

# TRENTON/MERCER CONTINUUM OF CARE

The City of Trenton, Department of Health and Human Services has developed this document for our community partners and the public to provide an overview of the process for applying for millions of dollars of federal funding to assist our communities' effort to fight and ultimately end homelessness in our community.

*FY2017 HUD  
Continuum  
of Care  
(CoC)  
Program  
NOFA Local  
Competition  
Process and  
Timeline*

**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**CONTENTS**

- Overview
- Local Competition Timeline
- Continuum of Care Participation Process
- FY2017 Available Funding
- HUD Policy and Funding Priorities
- Reallocation Process
- Renewal Project Scoring
- New Project Scoring
- Project Ranking Process
- Project Eligibility & Application Procedures
- Appendix

**OVERVIEW**

The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Annually, the U.S. Department of Housing and Urban Development (HUD) releases the Continuum of Care (CoC) Program Notice of Funding Availability (NOFA) to provides funding to non-profit organizations, States, and/or units of local governments to assist individuals (including unaccompanied youth) and families experiencing homelessness. This funding provides over \$3.8 million dollars in homeless services funding to the City of Trenton, on behalf of the Trenton/Mercer CoC, for permanent supportive housing, rapid re-housing, supportive services, and CoC infrastructure projects like HMIS (Homeless Management Information System) and planning. This year's NOFA was released on July 14, 2017.

The competitive application requires each local Continuum of Care to rank, score, and select new and renewal projects according to HUD's funding priorities and project performance. This information packet includes a timeline for the local competition and details how the Trenton/Mercer Continuum of Care evaluates renewal projects for reallocation, score and rank renewal and new projects, and make the application process available to the community.



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

It is strongly encouraged that all agencies applying for new or renewal project funding read the CoC NOFA and available HUD resources at the [HUD website](#). Information and other helpful information can be found on the [United States Interagency Council on Homelessness website](#) as well as the [National Alliance to End Homelessness website](#).

**OVERVIEW OF THE LOCAL HUD CONTINUUM OF CARE PROGRAM PROCESS**

**Designated NOFA Entities**

The Trenton/Mercer CoC governance charter and bylaws designate the City of Trenton, Department of Health and Human Services (DHHS) as the Collaborative Applicant and lead agency for the Trenton/Mercer Continuum of Care and is the only legal entity eligible to apply for HUD CoC Program funds.

DHHS oversees the overall development of the local NOFA submission to HUD, which includes:

- Developing an annual or multi-year funding strategy for allocating HUD CoC funding according to local need, HUD policy priorities, and overall system performance
- Reading and analyzing the annual Notice of Funding Availability (NOFA), developing an annual reallocation strategy, developing the annual project rating and ranking criteria, utilizing performance and program data to evaluate and rank project applications
- Overseeing the work of the consultants and CoC Application Team to prepare the NOFA submission
- Final submission for the annual CoC application to HUD

The City of Trenton develops the application to HUD according to the priorities, strategy, ranking, and requirements established by the CoC Executive Committee. The CoC Review Committee determines which projects may have partial or full funding reallocated, which new projects will be included in the final ranking, and the project ranking order according to the measures included in this document. Recommendations from the Review Committee are presented to the CoC Executive Committee for review and approval.



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

In addition, the Collaborative Applicant is responsible for, at a minimum:

1. Reviewing, preparing and submitting the CoC Registration
2. Complete the CoC Consolidated Application
  - a. CoC Applications (Exhibit 1)
  - b. Project Applications (Exhibit 2)
  - c. COC Priority Listing
3. Apply for CoC planning funds on behalf of the CoC during the CoC Program Competition.
4. Conducting Performance Monitoring & Annual Progress Report Completion
5. Submitting the entire CoC Consolidated Application by the submission deadline
6. Reviewing other Federal requirements
7. Ensuring that proposed activities are consistent with HUD-approved Consolidated Plan
8. Ensuring all required attachments are completed, signed and attached to application
9. Submitting and obtaining an approved Grant Inventory Worksheet (GIW)
10. Submitting the HUD Form 2991- Certification of Consistency with the Consolidated Plan for each unit of local government within the local jurisdiction

All local application materials, processes, and the CoC Meeting calendar will be posted to the City of Trenton’s website under the Trenton/Mercer CoC tab and sent to the Mercer County email listserv for distribution.

