housing instability.



## FINANCIAL PROCEDURES

### EMERGENCY SOLUTIONS GRANT PROGRAM

APPLICANT NAME & DATE:

Dauphin County MH/ID - July 13, 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 MH/ID: The County Commissioners receive a letter from DCED informing us that they have set-up and funded our activities in the Integrated Disbursement and Information System (IDIS) for the Emergency Shelter/Solutions Grant Program (ESG). Upon receipt of this letter the MH/ID Fiscal Officer (FO) then instructs the ESG sub-recipients to bill the program. Upon receipt of the bills the FO reviews them and then sends them to DCED for their approval. Once approved by DCED the FO then pays the sub-recipients and draws the funds in IDIS. Both the County MH/ID Program and its ESG sub-recipients have accounting systems in place to separately identify the ESG revenues and corresponding ESG expenses. The FO reconciles the ESG revenues/expenses in his MH/ID system to the County Controller general ledger. Once the grant has been exhausted the FO completes the required Fiscal Status Report and ESG Closeout Questionnaire.

Christian Churches United: See Attachment

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

**ESG Program - DCED-CCD-ESG-007**  
**Financial Procedures**

1. Christian Churches United: Financial Policies established with annual audit. Director of Finance uses coded/voucher systems. Payment prepared, computer system entry produces voucher for payment. Voucher issued to vendor who returns to the Finance Director. Payment information is compared to corresponding computer data. Programs are identified by data code/payment information. Finance Committee reviews financials monthly. Executive Director signs vouchers when presented for payment. Oversight committee reviews all program information quarterly. Board reviews finance and oversight info on regular basis. CCU consistently manages several programs.



**PROJECT BUDGET**  
EMERGENCY SOLUTIONS GRANT PROGRAM  
2011 Second Allocation

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

DATE: July 13, 2012	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision
APPLICANT Dauphin County MH/ID	
PROJECT NAME: Dauphin County - CCU ESG-H 2011HPRP	

Activity	DCED Request	Local Match	Match Source	Total Project
<b>Rapid Rehousing Component</b>				
Financial Assistance	1,000	2,000	PPL/United Way	3,000
Services	15,000	15,000	HAP/United Way	30,000
Rental Assistance	14,8149	15,000	HAP/United Way	29,819
<b>Homelessness Prevention Component</b>				
Financial Assistance	2,000	3,000	PPL/United Way	5,000
Services	15,000	15,000	HAP/United Way	30,000
Rental Assistance	19,556	20,000	HAP/United Way	39,556
HMIS	5,693	5,693	United Way	11,386
Administration	2,847	2,847	HAP	5,694
<b>TOTAL</b>	<b>\$ 75,915</b>	<b>\$ 78,450</b>	<b>\$</b>	<b>\$ 154,455</b>

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. You may put this on another piece of paper behind the budget.

**All revisions and/or modifications require prior DCED approval.**

**Pennsylvania Emergency Shelter Solutions Grant Program  
2011 Second Allocation**

**Attachment to DCED-CCD-ESG-008  
Budget Narrative**

**Rapid Rehousing Services:**

Financial Assistance (Utility Payments & Moving Assistance) - \$1,000  
5 households at \$200 each

Services (Case Management) - \$15,000  
.5 FTE + benefits

Rental Assistance - \$14,819  
30 households at \$494 each (as an average)

Total Rapid Rehousing Services - \$30,819

**Homelessness Prevention Services:**

Financial Assistance (Utility Payments) - \$2,000  
5 households at \$400 each

Services (Case Management) - \$15,000  
.5 FTE + benefits

Rental Assistance - \$19,556  
35 households at \$559 each (as an average)

Total Homelessness Prevention Services - \$36,556

**HMIS Operations - \$5,693 Technical Assistance and Monitoring**

**Administration - \$2,847**

**Total Budget - \$75,915**

**Attachment A – Organization Chart  
Pennsylvania Emergency Solutions Grant Program  
2011 Second Allocation**

1. Dauphin County Mental Health and Intellectual Disabilities and Christian Churches United Responsibilities
2. Dauphin County MH/ID Program – Table of Organization
3. Christian Churches United of the Tri-County Area Organizational Chart

## Attachment A

### Dauphin County Mental Health and Intellectual Disabilities and Christian Churches United Responsibilities

The Dauphin County Emergency Solutions Grant - ESG-H 2011 Second Allocation is reflective of a contractual relationship between PA DCED, the County of Dauphin and it's MH/ID Department and the provider of services Christian Church United attached flow charts describe each organization's structure. Within those structures the following are the designated responsibilities:

**Application preparation:** CCU submitted a proposal and related forms to Dauphin County MH/ID who is responsible for completing and submitting the application to DCED

**Contracting:** If funding is awarded, Dauphin County will execute a contract with DCED for the grant and will in turn execute a contract between the County of Dauphin through the MH/ID Program and CCU, using the sample included with this application.

**Environmental reviews:** Necessary Environmental reviews are the responsibility of CCU

**Monitoring:** Fiscal monitoring of CCU will be conducted by Paul Geffert from the MH/ID Program and program monitoring of CCU will be conducted by Deborah Clayton, the HSDO Grants Manager, under the supervision of the MH/ID Administrator, Daniel Eisenhauer.

**Invoicing:** CCU will invoice the MH/ID Program and Paul Geffert will be responsible for processing those invoices and submitting invoices to DCED.

**Habitability and lead inspections:** CCU will be responsible for Habitability and lead paint inspections

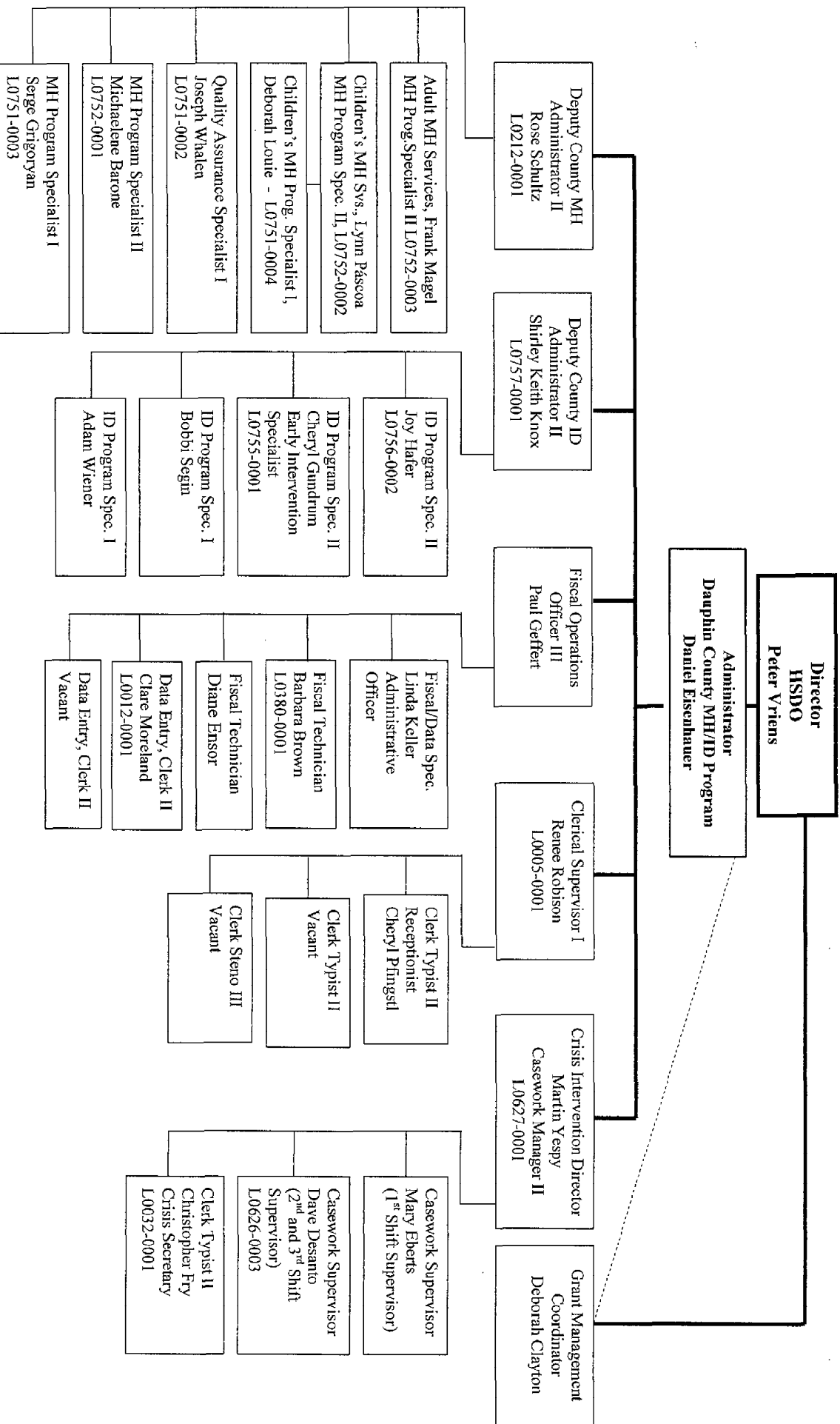
**Case management:** CCU will be responsible to provide intake, eligibility and case management functions.

