

**Meeting Agenda
State College Borough
CDBG Citizens' Advisory Committee
August 4, 2020
Virtual Meeting / Noon**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
- IV. Chair Report**
- V. Public Hour - Hearing of Citizens**
- VI. Public Hearing on Housing & Community Development Needs and Proposed Strategies for Affirmatively Furthering Fair Housing**
- VII. CDBG Proposal**
- VIII. Upcoming Meeting(s)**
- IX. Adjournment**

Documents:

[Complete CDBG Citizens Advisory Committee Agenda - August 4, 2020.pdf](#)

**Meeting Agenda
State College Borough
CDBG/Citizens' Advisory Committee (CAC)
August 4, 2020
Virtual Meeting / Noon**

ATTENTION:

Due to the ongoing COVID-19 pandemic, this meeting will be conducted electronically. The public is invited to participate in the meeting, but they must register to attend. More information is available on the Borough's website at the following link:

<http://www.statecollegepa.us/3162/A-Virtual-Meeting>

Call Borough Administration at (814) 234-7110 with any questions.

- I. Call to Order**
- II. Roll Call**

Selden Smith, Chair
David Gaines, Vice-Chair
Ian Boswell
Alexis Burke
Jason Olcese
Marcia Patterson
Bruce Quigley
- III. Approval of Minutes – July 7, 2020**
- IV. Chair Report**
- V. Public Hour - Hearing of Citizens**
- VI. Public Hearing on Housing & Community Development Needs and Proposed Strategies for Affirmatively Furthering Fair Housing**

Federal regulations require communities that receive entitlement Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) to complete a Consolidated Plan (CP), which is a five-year planning document that identifies a community's housing and community development needs and a strategy to meet those needs. State College Borough is in the process of preparing the 2020-2024 Consolidated Plan and the 2021 Annual Action Plan, which identifies projects to be undertaken with Fiscal Year (FY) 2021 CDBG and HOME funds.

As part of this process, the State College Borough CDBG Citizens' Advisory Committee (CDBG/CAC) will hold a public hearing to gather the views of citizens, public agencies, and other interested parties on housing and community development needs, the development of proposed activities, and proposed strategies and actions for affirmatively furthering fair housing. The Committee is interested in accepting comments on the need for affordable housing as well as the need for non-housing community development priorities such as public improvements, public facilities, public services and economic development.

A notice advertising the hearing was published in the *Centre Daily Times* on July 24, 2020 and notices about the hearing were distributed via the Borough's website and CNET, and were sent to municipal and county officials, neighborhood association leaders, human service agencies and community partners. The notice was translated into Spanish, Cantonese and Korean. A correction notice was published to allow for the required 14-day notice, which announced that a second, official public hearing would be held on August 18th and that input gathered through both hearings would be used to inform the FY 2021 Annual Action Plan.

Attached: Notices of public hearings

Committee Action: Solicit input from public attending hearing

VII. CDBG Proposal

Centre Helps submitted a proposal to State College Borough to create a Basic Needs Case Management position to be funded through the FY 2020 CDBG Program funds that were reserved for Food and Shelter Services. The additional staff support is needed due to a rise in call volume due to the health and economic impacts of the COVID-19 coronavirus. The proposal outlines that half of the cost associated with this full-time position would be funded with \$25,000 from the Borough's CDBG Program, while Centre County, the United Way and other sources provide the remaining funds needed for the new position. Staff services would be divided equally between county residents living inside and outside of the Borough of State College.

Attached: A detailed proposal submitted by Centre Helps is attached.

Action Needed: The Committee is asked to recommend to Council that the FY 2020 Annual Action Plan be amended to include funding the Centre Helps Basic Needs Case Manager with \$25,000 in CDBG funds.

VIII. Upcoming Meeting

Tuesday, August 18, 2020 at Noon

IX. Adjournment

**Meeting Minutes
State College Borough
CDBG/Citizens' Advisory Committee (CAC)
July 7, 2020**

The State College Borough Community Development Block Grant/Citizens' Advisory Committee (CDBG/CAC) virtual Zoom meeting was called to order by Selden Smith, Chair on Tuesday, July 7, 2020 at 12:05 p.m.

