**Eastern PA Continuum of Care (PA-509)**

**FY2018 Permanent Housing Bonus**

**New Project Preliminary Application**

**Instructions:**

* This document is a “Form”. To enter text, click on the gray shaded area and begin typing. To indicate a check a response, click inside the shaded box  and an “X” will appear within the box - .
* All applications must be returned to [easterncoc@pennsylvaniacoc.org](mailto:easterncoc@pennsylvaniacoc.org) by COB on August 10.

|  |  |
| --- | --- |
| **Agency Name** |  |
| **Contact Person** |  |
| **Phone number** |  |
| **Email address** |  |

**1) Type of project for which you are applying:**

Permanent Supportive Housing project to serve Chronically Homeless Individuals or Families (PSH-chronic)

Rapid Rehousing for Homeless Individuals, Families, Youth

**2) Does the geography of the proposed project cover:**

single county  multiple counties  Coordinated Entry Referral Zone  RHAB

**3) Specifically, which county/ies do you intend to cover?** Check all that apply:

Adams

Bedford

Blair

Bradford

Cambria

Carbon

Centre

Clinton

Columbia

Cumberland

Franklin

Fulton

Huntingdon

Juniata

Lebanon

Lehigh

Lycoming

Mifflin

Montour

Monroe

Northampton

Northumberland

Perry

Pike

Schuylkill

Snyder

Somerset

Sullivan

Susquehanna

Tioga

Union

Wayne

Wyoming

**4) Does your organization have the capacity to operate this project in multiple**

**counties and/or throughout the entire RHAB?**  Yes  No

* If yes, please describe your organization’s capacity to operate the project throughout the entire region, including a description of any relationships you have with providers in the other counties and your/their ability to identify landlords in this larger area. If you have experience operating regional projects, this should also be included.

**5) Which of the following subpopulations do you plan to serve?** Check all that apply:

Chronically Homeless  Veterans  Families

Individuals/Couples  Youth (under age 25)

**6a) If PSH-Chronic application:**

* Do you plan to operate in a single site or scattered site?

Single site  Scattered site

* If single site, do you already own or have a long-term lease on a specific property?

Yes – own property  Yes – long-term property  No

* If yes, please describe the property. This description should include the layout, configuration – congregate, individual apartments, SRO units, etc. as well as other relevant details:
* Do you have relationships with landlords who would participate in your program?

Yes  No

* If yes, provide describe your experience in identifying housing opportunities, including landlord engagement practices:

**6b) If Rapid Re-housing application:**

* Do you have relationships with landlords who would participate in your program?

Yes  No

* If yes, provide describe your experience identifying housing opportunities, including landlord engagement practices:

**ALL PROJECTS:**

**7) Provide a general description of your proposed project.** This should include a clear and concise description of the scope of the project. The following information should be included in your description:

* community needs. Applicants are encouraged to provide local and/or regional data beyond the data reported through the annual PIT count.
* target population(s) to be served and experience working with that population and relevant best practices used by your organization
* estimated number of households to be served at a point in time
* estimated number of households to be served annually
* the reason why CoC Program support is required
* experience working with households experiencing homelessness, and in particular with the subpopulation you identified.
* experience using a housing first model.
  + Additionally, if you are proposing a Permanent Supportive Housing project, you must describe your experience working with households that meet HUD’s definition of chronically homeless.
  + Additionally, if you are proposing a Rapid Re-Housing project, you must describe your experience working to quickly move households from homelessness to permanent housing.
* project plan for addressing the identified housing and supportive service needs, including any agencies that you plan to partner/coordinate with to provide additional expertise. Community partners should be referenced, by name, along with a description of their role in the success of the project and the households served.
* projected project outcomes

**PROJECT DESCRIPTION (click on line to begin typing):**

**8) Provide a description of why the project type you are requesting is the best**

**intervention for meeting the above defined need.**

**9) Describe your organization’s experience conducting outreach and engaging**

**individuals and families living in an unsheltered situation.**

**10) Please indicate which of the following requirements you commit to follow:**

Use a Housing First approach

Comply with all CoC policies and HUD regulations and notices. This includes

compliance with Fair Housing; Prohibition against involuntary family separation;

designate a staff person to ensure children are engaged with educational

programming (for projects that serve families); HUD’s Equal Access to Housing Rule

and Equal Access in Accordance with Gender Identity Final Rule; and any other

terms and conditions within the NOFA.