**HMIS:** The MH/ID Program intends to contract with the Capital Area Collation on Homelessness for HMIS training, technical assistance, and HMIS monitoring will be conducted by both CACH staff and Deborah Clayton.

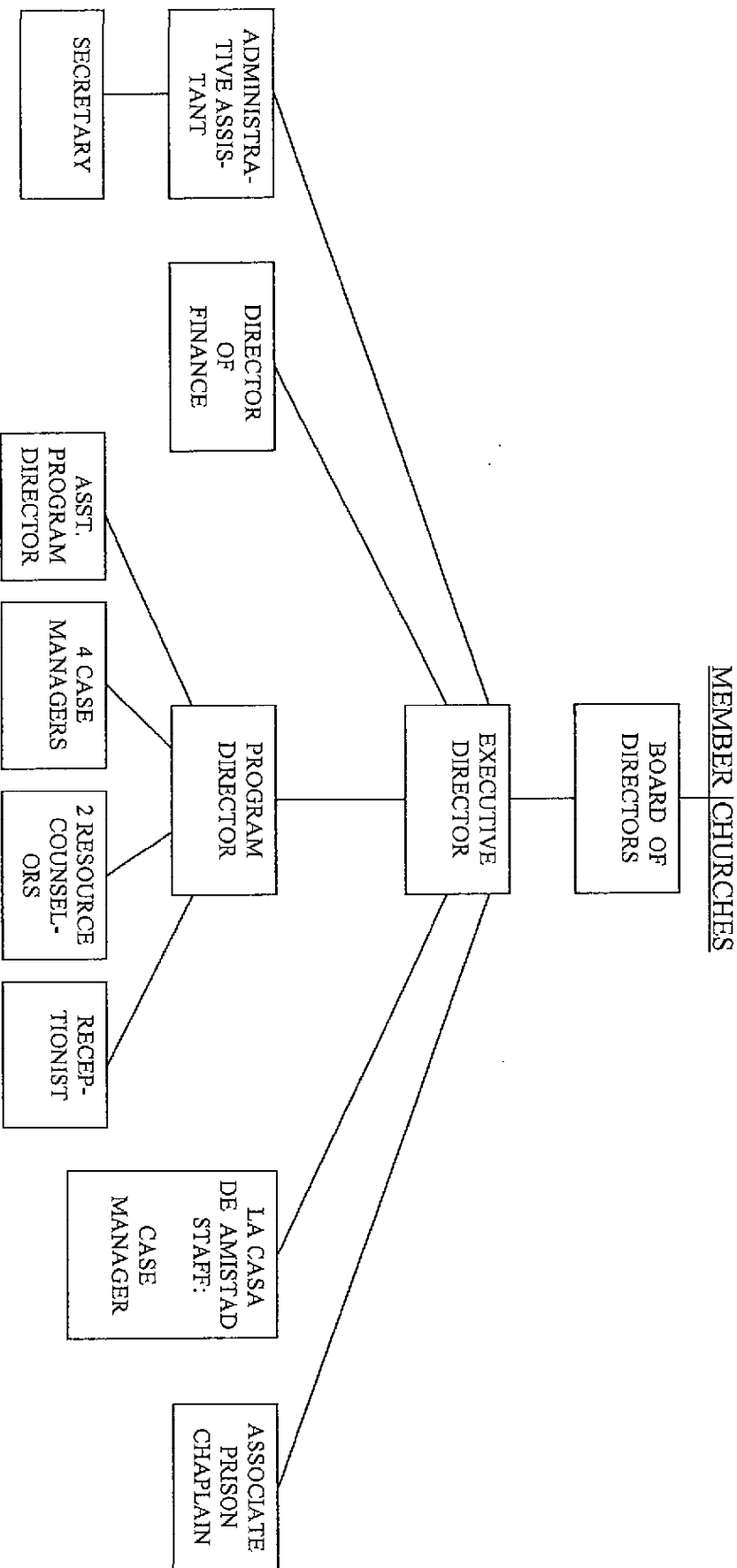
**Close outs:** CCU will submit all fiscal and client level reports to MH/ID who will be responsible for the final submission of grant close out with DCED.



**DAUPHIN COUNTY MH/ID PROGRAM—TABLE OF ORGANIZATION**



**CHRISTIAN CHURCHES UNITED OF THE TRI-COUNTY AREA**  
**ORGANIZATIONAL CHART**  
**DECEMBER 2010**  
 (WITHOUT SUSQUEHANNA HARBOR)



**Attachment B – Inspection Standards Form  
Pennsylvania Emergency Solutions Grant Program  
2011 Second Allocation**

1. ESG Habitability Standards Inspection Checklist
2. ESG Lead Screening Worksheet

## ESG Habitability Standards Inspection Checklist

### About this Tool

The Emergency Solutions Grant requires all participants to have an inspection checklist completed for ***all*** assistance regardless of whether it is moving to a new property or for back rent assistance.

The habitability standards are different from the Housing Quality Standards (HQS) used for other HUD programs. Because the HQS criteria are more stringent than the habitability standards, a grantee could use either standard. In contrast to HQS inspections, the habitability standards do not require a certified inspector. Program staff can complete the checklist.

**Instructions:** Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.

Approved or Deficient	Element
	9. <i>Food preparation and refuse disposal</i> : All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition</i> : The housing and any equipment must be maintained in sanitary condition.
	<p>11. <i>Fire safety</i>: Both conditions below must be met to meet this standard.</p> <p>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</p> <p>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</p>

(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)

### CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

Therefore, I make the following determination:

- Property is approved.
- Property is not approved.

Client's Name				
Street Address:				
Apartment:	City:	State:	Zip:	
Evaluator's Signature:				Date:
Please Print Name:				
CBO Exec. Dir. Initial:				

## ESG Lead Screening Worksheet

### About this Tool

The ESG *Lead Screening Worksheet* is intended to guide grantees through the lead-based paint inspection process to ensure compliance with the rule. Staff can use this worksheet to document any exemptions that may apply, whether any potential hazards have been identified, and if safe work practices and clearance are required and used. A copy of the completed worksheet along with any additional documentation should be kept in each program participant's case file.

### INSTRUCTIONS

To prevent lead-poisoning in young children, ESG grantees 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. Under certain circumstances, a visual assessment of the unit is not required. This screening worksheet will help program staff determine whether a unit is subject to a visual assessment, and if so, how to proceed. A copy of the completed worksheet along with any related documentation should be kept in each program participant's file.

Note: ALL pre-1978 properties are subject to the disclosure requirements outlined in 24 CFR 35, Part A, regardless of whether they are exempt from the visual assessment requirements.

### Basic Information

Name of Client

Address Unit Number

City, State Zip

### PART 1: DETERMINE WHETHER THE UNIT IS SUBJECT TO A VISUAL ASSESSMENT

If the answer to one or both of the following questions is 'no,' a visual assessment is not triggered for this unit and no further action is required at this time. Place this screening worksheet and related documentation in the program participant's file.

If the answer to both of these questions is 'yes,' then a visual assessment is triggered for this unit and program staff should continue to Part 2.

1. Was the leased property constructed before 1978?

Yes

No

2. Will a child under the age of six be living in the unit occupied by the household receiving assistance?

Yes

No

## PART 2: DOCUMENT ADDITIONAL EXEMPTIONS

If the answer to any of the following questions is 'yes,' the property is exempt from the visual assessment requirement and no further action is needed at this point. Place this screening sheet and supporting documentation for each exemption in the program participant's file.