Members Present

Selden Smith, Chair; Ian Boswell; Jason Olcese; Marcia Patterson; and Bruce Quigley

Members Absent

Alexis Burke; and David Gaines

Others Present

Maureen H. Safko, Senior Planner; Elizabeth S. Eirmann, Planner-Housing Specialist; Isabel Storey, Planner; and Denise L. Rhoads, Administrative Assistant

Approval of Minutes

A motion was made by Ms. Patterson and seconded by Mr. Quigley to approve the May 21, 2020 minutes as submitted. The vote was unanimously in favor.

Chair Report

Selden Smith, Chair, had nothing to report.

Public Hour

No one from the public wanted to discuss items not on the agenda.

Draft Policy and Procedures for CARES Act Emergency Housing Retention Program of State College

Ms. Safko drafted guidelines incorporating the Committee's previous comments for distribution of the CDBG, CDBG-CV and HOME funds from FY 2019 and 2020 to provide financial assistance and mediation to prevent homelessness for residents of State College Borough (SCB) who experienced a significant loss of income due to the COVID-19 pandemic.

First discussed: **Statement of Program Purpose (Prevent Homelessness)**

The purpose of the COVID Emergency Response Homelessness Prevention Program was to:

- Minimize the number of people who experienced homelessness as a result of the COVID-19 coronavirus pandemic.

- Prevent the homelessness service provider network of SCB and Centre County from being overwhelmed.

Next discussed: **Authorizing Act and Budget**

Ms. Safko noted the SCB, through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, received \$305,713 in Supplementary CDBG-CV funds to prepare for, prevent and respond to the impacts of the Pandemic. Housing and Urban Development also authorized the FY 2019 and FY 2020 CDBG and HOME Entitlement funds could be reallocated for COVID related eligible activities.

She also noted on June 1, 2020, after an extensive public involvement process, Council voted to approve the Consolidated Plan and Action Plan amendments that made \$187,403.45 in FY 2020 HOME funds available for an emergency Tenant Based Rental Assistance (TBRA) Program and that reallocated various prior year CDBG budgets to make a total of \$515,155.41 in CDBG funds available for a homelessness prevention project, including \$155,870.89 from FY 2019 CDBG, \$114,713.52 from FY 2020 CDBG and \$244,571.00 in CDBG-CV funding.

Next discussed: **Anticipated Program Impact**

Ms. Safko noted it was anticipated the proposed CDBG project funded with \$515,870.89 would prevent homelessness by providing funds for rent and utilities for at least:

- 80 tenant households by providing up to a maximum of \$1,200 per month for three consecutive months (\$288,000). She stated it could be retroactive to March 14, 2020.
- 30 homeowner households by providing up to a maximum of \$2,000 per month for three consecutive months (\$180,000) using CDBG funds.
- Tenant-Landlord Mediation for 100 rental households (\$30,000).
- The proposed HOME TBRA (Tenant Based Rental Assistance) Program funded with \$187,403.45 would prevent homelessness for at least 15 tenant households by providing up to a maximum of \$1,200 per month for rent and utilities for as many as 10 months beginning with March 14, 2020 and concluding prior to December 31, 2020. Rental Mediation for TBRA Program participants would be funded through the CDBG Program.
- While not currently budgeted to be paid for by CDBG funds, the project would result in referral to other agencies for case management and budget counseling for an estimated 300 households.

