



**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 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:	
<input type="checkbox"/> Emergency Shelter Operations <input type="checkbox"/> Emergency Shelter Case Management (essential services) <input type="checkbox"/> Homeless Prevention <input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> Street Outreach <input type="checkbox"/> Coordinated Entry related activities <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Permanent Supportive Housing <input type="checkbox"/> Shared Housing <input type="checkbox"/> Supportive Services (not including project types above) <input type="checkbox"/> Innovative Solution List: _____	

2. Project Goals	
Indicate Project Goal(s). Select all that apply	
<input type="checkbox"/> Improve access to stable, affordable housing for households experiencing homelessness <input type="checkbox"/> Place more households experiencing homelessness directly into stable permanent housing <input type="checkbox"/> Maintain or increase current program capacity <input type="checkbox"/> Reduce the number of households who become homeless/return to homelessness <input type="checkbox"/> Increase/retain landlords willing to rent to households experiencing homelessness <input type="checkbox"/> Increase street outreach supports or services for households experiencing homelessness <input type="checkbox"/> Increase employment/income of households experiencing homelessness <input type="checkbox"/> Increase diversity equity and inclusion in homeless housing programs or services <input type="checkbox"/> Increase or improve other services for households experiencing homelessness (laundry, daycare, health, etc.) <input type="checkbox"/> Other: _____	
Please choose one of the following:	
<input type="checkbox"/> Goals are the same as the original project's goals <input type="checkbox"/> Some goals have been changed based on outcomes <input type="checkbox"/> 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	<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. Please list the 3-5 key performance indicators that were proposed in the renewal project's original homeless services application and provide their outcomes for the contract funded time period.

c. Please list the project goals that were proposed in the renewal project's original homeless services application and provide their outcomes for the contract funded time period.

d. Based on the performance indicator outcomes, project goals outcomes, and project spending, please provide a narrative on what, if any, the project would change to improve upon outcomes if renewal funding was 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.

- 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 annual project budget: _____

Total annual 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

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 on 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 process with respect to the specific assisted activity in question;
 - v. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
 - vi. 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.

Authorized Official Signature

Date

Print Name/Title

Applicant Organizational Name

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.)