If the answer to all of these questions is 'no,' then continue to Part 3 to determine whether deteriorated paint is present.

1. Is it a zero-bedroom or SRO-sized unit?  
 Yes  
 No
2. Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?  
 Yes  
 No
3. Has this property had all lead-based paint identified and removed in accordance with HUD regulations?  
 Yes  
 No
4. Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving assistance for a security deposit or arrears)?  
 Yes (Obtain documentation for the case file.)  
 No
5. Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a).  
 Yes  
 No

Please describe the exemption and provide appropriate documentation of the exemption.

## PART 3: DETERMINE THE PRESENCE OF DETERIORATED PAINT

To determine whether there are any identified problems with paint surfaces, program staff should conduct a visual assessment prior to providing any financial assistance to the unit as outlined in the following training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

If no problems with paint surfaces are identified during the visual assessment, then no further action is required at this time. Place this screening sheet and certification form (Attachment A) in the program participant's file.

If any problems with paint surfaces are identified during the visual assessment, then continue to Part 4 to determine whether safe work practices and clearance are required.

1. Has a visual assessment of the unit been conducted?
  - Yes
  - No
2. Were any problems with paint surfaces identified in the unit during the visual assessment?
  - Yes
  - No (Complete Attachment A – Lead-Based Paint Visual Assessment Certification Form)

#### **PART 4: DOCUMENT THE LEVEL OF IDENTIFIED PROBLEMS**

All deteriorated paint identified during the visual assessment must be repaired prior to clearing the unit for assistance. However, if the area of paint to be stabilized exceeds the de minimus levels (defined below), the use of lead safe work practices and clearance is required.

If deteriorating paint exists but the area of paint to be stabilized does not exceed these levels, then the paint must be repaired prior to clearing the unit for assistance, but safe work practices and clearance are not required.

1. Does the area of paint to be stabilized exceed any of the de minimus levels below?
  - 20 square feet on exterior surfaces  Yes  No
  - 2 square feet in any one interior room or space  Yes  No
  - 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim  Yes  No

If *any* of the above are 'yes,' then safe work practices and clearance are required prior to clearing the unit for assistance.

#### **PART 5: CONFIRM ALL IDENTIFIED DETERIORATED PAINT HAS BEEN STABILIZED**

Program staff should work with property owners/managers to ensure that all deteriorated paint identified during the visual assessment has been stabilized. If the area of paint to be stabilized does not exceed the de minimus level, safe work practices and a clearance exam are not required (though safe work practices are always recommended). In these cases, the program staff should confirm that the identified deteriorated paint has been repaired by conducting a follow-up assessment.

If the area of paint to be stabilized exceeds the de minimus level, program staff should ensure that the clearance inspection is conducted by an independent certified lead professional. A certified lead professional may go by various titles, including a certified paint inspector, risk assessor, or sampling/clearance technician. Note, the clearance inspection cannot be conducted by the same firm that is repairing the deteriorated paint.

1. Has a follow-up visual assessment of the unit been conducted?



- Yes  
 No
2. Have all identified problems with the paint surfaces been repaired?  
 Yes  
 No
3. Were all identified problems with paint surfaces repaired using safe work practices?  
 Yes  
 No  
 Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.
4. Was a clearance exam conducted by an independent, certified lead professional?  
 Yes  
 No  
 Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.
5. Did the unit pass the clearance exam?  
 Yes  
 No  
 Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.

Note: A copy of the clearance report should be placed in the program participant's file.

**ATTACHMENT 1: LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION  
TEMPLATE**

I, \_\_\_\_\_, certify the following:

- I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.
- I conducted a visual assessment at \_\_\_\_\_ on \_\_\_\_\_.
- No problems with paint surfaces were identified in the unit or in the building's common areas.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Client's Name: \_\_\_\_\_

**Attachment C – Assessment Tools**  
**Pennsylvania Emergency Solutions Grant Program**  
**2011 Second Allocation**

1 - ESG Needs Assessment

2 - Case Management Plan – HELP Ministries Success Program

3 - Case Management Plan Update – HELP Ministries Success Program

4 - SUCCESS! Of HELP Ministries – Rental Assistance Client Agreement

5 - SUCCESS! Of HELP Ministries – Agreement to Pay

**ESG NEEDS ASSESSMENT**

(This assessment is to determine initial eligibility for assistance under the ESG program for either homeless prevention or rapid re-housing. *Completion of this assessment DOES not mean acceptance into the program.* APPLICANT MUST RESIDE IN DAUPHIN COUNTY.)

NAME OF APPLICANT \_\_\_\_\_ Today's Date \_\_\_\_\_

**Current Housing Situation:**

1. Please give your current address \_\_\_\_\_  
City \_\_\_\_\_ Zip code \_\_\_\_\_

2. If you are currently homeless, where have you been sleeping for the past three nights? (Please give either address or situation)  
\_\_\_\_\_

3. If you are currently homeless, have you been homeless in the past 18 months? If yes, how many times?  
\_\_\_\_\_

4. If you are currently homeless, please give a brief explanation of how you became homeless \_\_\_\_\_  
\_\_\_\_\_

5. If you are currently homeless, do you have relatives or friends with whom you can stay? If yes, do they live in the area? \_\_\_\_\_

**IF YOU ARE NOT HOMELESS:**

6. Do you owe back rent? \_\_\_\_\_. If yes, how much? \_\_\_\_\_ for how many months? \_\_\_\_\_

7. What is your landlord's name? \_\_\_\_\_ Phone Number \_\_\_\_\_

8. Have you received a written notice about your back rent from the landlord, district justice or sheriff? \_\_\_\_\_

9. Please explain why you owe back rent.  
\_\_\_\_\_  
\_\_\_\_\_

10. If you do not owe back rent, do you need a security deposit? \_\_\_\_\_. If yes, how much? \_\_\_\_\_

11. If yes, please explain why.  
\_\_\_\_\_  
\_\_\_\_\_

12. Do you have a landlord who is willing to rent to you? \_\_\_\_\_. If yes, please give name of landlord and address of the rental: \_\_\_\_\_  
\_\_\_\_\_

**Employment Information**

1. Are you currently employed? \_\_\_\_\_. If yes, please give your employer's name or place where you work \_\_\_\_\_
2. How much do you earn every month? \_\_\_\_\_. (Gross Income)
3. How much money do you have on hand right now? \_\_\_\_\_
4. If you are not currently employed, do you plan to begin work within the next week? \_\_\_\_\_ Have you been offered a job? \_\_\_\_\_. If yes, where? \_\_\_\_\_
5. Where were you last employed and why did you leave? \_\_\_\_\_

**Household Information**

1. How many adults currently live with you? \_\_\_\_\_. How many children under the age of 18? \_\_\_\_\_
  2. How many people in your household receive social security or SSI? \_\_\_\_\_. How much? \_\_\_\_\_
  3. Do you receive social security/SSI, welfare or child support? \_\_\_\_\_. If yes, which one(s) do you receive, and how much per month? \_\_\_\_\_
  4. Are you currently enrolled in school or some other educational program? If yes, where? \_\_\_\_\_  
\_\_\_\_\_
  5. Are you currently receiving assistance from any other agency (department of public welfare, Children and Youth, etc)? \_\_\_\_\_. If yes, which one(s)? \_\_\_\_\_
- Your case manager's name \_\_\_\_\_

**Other Information**

1. What are your personal goals?

---

---

---

2. What type of assistance do you think will help you achieve your most important goal(s)?

---

3. Where do you see yourself one year from now?

---

**I understand that completion of this assessment is not a guarantee of acceptance for ESG services. The initial assessment is to determine eligibility for Homeless Prevention services, or Rapid Re-Housing. My signature below gives my consent to verify any and all information as presented above. I will receive a final decision within 5 working days after all verification has been completed. If I am not accepted into the program, every effort will be made to refer me to other possible resources to help resolve my situation.**

**I consent to my personal identification and demographic information being checked and/or entered into Dauphin County's Homeless Management Information System (HMIS). I understand, that to prevent duplication of services, my personal identification information will be shared with other agencies that are operating homeless assistance programs.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HELP Agency Case Manager

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Verification of information submitted? Date \_\_\_\_\_ Final disposition \_\_\_ Accepted \_\_\_ Denied