CAC Comments

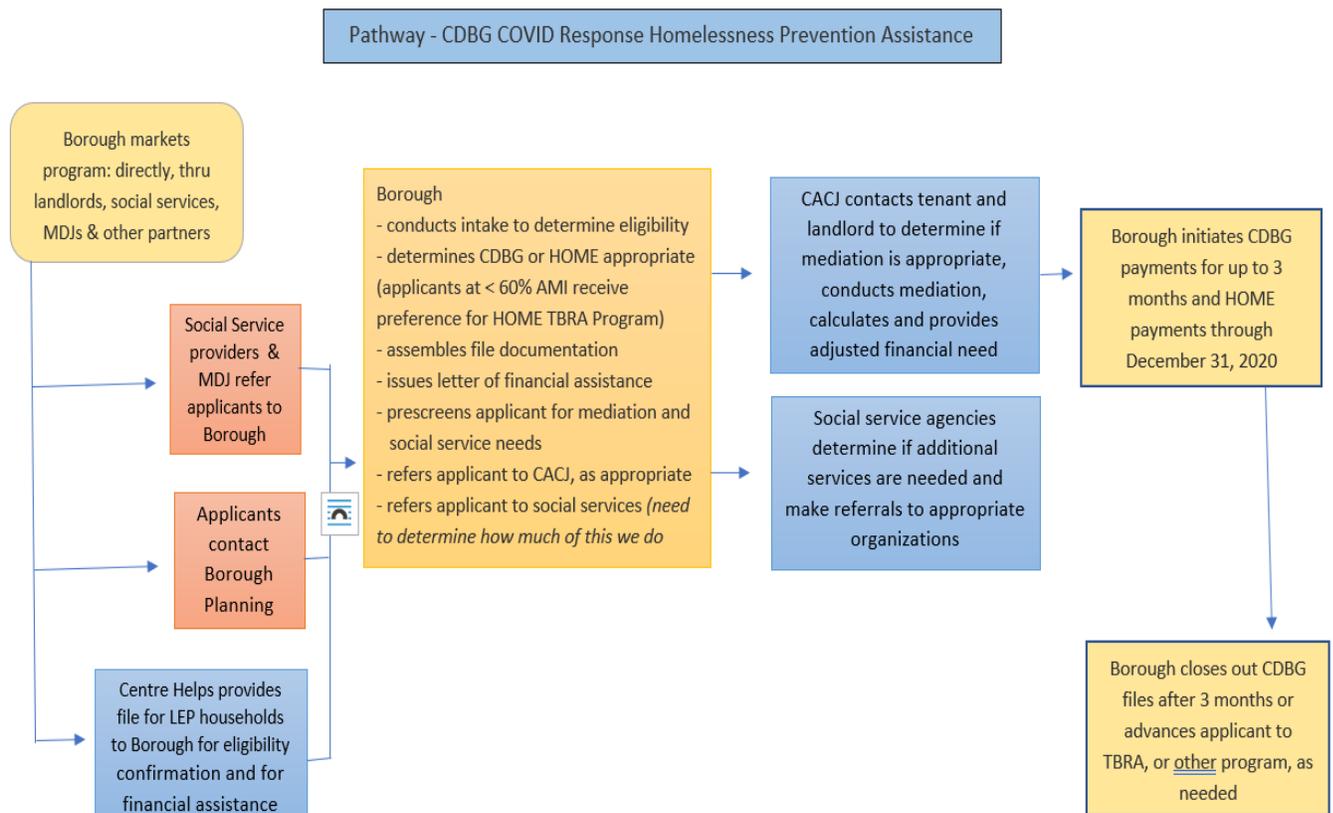
- Mr. Smith asked what percentage of the 80-tenant households in the Borough were in need of assistance with rent and utilities. Ms. Safko stated there was no data, currently available to determine that. Mr. Quigley stated the need would spike at the end of this month. He also noted his county program was not seeing a need for those funds because of the CARES Act assistance that people already received. Mr. Quigley noted those in need were those who were not receiving any assistance previously. Ms. Safko stated staff researched employment data for clues to the number of households in need and noted it was not very helpful because available employment data was from a pre-COVID period in the first quarter of 2020. She noted Out of the Cold program had

organized a weekly remote meeting with other housing agencies to track trends in requests for assistance. Most agencies had relatively low levels of calls for assistance.

- Mr. Quigley suggested persons should apply to the Housing Choice Voucher program. He also suggested using Fair Market rents as a guideline.

Next discussed with a diagram: **CARES ACT Emergency Housing Retention Program Flow Chart**

The process outlined below illustrated coordination between the SCB and some of its partners in housing service providers and the court system.



Ms. Safko noted due to the evolving nature of the COVID-19 coronavirus pandemic and related needs and resources, it was anticipated additional partnerships, policies and practices may develop as the CDBG and HOME programs were implemented and as other potential funding sources, needs, community partners, deadline extensions and HUD waivers emerge.

