



**COUNTY OF BUCKS
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD)
2022 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. Initial contract term length will be up to 2 years with the potential of renewal up to 2 additional 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

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. Permanent Supportive Housing Components including Intensive case management for high acuity populations, rental assistance, and master leasing models (preferred). These components can be applied for separately (i.e. intensive case management only).
2. Community based case management to support Category 1 households residing in hotels, recently exited from Housing Link programs yet requiring additional support or placed into housing with rental assistance but without case management.
3. Shared Housing models that increase the availability of affordable housing options for Category 1 households (see definitions).
4. High performing projects that maintain increased system capacity generated with CV funding.
5. Organizations or projects that intend to apply a racial equity lens to the proposed project. Methodology must be clearly outlined.
6. Projects that include plans to integrate those with lived experience.

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 due to ending of CV funds. 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	September 16 th
Application Informational Session	September 29 th at 2PM
Deadline to Submit TA Request Form	October 6 th by 5PM to HCD@buckscounty.org
Deadline to Submit Questions	October 28 th by 5PM
Application Due Date	November 15 th by 5PM to HCD@buckscounty.org
Anticipated Award Notice	December 16 th

If a provider intends to apply for multiple projects, separate applications must be completed and submitted for each project.

Technical Assistance Availability

Organizations intending to submit project applications may request optional technical assistance in the following areas to support their application submission:

- Assistance determining target population(s) and defining the service plan/budget
- Identifying Key elements of programming and financial modeling
- Pre-recorded training outlining housing first model

A Technical Assistance (TA) Request Form (Appendix B) must be submitted to HCD@buckscounty.org by October 6th.

Application Sections

Homeless Services Application

Appendix A – Definitions

Appendix B – TA Request Form

Appendix C – Budget Template & Example Budget



**COUNTY OF BUCKS
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD)
2022 HOMELESS SERVICES APPLICATION**

Applicant Name: _____

Applicant EIN #: _____

Applicant DUNs #: _____

Applicant Address: _____

Project Contact Person: _____

Title: _____

Phone: _____

Email: _____

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 Secondary

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 once CV funding period ends
 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: _____

3. Program Design (See Appendix A for definitions)

a. Will this project target and primarily serve (choose all that apply):

Category 1, "Literally Homeless" households	<input type="checkbox"/>
Category 2, "At Imminent Risk of Homelessness" households	<input type="checkbox"/>
Category 4, "Fleeing/Attempting to Flee Domestic Violence" households	<input type="checkbox"/>
HUD At-Risk of Homelessness	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

b. Provide a narrative that details the service activities the proposed project will undertake to achieve the program's goals with the requested funds. Including the following:

- **Service Activity Plan for each activity to be provided**
- **Program location and hours of operation**
- **Program specific procedures**

c. Describe the population to be served, number of persons estimated to be served, and how outreach to that population will be conducted.

d. Identify 3-5 key performance indicators. Describe the key performance indicators, how they will be measured, and what outcomes that will be used to evaluate the success of the proposed project. Applicants are encouraged to have at least one of the indicators relate to diversity, equity, and inclusion. Please include anticipated benchmarks for 6 months, 1 year, 1.5 years, and 2 years.

e. Provide a brief timeline of the plan from implementation to completion. It is anticipated that projects will begin operating within 90 days of contract start date. Projects initiating an entirely new program model may be given more time for service initiation. Contracts will be awarded between December 2022 and February 2023.

f. Does the organization have capacity to implement the proposed project? Please describe the experience of the staff that would be assigned to the project as well as the organization's recent accomplishments.

g. Please indicate what technical assistance the organization would be interested in to further develop program if project is awarded (required):

- Supportive Housing Development (improving supportive housing services)**
- Operations/Property Management**
- Support Service Design**
- Staff Training (e.g., supervision, trauma-informed care, harm-reduction, etc.)**
- Coordinated Entry Process and Integration**
- HMIS / Data collecting**
- Integrating Diversity, Equity, and Inclusion**
- Fiscal Management**
- Other: Please Identify Other Desired TA: _____**

For any boxes checked, please describe additional information on technical assistance needed in this area.

h. If the organization is planning to partner with any other organization for development, operations, or services please provide a brief description of the partnership and how the roles will be defined for this project including any planned or existing MOU's or contractual agreements.

i. Please describe the ways in which the organization is incorporating the feedback of those with lived experience of homelessness into the program design.

j. Does the organization commit to operating the proposed program under a Housing First model (if applicable)?