Assist participants with Mainstream Benefits: (must provide all of the following)

Provide transportation assistance to attend mainstream benefit

appointments, employment training or jobs

Use a single application form for four or more mainstream programs

(example DHS’s COMPASS)

Conduct annual follow-up appointments with participants to ensure

mainstream benefits are received and renewed

Provide access to SSI/SSDI technical assistance provided by the applicant,

a subrecipient or partner agency

Utilize a SOAR trained individual to provide this technical assistance

Participate in *Connect to Home*, the Eastern PA Coordinated Entry System

Follow the CoC’s written standards for providing assistance, once completed

Enter data into PA-HMIS (or DV comparable database, if victim services provider)

Participate in and attend meetings of the RHAB and CoC

**11) Do you anticipate hiring a case manager to provide services to the population**

**being served?**  Yes  No

* If yes, provide the number of FTEs:
* Provide the expected case management ratio to be used:
* Describe your organization’s philosophy or approach to case management services. This should include the frequency of appointments, including the frequency of appointments within the program participant’s home:

**12) How will you ensure this project provides client-centered and culturally**

**competent services? Please reference any policies, training, relevant**

**experience, etc.**

**13) Describe your experience in administering a program similar to the one that**

**you are proposing. This description should include:**

* Experience effectively utilizing federal funds and performing the described services within given funding and time limitations
* Experience leveraging other federal, state, local and/or private sector funding
* Description of the program management and financial account system that will be used to administer the grant
* Any unresolved monitoring or audit findings from HUD, DCED, the Office of the Inspector General

**ORGANIZATIONAL CAPACITY (click on line to begin typing):**

**14) Does your organization have any unresolved monitoring or audit findings for**

**any HUD grants (including ESG)?** Yes  No. If yes, please explain.

**15) Proposed budget (enter budget information in the below templates)**

For a list and description of eligible cost, please refer to the Continuum of Care

regulations at 24 CFR Part 578, Subpart D – Program Components & Eligible Costs

**HOUSING COSTS:**

Operations, Rental Assistance or Leasing

**OPERATIONS - If operations, complete the below chart:**

|  |  |  |
| --- | --- | --- |
| **PROGRAM COMPONENT** | **REQUESTED BUDGET** | **DESCRIPTION OF USE** |
| Maintenance and repair | $ |  |
| Property taxes and insurance | $ |  |
| Reserves for replacement of major systems | $ |  |
| Building security | $ |  |
| Electric, gas and water | $ |  |
| Furniture | $ |  |
| Equipment | $ |  |
| TOTAL OPERATING BUDGET | $ | |

**RENTAL ASSISTANCE OF LEASING (USING FAIR MARKET RENTS) – If using Fair Market Rents, complete the below chart for each County included in this project.**

**\* To find Fair Market Rents (FMR) in your community, please reference the attached chart, which reflects 2017 Fair Market Rent levels. This is what is used within HUD’s FY2018 New Project Application.**

* Project will be structured as:  Rental Assistance or  Leasing

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COUNTY:** | | | | | | | |
| **Size of Units** | **# of Units** |  | **Fair Market Rent\*** |  | **12 months** |  | **Request** |
| SRO |  | x |  | x | 12 | = | $ |
| 0 Bedroom |  | x |  | x | 12 | = | $ |
| 1 Bedroom |  | x |  | x | 12 | = | $ |
| 2 Bedrooms |  | x |  | x | 12 | = | $ |
| 3 Bedrooms |  | x |  | x | 12 | = | $ |
| 4 Bedrooms |  | x |  | x | 12 | = | $ |
| 5 Bedrooms |  | x |  | x | 12 | = | $ |
| **TOTAL** | | | | | | **$** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COUNTY 2 (if needed):** | | | | | | | |
| **Size of Units** | **# of Units** |  | **Fair Market Rent\*** |  | **12 months** |  | **Request** |
| SRO |  | x |  | x | 12 | = | $ |
| 0 Bedroom |  | x |  | x | 12 | = | $ |
| 1 Bedroom |  | x |  | x | 12 | = | $ |
| 2 Bedrooms |  | x |  | x | 12 | = | $ |
| 3 Bedrooms |  | x |  | x | 12 | = | $ |
| 4 Bedrooms |  | x |  | x | 12 | = | $ |
| 5 Bedrooms |  | x |  | x | 12 | = | $ |
| **TOTAL** | | | | | | **$** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COUNTY 3 (if needed):** | | | | | | | |
| **Size of Units** | **# of Units** |  | **Fair Market Rent\*** |  | **12 months** |  | **Request** |
| SRO |  | x |  | x | 12 | = | $ |
| 0 Bedroom |  | x |  | x | 12 | = | $ |
| 1 Bedroom |  | x |  | x | 12 | = | $ |
| 2 Bedrooms |  | x |  | x | 12 | = | $ |
| 3 Bedrooms |  | x |  | x | 12 | = | $ |
| 4 Bedrooms |  | x |  | x | 12 | = | $ |
| 5 Bedrooms |  | x |  | x | 12 | = | $ |
| **TOTAL** | | | | | | **$** | |
| **COUNTY 4 (if needed):** | | | | | | | |
| **Size of Units** | **# of Units** |  | **Fair Market Rent\*** |  | **12 months** |  | **Request** |
| SRO |  | x |  | x | 12 | = | $ |
| 0 Bedroom |  | x |  | x | 12 | = | $ |
| 1 Bedroom |  | x |  | x | 12 | = | $ |
| 2 Bedrooms |  | x |  | x | 12 | = | $ |
| 3 Bedrooms |  | x |  | x | 12 | = | $ |
| 4 Bedrooms |  | x |  | x | 12 | = | $ |
| 5 Bedrooms |  | x |  | x | 12 | = | $ |
| **TOTAL** | | | | | | **$** | |