Letter sent or delivered? \_\_\_\_\_ Date \_\_\_\_\_ -

\_\_\_\_\_  
Signature of Case Manager

\_\_\_\_\_  
Date

**CASE MANAGEMENT PLAN  
HELP MINISTRIES SUCCESS PROGRAM**

Client's Name \_\_\_\_\_ Date \_\_\_\_\_

Goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Action Steps to complete goals:

	Date to be Completed	Actual Date Completed
--	-------------------------	--------------------------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Case Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CASE MANAGEMENT PLAN UPDATE  
HELP MINISTRIES SUCCESS PROGRAM**

Client's Name \_\_\_\_\_ Date \_\_\_\_\_

Goal: \_\_\_\_\_

---

Action Steps in progress:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Comments: \_\_\_\_\_

On target?  Yes  No Issues or problems \_\_\_\_\_

- Next steps: 1. \_\_\_\_\_
2. \_\_\_\_\_
  3. \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Case Manager Signature \_\_\_\_\_



**SUCCESS! OF HELP MINISTRIES  
RENTAL ASSISTANCE  
CLIENT AGREEMENT**

As a participant in the HELP Ministries Homeless Prevention Program I (we) agree to the following:

1. I will work on the goal plan as agreed.
2. I will pay my portion of the rent as agreed on or before the due date, if applicable.
3. I will make a monthly appointment to pick up the program rent voucher. I will bring a receipt or a money order for my portion to the appointment in order to receive the SUCCESS rent voucher, if applicable.
4. I must have my situation fully redetermined at least every three (3) months for continued eligibility.

I (We) have had the above requirements explained and understand that failure to comply with these requirements may result in discharge from the program. Should I desire to appeal the decision concerning my discharge from the HELP Rental Assistance program, I will forward my appeal in writing within FIVE (5) days of receipt of the notice of discharge to

Program Director  
Appeal of Decision  
HELP Ministry  
413 S. 19<sup>th</sup> Street  
Harrisburg, PA 17104

I will receive a decision on the appeal within SEVEN (7) days of receipt of the appeal.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date

**SUCCESS! OF HELP MINISTRIES  
AGREEMENT TO PAY**

I agree to make payments to my landlord each month as listed below. This agreement has been worked out between myself and the Case Manager, Success Program, HELP Ministries. Any changes in the amount that I must pay must be decided in discussions with the Case Manager. If I fail to keep my payment arrangements, I may be discharged from the program. If I disagree with the discharge, I have the right to appeal the decision in writing by mail within five (5) days after receiving notice of the discharge. I will send the appeal to:

Program Manager  
Appeal of Decision  
HELP Ministries  
413 S. 19<sup>th</sup> St.  
Harrisburg, PA 17104

<u>Month</u>	<u>Payment-Success</u>	<u>Payment-Client</u>
January	_____	_____
February	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____
June	_____	_____
July	_____	_____
August	_____	_____
September	_____	_____
October	_____	_____
November	_____	_____
December	_____	_____

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Case Manager

\_\_\_\_\_  
Date

**Attachment D – Sample Subcontractor Agreement or Contract  
Pennsylvania Emergency Solutions Grant Program  
2011 Second Allocation**

1. Dauphin County Homelessness Prevention and Rapid Re-Housing Program HPRP Agreement
2. Appendix B - HPRP Contract Work Statement – Homeless Prevention and Rapid Re-housing

**DAUPHIN COUNTY  
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM  
(HPRP) AGREEMENT**

**THIS AGREEMENT** is made effective the **1st day of January, 2013**, by and between the County of Dauphin, Pennsylvania (hereinafter referred to as "**County**"), a County of the third class having its principal office at the Office of the County Commissioners, 4<sup>th</sup> floor, Dauphin County Administration Building, 2 South Second Street, Harrisburg, Pennsylvania 17101, by and through its Mental Health/Intellectual Disability Program, (hereinafter referred to as "**Agency**"), and, a Pennsylvania Non-Profit Corporation, (hereinafter referred to as "**Provider**") having its principal place of business at .

**WHEREAS**, the American Recovery and Reinvestment Act of 2009 was enacted on February 17, 2009; and

**WHEREAS**, as a result of this legislation, the United States Department of Housing and Urban Development disbursed funds to the Pennsylvania Department of Community and Economic Development for the purposes of providing homelessness prevention and rapid re-housing assistance to households who would otherwise become homeless; and

**WHEREAS**, the Pennsylvania Department of Community and Economic Development has disbursed a portion of said funds to Dauphin County for purposes of providing these services; and

**WHEREAS**, the intent of the Homelessness Prevention and Rapid Re-Housing Program (hereinafter referred to as "HPRP") is to provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless, or who would be homeless *but for* this assistance; and

**WHEREAS**, the Dauphin County Board of Commissioners have made their intentions known that they will, where feasible, provide services through providers to the extent funds are made available; and

**WHEREAS**, the provider has made its intentions known that it wishes to provide homelessness prevention and rapid re-housing services; and

**WHEREAS**, after due legal review, the County believes it has the authority and capacity to enter into this contract as part of a Federal health and welfare program. 16 P.S. § 1999b.

**NOW, THEREFORE**, in consideration of the mutual promises made herein, the parties, intending to be legally bound, hereby agree as follows:

**1. Compensation:**

Provider shall be remunerated at the rates set forth in "Appendix A", attached hereto and incorporated herein and made a part hereof by reference, on a program-funded basis not to exceed the total amount of \$ \_\_\_\_\_ Provider will invoice Agency for payment related to Provider's services, via a format acceptable to Agency and the County Solicitor's and Controller's Offices, not later than the tenth (10th) working day or the fifteenth (15th) calendar day of each month, whichever is later. Agency will deliver all approved Provider invoices to the Dauphin County Office of Controller with the request for immediate payment. A check will be sent directly from the County Controller's Office. In the event that funding to the Agency from the United States Department of Housing and Urban Development is not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of purchased services, the obligation of each party hereunder shall thereupon be terminated. The Agency shall not, from funds in the general treasury of the County, replace any reduced Homelessness Prevention and Rapid Re-Housing Program Funds.

## **2. Description of Services:**

Provider shall perform for the County the services outlined and approved by the Agency and attached hereto as "Appendix B", said Appendix being incorporated herein and made a part hereof by reference. Program accessibility by Dauphin County residents shall be on the basis of need and eligibility for service, and where necessary on a priority ranking basis. Provider warrants that it shall perform the services stated in "Appendix B" in compliance with contractual requirements governing HUD Programs and that all services stated in "Appendix B" shall be developed and conducted in compliance with all eligible activities outlined in the Department Of Housing And Urban Development [and all subsequent clarifications found at: <http://www.hudhre.info/esg>].

## **3. Term:**

The term of this Agreement shall be from January 1, 2010 until the earlier of July 31, 2012 or the date when the HPRP funds allocated to Dauphin County are exhausted. Provider shall work in a timely and diligent manner so as to complete performance by the end of the term.

## **4. Termination:**

The County may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days written notice of the termination date to the Provider. The Provider may terminate this Agreement at any time, with or without cause, by providing at least sixty-five (65) days written notice of the termination date to the County. Unless determined otherwise by the County, termination will have no effect upon the rights and obligations of the parties arising out of any transactions(s) occurring prior to the effective date of such termination. In the event that this Agreement is terminated, the County agrees to compensate Provider for the reasonable costs of services performed to the date of termination at the rates provided for in this Agreement. Notwithstanding the forgoing, the County may immediately terminate this Agreement if, in the opinion of the County, any material adverse condition occurs in Provider's business organization or affairs.

**5. Risk Allocation / Force Majeure:**

Neither party to this Agreement assumes a risk of any event, foreseeable or unforeseeable and beyond the reasonable control of either party, that has a material effect upon the performance of the subject matter of this Agreement, including but not limited to fire, flood, natural disaster, strike of its personnel, war, insurrection, riot, the declaration of a state or national emergency, acts of civil or military authorities, acts of God or the public enemy, acts of terrorism, epidemic, pandemic, or any other event, like or unlike these events, that renders performance impracticable. Upon such an event the County may, in its sole discretion, suspend, cancel or terminate this Agreement in whole or in part at any time, without payment to Provider except for performance rendered prior to the date of said suspension, cancellation or termination, and Provider shall make no claim for quantum meruit or promissory estoppel. This provision supersedes any provision herein to the contrary.