**FY2017 NOFA TIMELINE**

<b>December 18, 2016</b>	<b>Annual Homeless Assessment Report Submission</b>
<b>January 24, 2017</b>	<b>Point-in-Time Count Conducted</b>
<b>JAN-APRIL</b>	<b>Project Monitoring / Site visits</b>  <i>City Fiscal On-site Monitoring:</i> January 2017 <ul style="list-style-type: none"> <li>• Catholic Charities - PACT</li> </ul> February 2017 <ul style="list-style-type: none"> <li>• Catholic Charities – BHA</li> </ul>



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

	<ul style="list-style-type: none"> <li>• Helping Arms</li> <li>• Rescue Mission</li> <li>• Oaks Integrated Care</li> </ul> <p>March 2017</p> <ul style="list-style-type: none"> <li>• Catholic Charities-ECS</li> <li>• Homefront</li> </ul> <p><i>CoC On-site Performance Review</i> March 2017</p> <ul style="list-style-type: none"> <li>• Rescue Mission</li> <li>• Helping Arms</li> <li>• Homefront</li> <li>• Catholic Charities –ECS</li> </ul> <p>April 2017</p> <ul style="list-style-type: none"> <li>• Catholic Charities –BHS</li> <li>• Catholic Charities – PACT</li> <li>• Oaks Integrated Care</li> </ul>
<b>May 1, 2017</b>	<b>Grant Inventory Worksheet (GIW) Submission/CoC Registration</b>
<b>May 5, 2017</b>	<b>Housing Inventory Count (HIC) and Point-in-Time Submission to HUDHDX</b>
<b>May 12, 2017</b>	<b>Notice of Intent to Apply for Renewals and Request for Proposal (RFP) for New Projects released – Publicly Posted</b>
<b>June 5, 2017</b>	<b>System Performance Report Submission</b>
<b>June 9 2017</b>	<b>DEADLINE: Renewal applications and New project proposals due</b>
<b>June 14, 2017</b>	<p><b>Preliminary Review of Renewal Project Data</b> CoC Review Committee met to:</p> <ul style="list-style-type: none"> <li>• review initial renewal project performance data to providers</li> <li>• Approved RPF for new Bonus project.</li> </ul>
<b>June 21, 2017</b>	<b>Re-issued RFP for New Project for Permanent Supportive Housing</b>
<b>June 27, 2017</b>	<b>Bidders Meeting</b>



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

<b>July 11, 2017</b>	<p><b>CoC Policies and Procedures Approval</b> The CoC Executive Committee approved the following documents for inclusion in the FY2017 NOFA:</p> <ul style="list-style-type: none"> <li>• CoC Prohibition of Family Separation Policy</li> <li>• CoC Rank and Review Policy</li> <li>• CoC Monitoring Policy</li> </ul>
<b>July 14, 2017</b>	<b>HUD Fiscal Year 2017 CoC Competition Opened</b>
<b>July 18, 2017</b>	<b>HUD Fiscal Year 2017 CoC Competition available in E-snaps</b>
<b>July 21, 2017</b>	<b>DEADLINE: New Project Application Due</b>
<b>July 27, 2017</b>	<p><b>CoC Review Committee Meeting:</b></p> <ul style="list-style-type: none"> <li>❖ Finalize budget recommendations, including reallocation, proposed project ranking, bonus, new expansion project and administrative changes prior to CoC Executive Committee Meeting.</li> </ul>
<b>July 31, 2017</b>	<p><b>CoC Executive Committee Meeting</b></p> <ul style="list-style-type: none"> <li>❖ Approve recommended budget, including reallocation, proposed budget ranking and administrative changes.</li> </ul>
<b>August 7, 2017</b>	<b>Notification to Sponsors regarding approval of renewals and new projects</b>
<b>August 8, 2017</b>	<b>Notification to Sponsor regarding approval to reallocate</b>
<b>September 15, 2017</b>	<b>LOCAL DEADLINE: CoC Program application submission</b>
<b>September 28, 2017 8:00 p.m. EST</b>	<b>DEADLINE: HUD CoC Program Application, Project Listing, Project applications due for submission to HUD</b>
<b>ALL DATES ARE SUBJECT TO CHANGE</b>	



