

# COUNTY OF BUCKS DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD) 2024 HOMELESS SERVICES APPLICATION COVER SHEET

The homeless services application is intended to fund projects that address housing insecurity, affordable housing, and homelessness within Bucks County. Funding for awarded projects may be through American Rescue Plan Act Funds (ARP), Pennsylvania Housing Affordability and Rehabilitation Enhancement Funds (PHARE) or Community Development Block Grant CV (CDBG-CV) funds. Contract term length will be up to 2 years based on funding availability and project outcomes.

# **Application Rating Criteria**

The County will assess applications based on the following criteria:

- Application Completeness
- Project Eligibility and Goals
- Detailed Project Description/Service Plan
- Demonstrated Need/Justification of project
- Cost Effectiveness/Reasonableness of submitted budget proposal
- Experience in administering performance-based projects and effectively utilizing federal, state, and local funds
- Commitment to CoC and HMIS Participation
- Increased capacity of homeless service system through new providers, new services, or continuation of services ending due to CV funds
- Incorporation of Priority Projects as outlined below
- Project Outcomes and performance for renewal project applications
- Project sustainability plan to continue beyond funding term

# **Eligible Applicants**

New applicants that have not been previously funded through HCD are encouraged to apply. Eligible applicants include:

- Non-profit organizations that currently serve or will serve Bucks County residents
- Governmental organizations that currently serve or will serve Bucks County residents

# **Priority Projects**

While HCD will accept applications for all project types as outlined on the application, the following projects or project characteristics are considered a priority based on current CoC need:

- 1. Community based case management to support households recently exited from Housing Link programs yet requiring additional support or placed into housing with rental assistance but without case management.
- 2. Shared Housing models that increase the availability of affordable housing options for Category 1 households (see definitions).
- 3. High performing projects that maintain increased system capacity generated with previously awarded homeless services funding or other funding.
- 4. Organizations or projects that intend to apply a racial equity lens to the proposed project. Methodology must be clearly outlined.
- 5. Projects that include plans to integrate those with lived experience.
- 6. Supportive service projects that provides diversion to households seeking shelter entry.

# **Ineligible Activities/Projects**

In general, projects that do not sufficiently demonstrate need and/or an increase or addition of services are not eligible except for continuation of increased services from previously awarded applications. Acquisition, construction, and rehabilitation costs are not eligible activities for this application. Interest in such projects can be submitted to HCD separately for future consideration.

# **Application Timeline**

The projected timeline for this application is as follows, HCD reserves the right to change or extend any of these dates as needed. Any applications submitted after the due date will be considered for review only at the discretion of HCD.

Release Application April 8<sup>th</sup>

Application Informational Session April 22<sup>nd</sup> at 2PM

Deadline to Submit Questions May 17<sup>th</sup> by 5PM

Application Due Date June 17<sup>th</sup> by 5PM to HCD@buckscounty.org

Anticipated Award Notice August 16<sup>th</sup>-30<sup>th</sup>

If a provider intends to apply for multiple projects, separate applications must be completed and submitted for each project. Projects previously funded through the homeless services application (renewal projects) must complete renewal application. New projects must complete the new application form.

# **Application Sections**

Homeless Services Application

Appendix A – Definitions

Appendix B – Budget Template & Example Budget



# COUNTY OF BUCKS DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD) 2024 HOMELESS SERVICES APPLICATION – RENEWAL PROJECTS

Applicant Name:	-
Applicant EIN #:	
Applicant DUNs #:	
Applicant Address:	
Project Contact Person:	
Title:	_
Phone:	_
Email:	
	-
Project Name:	
Project Name:	
Project Location:	-
Funding Amount Requested:	
Applicant's Finance Official:	
Finance Official Email:	
Finance Official Phone:	
Applicant's Authorized Official:	
Authorized Official Title:	
Authorized Official Phone:	-
Authorized Official Email:	
If agency submits multiple applications, this project proposal is: Priority Second	lary

