

2017

Trenton/Mercer Continuum of Care

**Notice of Intent to Apply (NOIA)
For
U.S. Department of Housing and
Urban Development (HUD)
Fiscal Year 2017 Continuum of
Care (CoC) Program**

**NEW APPLICANTS
(RE-ISSUED 6/21/17)**

The NOIA including all required documentation must be received by
July 21, 2017 by 12:00 p.m.

Notice of Intent to Apply for **NEW** Projects

HUD Fiscal 2017 CoC Program

BACKGROUND

Each fiscal year, the U.S. Department of Housing and Urban Development (HUD) issues a Notice of Funding Available (NOFA) to provide communities with funding to assist homeless individuals and families with housing and supportive services to achieve long-term stability and end the cycle of homelessness. It is expected that the NOFA will be release early this summer, with a deadline of approximately 60 days after the release. To allow time for the local review and decision-making process, the City of Trenton and the County of Mercer (Office of Addiction Services and Division of Mental Health) are publishing this Notice of Intent to Apply in advance of the NOFA. The City of Trenton and the County of Mercer reserve the right to publish additional information subject to the NOFA publication.

A single, consolidated CoC Program application will be submitted by the City of all selected projects in Trenton/Mercer County. Funding will be derived from HUD FY17 allocation and is subject to funding availability under the NOFA. The City reserves the right to request that applicant organizations submit adjusted projects budgets based on the amount of available funding indicated by HUD. HUD will review the Consolidate Application and make the final award determination.

SPECIAL NOTE: The City of Trenton is re-issuing this Notice of Intent to Apply due to lack of applications received from the previously released NOI. In addition, the Mercer County Department of Human Services has committed up to a \$10,000 match of supportive services per unit to compliment this NOI (Office of Addiction Services \$100,000 and Division of Mental Health \$50,000 for a maximum total allocation of \$150,000).

DEADLINE

Applications must be submitted to the City by **July 21, 2017 by 12:00 p.m.** Attached is the application for a New Project. (Late applications will not be accepted). Applications may be submitted by mail and delivered to:

City of Trenton, Department of Health and Human Services
319 East State Street, Trenton, NJ 08608
Attn: Vernett Sherrill

ELECTRONIC submission if preferred to: Vernett Sherrill, Grant Administrator, City of Trenton, Department of Health and Human Services vsherrill@trentonnj.org and to Marygrace Billek at mbillek@mercercounty.org. Applicants will receive an email confirmation of receipt of proposal submitted by email. If an email confirmation is not received by the applicant, please call Shannon Presha at (609) 989-3356 to verify electronic submission.

PROJECT RATING PROCESS

Trenton/Mercer Continuum of Care (CoC)

Upon receipt of your agency's application, a Performance Outcome's Report Card will be generated from HMIS data by the [Systems Monitor](#) for review and evaluation by the CoC Evaluation Team. Attached is a copy of the Performance Measures. For questions regarding HMIS data, please contact Joanne Locke, System Monitor at jlocke@merceralliance.org.

Renewal projects will be required to use the following:

- Coordinated Assessment System (s)
- New Chronically Homeless Definition
- Housing First-philosophy and model when appropriate

New Chronically Homeless Definition

Under the Department of Housing and Urban Development's [new definition](#), a chronically homeless individual is someone who has experienced homelessness for a year or longer, or who has experienced at least four episodes of homelessness in the last three years (must be a cumulative of 12 months), and has a disability. A family with an adult member who meets this description would also be considered chronically homeless.

The [Final Rule on Defining "Chronically Homeless"](#) went into effect for the CoC Program on January 4, 2016 and HUD expected Permanent Supportive Housing (PSH) providers to begin using it for all new admissions as of January 16, 2016. This means, beginning January 16, 2016, any PSH projects required to serve persons that are chronically homeless (either dedicated or prioritized) may only accept new program participants that meet this definition. Dedicated permanent supportive housing is that which is targeted exclusively to the chronically homeless (unless there are no chronically homeless persons within the geographic area, as described in [FAQ 1895](#)). These beds are reported as dedicated to the chronically homeless in the Housing Inventory Count (HIC). Prioritized permanent supportive housing is that which is not specifically targeted for the chronically homeless but is prioritized for use by this population as beds become available through turnover. Recipients of CoC Program-funded permanent supportive housing that is either dedicated or prioritized are required to serve the chronically homeless in at least as many beds as indicated in the most recent grant application. These are the projects that are required to document a household's status as chronically homeless before filling a dedicated or prioritized vacancy.