Next discussed: **Marketing**

SCB Planning Department staff would work with Borough Administration staff to design a marketing effort targeted to reach those at most risk of homelessness due to the impacts of the COVID crisis. In the design of the marketing effort, staff would consider the need to limit the risk of virus transmission through the passing of printed advertising materials.

HUD clarified to staff, for the purposes of Fair Housing compliance, it was necessary the programs be widely publicized to the public, adding that it was not permitted for the programs to be available to residents solely through referral from social service agencies.

Active marketing efforts would begin on or about July 20, 2020 and would be routed through the following partners:

- Social service agencies serving SCB and Centre County,
- Magisterial District Justice,
- Landlords and property management companies,
- SCASD,
- Direct marketing to property owners,
- Churches, and civic and social non-profit organizations,
- Employers and small businesses, and
- SCB Council; Administration; Authorities, Boards and Committees, Community Outreach Staff and other staff of the SCB.

Some of the tools considered for the distribution of program information would be as follows:

- SCB website and social media,
- C-Net,
- Radio advertisements,
- Direct mail of postcards to residential property owners within SCB,
- A flyer designed to be distributed widely electronically by email and in printed form to community stakeholders, particularly to those most vulnerable and disproportionately impacted segments of the population, and
- Reach out to our elected state and federal governments officials.

Next discussed: **Non-discrimination Policy**

The Committee discussed disproportionate needs and equity extensively. Ms. Safko stated no person would be excluded from participation in the CARES Act Emergency Housing Retention Programs, or otherwise discriminated against, on the basis of actual or perceived race, creed, age, ancestry, color, national origin, religion, sex, place of birth, sexual orientation, gender identity or expression, source of income, disability or handicap, presence of a service animal or support animal, pregnancy, birth of a child or marital or familial status.

The program design of the CARES Act Emergency Housing Retention Program would address the disproportionate needs identified in the 2020-2024 Consolidated Plan and the 2020-2024 Fair Housing Analysis update as well as those experiencing disproportionate adverse impacts from the COVID health, and economic crisis as identified through national and statewide studies.

Per the 2020-2024 Consolidated Plan, "A disproportionately greater need existed when the members of racial or ethnic group at a given income level experienced housing problems at a greater rate (10% or more) than the income level as a whole.

With regard to the four housing problems (lacked complete kitchen facilities; lacked complete plumbing facilities; more than one person per room; and cost burden greater than 30%), a disproportionate need had been identified, with:

- 90% (35) of American Indian, Alaska Native households,
- 89% (85) of Hispanic households with an income 0%-30% AMI,
- 100% (100) of Black/African American households,
- 100% (275) of Asian households with an income 30-50% AMI, and
- 100% (15) of American Indian, Alaska Native households with an income 50%-80% AMI.

Next discussed: **Utilization of HUD Waivers**

Ms. Safko noted the CARES Act provided authorization for the U.S. Department of HUD to waive numerous CDBG and HOME statutory and programmatic requirements to expedite delivery of housing retention activities to prepare for, prevent and respond to the growing health and economic crisis related to the COVID-19 coronavirus pandemic. SCB notified HUD of the intent to utilize waivers related to an expedited citizen participation process.

Additionally, the TBRA Program would utilize the HUD waivers that were available through December 31, 2020. For this reason, it was the intent of the SCB to expend FY 2020 HOME funding for this TBRA Program through the end of 2020.

Next discussed: **CDBG & HOME Terms of Assistance**

Ms. Safko stated Housing retention assistance would be provided in the form of a grant and was not subject to recapture or repayment to the SCB. No amount of the assistance must be returned, EXCEPT in the case of fraud or the intentional misrepresentation of any eligibility determining factor.

Ms. Safko asked for CAC comments regarding those applicants that would not want to participate in mediation but wanted to receive funds.

CAC comments

- Mr. Smith stated perhaps applicants would feel the landlord would not be willing to participate.
- Mr. Boswell noted the SCB should help the homeless even though their landlord might not want to participate in mediation.
- Mr. Olcese noted his current experience with his landlord was not helpful.
- Mr. Quigley asked what Ms. Safko thought and she stated the SCB would want to make things as flexible as possible with the fewest barriers to participation and for this reason would prefer that mediation not be mandatory as a condition of receiving assistance.
- Mr. Quigley noted the advantage of mediation was that it would not be adversarial.