Yes No N/A

If yes, describe the specific methods or best practices that will be utilized for a Housing First approach (*videos outlining key facets of a housing first approach available in the TA request form*)

k. Please outline how the organization will center diversity, equity, and inclusion in the development and operation of this project.

4. Data and Performance Management:

a. Is this project currently an active program or service in the county's HMIS system? Yes No

- If No, please describe the agency's technological ability to join the County's HMIS system.

* If you are a Domestic Violence Agency, is the project actively using a comparable database? Yes No

- If No, please describe the agency's technological ability to use a comparable database.

b. If an existing project, does it have any outstanding monitoring issues from the funding source(s)?

Yes No

- If yes, please comment on the status or steps your organization is taking toward resolution of these issues:

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 project budget and total funding request. 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 subrecipient and the County, therefore the projected figures must be accurate.

- If applying for administrative costs, does agency utilize an administrative/indirect cost allocation plan? If yes, agency must attach the plan to the application.

Yes No

Total project budget: _____

Total funding request: _____

(i) Is the project a supplement to an existing service? Yes No

(ii) Is the activity currently supported with any other source of County funds? Yes No

(iii) Was the activity previously supported (in the 12 months prior to the application due date) with any other source of County funds? Yes No

- If yes for (iii) or (iv), explain and list sources:

- Discuss the status of those funds and why new funds are now being sought:

Describe sustainability plan for the project. If not sustainable, 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.

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 prior 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 met 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 sub-recipients, 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. Persons covered. 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. Exceptions. 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:
 - i. 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 2022 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.

Authorized Official Signature

Date

Print Name/Title

Applicant Organizational Name

8. Application Attachments

Completed Budget (utilizing provided template)

Certificate of Nonprofit Status (if applicable)

List of Board Members and Officers, Organizational Chart

Procurement Policy (if requesting funds for supplies)

Non-Discrimination Policy

Most recent Financial Statement or Audit Dated: _____

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.)



**COUNTY OF BUCKS
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD)
2022 HOMELESS SERVICES APPLICATION DEFINITIONS – APPENDIX A**

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.

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

Administrative Costs

Costs include expenses related to the overall planning and execution of the project activities. This does not include staff and overhead costs directly related to carrying out the project activities. Eligible costs include:

- General management, oversight, and coordination
- Preparing program budgets and schedules
- Developing systems for assuring compliance with program requirements
- Monitoring program activities
- Preparing reports and other documents for the project
- Coordinating the resolution of audit and monitoring findings
- Other costs for goods and services required for administration of the program, including equipment, insurance, utilities, office supplies, and rental or maintenance of office space

[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).

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	An individual or family who: <ul style="list-style-type: none"> (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; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (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> (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; <u>OR</u> (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; <u>OR</u> (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; <u>OR</u> (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.



**COUNTY OF BUCKS
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (HCD)
2022 HOMELESS SERVICES APPLICATION TA REQUEST FORM – APPENDIX B**

Name of Organization: _____

Contact Person Name: _____

Email: _____

Phone: _____

Organizations intending to submit homeless services project applications may request optional technical assistance (TA) to support their application submission. TA will be provided by the HCD Department directly or by the Corporation for Supportive Housing, who has been engaged by HCD to provide technical assistance. This TA request form must be submitted to HCD@buckscounty.org by October 6th at 5PM.

Select which area(s) of technical assistance your organization would like to receive:

- Assistance determining target population(s) and defining the service plan/budget
- Identifying Key elements of programming and financial modeling
- Pre-recorded trainings outlining housing first model (*highly recommended for any agencies new to the housing first model*)

Provide brief overview of proposed project(s) and additional detail about the technical assistance needs in the selected areas (required):