

Montour County Emergency Rental Assistance Program

Appendix A

Fiscal Year 2020-2021

COUNTY HUMAN SERVICES PLAN FOR EMERGENCY RENTAL ASSISTANCE PROGRAM

ASSURANCE OF COMPLIANCE

COUNTY OF: **MONTOUR**

- A.** The County assures that services will be managed and delivered in accordance with the County Human Services Plan for Emergency Rental Assistance Program submitted herewith.
- B.** The County assures, in compliance with Pa Act 1 of 2021, that the Pre-Expenditure Plan submitted herewith has been developed based upon the County officials' determination of County need.
- C.** The County and/or its providers assures that it will maintain the necessary eligibility records and other records necessary for five (5) years to support the expenditure reports submitted to the Department of Human Services.
- D.** The County and/or its providers assures that it will comply with federal and state laws including section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020) and The Rental and Utility Assistance Grant Program component of Act 1 of 2021.
- E.** The County hereby expressly, and as a condition precedent to the receipt federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (Contract Compliance regulations):
 - 1. The County does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or handicap in providing services or employment, or in its relationship with other providers; or in providing access to services and employment for handicapped individuals.
 - 2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

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COUNTY COMMISSIONERS/COUNTY EXECUTIVE

Signatures followed by printed name

	Date:
	Date:
	Date:

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Appendix B

COUNTY HUMAN SERVICE PLAN FOR EMERGENCY RENTAL ASSISTANCE

PART I: PLANNING PROCESS

Describe the provider planning and leadership team and the process utilized to develop the Plan for the expenditure of Emergency Rental Assistance Program (ERAP) funds by answering each question below.

1. *Central Susquehanna Opportunities Inc (CSO), in partnership with Montour County's Department of Human Services, will administer and deliver services of the Emergency Rental Assistance program.*
2. *All applications will be completed in COMPASS online either by the individual or by staff members during in person processing. Applications for rental assistance will be routed to our agency from COMPASS. Every effort will be made to assist clients throughout the process.*
3. *Central Susquehanna Opportunities Inc (CSO) and Montour County Human Services have registered as a community partner on COMPASS.*
4. *The Emergency Rental Assistance Program provider: Central Susquehanna Opportunities Inc (CSO) can be contacted at the Montour County Administration Center, 435 East Front Street, Danville, PA 17821, or by calling the office at 570-293-1180, by email at humanservices@montourco.org, or by on-line links on the Montour County Web page at www.montourco.org.*

HUMAN SERVICES NARRATIVE

EMERGENCY RENTAL ASSISTANCE PROGRAM

At least 90% of the awarded funds received by Montour County Human Services will be used by *Central Susquehanna Opportunities Inc (CSO)* to provide direct financial assistance to eligible households, including the payment of rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing incurred due, directly or indirectly, to the novel coronavirus disease (COVID-19) outbreak.

Central Susquehanna Opportunities Inc (CSO) will determine eligibility for Emergency Rental Assistance in accordance with the federal and state eligibility requirements and as outlined in the Instructions and Requirements document that DHS has provided. Assistance is available for households: (1) with an obligation to pay rent on a residential dwelling or utility and home energy obligations; (2) with one or more members who qualified for unemployment benefits, experienced a reduction in

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household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to COVID-19; (3) with one or more members who demonstrate a risk of experiencing homelessness or housing instability; and (4) with an annual or monthly household income up to 80% of the Area Median Income (AMI) for the household.

- *Emergency rental assistance will be offered to eligible individuals and households within the county who are obligated to pay rent on a residential dwelling and the household has qualified for unemployment benefits or experienced a reduction in household income or other financial hardship due, directly or indirectly, to COVID-19, has demonstrated a risk of experiencing homelessness or housing instability and has a household income that is not more than 80% of the Area Median Income.*
- *Emergency utility and home energy assistance to be offered to individuals and households within the county who have utility and home energy obligations, including electricity, gas, water/sewer, trash removal and heating and the household has qualified for unemployment benefits or experienced a reduction in household income or other financial hardship due, directly or indirectly, to COVID-19, has demonstrated a risk of experiencing homelessness or housing instability and has a household income that is not more than 80% of the Area Median Income..*
- *Other emergency financial assistance may be offered to eligible individuals and households for other expenses related to housing, incurred due, directly or indirectly, to the novel coronavirus disease (COVID-19) outbreak.*

Housing Stability Services and Administrative Costs:

Not more than 9.09% (\$108,988.43) of funds received by Montour County will be used for housing stability services, including case management, other services to keep families stably housed and administrative costs. Not more than 5% (\$59,949.63) of this amount will be used for Administrative costs.

Housing stability services to be offered to eligible individuals and households at risk of or experiencing homelessness, may include hotel/motel stays, boarding homes, and similar services to provide shelter as needed. Case management will be provided to each household to ensure stability has been achieved.

Administrative cost may include purchase of hardware, software, and materials needed to operate the program, as well as hiring of personal to provide service to county clientele.

Central Susquehanna Opportunities Inc (CSO) will administer 4.09% for Housing Stability and 4% Administration. Montour County Human Services will utilize 1% for Administration.

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COMPASS Community Partner/Record Retainment:

Central Susquehanna Opportunities Inc (CSO) and Montour County Human Services are registered as COMPASS community partners. Eligibility records and other records necessary to support the expenditure reports submitted to the Department of Human Services will be maintained for five years.

APPENDIX C

**COUNTY HUMAN SERVICES FOR EMERGENCY RENTAL ASSISTANCE
PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED**

Directions:	Using this format, please provide the county plan for allocated human services Emergency Rental Assistance expenditures and proposed numbers of individuals to be served in each of the eligible categories.
1. ESTIMATED HOUSEHOLDS SERVED	Please provide an estimate in each component of the number of households to be served. An estimate must be entered for each component with associated expenditures.
2. DHS ALLOCATION	Please enter the provider's federal DHS allocation for each component.
3. PLANNED EXPENDITURES	Please enter the provider's planned expenditures of federal funds in the applicable component. For each program area, the expenditures should equal the allocation.

**HUMAN SERVICES FOR EMERGENCY RENTAL ASSISTANCE PROPOSED
BUDGET AND INDIVIDUALS TO BE SERVED**

Provider/County:	Estimated Households Served	DHS Allocation	Planned Expenditures
CSO/Montour County HS			
Housing Stability Services (not to exceed 9.09%)	100-200	\$ 108,988.43	\$ 49,0388.63
Rental Assistance	100-200	\$ 1,090,004.00	\$ 1,090,004.00
Total Emergency Rental Assistance & Housing Stability	100-200	\$ 1,198,992.43	\$ 1,198,992.43
Administration Costs (not to exceed 5%)	(a portion of the 9.09%)	\$ 59,949.63	\$ 59,949.63