

**HORSHAM TOWNSHIP AUTHORITY
FOR NAS-JRB (HLRA)
OFFICIAL NOTICE**

**INSTRUCTIONS FOR COMPLETING NOTICE OF INTEREST
AVAILABILITY OF SURPLUS FEDERAL PROPERTY TO STATE AND LOCAL
ELIGIBLE PARTIES, INCLUDING HOMELESS SERVICE PROVIDERS**

A. NOTICE OF INTEREST CONTENTS

Notice of Interest should be made according to the specifications set forth in this section (as applicable), both for content and sequence.

Each Notice of Interest for Homeless Assistance or other Public Benefit Conveyances should include the following (as applicable):

I. ORGANIZATIONAL PROFILE

1. Legal name of government entity or non-profit institution requesting use of buildings or property at the offsite housing of NAS JRB Willow Grove.

Bucks County Housing Group, Inc. (BCHG)

2. Address and telephone number of applicant.

Bucks County Housing
Group, Inc.
2324 Second Street Pike,
Suite 17
Wrightstown, PA 18940.
215-598-3566 Fax 215-
598-9812

3. Name and title of contact person.

Nancy Szamborski
Executive Director
Bucks County Housing
Group, Inc.
215-598-3566 ext. 116;
nszamborski@bchg.org

4. Name and title of person(s) authorized to complete purchase, and/or execute any lease or agreements. Attach a copy of the legal authority permitting these persons to complete such transactions.

Nancy Szamborski, Executive Director, Bucks County Housing Group

5. Statement regarding whether applicant is state, political sub-division of state or private non-profit, tax exempt organization under Section 501(c)(3) of the 1986 Internal Revenue Code. If applicant is a private not-for-profit entity, attach a copy of the IRS recognition of its Section 501(c)(3) exemption status.

Bucks County Housing Group, Inc. is a tax exempt organization under Section 501 (c) 3 of the 1986 Internal Revenue Code.

6. A copy of the document showing statutory or legal authority under which the applicant is authorized by law to acquire and hold title to property or to lease property.

See Initial NOI

7. For applicants other than public agencies:

a) A description of the organization, year founded and brief history, major accomplishments and organizational goals.

Bucks County Housing Group (BCHG)

BCHG works to advance the interests of people with low-moderate income and people in crisis by providing affordable housing and related social services, and is the largest homeless service provider in the area. BCHG opened the first homeless shelter in Bucks County in 1979. Now, BCHG provides the largest number of homeless shelter beds in the County – supplying 190 of the county’s 367 family homeless beds, including emergency and transitional housing.

In 2008, BCHG assisted 364 homeless individuals (233 children and 131 adults), including 117 families. In 2010, BCHG assisted 380 homeless individuals (240 children and 140 adults), including 120 families. During the past year, four babies were born in the homeless shelter facilities BCHG operates. In 2008 BCHG’s 3 Community Food Pantries recorded over 30,000 visits by nearly 5,000 families. This represented a 40% increase over 2007. During 2010 the food pantries served over 1000 households each month, including 250-300 elderly. The food pantries are staffed by volunteers and supported by community food drives which collected over 300 tons of food to supplement government food purchases.

BCHG operates five supportive housing programs, in Doylestown, Morrisville, Penndel, Milford Square and Bensalem. (The Bensalem program represents the housing component of a collaborative partnership with St. Mary Medical Center’s Family Resource Center.) BCHG also operates two transitional housing programs, three community Food Pantry programs, and owns and manages three apartment complexes (in Bristol, Fountainville, and Morrisville) and six other apartments at sites scattered throughout Bucks County. The organization offers a Rapid Re-Housing program, as well as comprehensive housing counseling at several sites. BCHG staff members serve in leadership roles locally, including co-chair of the Bucks County Continuum of Care.

BCHG has demonstrated creativity and long-term viability in serving the homeless and low-income population in Bucks County. The cornerstone program of the organization is the Supportive Housing Shelter Program. BCHG opened the first homeless shelter in 1979 in Penndel. At the program’s inception the goal was to provide short-term housing. BCHG founders quickly realized that the clients being served needed more assistance than a place to live short-term; in fact staff recognized that clients would lapse

back into homelessness unless five other contributing conditions were addressed. These conditions were and remain: living wage employment, reliable transportation, affordable childcare, access to education in order to increase earning potential and affordable housing. All of the work BCHG has done over the last 30 years has been to effectively and successfully address these needs so that client families can reach the goal of permanent housing and financial stability.

BCHG advocated for additional programming with other state agencies and the Department of Public Welfare. In 1984, BCHG was awarded a Bridge Housing contract to launch a cooperative venture with the County's Children and Youth agency. This early example of program collaboration was so innovative; it received the Public Welfare Foundation's national award for creativity in 1986. BCHG Bridge Housing Program has since become the model for many bridge/transitional programs because of its ability to effectively combine the efforts of large, public agencies with those of small, private agencies.