**6. Eligibility Criteria and Determination:**

Provider shall be responsible for the determination of client eligibility. Eligibility shall be solely in accordance with, and pursuant to the Department of Housing and Urban Development's proposed and promulgated Homelessness Prevention and Rapid Re-housing Program Regulations.

**7. Relationship of Parties:**

Provider expressly warrants that Provider is a private and independent company and as such is not an employee of the County. The relationship created by this Agreement is that of an owner and an independent contractor. As an independent contractor, Provider assumes all risk of loss relating to the subject matter of this Agreement and shall defend all litigation brought against it in such capacity. No withholding will be made by the County for any federal, state or local taxes, Social Security or other taxes from the amounts to be paid to the Provider by the County. Provider further agrees to be solely responsible for the payment and withholding of such taxes. Provider agrees to hold the County harmless from the assessment of any and all taxes due and payable by the Provider arising from any compensation received from the County. As an independent contractor, Provider is not covered by the County's worker's compensation, unemployment, or liability insurance as provided by the County to its employees and expressly waives any such coverage.

**8. Conflict of Interest:**

Provider covenants that no officer, member or employee has direct or indirect interest which would conflict in any manner with the performance of services under this Agreement and, during the performance of such services, Provider shall not engage in any activities which could cause a conflict of interest or the appearance thereof. Provider specifically covenants that it will comply with the conflict of interest regulations found in 24 CFR 84.42 at all times during the performance of services.

**9. Standard of Conduct:**

In order to protect the County's good will, Provider agrees that Provider and any employees of Provider will behave and conduct themselves reasonably, prudently, and

courteously in such a manner as not to reflect adversely upon the County; and will perform at all times faithfully, industriously, and to the best of their ability, experience, and talents, all of the duties that may be required of them pursuant to the expressed and implicit terms of this Agreement, and to the complete satisfaction of the County; and will act in conformity with all statutes, regulations and ordinances of the United States, of the Commonwealth of Pennsylvania, and of Dauphin County. Any conduct deemed to be adverse to the interest of the County, in the sole opinion and at the option of the County, may cause this Agreement to be terminated immediately without notice.

**10. Authority to Contract:**

Provider covenants, represents and warrants that if Provider's form of organization is a corporation, that it is duly organized, validly existing in good standing under the laws of the Commonwealth of Pennsylvania; and that Provider is entering into this Contract either in the ordinary course of its business activities, or pursuant to a Resolution of its Board of Directors or governing body validly called and held.

**11. Default:**

Any breach of performance of any term, provision or condition of this Agreement shall constitute a default under this document and County, at its sole discretion, may declare this Agreement terminated. Any violation of either County, State or Federal law which results in a guilty plea, a plea of *nolo contendere* or conviction of a criminal offense amounting to no less than a misdemeanor by Provider, its directors, employees, or agents arising out of the performance of this Contract may be considered a breach of this Agreement and County, at its sole discretion, may declare this Agreement terminated.

**12. Dispute Notification:**

In the event of disputes arising under this Agreement and prior to the initializing of legal action, the Provider shall reduce each and every complaint to writing and deliver same to the Dauphin County MH/ID Administrator and thereafter the Provider may request review by the Dauphin County Mental Health and Intellectual Disabilities Advisory Board.

**13. Remedies:**

It is further understood and agreed that money damages may not be a sufficient remedy for any breach of this Agreement by Provider and that the County shall also be entitled to specific performance as a remedy for any such breach. These remedies shall not be deemed to be the exclusive remedies for breach of this Agreement, but shall be in addition to all other remedies available at law or equity to the County.

**14. Indemnification:**

Provider agrees to indemnify and hold the County, its commissioners, administrators, directors, officers, employees, and agents harmless from and against any and all claims, actions, losses, costs, expenses, liabilities, damages or injuries of any nature including death that may be asserted against the County or its' Agency by third parties

caused by the negligence, willful acts, errors or omissions of the Provider, its directors, officers, employees, or agents.

**15. Funding Source Disallowance:**

Provider acknowledges that the County receives funding, *inter alia*, from the United States Department of Housing and Urban Development through the Pennsylvania Department of Community and Economic Development and that said funding may be used by the County to compensate Provider the amounts set forth in this Agreement. In the event the Department of Housing and Urban Development or the Pennsylvania Department of Community and Economic Development, after an audit or otherwise, should disallow any amount of funding used by the County to compensate Provider for the Provider's services hereunder, then Provider shall reimburse to the County the amount of any such disallowance. For purposes of this section, Provider shall have the right to defend and participate in any audit or other action conducted by the Department of Housing and Urban Development or the Pennsylvania Department of Community and Economic Development that could result in a disallowance finding.

**16. Administrative Requirements:**

Provider acknowledges that all funds disbursed under this agreement are subject to the administrative requirements of 24 CFR Part 84, 24 CFR 570(K), OMB Circular A-122, and OMB Circular A-133. Provider specifically covenants to comply with said requirements at all times during the performance of services.

**17. Situs:**

This Agreement shall be construed and governed pursuant to the laws of the Commonwealth of Pennsylvania pursuant to the execution of this agreement in said jurisdiction. Any choice of laws issues shall be deemed to utilize the choice of laws rules of the Commonwealth of Pennsylvania. Any dispute arising from this Agreement shall be heard in the Court of Common Pleas of Dauphin County.

**18. Assignments and Delegation:**

This agreement shall not be assigned by the Provider without the express written consent of the County. Provider shall not delegate any of its duties under this Agreement or utilize subcontractors without the express written consent of the County.

**19. Severability:**

All agreements, provisions and covenants contained in this Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Agreement will be interpreted as if the invalid agreements, provisions or covenants were not contained in this Agreement.

**20. Integration:**

This Agreement (and any incorporated Appendices) constitute the entire understanding of the parties with respect to the subject matter of this Agreement and cancels, supersedes and terminates all prior agreements, contracts, understandings,



negotiations, and other arrangements between the parties whether written or oral or partly written and partly oral.

**21. Amendment/Waiver:**

Any alterations, variations, modifications, amendments, waivers or additional provisions to this Agreement will be valid only when reduced to writing, duly signed by all parties, and attached hereto. No oral amendment or waiver shall be effective and this provision may not be orally amended or waived. The parties hereto further agree that any particular course of performance may not be used by any trier-of-fact to imply or infer a modification of this Agreement.

**22. Strict Enforcement:**

The delay or failure of the County to strictly enforce any provision of this Agreement will not bar the County from any subsequent enforcement of any right, remedy or legal cause of action.

**23. Notices:**

All notices given or so sent hereunder shall be sent by United States mail, postage prepaid, addressed to the respective party at the last known address of occupancy specified in this Agreement as of the date said notice is to be mailed.

**24. Reporting, Program and Fiscal Audit Review:**

Provider is responsible for obtaining the necessary audit and shall secure the services of a Certified Public Accountant to perform an audit in accordance with the requirements attached hereto in "Appendix C" which is incorporated herein and made a part hereof by reference.

**25. Participation in the Homeless Management Information System (HMIS):**

Provider shall actively participate in the County's Homeless Management Information System and make all required quarterly reporting. Provider agrees to receive onsite monitoring, technical assistance and training as the County from time to time may require.

**26. Records:**

- (a) Provider agrees to maintain books, records, documents and other evidence pertaining to the costs and expense of this Agreement (hereinafter collectively referred to as "the records") in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies and services and other costs, and expenses of whatever nature for which reimbursement is claimed under the provisions of the Agreement.
  
- (b) Provider agrees to make available at the office of the Provider at all reasonable times during the term of this Agreement and the period set forth in subparagraph "C" below, any of the records for inspection, audit or reproduction by any authorized representative of the Federal, State or County governments.

(c) Provider shall preserve and make available records for a period of four (4) years from the date of final payment under this Agreement, and for such period, if any, as is required by applicable statute, by any other paragraph of this Agreement, or by either of the following:

1. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of four years from the date of any resulting final statement.
2. Records which relate to litigation or the settlement of claims arising out of the performance of this Agreement, or costs and expenses of this contract as to which exception has been taken by the auditors, shall be retained by Provider until such litigation, claims or exceptions have been disposed.

(d) The provisions of this paragraph shall be applicable to and included in each subcontract hereunder. The term "subcontract" as used in this contract excludes purchase orders not exceeding \$1,000 and subcontracts or purchase orders for public utility service at rates established for uniform applicability to the general public.

