

**Policies and Procedures**  
**251 Carsonia Avenue**  
**Emergency Housing for Families**

The Redevelopment Authority of the County of Berks is the owner of the property. Berks Coalition to End Homelessness (BCEH) is the tenant. BCEH pays all rent, utilities, building insurance, etc.

A family must meet all eligibility requirements of the federal Emergency Solutions Grant (ESG) Program. An agency shall provide written documentation to BCEH of meeting these requirements prior to the family being allowed to occupy the house.

This is a 3-bedroom house, fully furnished, with washer/dryer and basic cable TV.

- Participants must be a family of at least 3 - but no more than 7 people.
- Participants are assessed by the requesting agency and are case managed by that agency.
- When a candidate family has been identified, the agency will contact BCEH.
- BCEH will provide a set of keys to the agency.
- Stays should be 30 days when possible, no more than 60 days.
- There will be basic food supplies upon program entry - but after that, gift cards will be provided for food on a weekly basis.
- Participants will sign a paper that they are responsible for maintaining the property in an orderly way - any damage is their responsibility.
- Participants are subject to the AGENCY rules, not BCEH's, such as attendance at required programs, curfews, exit plan, etc.
- Any disruption — illegal activity, noise disturbance, and property damage will be cause for program termination and immediate removal from the property.
- This is a no smoking building. Participants may smoke outside in the rear yard.

BCEH will check on the property weekly when not in use. When the property is in use, the agencies are responsible for checking on the property regularly.