

## Pennsylvania Family Resource Center Program

The Pennsylvania Family Resource Center Program (FRCP) is part of an interagency effort, the Housing Collaboration Initiative, which assists low-income families with housing needs. The purpose of the FRCP is to help to build the capacity of property managers and owners to address the social and economic needs of residents living in Agency-financed apartments as a socially responsible approach to asset management.

The FRCP provides selected properties with up to \$500 per unit annually for a three-year period ending in 2006. Properties may either hire staff to work with the property management company or contract with community service providers, to develop a comprehensive plan to offer services for residents.

### Contractual Agreement with PHFA

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Owners or Agents of properties that are selected for FRCP funding enter into an Agreement for Participation with PHFA. This Agreement between the Agency, Owner or Agent, and Service Provider outlines the terms and conditions of program funding and includes the commitments that are made during the application process.

### Disbursement of Agency Funds

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Upon approval of an application for funding, completion of the Agreements for Funding and Participation, and submission of the Request for Advance, first year funds will be forwarded to the Owner or Agent to commence agreed upon services. Funding for years 2 and 3 will be forwarded to the Owner/Agent after submission and approval of all quarterly reports for the year demonstrating compliance with all program requirements, and submission of the Request for Advance.

### Program Monitoring and Reporting

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Housing Services Department staff monitors on site supportive services programs through site visits, reports, and consultation with the Agency's Housing Management and Technical Services staff.

#### 1. Reporting Responsibilities

After the initial application has been approved, participants are required to submit a Quarterly Progress and Expense Report. Complete documentation required for participation in the FRCP is as follows:

Document	Frequency	Due
<b>Plan of Services and Three-year Budget</b> – Initial application includes complete plan of services and three-year budget. If revisions are made to the plan of services and/or budget, a revised plan and budget will need to be submitted and approved.	Once	Initial Application

<b>Progress and Expense Reports</b> – Certified statement that itemizes expenditures and describes all activity undertaken with program funds including progress made towards achieving target outcomes, referrals from management, group and individual activities, and resources leveraged.	Quarterly	April 15 July 15 October 15 January 15
<b>Request for Advance</b> – Requests specific dollar amount for forthcoming fiscal year.	Annually	Prior to receiving next year’s funding.

**2. Site Visits**

The regional Housing Services Representative performs a site visit during the first year of the program. Thereafter, on site services are monitored periodically according to the Department’s regional strategy and in collaboration with other Agency staff. Factors that may trigger closer attention include non-compliance with program requirements as outlined in the commitment documents, a request for technical assistance, or orientation of new service providers and staff. The HSR is also available upon request to provide technical assistance to site staff.

**3. Program Meetings**

Participants in the FRCP are encouraged to attend the PHFA sponsored workshops and meetings each year for professional development opportunities, to review program progress, to discuss relevant issues, and for valuable networking opportunities. These meetings include regional Housing Services Department forums and the annual Housing Services Conference.

**4. Revisions to Plan of Services and Budget**

If, after funding approval, the initial Plan of Services and Annual Budget require revision, approval must be requested from the regional HSR prior to implementing those revisions. The Agent will submit a revised Plan of Services and justification for the revisions. The HSR will coordinate the approval process within PHFA and notify the Agent in writing.

**Samples**

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Pennsylvania FRCP Instructions for completing Quarterly Progress and Expense Report

**Forms**

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Pennsylvania FRCP Quarterly Progress and Expense Report