Ms. Safko noted payments would be made directly to the mortgage holders, landlords, property management companies and/or utility providers on behalf of program participants.

In order to be eligible to receive assistance, tenant applicants should be encouraged to engage in mediation services paid for by the CDBG funds to further reduce the potential of eviction. If the tenant applicant agreed to mediation, which was determined to be infeasible for some other reason, the applicant cannot be barred from receiving financial benefits on this basis.

Next discussed: **CDBG Funded COVID Emergency Response Homelessness Prevention Program**

Ms. Safko stated every Monday at 7 a.m. and 7 p.m., staff would take up to a maximum of 20 calls per week and the funds could last for approximately four weeks. To bring equity to the program there would be one slot for each of the following six criteria reserved for participation each week. Any slots available each week after these six are filled, would be allocated on a first come first served basis from calls received during the two call times listed above.

- Households with children under the age of 19 living in the assisted dwelling at the time of application,
- English as a Second Language Student family,
- Household with person of a population more vulnerable to the health impacts of the COVID-19 virus as identified by the CDC website on July 1, 2020 (racial and ethnic minority groups, people with disabilities, people with developmental and behavioral disorders, pregnant people),
- Racial and ethnic minority populations identified as disproportionately impacted by the economic impacts of the COVID-19 pandemic,
- Populations identified as having disproportionate housing needs according to the 2020-2024 Consolidated Plan, and
- Those households that could document having lost income due to the COVID-19 pandemic and had become re-employed in a new job (either as supplemental income or new primary employment) that still paid less than their previous employment.

CAC comments

- Mr. Quigley suggested looking at the language of the first bullet point. He stated it was a bit unclear and suggested removing the word “assisted”.
- Mr. Olcese stated it was a “solid shot: at trying to be fair”.

Ms. Safko stated the CACJ was a great asset in our community. She noted District Justice Hahn was very supportive of this mediation program.

- Mr. Quigley stated he would like to see more families be subsidized in the SCB.

It was noted to add “undergraduate” to the student eligibility based on the income of the household in which they were claimed as a dependent and those households must be living with the SCB.

A motion was made by Ms. Patterson to approve the draft policy and procedure document as discussed with Committee comments and seconded by Mr. Boswell. The vote was unanimously in favor.

Upcoming Meeting

Tuesday, August 4, 2020 at Noon

Adjournment

With no further business, Mr. Quigley made a motion to adjourn the meeting at 1:17 p.m. and Ms. Patterson seconded the motion. The vote was unanimously in favor.

Respectfully submitted,

Denise L. Rhoads
Administrative Assistant

Please publish the following ad on July 24, 2020 in the legal section:

LEGAL NOTICE
NOTICE OF PUBLIC HEARING

Federal regulations require communities that receive entitlement Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds from the U.S. Dept. of Housing and Urban Development to complete a Consolidated Plan, which is a five-year planning document that identifies a community's overall housing and community development needs and a strategy to meet those needs. The Borough of State College is in the process of developing its 2021 Consolidated Annual Action Plan which lists the activities to be undertaken with CDBG and HOME funds during that year.

As part of the process, the CDBG Citizens' Advisory Committee will hold a public hearing to obtain the views of citizens, public agencies and other interested parties on housing and community development needs, the development of proposed activities, and proposed strategies and actions for affirmatively furthering fair housing. The Committee is interested in accepting comments on the need for affordable housing as well as the need for priority non-housing community development activities such as public improvements, public facilities, public services and economic development. The public hearing will be held at the Municipal Bldg., 243 S. Allen St., at Noon on Aug. 4, 2020. Parties interested in participating may join virtually at https://zoom.us/webinar/register/WN_jVeAnDfTSyG_yNu0UvQY2w. Written comments received by email (planningdept@statecollegepa.us) or by mail (Planning Dept., 243 S. Allen St., State College, PA 16801) by 5 p.m. on Aug. 3, 2020 will be included in the public hearing record.

Citizens are encouraged to participate and comment. Persons with a disability or Limited English Proficiency who wish to participate in the meeting/hearing are asked to contact the Planning Dept. at least 48 hours prior to the meeting to discuss your needs. In addition, individuals or organizations that are interested in applying for CDBG or HOME funds are urged to contact the Planning Dept.

For updated information and further instruction on hearing attendance and participation please see www.statecollegepa.us, or contact the Planning Dept. by calling (814) 234-7109, (814) 234-7101 (TTY), or emailing planningdept@statecollegepa.us.

Thomas J. Fountaine, II
Borough Manager/Secretary

Please publish the legal ad below on August 3, 2020

LEGAL NOTICE

On July 24, 2020 a notice was published announcing that at 12 p.m. on Aug. 4, 2020 the Community Development Block Grant Citizens' Advisory Committee will hold a public hearing at the Municipal Bldg., 243 S. Allen St. Parties interested in participating may join virtually at https://zoom.us/webinar/register/WN_jVeAnDfTSyG_yNu0UvQY2w. The purpose of the hearing is to obtain input on housing and community development needs; development of proposed activities; and proposed strategies and actions to affirmatively further fair housing. This hearing will be conducted as advertised.

On Aug. 18 at 12 p.m. the Committee will hold a second and official public hearing also for the purposes stated above. Parties interested in participating may join virtually at https://zoom.us/webinar/register/WN_SQ7N14SeRAKNwJmuu7a02g. Input gathered through both hearings will be used to develop the 2021 Annual Action Plan. Written comments received by email (planningdept@statecollegepa.us) or by mail or delivery (Planning Dept., 243 S. Allen St., State College, PA 16801) by 12 p.m. on Aug. 18, 2020 will be included in the public hearing record.

Persons with a disability or Limited English Proficiency who wish to participate in the public hearing should send an email to planningdept@statecollegepa.us to discuss how the State College Borough can accommodate his/her needs.

Other details advertised on July 24, 2020 remain unchanged. Info at (814)234-7109 or planningdept@statecollegepa.us.

Thomas J. Fountaine, II
Borough Manager/Secretary



CENTRE COUNTY
Office of Adult Services

COMMISSIONERS
MICHAEL PIPE, *Chair*
MARK HIGGINS
STEVEN G. DERSHEM

SOLICITOR
ELIZABETH A. DUPUIS

ADMINISTRATOR
MARGARET N. GRAY

HUMAN SERVICES ADMINISTRATOR
NATALIE W. CORMAN

DIRECTOR
FAITH R. RYAN

adultservices@centrecountypa.gov

July 14th, 2020

Maureen Safko
State College Borough
243 S. Allen St.
State College, PA 16801

Dear Ms. Safko,

On behalf of Centre County Government's Office of Adult Services, please accept this letter of support for Centre Helps to receive Community Development Block Grant (CDBG) funds to add a second case management position to their agency. By having a second case manager, Centre Helps will be able to increase capacity to serve more residents; especially those who have been impacted by the COVID-19 pandemic.

Currently, the Office of Adult Services grants funding from the Pennsylvania Human Services Block Grant (HSBG) – Human Services Development Fund (HSDF) to Centre Helps for their Basic Needs Case Management Program and 24-hr Information & Referral Hotline. At this time, the Office of Adult Services is willing to commit up to \$20,000.00 towards a 12-month, grant funded case management position. There is no guarantee that funds will available beyond the 12-month period.

Thank you for your consideration.

Best,

Faith R. Ryan, Director
Centre County Government
Office of Adult Services



Community Development Block Grant or HOME Project Application
PROJECT PROPOSAL FORM

Submit questions and completed applications to: planningdept@statecollegepa.us
Attach additional sheets as necessary.

Contact Person: Leanne Lenz
Agency/Organization: Centre Helps
Address: 410 S Fraser St, State College, PA 16801
E-mail Address: leannel@centrehelps.org
Phone: (814) 272-1542
Date Submitted: _____

Note: Please submit a separate form for each project. Use additional pages as necessary.

Project Title: State College Borough Basic Needs Case Management

1. Describe the problem that the proposed activity is designed to resolve. Where possible, use facts and quantities to explain the severity of the problem. Please attach any reports, communications or photos that document the problem.

Need for Centre County Rental Assistance and Homelessness Prevention as evidenced by Centre Helps' Helpline

Centre Helps serves as the Centre County information and referral helpline. We are the first line of support for anyone in Centre County experiencing a significant hardship and in need of resources. Our data suggests that housing insecurity and rental assistance are some of the most significant basic needs in Centre County.

During fiscal year 2019-2020 (July through June), Centre Helps responded to over 10,000 requests for community resources. Over 8,000 of the requests were to support a basic need and 2,631 of those were for rent or security deposit. Another 777 individuals contacted us looking for shelter due to homelessness. See attached helpline referral summary on page 2.

Need for Rental Assistance and Homelessness Prevention as evidenced by Centre Helps' Basic Needs Case Management

Needs for rent and security deposit often exceed what our charitable community can meet. Many continue to struggle after accessing referrals provided by our helpline and are then referred to our Basic Needs Case Management program which provides intake, advocacy, and financial packaging to resolve short term financial crises.

During fiscal year 19-20, our case management program packaged over \$59,000 to support 81 families; **\$14,000 or 24% of the funds packaged supported individuals in the State College Borough.**

Prior to COVID-19, the most common basic needs issue in the Centre County community and in the State College Borough was related to housing. COVID-19 has exacerbated this issue and will likely continue to exacerbate this issue for years to come. In fiscal year 19-20, there was an unmet need equal to \$41,000. In 2019-2020, our

waiting list for the program ranged anywhere from 2 to 40 families. Typically, our waiting list was a result of lack of funds in the community. Each month, our partner charities would run out of funds leaving many clients waiting to be served. Since the beginning of the COVID-19 pandemic, we are fortunate to have an abundance of additional rent related funding sources including the Hamer Fund through the Centre County United Way, the CARES Rental Relief Program implemented by Centre County, charitable funds through the Centre County Covid-19 Response team (4CR), the Basic Needs fund through Centre Helps, and an increase in charitable funds available through our partnering faith-based organizations. All of these funds are to support client expenses directly. None of these new funding sources may be used for administration of the program. Currently, our waiting list is not due to lack of funds available but due to limited human resources. Centre Helps has funding for one full time Basic Needs Case Manager. The current and growing need warrants an additional case manager.

The closing and then very limited re-opening of local businesses has significantly impacted State College Borough residents. Many borough residents are or were employed by local service-industry businesses that are within walking distance from their homes. While borough residents represent 24% of last fiscal year's clientele, we have seen a significant increase in clients living in the borough. Currently, 70% of our waiting list consists of borough residents (7 out of 10 families). We expect this to be a persistent trend as businesses remain limited due to regulation AND as Penn State events continue to be canceled.

Helpline Services	FY 19-20		FY 18-19	
Total	10,009		6704	
Basic Needs	8,627	86%	5,795	86%
Other Needs	1382	14%	909	14%
Breakdown of Basic Needs				
Rent/Security Deposit	2,631	30%	2,030	35%
Shelter	777	9%	500	9%
Food	2,012	23%	1,252	22%
Other	3,984	38%	2,013	35%

2. Describe the proposed activity. Identify the organization, partners, staff, volunteers, etc. that will carry out the proposed project, those who will benefit directly from it and generally how the project will be carried out, including an estimated schedule.

Instructions for countywide and regional projects: If the project benefit is countywide, or serves those outside of State College Borough, grant guidelines require that the project cost be divided proportionally so that State College CDBG Entitlement funds benefit residents of State College Borough. Bellefonte Borough and Centre County are also bound by these guidelines.

Centre Helps requests \$20,000 in CDBG funding to support a part time Borough Basic Needs Case Manager (BNCM) as an addition to our Basic Needs Case Management program. The Borough Basic Needs Case Manager will work with the current Case Manager and serve as the expert on client needs and resources in the State College Borough. This addition will increase our capacity to serve State College borough residence and increase the impact of our program overall.

Who the program will serve: Anyone living in the borough who is struggling to meet basic needs for themselves or their families.