1. Project Type						
Indicate Project Type(s) that agency is applying for:						
Emergency Shelter Operations						
Emergency Shelter Case Management (essential services)						
Homeless Prevention						
Rapid Re-Housing						
Street Outreach						
Coordinated Entry related activities						
Transitional Housing						
Permanent Supportive Housing						
☐ Shared Housing						
Supportive Services (not including project types above)						
Innovative Solution List:						
2. Project Goals						
Indicate Project Goal(s). Select all that apply						
Improve access to stable, affordable housing for households experiencing homelessness						
Place more households experiencing homelessness directly into stable permanent housing						
Maintain or increase current program capacity  Reduce the number of households who become homeless/return to homelessness						
Increase/retain landlords willing to rent to households experiencing homelessness						
Increase street outreach supports or services for households experiencing homelessness						
Increase employment/income of households experiencing homelessness						
Increase diversity equity and inclusion in homeless housing programs or services						
Increase or improve other services for households experiencing homelessness (laundry, daycare, health,						
etc.)  Other:						
Under:						
Please choose one of the following:						
Goals are the same as the original project's goals Some goals have been changed based on outcomes						
All goals have been change based on outcomes						
3. Program Design and Performance (See Appendix A for definitions)						
a. Will this project target and primarily serve (choose all that apply):						
Category 1, "Literally Homeless" households						
Category 2, "At Imminent Risk of Homelessness" households						
Category 4, "Fleeing/Attempting to Flee Domestic Violence" households						
HUD At-Risk of Homelessness						
Other:						
·						

services application and provide their outcomes for the contract funded time period.	eless
c. Please list the project goals that were proposed in the renewal project's original homeless ser application and provide their outcomes for the contract funded time period.	<i>r</i> ices
d. Based on the performance indicator outcomes, project goals outcomes, and project spending, please pro a narrative on what, if any, the project would change to improve upon outcomes if renewal funding provided to continue the project?	

e. Provide narrative on any other proposed changes to the service activities of the project such as procedures, location and hours of operation, staffing, number of persons served, partnerships, etc.
f. Please describe the ways in which the organization incorporated the feedback of those with lived experience of homelessness into the program design and feedback obtained and utilized during program implementation.
g. Please outline how the organization will continue to center diversity, equity, and inclusion in the
development and operation of this project.

# **5. Project Budget** (See Appendix B for template)

Applicants must include as part of the application submission the attached budget template including all costs as outlined on the template that details annual costs for the proposed project. The budget template includes two tabs that must be completed:

- Tab 1: All non-personnel project costs
- Tab 2: All personnel project costs

The total from the two tabs equates to the total annual project budget and total funding request PER YEAR. Selected projects will be awarded either one year or two-year contracts. If a two-year contract is awarded, HCD will confirm year 2 annual costs prior to contract completion to create a total two-year budget.				
Please consider the following while preparing the budget:  • If the project goes over budget, does the applicant have funds available to contribute?  Yes No  Please note that if application is approved, the project budget becomes a binding part of the agreement between the agreement and the County, therefore the projected figures must be accurate.				
<ul> <li>If applying for administrative costs, does agency utilize an administrative/indirect cost allocation plan?</li> <li>If yes, agency must attach the plan to the application.</li> <li>Yes No</li> </ul>				
Total annual project budget:				
Total annual funding request:				
(i) Is the project a supplement to an existing service?  (ii) Is the activity currently supported with any other source of County funds?  Yes No				
Describe sustainability plan for the project after this funding ends. If not sustainable or sustainable at a smaller scale, please explain.				
Describe any matching funds, including in-kind, that will apply to this project, if any. If matching funds, please include in the project's budget (on excel).				

Would project be able to operate on a reduced budget if funding is not available to fully fund project?  ☐ Yes ☐ No					
If yes is checked, what is the minimum project budget that the project could operate on?					
(Organization may submit a minimum project budget for review in addition to proposed budget) HCD may reach out to discuss a revised budget if needed based on funding availability.					
Please provide narrative on any significant changes in the renewal project budget (i.e. adding staff member, reducing number of rental assistance units, adding other operating costs).					

# **6. Contract Requirements**

# **Audit**

Agencies receiving funding through this application are required to submit an independent audit on an annual basis. Agencies which spend \$750,000 or more in federal funds in a given year must meet federal financial auditing requirements, as documented in Super Circular 2 CFR 200 from the federal Office of Management and Budget: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200 main 02.tpl

## **Insurance Requirements**

Agencies will be required to provide evidence of general liability and property insurance naming the County of Bucks as an additional insured and as a loss payee under their policy. Other additional insurance requirements may apply.