**LEASING SINGLE STRUCTURE**

**Requested Leasing Budget:** $     

**Description of requested costs:**

**SUPPORTIVE SERVICES COSTS**

|  |  |  |
| --- | --- | --- |
| **PROGRAM COMPONENT** | **REQUESTED BUDGET** | **DESCRIPTION OF USE** |
| Annual Assessment of Service Needs | $ |  |
| Assistance with moving costs | $ |  |
| Case management | $ |  |
| Housing search and counseling services | $ |  |
| Outreach services | $ |  |
| Transportation | $ |  |
| Utility deposits | $ |  |
| Direct provision of services | $ |  |
| \*\*Child care | $ |  |
| \*\*Education services | $ |  |
| \*\*Employment assistance and job training | $ |  |
| \*\*Food | $ |  |
| \*\*Legal services | $ |  |
| \*\*Life skills training | $ |  |
| \*\*Mental health services | $ |  |
| \*\*Outpatient health services | $ |  |
| \*\*Substance abuse treatment services | $ |  |
| **Supportive Services Total** | **$** | |

\*\*If supportive service dollars are requested for child care, education services, employment assistance and job training, food, legal services, life skills training, outpatient health services, or substance abuse treatment services, please indicate why these services cannot be leveraged. If leveraged through a MOU, these services can count towards your required match commitment.

**ADMINISTRATIVE COSTS**

**Requested Budget:** (cannot exceed 10% of total grant)$     

**If you are proposing a regional project, please describe how the admin will be shared/used:**

**If you are proposing administrative costs in excess of 6% for a project covering a single county, please describe this necessity.**

**MATCH**

**A match of 25% is required for all funds, with the exception of leasing. Match can be in-kind or cash. Please indicate your anticipated source(s) of matching funds:**