Needs that the program will address: The majority of the need to be addressed will be in relation to housing security and homelessness prevention. The case manager would source funds to prevent eviction or to secure permanent housing. The case manager would also provide extensive information and referral to meet a variety of needs related to food, shelter, utility, transportation or other concerns that impede an individuals' ability to meet their own basic needs.

Impact: The Borough Basic Needs Case Manager will work with individuals and families who are experiencing financial crisis. The goal of the program is to empower the client to modify spending, access affordable housing, and connect with all potentially helpful community resources available to them in order to prevent a more significant crisis. The program will prevent events such as eviction, homelessness, utility shut-off, and food insecurity, all of which lead to devastating and costly crises not only for the individual or family, but also the borough community at large.

Process:

- Centre Helps helpline staff would refer clients to the Borough Basic Needs Case Manager if they have a financial need of greater than \$400 OR they have exhausted all other resources provided by the helpline and still need financial assistance to support basic needs.
- The Borough BNCM would contact the client to schedule an intake appointment to be held either over the phone or in person. During the intake, the Borough BNCM would review the client's budget and request documentation to verify income, residency, and expenses. The BNCM would also provide emotional support, and information and referral for any other needs that the client may have, as well as make recommendations to the current budget to promote financial stability.
- After the intake, the Borough BNCM would advocate on behalf of the client to source funds to meet the need either through private partnering charities, public sources of funds, through Centre County or State College Borough, or other available funds.
 - Current partnering charities include St. Paul's United Methodist Church, St. Andrew's Episcopal Church, Good Shepherd Catholic Church, St. Vincent de Paul, State College Presbyterian Church, Calvary Church, University Baptist and Brethren Church, Interfaith Human Services, Salvation Army, Bellefonte Faith Center, Catholic Charities, The Hamer Fund, 4CR
- Funds packaged to meet the client need would be paid directly by Centre Helps or partnering charity to the biller (landlord, eclectic company, etc.)

Additionally, the Borough BNCM would work closely with Centre Helps' full time county BNCM and the Centre Helps Helpline staff to stay apprised of new programs and services that are available to clients. Please see the attached Borough Basic Needs Case Manager job description.

3. Project Budget:

Attach a written cost estimate, including any documents that provide budget justifications. Identify all funding sources that will contribute toward the project and indicate if the commitment of other funding is tentative or secured.

CDBG funds requested

\$ __\$25,000__

Please see attached budget.



BOROUGH BASIC NEEDS CASE MANAGER JOB DESCRIPTION

(part time, hourly position)

To provide support, advocacy, and information and referral services to individuals or families living in State College Borough who are seeking immediate financial assistance and/or a more manageable financial situation and represent Centre Helps in appropriate basic needs related collaborative work.

General Description:

The Basic Needs Case Manager's central responsibility is to provide services to help individuals and families attain a more sustainable economic, social, mental, and/or physical adjustment to their environment; and an essential first step toward this goal for each client is to assess and verify their needs.

Responsibilities include:

1. interviewing clients to obtain social histories
2. determining and verifying eligibility for program services
3. providing referral services with comprehensive information about agency programs
4. advocating on behalf of clients for services: assistance might include but should not be limited to payment arrangement advocacy, private financial assistance, health care needs, vocational and budget counseling, emotional support, and application for public assistance;
5. facilitating formulation and implementation of a written plan of action with the client
6. monitoring continued appropriateness of services and evaluating outcomes of service provision
7. conducting follow-ups to ensure client satisfaction and to collect outcomes data
8. providing short-term, supportive counseling to clients, including but not limited to budgeting and resource management
9. serve as a point person for case management contracts held with funding entities.

Basic Needs Case Management

FY 20-21

Program Revenue:

Status

State College Borough	\$25,000	requested
Centre County Government	\$23,390	contract pending
Centre County United Way	\$20,000	secured
Special Events / Fundraising	\$10,000	secured
	\$78,390	

Program Expenses:

Salaries and *Related Expenses		*includes payroll tax / benefits
<i>Full-Time County CM</i>	\$39,500	
<i>Part-Time Borough CM</i>	\$24,000	
<i>Other Centre Helps Staff support</i>	\$9,235	
Occupancy	\$5,655	
	\$78,390	