# 7. Certifications

# **Application Content Certification** (required from all applicants)

Governing Body Certifies that all the information provided in this application is correct to the best of their knowledge.

#### **Nondiscrimination**

Governing Body certifies that it will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to:

- 1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- 2. Title IX of the Education Amendments of 1972, as amended (20 USC §§1681-1686), which prohibits discrimination on the basis of sex;
- 3. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794), which prohibits discrimination of the basis of handicaps;
- 4. the Age discrimination Act of 1975, as amended (42 USC §§ 6101-6107), which prohibits discrimination on the basis of age;
- 5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- 6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- 7. §§523 and 527 of the Public Health Service Act of 1912 (42 USC 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- 8. Title VIII of the Civil Rights Act of 1968 (42 USC §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- 9. Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
- 10. The requirements of any other nondiscrimination statute(s) which may apply to the application.

# **Equal Opportunity**

Section 109 of the Housing and Community Development Act of 1974, P.L. 93-383 (42 USC 5309) and the regulations issued pursuant thereto (24 CFR part 570.602), which provide that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under this Part.

#### **Fair Housing**

Title VIII of the Civil Rights Act of 1968, as amended by Fair Housing Amendments act of 1988 (42 USC 3601-20) and implementing regulations at 24 CFR part 100, which states that no person shall be subjected to discrimination because of race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising of dwellings, in the provision of brokerage services, or in the availability or residential real estate-related transactions; and requires that grantees administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing. Actions that the application or sub-recipient undertake to affirmatively further fair housing will be consistent with action identified in any locally adopted fair housing analysis.

# **Financial Requirements**

Governing Body assures that it will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984. Governing Body acknowledges that the Federal Programs will not be responsible for any project costs incurred <u>prior</u> to the full execution of a Sub-recipient Agreement.

#### **Procurement**

Governing Body acknowledges that the Department of Housing & Community Development must approve and verify that all procurement requirements have been meet in accordance with the Program Regulations. The Department of Housing & Community Development must approve any purchases or the awards of any contracts to be funded in full or in part with any funds granted through this application.

#### **Other Program Requirements**

Governing Body agrees that implementation of any project funded in full or in part will not proceed without full execution of the program requirements as described in the Sub-recipient Agreement. The Governing Body certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

#### **Conflict of Interest**

Governing Body certifies that no persons described as an employee, agent, consultant, officer, or elected official or appointed official of the governing body, or of any designated public agencies, or Sub-recipients which are receiving funds under a Sub-recipient Agreement, who exercise or have exercised any functions or responsibilities with respect to Community Development Block Grant Activities, HOME Activities or Emergency Shelter Activities, Emergency Rental Assistance Program, Coronavirus State and Local Fiscal Recovery Funds, and Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund activities assisted under a Sub-recipient Agreement; or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Please read the following Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611 and indicate your acceptance on the proceeding signature page.

#### 1. Applicability.

- a. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
- b. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its sub-recipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance(e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to § 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §§ 570.203, 570.204, 570.455, or 570.703(i)).
- 2. Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.
- 3. <u>Persons covered</u>. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part.
- 4. <u>Exceptions</u>. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirement of paragraph (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.
  - a. Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:
    - A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

- ii. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- b. Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:
  - i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
  - ii. Whether an opportunity was provided for open competitive bidding or negotiation;
  - iii. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
  - iv. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making
  - v. process with respect to the specific assisted activity in question;
  - vi. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
  - vii. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
  - viii. Any other relevant considerations.

I have read the attached Conflict of Interest Statements excerpted from the Code of Federal Regulations at 24 CFR 570.611, and I agree to abide by the principles embodied therein.

I do hereby certify that the information contained in this 2024 Homeless Services Application is complete and accurate to the best of my knowledge. I do also certify that if the information contained herein should change at any time, I will notify the Bucks County Department of Housing & Community Development of such change.

# 8. Application Attachments

Completed Budget (utilizing provided template) – required
Most recent Financial Statement or Audit Dated: required
Please attach any of the following only if they have changed since the previous application submission:
Certificate of Nonprofit Status (if applicable)
List of Board Members and Officers, Organizational Chart
Procurement Policy (if requesting funds for supplies)
Non-Discrimination Policy
Articles of Incorporation/Bylaws
Nonprofit Determination Letters – IRS and State Franchise Board
Agency Administrative/Indirect Cost Allocation Plan (if available)
Agency Vision and/or Mission Statement
Agency Statement on Diversity, Equity, and Inclusion (if available)
Job Descriptions of Key Project Personnel (Question 3.f.)