BCHG's Supportive Housing Program (SHP) is the foundation from which client families can begin to change the direction of their lives. BCHG operates four shelters serving a total of 32 families and partners with St. Mary Medical Center in Langhorne to provide transitional housing and case management services to another 20 families. At the core of the Shelter Program is the extensive case management module. Client families, while self directed, meet with an on-site case manager bi-weekly to plan and implement steps to successfully meet the goal of finding and maintaining permanent housing. While residing at the shelters, clients receive support from volunteer community members through well developed volunteer programs which address the needs of children and adults alike. BCHG has an 83% client success rate; families are able to obtain and then maintain housing once they leave the shelter.

In conjunction with several organizations from Philadelphia and Pittsburgh, BCHG advocated for a state-assisted mortgage program that would respond to the increase in the number of foreclosures in our region. The Homeowner's Emergency Mortgage Assistance Program (HEMAP) was developed in 1984, and is the only program focusing on foreclosure issues of its kind in the country. With the HEMAP program underway, BCHG advocated for the development of programs to assist first-time homebuyers to secure their mortgages. With the support of other advocacy groups and the Pennsylvania Low Income Housing Coalition, former U.S. Congressman Jim Greenwood and several other Philadelphia area officials passed legislation establishing a county housing trust fund for this purpose. Bucks County was the first county to implement the fund in the Commonwealth.

BCHG's proposal to develop its First-Time Homebuyer's Program has been supported by the county each year since the trust fund's implementation. The unique First-Time Homebuyers Boot Camp program is a 6-month support group session for people who need additional assistance in evaluating their credit, actively saving towards a home, and learning the home purchase process. This program has been nominated for a national award through the National Association of Realtors® for promoting homeownership training for minorities. In 2010 the BCHG's housing counseling department provided counseling services to nearly 500 households, and conducted 34 workshops and group training sessions.

The ability to innovatively respond to the complex needs of the homeless and low-income families of the county is BCHG's hallmark. BCHG responded to the lack of affordable rental housing in the county by developing rental housing. Since 1984, BCHG has purchased three rental properties, two located in the lower part of the county, and one in central Bucks, for a total of 75 rental units. There are also six apartments scattered throughout Bucks County. BCHG provided services to 223 tenants – often families with Section 8 certificates. Additionally, special projects have been developed to respond to specific challenges. In 2008, the Wheelz2Work transportation program provided 21 donated vehicles, valued at

\$42,060, to program clients pursuing education and employment who were struggling with reliable and accessible transportation.

In 2010 BCHG created a shared living program for single individuals (including homeless persons) served by the behavioral health system. Currently there are 9 participants at 3 rental sites. BCHG helped organize and coordinate Bucks County's first Homeless Veterans Stand Down event, and will provide services for a 40-unit low-income housing complex for disabled veteran households scheduled to be built in 2012 by a partner organization.

BCHG has identified several organizational goals:

- Expansion of property ownership through real estate development. This would enable BCHG to provide more units of affordable housing, which has been a significant need in Bucks County for over five years. Furthermore, BCHG would like to partner with other housing agencies such as Habitat for Humanity and Interfaith Housing Inc. to develop mixed-use properties.
- Continue partnering with area mental health agencies providing housing counseling services for young people aging out of foster care, veterans, and the developmentally handicapped.
- Remain actively involved in the Bucks County 10 Year Plan to End Homelessness and is committed to assisting all involved to produce a working document which can be presented to the office of Housing and Urban Development (HUD).

b) A listing of all principals in the organization and any proposed on-site program managers who would participate in management activities of any proposed program. Provide appropriate credentials, as well as a description of previous related experience.

Bucks County Housing Group

Nancy Szamborski, MS, Executive Director

Executive Director Nancy Szamborski joined Bucks County Housing Group in January of 2008. Ms. Szamborski has a 24-year background in housing management, extensive experience in human services and top-notch credentials in real estate brokerage and property management. Her career portfolio includes work with military housing, social work, and government management. Most recently, she served as Director of Housing for the military at Naval Air Station Joint Reserve Base Willow Grove.

Ms. Szamborski worked closely with Montgomery County and Bucks County's first-time homebuyer programs, providing non-proprietary education for active duty and reserve military personnel. She also managed the military housing allowance (BAH) data collection on behalf of all of the military services from 1998-2008 for the 10-county Philadelphia-New Jersey-Delaware metropolitan area. Ms. Szamborski established the NAS JRB Willow Grove military housing office as DOD's only licensed real estate brokerage.

Besides her military work, Ms. Szamborski has a background as a caseworker, therapist, and manager with a number of social service agencies and facilities, including welfare, child welfare, corrections, psychiatric hospitals, and the Social Security Administration. She is an active member of several professional housing and real estate organizations and numerous committees.

