



# MINUTES

## Cumberland County Finance Meeting

March 3, 2021 – 2:00 p.m.  
Commissioners' Hearing Room  
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: [www.ccpa.net](http://www.ccpa.net)

---

**Present:** Commissioners Gary Eichelberger, Jean Foschi, and Vincent T. DiFilippo.

**Commissioner Present via Zoom:** None.

**Staff Present:** Stacy Snyder, Acting Chief Clerk, Theresa Kissinger, Administrative Technician; Ben Burner, Samantha Krepps, Communications; Kelly Neiderer, Treasurer.

**Staff via Zoom:** Ron Snow, Dana Best, Stephanie Phillips, Finance; Bob Shively, Public Safety.

**Others Present:** None.

**Others Present via Zoom:** Mary Kuna, Housing & Redevelopment Authority.

**Call to Order:** Commissioner Eichelberger called the meeting to order.

### **Topics of Discussion:**

**Cumberland County Emergency Rental Assistance Plan and General Guidelines for DHS** — Mary Kuna

Mary Kuna discussed the Emergency Rental Assistance plan award for \$7,549,647.80. The money has been received and is for rent and utility assistance for eligible households within the county.

Cumberland County Housing Authority will administer the program for the county. Mary reviewed the program guidelines of eligible assistance, eligible households and ineligible households. The payments will go directly to the landlords and utility services providers. (see attached)

Commissioner DiFilippo made a motion to approve the Cumberland County emergency rental assistance plan and the general guidelines for DHS as presented. Commissioner Foschi seconded the motion and it unanimously carried.

**Motion to approve the Proclamation Re: March 2021 as Cumberland County's Shop Local Month:** Commissioner Eichelberger read the proclamation for the record.

Commissioner Foschi made a motion to approve the proclamation stating that March 2021 is Cumberland County Shop Local Month. Commissioner DiFilippo seconded the motion and it unanimously carried.

**Other Business:** Acting Chief Clerk, Stacy Snyder requested the approval of the Rental Agreement between Americo U-haul and the Department of Public Safety. There is no cost associated to the lease agreement, to facilitate an opening of a vaccination clinic. Public Safety has partnered with the Mt. Holly Springs Pharmacy, Quality Care Pharmacy, and Big Spring Pharmacy to administer the vaccine.

Commissioner DiFilippo made a motion to approve a temporary use license agreement with Americo Real Estate Company for the administration of COVID vaccine. Commissioner Foschi seconded the motion and it unanimously carried

**Public Comment: None.**

**Adjourn:** There being no other business to come before the board, Commissioner Foschi made a motion to adjourn the meeting.

Respectfully Submitted,

Theresa Kissinger,  
Administrative Technician



## Fiscal Year 2020-2021

# CUMBERLAND COUNTY HUMAN SERVICES PLAN FOR EMERGENCY RENTAL ASSISTANCE PROGRAM

### ASSURANCE OF COMPLIANCE

#### COUNTY OF CUMBERLAND

- 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.

COUNTY COMMISSIONERS/COUNTY EXECUTIVE

*Signatures followed by printed name*

	Date:
	Date:
	Date:



# CUMBERLAND COUNTY EMERGENCY ASSISTANCE PROGRAM GUIDELINES

## Introduction

The Cumberland County Emergency Rental Assistance Program is being established to provide rental and utility payments to landlords and utility companies in order to keep residents housed during the COVID-19 pandemic and to ensure rental housing stability.

Funding is being provided by the U.S. Department of Treasury directly to the County and through the Commonwealth of Pennsylvania per the Department of Human Services. An initial award of \$7,549,647.80 has been received for the use of rent and utility assistance for eligible households within the County.

The Cumberland County Housing Authority will administer the Program for the County and will be staffed by the Cumberland County Housing and Redevelopment Authorities.

The Program Guidelines have been developed by the Housing Authority's staff with input from various community nonprofits and real estate trade associations.