## **Homeless Management Information System (HMIS)**

A homeless management information system is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

#### **Comparable Database**

A relational database that meets all HMIS Data Standards and the minimum standards of HMIS privacy and security requirements. This must be used by a Victim Service Provider, a private nonprofit organization whose primary agency mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking.

#### **Tenant Based Rental Assistance**

Rental assistance in which the tenant may move from a dwelling unit with a right to continued assistance.

# **Transitional Housing**

A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months.

## **Shared Housing**

Two or more people who live in one permanent rental housing unit, sharing costs associated with maintaining housing such as rent and utilities. Each household typically will have a separate lease and at least their own bedroom space, which allows for utilization of multiple Section 8 vouchers. The overall size of the unit is dictated by the co-housing tenants' preferences, available income, and the cost of rent and utilities. Additional Program Development time is anticipated for any proposed shared housing model.

# Rapid Rehousing (RRH)

Permanent housing that provides short-term (up to three months) and medium-term (4-24 months) of tenant-based rental assistance and supportive services to households experiencing homelessness. RRH programs must offer participants supportive services to help them achieve long-term housing stability. Program participants are required to meet with a case manager at least monthly and should have access to a broad array of additional services to help them maintain housing. Services may be provided for up to 6 months after the rental assistance ends.

# **Permanent Supportive Housing (PSH)**

Permanent housing with indefinite leasing or rental assistance paired with intensive supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Program Development time is anticipated for any proposed PSH model.

#### **Homelessness Prevention**

Housing relocation and stabilization services as well as short- and medium-term rental assistance to prevent an individual or family from eviction and becoming homeless. Helps individuals and families at-risk of homelessness to maintain their existing housing or transition to new permanent housing.

#### Diversion

Diversion strategies and practices assist people to resolve their immediate housing crisis by accessing alternatives to entering emergency shelter or the experience of unsheltered living. This typically occurs at the point people request emergency services, such as entry into emergency shelter, or could take place in a day center or through outreach before a person spends a night unsheltered.

# **Operating Costs**

Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security, electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure.

# **Supportive Services**

Costs that address the special needs of program participants and are necessary to assist program participants obtain and maintain housing. Eligible costs include:

- Reasonable one-time moving costs including truck rental and moving company
- Case management including monitoring the delivery of services to program participants
- Childcare for children under the age of 13, unless disabled which can be up to 18
- Education services
- Employment assistance and job training
- Learning skills used to secure and retain a job
- Services that assist individuals in securing employment
- Food such as meals or groceries
- · Housing search and counseling services
- Mediation with property owners and landlords
- Credit counseling
- Payment of rental application fees
- Transportation and mileage
- Utility deposits
- Mental health or outpatient health services
- Costs of labor or supplies, and materials incurred by the subrecipient in directly providing supportive services to program participants

# **HUD Category 1, "Literally Homeless"**

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- 1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- 2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**
- 3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

# HUD Category 2, "At Imminent Risk of Homeless"

An individual or family who will imminently lose their primary nighttime residence, provided that:

- 1. Residence will be lost within 14 days of the date of application for homeless assistance;
- 2. No subsequent residence has been identified; and
- 3. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

*Note:* Includes individuals and families who are within 14 days of losing their housing, including housing they own, rent, are sharing with others, or are living in without paying rent.

# **HUD Category 4, "Fleeing Domestic Violence"**

Any individual or family who:

- 1. Is fleeing, or is attempting to flee, domestic violence;
- 2. Has no other residence; and
- 3. Lacks the resources or support networks to obtain other permanent housing

*Note:* For the purposes of this binder, "Domestic Violence" includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking).

			An individual or family who:
CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	J 7		(i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u>
			(ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition;  AND
			(iii) Meets one of the following conditions:
			(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u>
			(B)Is living in the home of another because of economic hardship; <u>OR</u>
		Individuals and Families	(C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
			(D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
			(E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
			(F) Is exiting a publicly funded institution or system of care; <u>OR</u>
			(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.