Ms. Szamborski holds a BA in Psychology and a BA in Social Welfare from Penn State University, and an MS in Organization and Management from LaSalle University. A licensed real estate broker, she is also a Graduate, Realtors® Institute – GRI®, as well as a Certified Property Manager – CPM®, Real Property Administrator – RPA®, and Housing Development Finance Professional.

Arlene Goldbach, Chief operating Officer

Ms. Goldbach oversees the daily financial and internal operations for the entire organization. Ms. Goldbach joined Housing Group in 1996. Ms. Goldbach worked in the banking industry for 33 years, where she progressed from a teller position to the title of Executive Vice-President. Ms. Goldbach graduated magna cum laude from Temple University in 1989 with a Bachelor's degree in Business Administration.

Alison Poole, MSW, Director of Social Services

Ms. Poole oversees the Supportive Housing Programs including all the shelters, and the Bridge/Transitional Program. She has more than 12 years professional experience working in the social services in the areas of direct practice, management, policy and consultation, including more than 6 years of program management experience. She has more than 10 years experience working in the homeless services field. Ms. Poole has BA in Political Science and Black Studies from SUNY Buffalo, NY and an MSW from the University of Pennsylvania. Ms. Poole joined BCHG in May of 2008.

Margaret (Meg) Quinn, Property/Rental Manager

Ms. Quinn has been with the Bucks County Housing Group since July 2005 as the Rental/Property and Project Manager. She holds credentials as an Accredited Residential Manager (ARM) ® and a Fair Housing Coordinator (FHC) through the Institute for Real Estate Management (IREM) and PennDelAHMA (Pennsylvania Delaware Affordable Housing Management Association). Ms. Quinn currently manages eight rental and supportive housing properties, in addition to work on all aspects of renovation projects funded through private, state and federal grants.

Melissa Mantz, Development Office

Ms. Mantz joined Housing Group in 1999 as a Volunteer Coordinator at the Doylestown Homeless Shelter, one of the five shelters operated by Housing Group. In 2002 Ms. Mantz moved to the position of Development Coordinator for Social Services. In 2004 Ms. Mantz became Development Officer for the organization. Ms. Mantz is responsible for marketing, grant writing, donor solicitation and stewardship.

Sherry Pace, Manager of Housing Counseling Services

Ms. Pace joined BCHG in March of 1999 as a full-time pre-mortgage counselor. She holds housing counseling certifications for either pre-purchase or loss prevention awarded by American Homeowner Education and Counseling Training Institute (AHECTI) 2001, Homeownership Counseling Association of the Delaware Valley (HCADV) in 1999 – recertified in 2006, and PHFA Comprehensive Housing Counseling Initiative/Rural Development and HEMAP in 2005 and 2007 respectively. She also holds an Associate's Degree in Liberal Arts from Montgomery County Community College.

c) An organizational chart for the organization.

Bucks County Housing Group – see July 2009 NOI

d) Guidelines of personnel procedures for recruiting, affirmative action and equal opportunity outreach, resident hiring, personnel selection, training, evaluation and discipline.

See July 2009 NOI

- e) Provide organization's connection to the community and the community interest that will be served.

Bucks County Housing Group

BCHG is the largest social service agency serving homeless and low-income families in Bucks County. Since opening the first homeless shelter in the county in 1979, BCHG has provided necessary leadership around all issues pertaining to affordable housing for families with low to low-moderate income as well as those families who are homeless. BCHG has partnered or continues to partner with every social service agency in the county. BCHG has also partnered with United Way of Bucks County for over 20 years. Furthermore, BCHG has a strong presence with county entities including the Bucks County Commissioners, the Bucks County Department of Community Development and the Bucks County Department of Health and Human Services. BCHG enjoys a working relationship with both PA State Representatives and PA State Senators who serve BCHG service areas. BCHG has historically worked closely with the sitting representative of the 8th Congressional District with great success.

This plan will provide a facility for BCHG to provide homeless services to replace an inadequate rented facility. BCHG will also have the capacity to host CoC meetings and trainings for other homeless services providers.

8. A copy of current – constitution/charter/by-laws or Articles of Incorporation as appropriate.
See July 2009 NOI

PROPOSED PROGRAM

1. A detailed narrative description of the proposed use of the property or building.

1. Provide for the conveyance of property at Jacksonville road to Bucks County Housing Group for redevelopment as BCHG's office. Currently, BCHG operates out of a rented office space that is inadequate for its needs. The facility lacks classroom and conferencing space, and BCHG must frequently rent or borrow space for its homeless programs and services. Staff currently share space and must rotate scheduling in order to ensure client privacy for case management and counseling services. The current facility also lacks storage for donations, clothing and food drives for the community pantries. A new building designed for homeless services will allow better service delivery and more productive use of resources. Utilization of support spaces will enable BCHG to receive, store, sort, and distribute donations. Specific homeless services and activities that will be performed on the site are:
- HUD Emergency Shelter Grant program administration, training, facilities planning, supportive services to clients.
 - HUD Supportive Housing Program administration, training, direct supportive services to the homeless.
 - HUD HMIS data management, e.g. intake, data collection, data input.

- County Bridge Housing and Transition Housing Case Management and program management services.
- County and other funded supportive housing program and case management services
- Workshops and classroom training for CoC members and community.
- Food Pantry administration, management, and support (FEMA, state, and private funding).
- HUD Homelessness Prevention/Rapid Rehousing program administration.
- Rapid Rehousing case management and stabilization services, locator services, landlord outreach, fair housing classroom training, prepared renter training, financial and housing counseling, and mediation.
- Homelessness Prevention Programs (e.g. financial counseling, web-based locator system).
- HUD CDBG program administration for counseling, shelter programs, and facilities management.
- Wheelz2Work program providing transportation to shelter clients.
- Volunteer Coordinator program providing resources and services to shelter clients.

2. A detailed assessment of the need for the proposed program. In the case of homeless assistance programs, include an explanation of what homeless needs in the communities in the vicinity of the offsite housing you will be fulfilling.

Provide the following:

a) The need to expand existing facilities.

Current BCHG offices are inadequate and leased property.

b) Identify any anticipated expansion of services that may result from improvement of facilities for the proposed program, as applicable.

It is anticipated that the new BCHG office will be used to expand services for homeless families and individuals. Current service needs include housing relocation and stabilization, case management services, transportation, employment and vocational.

c) Identify whether the need for the proposed program is a result of the requirement to meet or comply with established state standards.

The need for the proposed program is not a result of the requirement to meet or comply with established state standards.

d) Include statement that applicant does not currently possess real estate suitable for the proposed program.

The Jacksonville Road site is an excellent location for the Office space and is clearly capable of supporting the proposed program. Without the conveyance of this property the program design will not occur. BCHG does not currently possess real estate suitable for the proposed program.

3. In the case of a homeless assistance program, a description of how the program will be coordinated with other homeless assistance programs in the communities in the vicinity of the offsite housing.

4. A description of the time required to commence the proposed program.

The predevelopment work, which allows for the appropriate planning and zoning designation, can commence immediately upon conveyance. Once the approvals are in place (within approximately 6 months), we will begin housing redevelopment and construction of the BCHG office space.

Prior to the conveyance of the property from the Department of the Navy to the BCHG, BCHG and other interested parties including Warminster and Ivyland work together to assist in securing all soft financing needed to develop the office facility. BCHG and other interested parties will secure predevelopment and planning funds and BCHG should be able to commence with the design and approval of the office development. We anticipate that this will last approximately 12 months and construction would occur immediately following the zoning and planning approvals.

BUILDINGS OR PROPERTY NECESSARY TO CARRY OUT PROGRAM

1. A narrative description of requested facilities, land, buildings, improvements, easements and related equipment (Describe by building number and include an illustrative map). " In the case of homeless service providers describe the suitability of the buildings and property for the proposed homeless assistance program and needs of the homeless in the communities in the vicinity of the offsite housing.

1. The Jacksonville Road site is requested for demolition and reuse as the BCHG Offices. BCHG seeks to redevelop the site of the former housing site. This site needs to be cleared and predevelopment work will commence upon notification of the approved property transfer of the residential units. BCHG will construct a new single-story 5,000 sq. ft. office building. Although social services and homeless assistance programs will be delivered at this property, it will not be used for shelter or any other residential use. Prior to constructing the office building, BCHG will be required to secure the proper zoning and planning approvals for the office.

BCHG is seeking to replace its existing office space because the space is inadequate to meet its service needs. In addition, the new office will allow for improved homeless services as the building design includes meeting space for trainings and workshops. This will benefit both BCHG staff as well as members of the Continuum of Care (CoC). The office design also includes storage space for donation and necessary supplies for area emergency shelters.

Bucks County Housing Group Facility (BCHG)

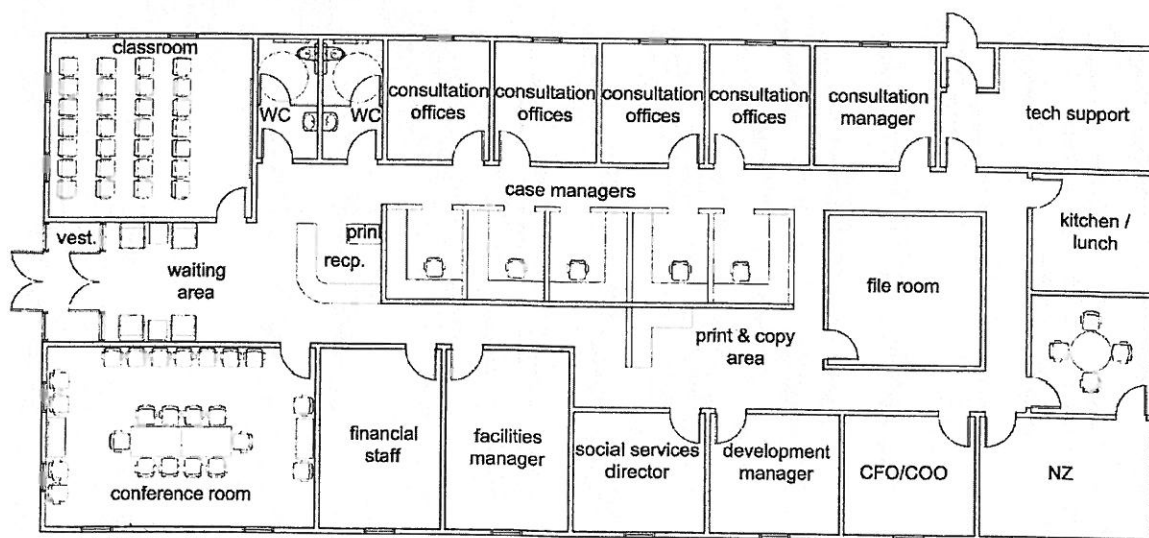
The proposed program for BCHG's is based on the organizations current space needs and projected area needs for the next 5 years. The proposed facility is a 5,000 sq. ft. one-story structure that includes a surface parking lot for 36 parking spaces. Considering the potential future needs, the location of the structure on the site allows for a reasonable expansion of an additional 1,500 to 2,000 sq. ft. The detailed proposed program is listed below:

Proposed Building Program

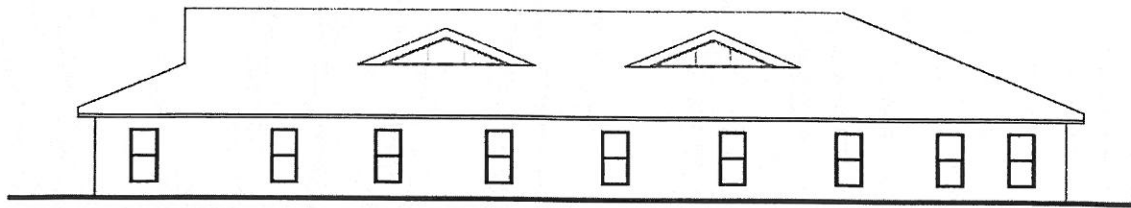
1. <u>Reception Vestibule</u>	60 s.f.
2. <u>Waiting Area</u> - chairs approx. 4 to 6.	144 s.f.
3. <u>Reception desk</u>	64 s.f.
4. <u>Consultation Offices</u> (4) 120 s.f. each	480 s.f.
5. <u>Case Managers</u> (5) 8 x 6 cubicle	340 s.f.
6. <u>Offices - Administrative Staff- approx. 7 -various sizes</u>	
NZ - two spaces / one office area	204 s.f.
/ one small table chairs	141 s.f.
CFO/COO	154 s.f.
Social Services Director	154 s.f.
Development Manager	154 s.f.
Consultation Manager	154 s.f.
Financial Staff (2 people share one office)	216 s.f.
Facilities Manager - (larger office / part time staff)	216 s.f.
7. <u>File room</u> - File storage. (centralized location)	225 s.f.
8. <u>Conference Room</u> - (seat approximately 20 people)	477 s.f.
9. <u>Class Room</u> - (seat approximately 30 people)	360 s.f.
10. <u>Kitchenette/lunch room</u>	141 s.f.
11. <u>Tech support</u> - (separate room for server/ additional HVAC in area)	250 s.f.
12. <u>Copy / Print area</u>	100 s.f.
13. <u>Bathrooms</u> (Men's /Women's - separate)	144 s.f.

Program Sub Total:	4178 usable s.f.
Gross Sub Total:	1322 gross s.f.
Total Building Area:	5500 total s.f.

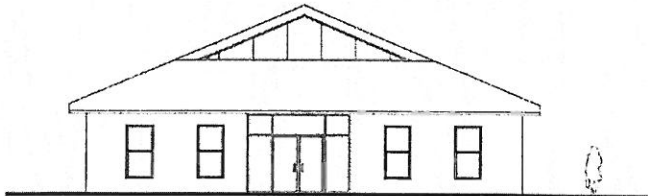
Proposed Facility Floor plan



Proposed Elevations



BUCKS COUNTY HOUSING GROUP- PROPOSED SIDE ELEVATION



BUCKS COUNTY HOUSING GROUP- PROPOSED FRONT ELEVATION

The proposed location of the BCHG facility is on Jacksonville Road, a major transportation link in the region. The reuse of the property has sufficient space to accommodate BCHG’s facility and parking needs but also to support CoC and other homeless related training exercises and meetings.

2. Is the applicant requesting a deed transfer? Would the applicant agree to the Horsham Township Authority owning the property and building and leasing such properties to the applicant at no cost?

Yes, we are proposing a deed transfer; the site of the former housing units is proposed to be redeveloped as BCHG’s offices.

Based on the reuse plan, Horsham Township’s ownership of the property would add a level of complexity without a clear benefit to the public or to the homeless population.

3. Indicate what land use and zoning requirements or entitlements are necessary for the applicant to implement its Proposed Program in and around the buildings and property requested.

The construction of BCHG’s office on the site is a different use and requires municipal zoning and planning board approvals.

4. Indicate whether existing buildings will be used and describe any new construction or rehabilitation that is anticipated on the requested property necessary for program implementation.

Creating an office at Jacksonville road will require demolition and new construction.

II. ORGANIZATIONAL CAPACITY

Evidence that the management team is capable of successfully operating any proposed program will be examined. The applicant must demonstrate a record of past performance and experience with similar programs, viability, and financial and administrative solvency and stability based on the following:

1. A general description of past performance and experience operating similar programs to those proposed.

Bucks County Housing Group (BCHG)

BCHG has operated and managed homeless services offices, facilities, and programs since 1979. BCHG's current Executive Director Nancy Szamborski has been a licensed Real Estate Broker since 1998 and further, managed the properties at Jacksonville Road and Shenandoah Woods for over 20 years in her role as Director of Housing for the military at Naval Air Warfare Center Warminster and Naval Air Station Joint Reserve Base Willow Grove. In that role, she planned and implemented the last major renovation of those 205 housing properties in 1994 and 1995. Ms. Szamborski also coordinated and supervised design and construction (a MILCON project) of a new Navy Family Housing Office (Bldg. 648) on base, which opened in 2000.

BCHG is a longtime presence in the Bucks County community and is the largest provider of homeless services in Bucks County. BCHG is an acknowledged leader and team player in the social service community. BCHG staff members participate in several key coalitions including: Housing Coalition, Fair Housing Council, Direct Service Coalition, Affordable Housing Committee, Morrisville Steering Committee and the Ten Year Plan to End Homelessness Consortium. BCHG also has a physical presence in all three regions of the county and has worked collegially with the Bucks County Department of Community Services and the Bucks County Commissioners since its inception in 1979.

2. A list of all projects/properties owned or managed (as applicable to the request) by the applicant including:

BCHG Property Information List

Robert Morris Apartments: Meg Quinn, Property Manager Acquired 1986					
200 W Bridge St					
Morrisville, PA, 19067-7138*					
Bldg Sq Ft	13,886	Percent Int Fin	100	Water	Public
Stories	2.00	Heat Delivery	Yes (Type Unknown)	Sewer	Public
Exterior	Brick	Cooling	Central Air	Yr Built	1964
Bsmt Type	Full	Gas	Public		
Frontage	300.00	Sq Ft	76,491	Zoning	R3
Depth	305.00	Acres	1.76		
Annual Tax \$65,385	2 bldgs with 33 apartments and 6 units used to house homeless families. Staff includes case/shelter manager and community builder				
High Schl Dist	Morrisville Boro	Lot	169		
Neighborhood	None Available	Latitude	40.206477		
TaxId	24-006-169	Longitude	-74.778064		
Tax Map	006	Census	1057.042		
Bristol Apartments: Meg Quinn, Property Manager Acquired 1983					
1008 Jefferson Ave					
Bristol, PA, 19007-3919					
Bldg Sq Ft	9,360	Bsmt Type	Full	Gas	Public
Stories	2.00	Percent Int Fin	100	Water	Public
Tot Units	16	Heat Delivery	Yes (Type Unknown)	Sewer	Public
Exterior	Brick	Cooling	None	Yr Built	1969
Frontage	207.00	Sq Ft	24,524	Shape	Irregular
Depth	227.00	Acres	0.56	Zoning	R2
Parcel is 2 properties Corner of Jefferson & Spring Sts – total 24 units in 2 bldgs					
Annual Tax \$18,732					
High Schl Dist	Bristol Boro	Lot	006		
Neighborhood	None Available	Latitude	40.108024		
TaxId	04-012-006	Longitude	-74.854271		
Tax Map	012	Census	1007.001		

Penndel Shelter: Meg Quinn, Property Manager Acquired 1979					
349 Durham Rd					
Langhorne, PA, 19047-7510					
Bldg Sq Ft	3,604	Bed Rms	8	Exterior	Frame
Bldg Footprint Sq Ft	1,360	Full Baths	3	Bsmt Type	Full
Stories	2.50	Part Baths	1	Water	Well/Pvt
Tot Units	1	Tot Baths	3.1	Sewer	On Site Septic
Tot Rms	17	Tot Fixtures	13	Yr Built	1915
Sq Ft	81,544	Acres	1.87	Zoning	R2
Annual tax – none; (County-owned property) Property is used as a 4-unit family homeless shelter and community food pantry. Staff includes a case/shelter manager.					
High Schl Dist	Neshaminy	Lot	058		
Neighborhood	None Available	Latitude	40.158491		
TaxId	22-041-058	Longitude	-74.90691		
Tax Map	041	Census	1008.101		