**Name/ Signature and Title of Responsible Party:**

**Eastern PA CoC: Final FY2017 Fair Market Rent (FMR)**

(2017 FMR is to be used within the FY2018 New Project Application)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Locality Name** | **SRO unit** | **Efficiency/ 0 bedroom** | **One-Bedroom** | **Two-Bedroom** | **Three-Bedroom** | **Four-Bedroom** |
| [Adams County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4200199999&year=2017&selection_type=county&fmrtype=Final) | $470 | $626 | $680 | $874 | $1,165 | $1,292 |
| [Bedford County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4200999999&year=2017&selection_type=county&fmrtype=Final) | $422 | $563 | $583 | $681 | $852 | $1,006 |
| [Blair County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4201399999&year=2017&selection_type=county&fmrtype=Final) | $415 | $553 | $589 | $725 | $907 | $1,025 |
| [Bradford County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4201599999&year=2017&selection_type=county&fmrtype=Final) | $401 | $534 | $538 | $715 | $1,010 | $1,021 |
| [Cambria County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4202199999&year=2017&selection_type=county&fmrtype=Final) | $404 | $538 | $559 | $681 | $870 | $939 |
| [Carbon County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4202599999&year=2017&selection_type=county&fmrtype=Final) | $494 | $659 | $815 | $1,038 | $1,332 | $1,431 |
| [Centre County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4202799999&year=2017&selection_type=county&fmrtype=Final) | $582 | $776 | $777 | $940 | $1,305 | $1,312 |
| [Clinton County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4203599999&year=2017&selection_type=county&fmrtype=Final) | $428 | $571 | $575 | $764 | $956 | $1,207 |
| [Columbia County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4203799999&year=2017&selection_type=county&fmrtype=Final) | $452 | $603 | $671 | $831 | $1,055 | $1,364 |
| [Cumberland County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4204199999&year=2017&selection_type=county&fmrtype=Final) | $457 | $609 | $737 | $918 | $1,181 | $1,265 |
| [Franklin County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4205599999&year=2017&selection_type=county&fmrtype=Final) | $404 | $538 | $638 | $848 | $1,093 | $1,177 |
| [Fulton County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4205799999&year=2017&selection_type=county&fmrtype=Final) | $388 | $517 | $590 | $681 | $899 | $995 |
| [Huntingdon County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4206199999&year=2017&selection_type=county&fmrtype=Final) | $413 | $551 | $554 | $681 | $921 | $953 |
| [Juniata County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4206799999&year=2017&selection_type=county&fmrtype=Final) | $383 | $511 | $543 | $681 | $853 | $939 |
| [Lebanon County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4207599999&year=2017&selection_type=county&fmrtype=Final) | $457 | $609 | $613 | $779 | $1,022 | $1,212 |
| [Lehigh County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4207799999&year=2017&selection_type=county&fmrtype=Final) | $494 | $659 | $815 | $1,038 | $1,332 | $1,431 |
| [Lycoming County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4208199999&year=2017&selection_type=county&fmrtype=Final) | $509 | $679 | $683 | $835 | $1,124 | $1,151 |
| [Mifflin County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4208799999&year=2017&selection_type=county&fmrtype=Final) | $407 | $542 | $546 | $681 | $885 | $939 |
| [Monroe County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4208999999&year=2017&selection_type=county&fmrtype=Final) | $625 | $833 | $943 | $1,192 | $1,643 | $1,769 |
| [Montour County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4209399999&year=2017&selection_type=county&fmrtype=Final) | $518 | $691 | $747 | $980 | $1,226 | $1,351 |
| [Northampton County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4209599999&year=2017&selection_type=county&fmrtype=Final) | $494 | $659 | $815 | $1,038 | $1,332 | $1,431 |
| [Northumberland County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4209799999&year=2017&selection_type=county&fmrtype=Final) | $368 | $491 | $557 | $705 | $910 | $972 |
| [Perry County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4209999999&year=2017&selection_type=county&fmrtype=Final) | $457 | $609 | $737 | $918 | $1,181 | $1,265 |
| [Pike County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4210399999&year=2017&selection_type=county&fmrtype=Final) | $545 | $726 | $861 | $1,144 | $1,618 | $1,783 |
| [Schuylkill County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4210799999&year=2017&selection_type=county&fmrtype=Final) | $450 | $600 | $604 | $745 | $1,008 | $1,039 |
| [Snyder County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4210999999&year=2017&selection_type=county&fmrtype=Final) | $425 | $567 | $595 | $747 | $935 | $1,055 |
| [Somerset County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4211199999&year=2017&selection_type=county&fmrtype=Final) | $368 | $490 | $527 | $681 | $919 | $940 |
| [Sullivan County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4211399999&year=2017&selection_type=county&fmrtype=Final) | $359 | $479 | $550 | $681 | $991 | $1,159 |
| [Susquehanna County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4211599999&year=2017&selection_type=county&fmrtype=Final) | $461 | $615 | $618 | $758 | $990 | $1,119 |
| [Tioga County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4211799999&year=2017&selection_type=county&fmrtype=Final) | $361 | $481 | $645 | $746 | $1,009 | $1,211 |
| [Union County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4211999999&year=2017&selection_type=county&fmrtype=Final) | $440 | $587 | $591 | $785 | $1,083 | $1,095 |
| [Wayne County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4212799999&year=2017&selection_type=county&fmrtype=Final) | $385 | $513 | $700 | $808 | $1,110 | $1,114 |
| [Wyoming County](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2017_code/2017summary.odn?fips=4213199999&year=2017&selection_type=county&fmrtype=Final) | $415 | $553 | $657 | $802 | $1,037 | $1,202 |