(e) Provider agrees to:

1. Maintain a system of program records as required by the United States, Pennsylvania and County;
2. Maintain for each individual served, records that are adequate for:
  - (i) reviewing history of service to individual;
  - (ii) planning and continuous evaluation of the services being rendered and planned;
  - (iii) providing a means of communication for all persons involved in the service program;

**27. Federal Funds Supplanting Other Funds:**

Provider certifies that any funds to be used under this Agreement do not replace or supplant in any way, State and Federal funds for already existing services.

**28. Licenses and Certifications:**

Provider will maintain all appropriate licenses and certifications which may be necessary to perform its duties under this Agreement. Provider, upon request, will provide Agency with a copy of each relevant license or certificate to provide service as certified by the appropriate regulatory body; and, will notify the County in writing within five (5) working days of any loss of or change in certification or reclassification by a regulatory body.

**29. Insurance:**

Provider will maintain at its sole expense a valid policy of insurance covering Comprehensive General Liability with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage, Contractors Protective Liability, Products Liability and Completed Operation; Worker's Compensation as required by law; Professional Liability Insurance with limits of liability of not less than \$ 1,000,000 per occurrence arising from the acts or omissions of Provider applicable to this Agreement; Fidelity Bond Insurance for employees who have financial responsibilities relating to this contract; and Comprehensive Liability Insurance covering all owned, hired, and non-owned automobiles with limits of \$1,000,000 per occurrence. Upon request, Provider will furnish Agency a certificate of such insurance coverage; and, will give Agency prompt written notice of any material change in Provider's insurance coverage. In addition, the County shall be named as additional insured relating to the above coverages.

**30. Confidentiality:**

Provider agrees that it shall not divulge without the express written permission of the County and shall keep confidential any information produced or obtained by it in the course of its performance under this Agreement. Provider agrees that any information produced or obtained in the performance of this Agreement will not be used by Provider, its employees, affiliates or representatives in any way detrimental to the County. Provider agrees that it will not, and its representatives will not, disclose to anyone any information relating to the business of the County.

**31. Ownership of Documents:**

All material and information whether written or electronic, including but not limited to, documents, reports, notes, and analyses, produced by Provider shall be deemed "works for hire" and are the intellectual property of the County. The County shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation that is designed or developed and delivered to the County as part of the performance of this Agreement. All program and clinical records prepared by or in possession of the Provider shall at all times be deemed the property of the County and all originals and any copies thereof shall be available to the County at all times during the term of this Agreement and shall be delivered to the County at any time directed. In the event of the non-renewal or termination of this Agreement or any part thereof, copies of all such program and clinical records shall be transferred to the County at such time and according to such directions as the County may issue. The County may chose, but is not obligated to reimburse the Provider for the cost of creating said copies at an agreed upon rate.

**32. Assignment of Antitrust Claims:**

Provider and the County recognize that in actual economic practice, overcharges by the Provider's suppliers resulting from violations of state or federal antitrust laws are in fact borne by the County. As part of the consideration for the award of this Agreement, and intending to be legally bound, the Provider assigns to the County all right, title and

interest in and to any claims the Provider now has, or may acquire, under state or federal antitrust laws relating to the products and services which are the subject of this Agreement.

**33. Americans with Disabilities Act (ADA):**

Pursuant to federal regulations promulgated under the authority of *The Americans With Disabilities Act*, 28 C.F.R. § 35.101 *et seq.*, Provider understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Contract or from activities provided for under this Contract on the basis of the disability. As a condition of accepting this contract, Provider agrees to comply with the "*General Prohibitions Against Discrimination*," 28 C.F.R. § 35.130, and all other regulations promulgated under Title 11 of *The Americans With Disabilities Act*, which are applicable to all benefits, services, programs, and activities provided by the County of Dauphin or the Commonwealth of Pennsylvania through contracts with outside contractors. Provider shall be responsible for and agrees to indemnify and hold harmless the County of Dauphin from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the County of Dauphin as a result of Provider's failure to comply with the provisions of this section.

**34. Nondiscrimination/Sexual Harassment**

During the term of this Agreement, Provider agrees as follows:

- (a) In the hiring of any employees for the manufacture of supplies, performance of work, or any other activity required under this Agreement or any subcontract, the Provider, subcontractor or any person acting on behalf of the Provider or subcontractor shall not by reason of gender, race, creed, or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- (b) Neither the Provider nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work or any other activity required under this Agreement on account of gender, race, creed, or color.
- (c) The Provider and any subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
- (d) The Provider shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which this Agreement relates.
- (e) The Provider and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the County and the Commonwealth of Pennsylvania Department of General

Services' Bureau of Contract Administration and Business Development for purposes of investigation to ascertain compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause. If the Provider or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the County, the contracting officer or the Bureau of Contract Administration and Business Development.

- (f) The Provider shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
- (g) The County may cancel or terminate this Agreement and, notwithstanding any other provision in this Agreement, all money due or to become due under this Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.
- (h) The Provider shall comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a).
- (i) The Provider shall affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status.

**35. Drug-Free Workplace Act of 1988 (P.L. 100-690):**

Provider shall certify to the Agency that Provider is in compliance with the Drug-Free Workplace Act, 41 U.S.C. §701 *et. seq.* Use, possession, sale, manufacture, or distribution of illegal drugs or other controlled substances (not documented as for medical purposes) on the work site by employees, subcontractors, or agents is prohibited. Employees, subcontractors, and agents shall be notified of this prohibition and that violators of this policy may be removed or barred from the work site by the Provider or at the request of the County.

**36. Lobbying and Disclosure**

Provider covenants that no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Provider further covenants that if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**[Remainder of page intentionally left blank]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized officers.

ATTEST:

COUNTY of DAUPHIN  
COMMONWEALTH of PENNSYLVANIA

\_\_\_\_\_  
Laura Evans  
Chief Clerk/Chief of Staff

\_\_\_\_\_  
Jeff Haste, Chairman  
Board of Commissioners

\_\_\_\_\_  
Mike Pries, Vice-Chairman  
Board of Commissioners

{SEAL}

\_\_\_\_\_  
George P. Hartwick, III, Secretary  
Board of Commissioners

\_\_\_\_\_  
Daniel E. Eisenhauer, Administrator  
Mental Health-Intellectual Disabilities

\_\_\_\_\_  
Peter E. Vriens, M.S.W., Director  
Dauphin County Human Services

ATTEST:

Provider:  
Federal ID #  
BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
PRINT NAME/TITLE

{SEAL}

Appendix B  
HPRP Contract Work Statement  
Homelessness Prevention and Rapid Re-housing

- a) Provider shall provide homelessness prevention assistance to individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assist them in the process of moving to another unit. Funds will be distributed for the sole purpose of assisting in the payment of utilities, moving costs, security deposits and rent in a new unit, storage fees, and other financial costs or services related to the above mentioned expenses.
- b) Provider shall provide rapid re-housing assistance to homeless individuals by distributing funds to individuals for the sole purpose of assisting in the payment of utilities, moving costs, security deposits and rent in a new unit, storage fees, and other financial costs or services related to the above mentioned expenses. Provider shall distribute funds to individuals and/or families who are either:
  - a. residing in emergency shelters, transitional shelters, or living on the street,
  - b. on the verge of becoming homeless including those timing out of or prepared to leave transitional programs,
  - c. in need of temporary assistance in order to obtain housing and retain it, or
  - d. victims of domestic violence
3. When serving an individual or family, Provider shall utilize eligibility determination criteria which are in compliance with The Department of Housing and Urban Development (HUD) requirements including but not limited to the following:
  - a. An initial consultation with a case manager or authorized representative to determine the appropriate type of assistance needed to meet the individual/family needs.
  - b. Households must be at or below 50 percent of Area Median Income (AMI).
  - c. Households must be either homeless or at risk of losing their housing and no appropriate subsequent housing options have been identified and the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.
  - d. Prevention Assistance must be targeted to those individuals and families at the greatest risk of becoming homeless. The defining question is: "Would this individual or family be homeless *but* for this assistance?"
4. Provider shall conduct property inspections of all rental assistance properties on an annual basis and upon change of tenancy using the following specifications:
  - a. State and local requirements:
    - i. Provider shall ensure that the housing occupied by a family/individual is in compliance with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing or services.