Doylestown Shelter, Meg Quinn, Property Manager Acquired 1984					
470 Old Dublin Pike					
Doylestown, PA, 18901-2356					
Tot Units	1	Water	Well/Pvt		
Grg Type	Detached	Sewer	On Site Septic		
Sq Ft	32,670	Acres	0.75	Zoning	R1
Annual tax – none; Year built – over 150 years ago; estimated bldg sq ft 6500 - 6 apt units. Property is used as a 6-unit family homeless shelter and community food pantry. Staff includes one case/shelter manager.					
High Schl Dist	Central Bucks	Lot	045		
Neighborhood	None Available	Latitude	40.331836		
TaxId	09-004-045	Longitude	-75.145104		
Tax Map	004	Census	1046.041		

Fountainville Apartments: Meg Quinn, Property Manager Acquired 1994					
1910 Swamp Rd					
Fountainville, PA, 18923-9644					
Bldg Sq Ft	3,305	Bed Rms	4	Fireplace	2
Bldg Footprint Sq Ft	840	Full Baths	3	Fireplace Stacks	2
Res Type	Multi-Fam/Det	Tot Baths	3	Gas	Public
Res Design	2 Story	Addtl Fixtures	6	Water	Public
Stories	2.00	Tot Fixtures	17	Sewer	Public
Tot Units	3	Exterior	Masonry	Yr Built	1860
Tot Rms	8	Bsmt Type	Full		
Sq Ft	222,809	Acres	5.12	Zoning	AG-RC
Annual Tax	\$11,665 - 11 apartment units in 3 bldgs.				
High Schl Dist	Central Bucks	Lot	025-003		
Neighborhood	None Available	Latitude	40.353758		
TaxId	26-004-025-003	Longitude	-75.172202		
Tax Map	004	Census	1020.021		

Reliance Court Apartments: Meg Quinn, Property Manager Acquired 2002					
10-11 Reliance Ct					
Telford, PA, 18969-1214					
Tot Units	2	Water	Public		
Gas	Public	Sewer	Public		
Annual tax – none 2-unit duplex built in 1981; approx 1900 sq. ft.					
Sq Ft	958	Acres	0.02	Zoning	RR
High Schl Dist	Pennridge	Lot	010		
Neighborhood	None Available	Latitude	40.326499		
TaxId	15-041-010	Longitude	-75.318682		
Tax Map	041	Census	1021.042		

90 Reliance Sq Acquired 2004					
Telford, PA, 18969-1227					
Bldg Sq Ft	1,320	Bed Rms	3	Cooling	Central Air
Bldg Footprint Sq Ft	638	Full Baths	1	Gas	Public
Res Type	Row/Twnhse/Cluster	Part Baths	1	Water	Public
Res Design	2 Story	Tot Baths	1.1	Sewer	Public
Stories	2.00	Tot Fixtures	7	Yr Built	1979
Tot Units	1	Exterior	Frame		
Tot Rms	6	Bsmt Type	None		
Sq Ft	871	Acres	0.02	Zoning	RR
Annual tax \$2212					
High Schl Dist	Pennridge		Lot	090	
Neighborhood	Green Meadows		Latitude	40.325588	
TaxId	15-041-090		Longitude	-75.318213	
Tax Map	041		Census	1021.042	

169-170 Reliance Pl Acquired 2002					
Telford, PA, 18969-1219					
Tot Units	2	Water	Public		
Gas	Public	Sewer	Public		
Sq Ft	958	Acres	0.02	Zoning	RR
Annual tax – none; 2-unit duplex built 1978; approx. 1900 sq.ft.					
High Schl Dist	Pennridge		Lot	169	
Neighborhood	None Available		Latitude	40.325224	
TaxId	15-041-169		Longitude	-75.319394	
Tax Map	041		Census	1021.042	

Milford Square Shelter-Meg Quinn, Property Manager Acquired 2002					
2155 Milford Square Pike					
Quakertown, PA, 18951-2135					
Bldg Sq Ft	3,695	Bed Rms	9	Bsmt Type	Partial
Bldg Footprint Sq Ft	944	Full Baths	5	Water	Well/Pvt
Stories	2.00	Tot Baths	5	Sewer	On Site Septic
Tot Units	1	Tot Fixtures	17	Yr Built	1890
Tot Rms	13	Exterior	Frame		
Sq Ft	22,259	Shape	Irregular		
Acres	0.51	Zoning	SRM		
Annual tax – none; 6-unit family shelter housing and community food pantry; approx. 3700 sq.ft., staff includes one case/shelter manager					
High Schl Dist	Quakertown Community		Lot	082-004	
Neighborhood	None Available		Latitude	40.43593	
TaxId	23-010-082-004		Longitude	-75.40489	
Tax Map	010		Census	1028.023	