Please note that the definition of chronically homeless established by this final rule does not apply retroactively to program participants who were admitted to a CoC Program-funded permanent supportive housing program *prior* to January 16, 2016. This includes both households that are already housed as well as those that were admitted and enrolled into a permanent supportive housing program but who have not yet located a suitable unit. Persons that were on a waiting list prior to January 16, 2016 but who have not yet been enrolled into a permanent supportive housing program will have eligibility assessed at the point in which they are enrolled into a program and will be required to meet the definition of chronically homeless included in the final rule.

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements and rapid

placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive intervention than other approaches. PSH projects should use a Housing First approach in the design of the program

On behalf of the Trenton/Mercer CoC, the City of Trenton and the County of Mercer are seeking applications for NEW PROJECTS for Supportive Housing for Chronically Homeless Individuals as its first priority.

Permanent Supportive Housing

PURPOSE

The purpose of this Notice of Intent (NOI) is to seek applications for new permanent supportive housing for primarily chronically homeless individuals. **This NOI is being re-issued due to the lack of applications received under the previously released NOI for Permanent Supportive Housing.**

It is estimated that approximately \$150,000 of HUD funding will be available through reallocation to fund this project. The actual amount of funding available through the bonus is unknown at this time. Budgets may reflect estimated costs for rental assistance, supportive services, operating and administration. Applications should include all costs associated with operating a project for the intended target population. The City of Trenton reserves the right to award a lesser or greater amount to an applicant than requested.

Permanent Supportive Housing is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as other people with disabilities.

Eligible Costs Summary

Rental Assistance

Rental assistance is an eligible cost for permanent housing and may be:

- Short-term rental assistance (up to 3 months)
- Medium-term rental assistance (3-24 months)
- Long-term (for longer than 24 months)

Rental assistance may include tenant-based, project-based, or sponsor-based rental assistance.

Leasing funds may be used to pay the costs of leasing a structure or structures, to provide housing or supportive services. The interim rule clarifies that leasing means that the lease is between the recipient of funds and the landlord.

Operating funds may be used to pay the day-day operating cost in a single structure or individual housing units, including maintenance (such as scheduled replacement of major

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systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property structures, and operating costs are not eligible under the SSO program component.

Supportive Services

- Case management
- Child care
- Education services
- Employment assistance and job training
- Food
- Housing search and counseling services including mediation, credit repair, and payment of rental application fee
- Legal services
- Life skills training
- Mental health services
- Moving costs
- Outpatient health services
- Outreach services
- Substance abuse treatment services
- Transportation
- Utility deposits

OTHER ELIGIBLE COSTS for SSO & PSH

HMIS Cost – Costs related to contributing client data to or maintaining data in the CoC’s HMIS database are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS Costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographical area.

Project Administration—These costs include expenses related to the overall administer of the grant (24 CFR Part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review. Projects are allowed to request up to 10% of their requested supportive services budget amount for administrative expenses (Admin). Eligible costs are described in § 578.59 of the Interim Rule. The City reserves the right to award a lessor or greater amount of admin funding than requested.

MERCER COUNTY SUPPORTIVE SERVICES DOLLARS:

The allocation of supportive services dollars is to be used for all supportive services necessary to keep individuals in their permanent supportive housing setting. This includes Case management, housing support, household items as necessary, (such as move in/or replacement bedding), and items needed but not supported by other funding sources such as HUD or Medicaid will be considered.

GRANT TERM AND GENERAL REQUIREMENTS

The City of Trenton is the collaborative applicant and direct recipient of CoC Program grants and will sub-contract in whole or part as deemed necessary. Sub-recipients must participate in the

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Homeless Management Information System (HMIS), submit data for required Annual Performance Reports (APR) and be in compliance with all other relevant sections of the Interim Rule, as well as any policies and procedures or guidance set by HUD, and the Trenton/Mercer CoC.

Selected agencies will have a contract for supportive services with the County of Mercer, which will have a renewal term reflective of the HUD voucher commitment. There will be annual to biennial renewals of these funds. Successful applicants must meet all County Competitive Contracting rules, regulations and standards, which will be outlined in the contract.

MATCH

Cash or In-kind Match in the amount of 25% is required for this project. Sub-recipients will be required to spend match funds in accordance with § 578.73 of the Interim Rule. The Mercer County Supportive Services allocation can be used as match to the HUD dollars.

APPLICATION EVALUATION

See Attached Scoring and Performance Key

Bidder's Meeting

A Bidder's meeting will be held on June 27, 2017 at 10:00 a.m. at the City of Trenton Health Building, 218 North Broad Street, 2nd Floor Conference Room. All interested parties are strongly encouraged to attend.

For additional HUD CoC Program Registration information, please click on the link <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf>