



Delaware County Office of Intellectual & Developmental Disabilities  
Housing Pilot Program



## Affordable Housing in our Community

Delaware County Human Services

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## DELAWARE COUNTY HOUSING PILOT PROGRAM

TO FURTHER THE MISSION OF EVERYDAY LIVES BY DEVELOPING AN AVENUE THAT PROVIDES INDIVIDUALS WITH INTELLECTUAL & DEVELOPMENTAL DISABILITIES WITH SUPPORTS TO FIND AND MAINTAIN HOMES AND COMMUNITIES THAT ARE TRULY THEIR OWN.

### **ID/A Housing Subsidy Prioritization**

- People who want to transition from licensed or unlicensed residential habilitation settings to their own home or apartment.
- Individuals at risk of losing their housing without financial assistance and housing supportive services.
- Individuals living with relatives in emergency category of PUNS.
- People in crisis without an appropriate housing option (re-entry from prison/jail, in need of supportive housing post hospitalization)
- Individuals with elderly caregivers
- People transitioning from ICFs.



### **OBJECTIVES**

- TO ESTABLISH EFFICIENT AND EFFECTIVE PRACTICES RELATED TO HOUSING SUBSIDY MANAGEMENT TO PROVIDE AFFORDABLE ACCESSIBLE HOUSING TO INDIVIDUALS WITH ID/A ENROLLED IN ODP ID/A HOME AND COMMUNITY-BASED SERVICES (HBCS) PROGRAMS.
- UNDERSTAND DEMAND FOR AND TRENDS RELATED TO SUBSIDY NEEDS.
- INFORM POLICY AND PROCEDURES FOR PERMANENT STATEWIDE ID/A HOUSING SUBSIDY PROGRAM.

## Application Submission

1. Applications can be submitted at any time via the Supports Coordinator. Applications to be submitted to email account @ [delcohsa-hp@co.delaware.pa.us](mailto:delcohsa-hp@co.delaware.pa.us).
2. If the application is approved an interview will be coordinated by the Housing Specialist Support Coordinator with the individual and their team.
3. The housing specialist team will review the application as well as information from the interview to make the final determination. The approval letter is then given to the support coordinator to begin the search for an apartment and services and support.
4. Once an apartment has been found, submit an un-signed lease to the housing email address indicating the financial requirements to move in.
5. Final determination will be made and a final award letter given.
6. If an application is denied, the team should address any concerns and reapply.
7. Changes in a person's finances must be reported in order for adjustments to be made to monthly subsidy amounts. Payments are processed by an outside vendor.
8. This is not an entitlement program.
9. The Housing subsidy cannot be used in conjunction with other subsidies. (i.e. section 8 or housing authority or the HUD program).



## Application Process

As applications are received, they are reviewed every two weeks. Once the application has been reviewed by the panel, an interview will be coordinated by the Housing Specialist Coordinator. Incomplete applications will be returned. The following are the considerations when reviewing applications: Supports & Services currently/needed for sustainability, financial information and ability to pay, and rental fair market value cost.

**Interview Process:** We encourage the individual and the team members that know the applicant the best to be part of the conversation. Things to be taken into consideration when reviewing applications is medical needs, behavioral supports, financial needs, and support needs. A final review for approval letter.

**Final Review and Award Letter:** A review of the lease and financial requirements will be completed. If the lease is approved the individual can sign the lease and have the landlord submit a signed W-9 form to the housing email address. Once these requirements have been met, then the final award letter will be issued.

**Payment Process:** If the signed lease with a signed W-9 is received before the 17th of the month, the supplement will start the next month. For example: A signed lease with a signed W-9 is received August 1st to 17th, supplement will begin in September.

A signed lease with a signed W-9 is received after the 17th of month, the supplement will begin the 2nd month. For example: A signed lease with a signed W-9 is received between August 18 to 30th, supplement will begin in October. All payments are processed by a vendor agency according to the schedule outlined above.

If payments have not been received by the 5th of the month please reach out to the housing email at [delcohsa-hp@co.delaware.pa.us](mailto:delcohsa-hp@co.delaware.pa.us).

# Frequently Asked Questions

Q1: What is the Housing Subsidy Pilot Program?

A1: The Delaware County Housing Subsidy Pilot Program multi-year trial exploring alternative ways to support individuals with disabilities that are interested in independent living:

Q2: Who qualifies?

A2: Anyone receiving Home and Community Based Waiver Services (HCBS) is eligible to apply for the program. Individuals can belong to any SCO within Delaware County. While any of the three waiver types (P/FDS, CLW, and Consolidated) are eligible, it is encouraged to have a CLW or Consolidated waiver in order to benefit from recommended services, such as supported living.

Q3: How do I apply?

A3: To apply, families should meet with their supports coordinator to determine if the Pilot Program is a good fit. Supports coordinator are to complete the application with the family/applicant and submit the completed form to the Pilot Program Committee

Q4: What does the application process look like? How long does it take?