BCHG provides a total of 74 homeless shelter beds at the four Shelter Program (SHP) sites. BCHG also collaborates with St. Mary Medical Center in Langhorne, PA to provide case management for 54 additional beds. This program is entirely funded by the St Mary Medical Center department of Mission and Community Health. Finally BCHG provides 80 shelter beds through the Bridge and Transitional Programs. Rapid Re-Housing also provides additional beds at rental units. Currently 38 tenants (or 47.5% of all tenants) residing in BCHG rental units are receiving subsidized housing vouchers.

3. Plans for the expansion of the organization to meet an increased demand for services from the proposed programs. Identify any organizational adjustments needed for proposed programs including number of employees needed and job descriptions.

The new office facility will not require BCHG to expand its staff.

4. Provide a list of management functions that will be staffed at the property or in buildings requested and whether those management functions will be provided by the applicant or contracted out to a third party. If contracted out, please provide information regarding the selection process for those management services and how often a site manager will visit the property.

All property management functions will be facilitated by employees of BCHG. If the administrative office is moved to the site, all existing administrative operations facilitated by BCHG employees will function from office space on site. These include:

- Office of the Executive Director
- Chief Financial Officer and other fiscal management staff
- Director of Social Services and other social service staff
- Manager of Housing Counseling and other housing counseling staff
- Property Manager for shelters and other property specialist staff
- Development Officer and other development staff
- IT Manager
- Administrative Staff including interns
- Board of Directors

5. For other than public agencies, the following information must be provided:

- a) A full detailed and audited financial statement for the last two years (including, copies of tax returns for the last two fiscal years) of the organization's assets/reserves, liability, balances, make-up of current assets accounts receivable, balance of revenues and expenses and net worth. This report must include a balance sheet and income statement. If the applicant is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. A full disclosure of whether any of the organization's officers, principals or partners have declared bankruptcy in the last five (5) years.

See July 2009 NOI

b) A disclosure as to whether any of the organization's officers, principals or partners have been convicted of a felony in the last five (5) years and the nature of the conviction.

No BCHG officer principals or partners have been convicted of a felony in the last five (5) years.

c) A minimum of five (5) business references including names, addresses, telephone numbers and the nature and magnitude of the business association in each instance. These references must be persons or firms with whom you have transacted business during the past five (5) years.

Department of Housing and Urban Development: HUD funds several of BCHG programs including Milford Square SHP, Rapid Re-Housing Program, and Comprehensive Housing Counseling Program.

Andrea Edwards-Spence

Economic Development Specialist

Philadelphia Regional Office/HUD

The Wanamaker Building / 100 Penn Square East

Philadelphia, PA 19107-3380

Phone: 215-656-0500

Pennsylvania Housing Finance Agency: PHFA holds the mortgage for the Robert Morris Apartment Complex, and supports a position to provide services on site.

John Dotsey

Program Administrator

PO Box 8029

Harrisburg, Pennsylvania 17105-8029

Phone: 717-780-3800

Bucks County Division of Children and Youth Social Services Agency: Children and Youth underwrites housing costs for the Supportive Housing Program.

Lynne Rainey, LSW

Director

4259 West Swamp Road

Suite 200

Doylestown, PA 18901

Phone: 215-348-6900

United Way of Bucks County: United Way has provided program funding to BCHG for over 25 years.

Sharon Barker

Acting President

413 Hood Blvd.

Fairless Hills, PA 19030

Phone: 215-949-1660

d) A minimum of five (5) financial references including names, addresses and telephone numbers in each instance. It is required that two (2) of the five (5) references be banks or savings and loan institutions; also indicate the type of relationship.

Wells Fargo/Wachovia NA: Wachovia is the organization's correspondent bank.
Rachel Heartley
Centralized Business Relationship Manager
1525 West W.T. Harris Blvd.
Charlotte, NC 28288
Phone: 877-809-5218 Press#3, ext. 77153; or 704-427-7153

Bucks County Bank: Bucks County Bank holds all escrow accounts for BCHG.
Joe Donnelly
Vice President
356 York Road
Warminster, PA 18976
Phone: 215-230-7533

William Penn Bank: William Penn Bank holds two loans for BCHG.
Jim Douglas
Vice President
911 Second Street Pike
Richboro, PA 18954
Phone: 215-396-8585

Univest: Univest holds a mortgage for BCHG
John Dooley
Vice President
14 North Main Street
PO Box 64197
Souderton, PA 18964
Phone: 215-723-5571

First National Bank and Trust Company of Newtown: First National oversees BCHG on-line donation program.
Donna Dunham
Vice President
40 South State Street
Newtown, PA 18940
Phone: 215-860-9100