



## **HOMELESS ASSISTANCE PROGRAM**

# **SUPPLEMENTAL**

## **INSTRUCTIONS AND REQUIREMENTS**

# **For CARES Act Funds**

**July 2020**

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Governor**

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DHS has developed this Supplemental I&R to provide operational guidance pertaining to the use and reporting of the CARES Act federal HAP funds for the period March 15, 2020 to December 31, 2020.

The current HAP operational guidance applies to use of the federal CARES Act funds for HAP. The federal CARES Act HAP funds can be used alone or combined with state HAP funds if the client has the need. This document provides additional modifications and instruction applicable to the following areas of the HAP I&R:

- Section II HAP Service Component Descriptions
  - Rental Assistance
  - Bridge Housing
  
- Section IV Fiscal Responsibilities
  - Payments
  - Unexpended Funds
  - County Human Services Planning and Expenditure Report
  - Annual Client Data Report
  
- Section VI Resources and Income
  - Income

## **II. HAP SERVICE COMPONENT DESCRIPTIONS**

### **B. RENTAL ASSISTANCE**

#### **Eligibility**

*Any government assistance (federal, state, or local), including FEMA dollars, provided to clients for rental assistance, mortgage assistance, security deposit, and/or utility assistance (except for LIHEAP) during any 24-consecutive month period must be included when calculating the maximum amount of assistance the client may receive - \$1,000 (adult-only households) or \$1,500 (households with children).*

#### **Waiver for March 15, 2020 through December 31, 2020**

1. State HAP funds dispensed prior to March 15, 2020, will be waived so the clients may receive up to a maximum of \$1,000 for adult-only households or \$1,500 for families or households with children using federal CARES Act HAP funds.
2. State HAP funds dispensed after to March 15, 2020 – June 30, 2020, will be waived so the clients may receive up to a maximum of \$1,000 for adult-only households or \$1,500 for families or households with children using federal CARES Act HAP funds.
3. A client can qualify for HAP dispensed after July 1, up to a maximum of \$1,000 for adult-only households or \$1,500 for families or households with children using federal CARES Act HAP funds plus state HAP funding for up to a maximum of \$1,000 for adult-only households or \$1,500 for families or households with children. The county must use federal funds first, if the maximum amount is insufficient then the county may use state funds to make up the difference up to the maximum amount for state funds.
4. If a household requesting assistance includes an adult member who, within the past 24 months, received a rental assistance payment as a member of another household, the provider may issue a full payment to the household. A full payment could include both HAP funds and CARES Act HAP funds.
5. Counties should not use federal HAP funds to duplicate available services but can be used in addition to other services when necessary.

*Counties and service providers must establish poverty guidelines for determining eligibility. The maximum level for income eligibility must be between 100 percent and 200 percent of FPIGs. If a county chooses to set the maximum at 100 percent, then they will serve clients who are at or below 100 percent of FPIGs.*

## FPIGS for CARES Act Funds

Counties may set maximum level income limits for CARES Act Funds separately from the income limits used for state funds. The maximum level for income eligibility for CARES Act funds must be between 100 percent and 250 percent of FPIGs.

### **C. BRIDGE HOUSING**

*Any property purchased with Bridge Housing funds after Fiscal Year 1994-1995 must name the county as titleholder. The department must approve proposals for the purchase of real property and will establish allowable cost standards for real property on an individual project basis.*

## Using federal CARES Act funds

A county can combine the CARES Act HAP funds and state HAP funds to purchase Bridge Housing, but the portion of federal CARES Act dollars used must be greater than or equal to the amount of HAP State dollars used for the purchase.

## **V. FISCAL RESPONSIBILITIES**

### **C. Payments**

*The HAP allocation will be paid to counties in quarterly payments and will reflect one-quarter (1/4) of the annual allocation.*

## Federal CARES Act Funds

The federal CARES Act HAP allocation will be paid to counties in one installment on or about July 1, 2020.

### **F. Unexpended Funds**

*The department will review grants against actual expenditures at the end of the grant period.*

Federal CARES Act grant period is March 15, 2020 to December 31, 2020.

Funds unexpended by November 30, 2020 must be returned to the State and will be reallocated to counties based on need. Reallocated funds must be spent by December 31, 2020. Any unexpended funds after December 31, must be returned.

## **K. County Human Services Planning and Expenditure Reports**

*The Department of Human Services, Bureau of Financial Operations provides the reporting guidelines, templates, and reporting due dates to both block grant participating counties and non-block grant counties. Counties must make revisions to these plans through The Department of Human Services, Bureau of Financial Operations.*

### **Reporting Expenditures of CARES Act funds**

The Bureau of Financial Operations will provide reporting instructions and guidance. CARES Act funds must be reported separate from state fund use.

## **L. Annual Client Data Report**

*A county-summarized Client Data Report must be submitted to the HAP Program Manager annually. Counties must provide the Annual Client Data Report to the HAP Program Manager by July 31st of each year. The HAP Program Manager sends the report template to the counties each year prior to its due date. The HAP manager provides directions for completing the Client Data Report with the report template.*

### **County-summarized CARES Act HAP Client Data Report**

Counties must provide the CARES Act HAP Client Data Report to the HAP Program Manager by January 31, 2021. The HAP Program Manager sends the report template to the counties each year prior to its due date. The HAP manager provides directions for completing the Client Data Report with the report template.

## **VI. Resources and Income**

### **A. INCOME**

#### **Income DOES NOT include:**

- *The value of real and personal property, capital gains, a house, a car, or gifts.*
- *Non-cash benefits such as –*
  - *Employer or union-paid portion of health insurance or other employee fringe benefits.*
  - *Food or housing received in lieu of wages.*
  - *The value of food and fuel produced and consumed on farms.*
- *The imputed value of rent from owner occupied non-farm or farm housing.*
- *The imputed value of non-cash benefit programs such as Medicare, Medicaid, Supplemental Nutrition Assistance Program (SNAP), school lunches, Low-Income Home Energy Assistance Program(LIHEAP), and housing assistance.*
- *Federal Pandemic Unemployment (FPUC)*
- *Economic Impact Payment (EIP)*