Appendix B  
HPRP Contract Work Statement  
Homelessness Prevention and Rapid Re-housing

b. Habitability standards:

- i. Structure and materials. The structure is structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.
- ii. Access. The housing is accessible and capable of being utilized without unauthorized use of other private properties. Structures provide alternate means of egress in case of fire.
- iii. Space and security. Each resident is afforded adequate space and security for themselves and their belongings. Each resident is provided an acceptable place to sleep.
- iv. Interior air quality. Every room or space is provided with natural or mechanical ventilation. Structures are free of pollutants in the air at levels that threaten the health of residents.
- v. Water supply. The water supply is free from contamination.
- vi. Sanitary facilities. Residents have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
- vii. Thermal environment. The housing has adequate heating and/or cooling facilities in proper operating condition.
- viii. Illumination and electricity. The housing has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources are provided to permit use of essential electrical appliances while assuring safety from fire.
- ix. Food preparation and refuse disposal. All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- x. Sanitary condition. The housing and any equipment is maintained in sanitary condition.
- xi. Lead-Based Paint Requirements  
The structure must comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R.

Appendix B  
HPRP Contract Work Statement  
Homelessness Prevention and Rapid Re-housing

- xii. Fire safety
  - a. The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired person(s), smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
  - b. The public areas of this housing is equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, stairwells, and other common areas.
  
- 5. Provider shall develop a form, subject to Agency approval, that includes the name of the person completing the inspection, date of inspection, address of the unit, and that certifies all requirements set forth in Paragraph 3.
  
- 6. Provider shall establish and follow confidentiality procedures to ensure:
  - a. The confidentiality of records pertaining to any individual provided with assistance.
  - b. That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a pre-existing privacy policy of the provider.
  
- 7. Provider shall develop a participant termination process to ensure the provision of a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:
  - a. Written notice to the participant containing a clear statement of the reasons for termination.
  - b. A review of the decision, providing the participant the opportunity to present written or oral objections before a person (or subordinate of that person) other than the person who made or approved the termination decision.
  - c. Prompt written notice of the final decision to the participant.
  
- 8. Provider shall submit monthly progress reports detailing implementation of the HPRP activities. Monthly reports shall contain, at minimum, the following information:
  - a. Number of unduplicated clients served.
  - b. Demographic information of clients served (including race, ethnicity, gender, and disability status, income, household size/makeup).
  - c. Level and type of assistance provided.

Appendix B  
HPRP Contract Work Statement  
Homelessness Prevention and Rapid Re-housing

d. Job(s) created in order to complete the work.

Monthly reports shall be filed with:

Dauphin County Mental Health/Mental Retardation Fiscal Officer  
100 Chestnut Street – 1<sup>st</sup> Floor  
Harrisburg, PA 17101

9. Provider shall utilize the County of Dauphin's Homeless Management Information System (HMIS) to report HPRP client-level data per specifications provided to the County of Dauphin by HUD.
10. Provider shall comply with program monitoring conducted by Dauphin County MH/MR Program and Fiscal staff.

**Attachment E – Conflict of Interest Policy  
Pennsylvania Emergency Solutions Grant Program  
2011 Second Allocation**

1. Dauphin County Human Resources Policy
2. Conflict of Interest Policy (CCU)
3. Christian Churches United – Conflict of Interest Annual Affirmation of Compliance and Disclosure Statement

## **Dauphin County Human Resources Policy**

### **V. WORK STANDARDS**

#### **A. Confidentiality**

Dauphin County provides the following guidelines for the protection of information accessible by employees in the normal course of business, which are deemed by the County to be confidential in nature:

1. Employees shall not, without prior written permission from their elected official or department director, disclose to any individual, entity, government agency, or business, information deemed confidential in nature.
2. Upon the County's request, or upon separation of employment (including termination or retirement), employees shall return to Dauphin County all confidential information, including material such as drawings, notebooks, reports, and other tangible methods of expression, such as hard and soft disk drive mechanisms and software. Employees shall not retain copies of any Dauphin County property or documentation in any form or medium.
3. Employees shall comply, and do all things necessary to ensure County compliance with any applicable laws and regulations, and with provisions of Dauphin County contracts, that relate to intellectual property or the safeguarding of information, which includes, but is not limited to, the locking of desks and file cabinets.
4. The following instances are situations in which the County may authorize employees to share otherwise confidential information:
  - a. When required by applicable law, regulation, court order, or subpoena.
  - b. To auditors or regulators.
  - c. To service providers as necessary for the performance of duties under an agreement or contract with Dauphin County.
  - d. To a consumer reporting agency in accordance with the Fair Credit Reporting Act.

Confidential Information is defined as any and all information disclosed to an employee as a consequence of employment with Dauphin County that is not generally known to people outside of the County about its business, marketing, finances, operations, employees, methods, processes, compositions, machines, computer software or programs, research projects, customers, customer accounts, customer information, customer reports and customer finances, suppliers, accounts billing methods, pricing data, sources of supply, business methods, production or merchandising systems or plans, and any and all information entrusted to Dauphin County in confidence by third parties, and any and all information defined as "trade secrets" under the Uniform Trade Secrets Act. The foregoing information is considered confidential whether or not such information may be subject to disclosure under the Pennsylvania Right to Know Law or any other statute or legal process, as defined by law.

Any employee that is found, after reasonable investigation, to have breached this policy may be subject to disciplinary action, up to and including, termination or legal process, or both.

## **B. Statement of Ethics**

The Board of Commissioners has an ethics policy to establish minimum levels of ethical conduct for all County employees. This policy describes those acts or actions that are incompatible with the best interests of the County. Employees are required to disclose any private financial or other interests, which may directly or indirectly affect the conduct of County business.

### **Employees shall not:**

1. Accept any gift, favor, or article of value that may tend to influence him/her in the discharge of duties.
2. Grant any improper favor, service, or article of value through their County duties.
3. Misuse any County information, property, equipment, or other resource.

Employees may accept small plaques or other gifts they receive in recognition for their service from either the County and/or those with whom the County partners in providing its services to the citizenry of the County. Gifts can be of no greater value than \$250.00. A written record shall be made as receipt of such and provided to the Solicitors' Office.

Employees who violate this policy will be subject to appropriate disciplinary action.

## **C. Job Duties**

As part of the initial orientation, employees will learn the various duties and responsibilities of their jobs. The County maintains certain expectations and standards applicable to each position. Supervisors should review expectations and standards with their employees. It is expected that employees will also perform additional duties and assume additional responsibilities as needed by their supervisor for the efficient operation of the County.

## **D. Professional Conduct**

Every employee must remember that Dauphin County is a tax-supported entity and the citizens of Dauphin County paying those taxes should receive the highest quality of service possible. All employees should act in a professional manner, using good judgment and courtesy at all times, and should avoid any type of behavior that could appear illegal or unethical. Employees should carry out their work efficiently, honestly, and keep good relationships with the public.

## **E. Employee Dress and Personal Appearance**

Citizens observe employees of Dauphin County often in the course of their work. As Dauphin County representatives, employees are asked to meet high standards both in the quality of their

work and in presenting a professional image to the public. While there is no formal dress code, unless specifically established by the department, employees are expected to maintain good physical grooming, have a neat and clean appearance, and display a pleasant disposition to citizens and colleagues. Any exposed body piercing (eyebrow, nose, tongue, et cetera) is prohibited. Any other body piercing (excluding ears) and tattoos must be covered at all times.

Uniforms may be required for certain County jobs. Employees will be responsible for keeping their uniforms clean and neat. Employees that report to work dressed inappropriately may be prevented from working until they return wearing the proper attire.

Deviation from this policy by department heads or elected officials is permissible with approval by the Board of Commissioners and only in cases when it has been demonstrated that such deviation is necessary for the successful performance of the individual's job duties.

#### **F. Interpersonal Relationships**

Personal relationships between employees can sometimes have an adverse impact on the working relationship, similar to a situation where a relative is employed. A personal relationship between a supervisor and a subordinate could later lead to allegations of unlawful sexual harassment, even if the relationship began as a consensual one. Even if the two employees are not in the same department, a personal relationship could have an adverse impact on the morale of others in the workplace, especially if inappropriate behavior is exhibited in the workplace.

Personal relationships between coworkers can also give rise to potential liability for the employer. Thus, the County discourages personal relationships between superiors and subordinates, and between co-employees. Any behavior that could be interpreted by any employee as the showing of favoritism due to a personal relationship is strictly prohibited. Employees are directed to maintain a professional demeanor in the workplace; inappropriate behavior will not be tolerated.

## CONFLICT OF INTEREST POLICY

CONFLICT OF INTEREST may exist when the interests or concerns of an interested party may be seen as influencing or competing with the interests or concerns of Christian Churches United. This may be done directly or indirectly through one's position with CCU as a volunteer, board member or staff (interested parties) as a person who has independent decision making authority with respect to the resources of the organization. While conflicts of interest are not inherently illegal or against policy, failure to disclose these interests are against policy and may require corrective action, including separation from CCU activities.

Conflict of interest situations may include, but are not limited to, the following:

Financial Interests A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by Christian Churches United.

Examples include situations where:

- CCU contracts to purchase or lease goods, services or properties from an interested party or his/her relatives or business associates;
- CCU purchases an ownership interest in or invest in a business entity owned by an interested party or his/her relatives or business associates;
- CCU offers employment to an interested party or his/her relatives or business associate, other than a person who is already employed by CCU.
- An interested party is provided with a gift, gratuity or favor of more than \$100.00 from a person or entity that does business or seeks to do business with CCU. (This would include gifts from vendors, landlords, etc.)
- An interested party or his/her relative or business associate is gratuitously provided use of the facilities, property or services of CCU.

Other Interests A conflict may also exist where an interested party or his/her relatives or business associates obtains a non-financial benefit or advantage that he or she would not have obtained outside of the relationship with CCU or where his/her duty or responsibility owed to CCU conflicts with a duty or responsibility owed to some other organization. Examples:

- An interested party seeks to obtain preferential treatment or services by CCU for himself or herself or for a relative, significant other or business associate;
- An interested party seeks to make use of confidential information, especially client information, obtained from CCU for his or her own benefit or for the benefit of a relative, significant other or business associate or other organization;
- An interested party seeks to take advantage of an opportunity or enable a relative, significant other or business associate or other organization to take advantage of an opportunity which he or she has reason to believe would be of interest to CCU.



(This may include influencing clients to use services outside of those recommended as proper referrals).

## DISCLOSURE OF ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete a questionnaire to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his or her association with CCU and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the President of the Board, or in the case of the President's disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Executive Director of CCU.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Executive Director of CCU or in the case of the Executive Director's disclosure, the statement shall be provided to the President of the Board.

Staff or volunteers requesting services requiring financial approval shall make requests in writing and submit to the immediate supervisor who shall give the information to the executive director for final approval.

Copies of all disclosure statements shall be filed with the official corporate record of CCU.

## REVIEW OF ACTUAL OR POTENTIAL CONFLICTS

Whenever there is reason to believe that an actual or potential conflict of interest exists between CCU and an interested party, the Board of Directors shall determine the appropriate organizational response. This shall include, but not necessarily limited to the procedures described below with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an employee of CCU other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of CCU. The Executive Director shall report to the Board President the results of any review and the action taken. The President, in consultation with the Executive Committee, shall determine if any further board review or action is required.

## PROCEDURES FOR ADDRESSING CONFLICTS OF INTEREST: SPECIFIC TRANSACTIONS

Where an actual or potential conflict exists between the interests of CCU and an interested party with respect to a specific proposed action or transaction, CCU shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors of CCU. The following procedures shall apply:

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of CCU shall not participate in any way in, or be present during, the deliberations and decision making of CCU with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.
- The disinterested members of the board of directors may approve the proposed action or transaction upon finding that it is in the best interests of the corporation. The board shall consider whether the terms of the proposed transaction are fair and reasonable to CCU and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

**CHRISTIAN CHURCHES UNITED**  
**CONFLICT OF INTEREST ANNUAL AFFIRMATION OF COMPLIANCE AND**  
**DISCLOSURE STATEMENT**

I have received and carefully read the Conflict of Interest Policy for board members, staff and volunteers of Christian Churches United and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that CCU is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of CCU, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future in which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President of the Board, or to Executive Director for staff.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

---

Name (Please Print)

---

Signature

---

Date

**Attachment F – Termination Process  
Pennsylvania Emergency Solutions Grant Program  
2011 Second Allocation**

1. Success of Help Ministries – Rental Assistance Client Agreement
2. HPRP Success Program Termination Letter

**SUCCESS OFHELP MINISTRIES  
RENTAL ASSISTANCE  
CLIENT AGREEMENT**

As a participant in the HELP Ministries Homeless Prevention Program I (we) agree to the following:

1. I will work on the goal plan as agreed.
2. I will pay my portion of the rent as agreed on or before the due date, if applicable.
3. I will make a monthly appointment to pick up the program rent voucher. I will bring a receipt or a money order for my portion to the appointment in order to receive the SUCCESS rent voucher.
4. I must have my situation fully redetermined at least every three (3) months for continued eligibility.

I (We) have had the above requirements explained and understand that failure to comply with these requirements may result in discharge from the program. Should I desire to appeal the decision concerning my discharge from the HELP Rental Assistance program, I will forward my appeal in writing within FIVE (5) days of receipt of the notice of discharge to

Program Director  
Appeal of Decision  
HELP Ministry  
413 S. 19<sup>th</sup> Street  
Harrisburg, PA 17104

I will receive a decision on the appeal within SEVEN (7) days of receipt of the appeal.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date

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

Dear (HPRP SUCCESS recipient):

You recently received rental assistance through the HPRP SUCCESS program. During the intake process, you were informed that participation in case management meetings was not only mandatory, but also very crucial in assisting you in your efforts to become self-sufficient.

As part of this program, you agreed to continued case management *appointments*, workshop attendance and/or assignment completion. These requirements were explained to you and you signed, stating that you understood that failure to comply with these requirements may result in discharge from the program.

Failure to participate in the following requirement(s) has caused your termination from the HPRP SUCCESS program:

Missed case management meeting, which was scheduled for : \_\_\_\_\_  
You also did not contact our office to reschedule your missed appointment.

Not following through with your goal plan

Not paying your portion of the rent on or before the due date

Other : \_\_\_\_\_

If you wish to appeal the decision concerning your termination from HELP Ministry's HPRP SUCCESS program, you may send an appeal in writing within FIVE (5) days of receipt of this notice to:

Program Director  
Appeal of Decision  
HELP Ministry  
413 S. 19<sup>th</sup> Street  
Harrisburg, PA 17104

(HPRP Case Manager)

**Attachment G – Support Letter from Continuum of Care for program  
Pennsylvania Emergency Solutions Grant Program  
2011 Second Allocation**



Capital Area Coalition on Homelessness

# Capital Area Coalition on Homelessness

...to educate and mobilize our community and coordinate services to prevent  
and reduce homelessness in the Capital Region.

July 11, 2012

Mr. Daniel E. Eisenhauer  
Administrator  
Dauphin County MH/ID Program  
100 Chestnut Street  
Harrisburg, PA 17101

RE: **Certification of Consistency with PA-501 Continuum of Care Plan to End Homelessness**

Dear Mr. Eisenhauer,

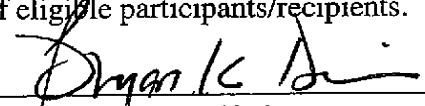
This letter is provided as evidence that the Capital Area Coalition on Homelessness, as the Lead Agency for PA-501 HUD Continuum of Care, has reviewed the activity(ies) below and hereby Certifies the same as consistent with, and addressing the needs and priorities of the Continuum's 10-Year Plan to End Homelessness.

Applicant: Dauphin County MH/ID  
Grantor/Grant: PA DCED/Emergency Solutions Grant "ESG-H-2011 Second Allocation"

Activity(ies): CCU Rapid Re-Housing	\$30,819
CCU Homelessness Prevention	\$36,556
HMIS (CACH)	\$ 5,693
<u>Admin (DC MH/ID)</u>	<u>\$ 2,847</u>
TOTAL	\$75,915

The above-detailed activity(ies) support and further the goals and objectives of the PA-501 Continuum of Care, and will be coordinated with, and linked to other local organizations addressing the needs of eligible participants/recipients.

By:

  
Bryan K. Davis, Chair  
Capital Area Coalition on Homelessness  
Lead Agency for PA-501 HUD Continuum of Care

Date:

7.11.12