The Program Guidelines are subject to additional guidance from the U.S. Department of Treasury and Commonwealth of Pennsylvania, and the Cumberland County Emergency Rental Assistance Program may be updated to reflect the guidance.

## Program Guidelines

### Eligible Assistance

Not less than 90 percent of the funds shall be used to provide financial assistance to eligible households (<80% AMI).

- Eligible households may receive up to 12 months of assistance.
- An additional 3 months of assistance may be provided if it is determined that extra months are critical to ensuring housing stability for the household.
- The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized.



- Assistance will be provided to reduce an eligible household's rental arrears before the household may receive assistance for future rent payments.
- Once a household's arrears are reduced, assistance for future rent payments will be provided for up to three (3) months.
  - Households may reapply for additional assistance at the end of the three (3) months and receive such assistance if:
    - Eligibility is re-determined including review of the household's income; and
    - The assistance does not exceed the overall 12-month period as referenced above.

### Rent Assistance

- Rent including rental arrears.
- Eligible assistance with rent arrears as far back as March 13, 2020, (assuming no other financial assistance has been provided for the same months).
- Maximum monthly rent payments may include rent, late fees or penalties due to nonpayment, pet fees, and utilities covered by the landlord.
- Maximum monthly rent will be established at time of initial application submission and review of the tenant's lease agreement (written or 3<sup>rd</sup> party verified documentation showing residency and past payments).
  - Written signed and current lease; or
  - 3<sup>rd</sup> party documentation showing tenant residency, landlord ownership and payments of rent.
  - Without documentation and written attestation, maximum monthly rent will be capped at 100% of the Fair Market Rent

### Utilities and Home Energy Costs Assistance

- Utilities and home energy costs including arrears, with or without the need for rent assistance.
  - Utilities are defined as separately-stated electricity, gas, water and sewer, and trash removal costs.
  - Home energy costs are defined as fuel oil (propane gas, heating oil).
- Telecommunication services such as telephone and cable are not considered to be utilities.
  - Internet expenses will not be covered by Cumberland County's program.

### Other Expenses Related to Housing

- Other expenses related to housing incurred due, directly or indirectly, to the novel coronavirus disease (COVID-19) outbreak, as defined by the Secretary.
  - Eviction court fees and legal representation for non-payment of rent and utilities will not be covered by Cumberland County's program.



- Security deposits, first month’s rent to ensure eligible households’ stability due to permanent or temporary relocation due to COVID-19.
  - Eligible households will provide notice of non-renewal of current lease, or other evidence of notice to temporarily relocate due to COVID-19

## Eligible Households

A household of one or more individuals who are obligated to pay rent on a residential dwelling and with respect to which the eligible grantee involved determines:

### 1: Meets and can provide documentation of one of the following:

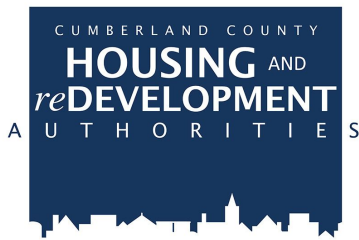
- Qualified for unemployment benefits; or
- Experienced a reduction in household income; or
- Incurred significant costs, or experienced other financial hardship due, directly to the novel coronavirus disease (COVID–19) outbreak,
- Demonstrated risk of experiencing homelessness or housing instability, which may include:
  - A past due utility; or
  - A past due rent notice; or
  - An eviction notice since March 13, 2020; or
  - Unsafe or unhealthy living conditions

### 2: Meets and can provide documentation of 80% area median income:

- Household has a household income that is not more than 80 percent of the county area median income for the household.

Household Size	1	2	3	4	5	6	7	8
<b>80% AMI</b>	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800
<b>50% AMI</b>	\$29,750	\$34,000	\$38,250	\$42,500	\$45,900	\$49,300	\$52,700	\$56,100

- Acceptable documentation of household income:
  - Annual income for Year 2020
    - HUD definition of annual income through W-2’s or wage statements, paystubs, or bank statements demonstrating regular income or attestation from employer.
    - 2020 Form 1040 as filed with the IRS
  - Monthly income



- Documentation of income provided at time of application will be extrapolated over a 12-month period, and redetermined every three months during the duration of assistance.

## Ineligible Households

Other than households who do not meet the criteria listed in the above section, the following are examples of ineligible households:

- Households requesting assistance for rent and utility costs and have already received federal, state, and/or local assistance for the same costs.

## Payments

In general, funds will be paid directly to landlords, utility service providers, and home energy suppliers.

If a landlord or utility provider does not provide required documentation to accept payments on behalf of eligible households, and upon a reasonable effort to contact the landlord or utility provider, funds shall be paid directly to the eligible household if:

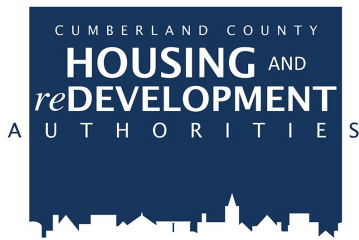
- Landlords and utility providers have not responded after notification in writing by mail and 14 calendar days have passed; or
- Landlords and utility providers have not responded after least three (3) attempts by phone, text or email will occur during a minimum 10-day period; or
- Landlords and utility providers confirm in writing that they do not wish to participate.

## Prioritization of Eligible Households and Assistance

### Households (In Priority Order)

1. Households at or below 50 percent of the area median income (AMI).
  - Households with a scheduled eviction hearing or "Notice to Quit" letter from the landlord.
  - Households with late rent and/or utility and home energy bills.
2. Households with an individual or individuals who have been unemployed as of the date of the application for assistance for the 90-day period preceding such date.
  - Households with a scheduled eviction hearing or "Notice to Quit" letter from the landlord.
  - Households with late rent and/or utility and home energy bills.





### Assistance (In Priority Order)

1. Rental and utility arrears
2. Rent and utilities for up to three months
3. Other expenses related to housing
4. Rent and utilities for up to three (3) additional months after twelve (12) months of assistance

## Program Overview

## Application Process

**Program Start Date:** March 8, 2021

**Program End Date:** September 30, 2021 unless otherwise extended.

**Obtain Application:** Directly through <https://cchra.com/> or paper copies available at CCHRA 114 N Hanover St. Carlisle PA 17013 office, or paper copies at remote locations listed under application assistance locations. Staff of the Housing Authority will be available to answer questions via phone 717-249-0789 and email [rentrelief@cchra.com](mailto:rentrelief@cchra.com). In late March, an online application will be launched to allow for prescreening of tenants through [www.waitlistcheck.com](http://www.waitlistcheck.com). Both downloadable and paper applications will be available throughout the program. The Cumberland County Housing Authority does not intend to use COMPASS.

**Application Prioritizing:** Upon submission of all required documentation and completion of eligibility determination, landlord and utility provider outreach and payment approvals will be prioritized on a bi-weekly basis to meet the federal and local prioritization as established in the Program Guidelines. The application submission is not a first-come, first-serve or lottery-based process.

### **Applicant Eligibility-Screening and Document Review:**

Applicants will download, fill out and upload/email documents to assist in eligibility determination including:

- Pennsylvania Labor & Industry Pandemic UI Assistance Letter
- Pennsylvania Labor & Industry Notice of Financial Determination Letter
- W-2s and paystubs of income earned
- Bank statements of employer direct deposits
- Attestation of unemployment, reduction of income and significant costs and financial hardship



- 2020 1040 IRS tax filing
- Employer Income Form – completed and certified by tenant applicant’s employer
- Tenant Duplication of Benefits Certification Form
- Tenant’s “lease agreement” (e.g., for a house, mobile home, apartment, room rental)
  - 3<sup>rd</sup> party documentation showing tenant residency, landlord ownership and payments of rent.
- Tenant’s eviction notice and/or late payment notice(s)
- Tenant’s utility bill(s) and late fees(s)
- Case managers will review information, application and documents.
- Case managers will have access to records to cross-reference other federal, state, and local assistance programs to verify no duplication of services for the same rent and utility costs being requested through this Program.
- Case managers will complete eligibility determination. Payment requests will be initiated for eligible applicants. Denials will be sent to any applicant that does not qualify.

**Landlord and Utility Provider Outreach and Review of Assistance:** In general, funds will be paid directly to landlords and utility service providers and home energy suppliers.

- Rent Relief Specialist will work to obtain information from the landlord or utility provider to verify rent, utilities and home energy and verify balances owed due to arrears within the eligible period of assistance.
  - Landlords and utility providers will be contacted by written notification through mail and will have 14 calendar days to respond, or
  - Landlords and utility providers will be contacted at least three (3) times by phone, text or email during a 10 day period, or
  - Landlords and utility providers may provide in writing that they wish not to directly participate in the program.
- Landlords will fill out and/or upload/email documents to verify arrear balances, W-9 form, and voided checks necessary for providing payment.

## Application Assistance

Housing Receptionist, Rent Relief Specialist and Housing Admissions Assistant will be available to answer calls regarding the program (717-249-0789). The Rent Relief Specialist will walk applicants through the application. To assist individuals throughout the County, community partners have offered space and hours at their locations. Supportive Service staff members will have established hours throughout the County as various sites to provide assistance with the application.



Details about Locations (More may be added):

Shippensburg – Katie’s Place \*\*

130 S. Penn Street

Shippensburg, PA 17257

Newville – Launch Pad

31 E Main St.

Newville, PA 17241

Mount Holly Springs – Operation Veteran’s Hope

7 N Baltimore Ave.

Mt Holly Springs, PA 17065

Mechanicsburg – New Hope Ministries \*\*

5228 E. Trindle Road

Mechanicsburg, PA 17050

Enola – New Hope Ministries

110 Altoona Avenue

Enola, PA 17025

West Shore – New Hope Ministries \*\*

701 Bosler Avenue

Lemoyne, PA 17043

Camp Hill – Family Promise

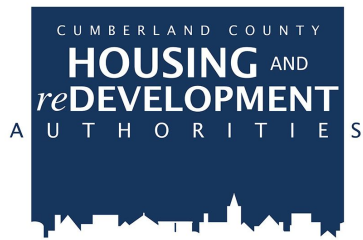
56 Erford Rd.

Camp Hill, PA 17011

Carlisle – Professional & Educational Center (formerly CyberSpace)

219 N Pitt St

Carlisle, PA 17013



Bibleway Hibner Church – Carlisle  
223 Walnut St.  
Carlisle, PA 17013

\*\* Evening hours will be available.

## Appeals Process

Applicants will be given the opportunity to submit an appeal for decisions on eligibility determination and payment assistance.

A three member panel comprises representatives of the Housing Authority, one housing non-profit board member and one other community based organization will hear appeals related to the denial of assistance.



## CUMBERLAND COUNTY HUMAN SERVICES FOR EMERGENCY RENTAL ASSISTANCE

### PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED

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

**TOTAL DHS ALLOCATION (ESTIMATED): \$9,114,574**

Provider/County:	Estimated Households Served	DHS Allocation	Planned Expenditures
Housing Stability Services	<b>150</b>	<b>\$372,786</b>	<b>\$372,786</b>
Rental Assistance	<b>1000</b>	<b>\$8,286,060</b>	<b>\$8,286,060</b>
<b>Total Emergency Rental Assistance &amp; Housing Stability</b>	<b>1150</b>	<b>\$8,658,846</b>	<b>\$8,658,846</b>
<b>Administration Costs (not to exceed 5%)</b>		<b>\$455,728</b>	<b>\$455,728</b>