A4: The Housing Subsidy Pilot Program Committee meets every other week on Fridays to review any submitted applications. Following application review, the Committee will reach out to the team's supports coordinator to either provide feedback or request a virtual meeting with the team, including the applicant. This meeting is an opportunity for both parties to ask questions and learn more information. After the interview, the Committee will discuss and render a decision at their next scheduled meeting. This decision will be sent to the supports coordinator that submitted the application

Q5: What does the subsidy cover?

A5: Those who are selected for the Housing Pilot are eligible to EITHER a subsidy of 70% of their monthly rent OR \$1,500 per month, whichever is less. For example, if someone's monthly rent is \$1,800, the subsidy will cover \$1,260 (70% of the monthly rent).

The Pilot also reimburses for application fees and security deposits as part of signing a lease.

Q6: Can the subsidy cover other things like utilities?

A6: This is evaluated on a case-by-case basis and is dependent on the amount of monthly funds "left over". Using our above example, that selected individual has \$240 left before they hit their allocated limit (\$1,500 cap minus \$1,260 subsidy). Those funds can be utilized for utilities such as heat and electric, but this is reviewed individually.

Q7: How does the apartment get the subsidy?

A7: The subsidized portion of the individual's monthly rent is paid out by Advocacy Alliance, a third-party vendor partnered with the program. They will ensure timely receipt of the payment. The individual/family is responsible for paying their portion on time in accordance with their lease agreement.

Q8: What if there is a late or missed payment?

A8: If the Pilot or Advocacy Alliance is the source of the late/missed payment, the individual will not be responsible for the associated fees, nor will those fee payments count against the individual's monthly allocation. However, if the landlord does not receive the individual's portion of the monthly rent, those fees are incurred by the individual. The Pilot will not cover those expenses. Selected individuals are expected to uphold their portion of any signed lease agreement.

Q9: What about damages?

A9: The Pilot will not cover any associated damages resulting from the individual's actions in the apartment. Individuals will be expected to repay the landlord for those expenses.

Q10: Can I have a roommate or live with other people?

A10: Yes! Individuals do not have to live alone, and their roommate does not need to have been selected for the Pilot Program. The subsidy will only pay for the selected individual's portion of the rent, not the total monthly rent. If, for example, there are two individuals receiving the subsidy and choose to live together, the Pilot Program will cover DISCUSS WITH TEAM ABOUT AMOUNT. WANT CLARIFICATION.

Q11: I am interested in serving as a landlord for my loved one. Can they still apply?

A11: If they would still be residing in the same residence as the landlord, that would not be an eligible living arrangement. However, if the family member who will act as the landlord owns multiple properties, and the applicant would live in a different one from the primary residence of the landlord, that would be considered an eligible living arrangement.

Q12: What helps an application stand out?

A12: Each application is reviewed with respect to the diversity of needs and experiences that we serve. While every accepted applicant is unique, they tend to share the following: a strong willingness and desire to live independently, prior experience with time alone for an extended period, and a history of requiring minimal support for many activities of daily living.

Q13: I still have questions! Who can I reach out to?

A13: Please direct any questions regarding the Pilot Program to your supports coordinator, and they can send them to the Committee, who will do its best to address as completely as possible.

## HOUSING RESOURCES

Transition Tenancy will assist you in locating housing, develop a household budget and obtain resources related to housing.

- Terrapin House: Alisa Bensel: HTTS Coordinator Email: [alisa@terrapinhouse.org](mailto:alisa@terrapinhouse.org)
- Values Into Action: Pamela Zotynia: [pameaz@viapa.org](mailto:pameaz@viapa.org) or Susan Rowell: [SusanR@viapa.org](mailto:susanR@viapa.org)

Supportive Living Provider that will provide weekly support to assist with grocery shopping, medical appointments, paying bills, once you have secured housing.

- Access: Jessica Cichocki: [JCICHOCKI@ACCESSIONSERVICES.ORG](mailto:JCICHOCKI@ACCESSIONSERVICES.ORG)
- JHAI: Stacy Levitan: [stacylevitan@jchai.org](mailto:stacylevitan@jchai.org)

### Prepared Renter Education Program (PREP) | Inglis

LIHEAP: <https://www.liheap.org>

LIHWAP: <https://www.lihwap.us> 877-395-8930

Lifeline and affordable Connectivity Program: <https://www.fcc.gov>

*By signing up for this program, you are in agreement with the rules as applicable to the program. The Delaware County housing voucher cannot be used in conjunction with any other housing subsidy (i.e. section 8 or housing authority or the HUD program). If you are on the waiting list for section 8 or subsidized housing and awarded subsidy, it is the expectation that the applicant disenrolled from this program.*

*Any fraudulent or dis-ingenuine intent to defraud the program will result in termination from the program.*