



CERTIFICATION OF CAPACITY

HOME-ARP SUPPORTIVE SERVICES PROGRAM

APPLICANT NAME & DATE:
Lawrence County Social Services, Inc. July 19, 2024

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

A. Capacity and Experience Related to Proposed Activity(s)

Describe the *applicant's* experience and capacity to administer Supportive Services programs by completing the project/program experience tables. Describe specific types of programs/services/activities/projects the applicant administers or provides that are relevant to the objectives of the HOME-ARP Program. Be sure to provide sufficient details.

PROJECT/PROGRAM EXPERIENCE TABLES

1. PROGRAM NAME: 2022 Western Regional ESG	2. ACTIVITY/PROGRAM TYPE: HP, RR, ES, SO, HMIS, Admin	3. SOURCE OF FUNDS: DCED-ESG Grant
4. PROGRAM LOCATION: 17 Counties in Western PA	5. START-COMPLETION DATES & STATUS: 12/7/2022-6/6/2024-Completed	6. TOTAL PROJECT COSTS: \$1,333,164.72 (\$2,657,723 w/Match)
7. PROGRAM DESCRIPTION: <i>(Scope & complexity, significant accomplishments, issues or experience, etc.)</i> The Regional ESG Program provided financial assistance, rental assistance, supportive services/case management, emergency shelter and Street Outreach services to eligible households who were experiencing homelessness or facing eviction. LCSS delivered services in Lawrence County and contracted with experienced partners who served their local communities. LCSS served as the program administrator and worked to provide technical assistance, program oversight, approved program enrollments, paid out client related expenses directly, and compiled invoicing for DCED. The contract provided ESG services in 17 Counties through 14 agencies. This program has served over 1000 households through HP, RR, and SO activities. LCSS has fully expended this contract and is beginning the process of close out.		
8. PROGRAM REFERENCE: <i>(Contact Name, Phone & Email)</i> Kathy Presnar 724-658-7258 x1213 kpresnar@lccap.org Stacy Hawthorne 717-214-5322 shawthorne@pa.gov		

9. PROGRAM NAME: 2023 Western Regional ESG	10. ACTIVITY/PROGRAM TYPE: HP, RR, ES, SO, HMIS, Admin	11. SOURCE OF FUNDS: DCED-ESG Grant
12. PROGRAM LOCATION: 13 Counties in Western PA	13. START-COMPLETION DATES & STATUS: 1/26/2024-7/26/2024	14. TOTAL PROJECT COSTS: \$1,130,000 (\$2,260,000 w/Match)
15. PROGRAM DESCRIPTION: <i>(Scope & complexity, significant accomplishments, issues or experience, etc.)</i> The Regional ESG Program provides financial assistance, rental assistance, supportive services/case management, emergency shelter and Street Outreach services to eligible households who were experiencing homelessness or facing eviction. LCSS delivers services in Lawrence County and contracts with experienced partners who served their local communities. LCSS serves as the program administrator and works to provide technical assistance, program oversight, approves program enrollments, pays out client related expenses directly, and compiles invoicing for DCED. The contract provide ESG services in 13 Counties through 13 agencies. To date, program has served over 570 households through HP, RR, and SO activities.		
16. PROGRAM REFERENCE: <i>(Contact Name, Phone & Email)</i> Kathy Presnar 724-658-7258 x1213 kpresnar@lccap.org Stacy Hawthorne 717-214-5322 shawthorne@pa.gov		

B. List current staff positions and qualifications of individuals who will carry out the grant or project activities. Add additional rows as necessary. Positions must include the staff responsible for subrecipient agreements, environmental review, monitoring of subrecipients, invoicing, habitability and lead-based paint inspections, and reporting to DCED.

Department/Agency	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>
LCSS, Inc.	Program Director	ERR, Contracts, Invoicing, MOUs	24 years	15 hours
LCSS, Inc.	Program Coordinator	Tech. Assist., File Approvals, invoices	12 years	30 hours
LCSS & Contractors	Fiscal Specialist	Payroll, Invoices, Reports, Vendor Payments	10 years	5 hours
Contractors	Program Coordinator	Oversight, local approval, reporting	5 years	37.5 hours
LCSS & Contractors	Case Managers	Intake, Eligibility, Follow Up	3 years	37.5 hours
LCSS & Contractors	Housing Locators	Housing Location & Inspections	2 years	15 hours

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.

LCSS and its contractors have conducted habitability and lead based paint inspections since their introduction to HPRP programming in 2011. Staff utilize the forms recommended through the HUD Exchange. LCSS ensures that all persons conducting inspections have taken the HUD Visual Inspection training. Completion certificates are on file for staff conducting inspections.

D. Describe how the grantee will monitor the program and sub-recipients (if any) for compliance.

LCSS will monitor the program in several ways. LCSS conducts individual call with each contract monthly (at a minimum) to review files, address any deficiencies, answer questions, and discuss enrollments/performance. Additionally, LCSS has a quarterly reporting process for all contractors which reviews enrollment and spending benchmarks, addresses any questions for the providers, and reviews the contractors need to increase or decrease their contract based on their capacity and performance. LCSS program staff maintain excel workbooks for each of its funding sources which tracks all households served through that funding source, the amounts of assistance provided, and projections of spending. Further, LCSS sets up separate checking accounts and project codes for each contract awarded in order to ensure delineation between all funding sources.

Projected Performance Targets for HOME-ARP	Target Numbers
Total Number of Households Served in all Activities Proposed in this Application	1000
Mental Health	0
Housing Counseling	0
Transportation	200
Case Management	1000
Financial Assistance	500
Rental Assistance	1000