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**CONTINUUM OF CARE PARTICIPATION**

A draft reallocation, scoring, and ranking strategy for the FY2017 Continuum of Care Funding Competition was presented to the Continuum of Care Executive Committee by the Review Committee on July 31, 2017. CoC Executive Committee members asked questions, discussed, and provided verbal feedback regarding the factors used to determine which projects would be suitable for reallocation, how to score new and renewal projects, and how the local funding priorities (project ranking order) should be set. Comments and suggestions were reviewed by the Review Committee and integrated into this published document. The CoC Executive Committee reviewed and approved the final ranking prior to the CoC's application submission to HUD.

**FY2017 AVAILABLE FUNDING**

FY2017 CoC NOFA Anticipated Funding Available		
Amount	Type	Description
<b>\$3,731,252*</b>	The Annual Renewal Demand (ARD) for Trenton/Mercer	This is the base amount that the CoC is eligible to apply for
<b>\$223,875</b>	Bonus Project Funding (6% of ARD)	This is the maximum amount of new funding the CoC is eligible to apply for
<b>\$111,938^</b>	CoC Planning Grant Funds	This provides staffing support and funding for CoC Management
<b>\$4,067,065</b>	Total Anticipated Amount of Funding Available	

\*Projection: Final GIW approved by HUD

^Projection: Final approved by HUD

During the FY2017 NOFA competition, the Trenton/Mercer CoC will maximize opportunities to create new coordinated assessment for homeless youth and permanent supportive housing for chronically homeless individuals.

**New Bonus Project Funding**

HUD allows local communities to create new projects through two methods: bonus projects and reallocation. Bonus projects are typically awarded competitively at the national level but are also required to be ranked with the CoC's other renewal and new projects. The anticipated



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

amount of funding available for bonus projects in Trenton/Mercer during the FY2017 competition is approximately \$223,875. Eligible bonus projects include:

- New permanent supportive housing projects that will serve chronically homeless families and individuals including youth experiencing chronic homelessness; and
- New rapid re-housing projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations.

**New Project Funding Through Reallocation**

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. CoCs can pursue reallocations through the annual CoC Program Competition. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design, or is dedicated to coordinated access. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants.

Reallocating funds is one of the most important tools by which CoC's can make strategic improvements to their homelessness system. Through reallocation, CoC's can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are scarce.

For FY2017, eligible new projects available through reallocation include:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth.
- New rapid re-housing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations.
- New Supportive Services Only (SSO) projects for centralized or coordinated assessment systems.





**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**FY2017 HUD PRIORITIES AND NATIONAL SCORING**

**About the NOFA**

The NOFA submission consists of three parts:

- *CoC Application* –This is the CoC’s overall application, and primarily focuses on the CoC’s progress on ending homelessness, strategic initiatives, and adoption of HUD’s funding and policy priorities. It is a combination of narrative questions and data tables. The score is out of 200 points. The CoC’s application score heavily impacts the individual project scores— particularly for projects that fall in Tier 2 of the ranking (more information below).
- *Project Ranking* — This is an ordered ranking of all renewal and new projects the CoC is submitting in the application for funding. The project ranking should reflect HUD funding priorities, local need, and a data-driven process for evaluating individual project performance. Prior to the ranking process, the CoC completes a full performance evaluation of all renewal projects and determines whether to include each individual project in the ranking.

HUD requires the project ranking consist of a Tier 1 and Tier 2. HUD typically has enough funding to fund all projects that meet threshold criteria and are in Tier 1. Projects in Tier 2 are considered “at-risk” of not being funded if the overall CoC score and individual project score are not competitive at the national level. For FY2017, the tiers are as follows:

- Tier 1: 94% of Annual Renewal Demand
  - Tier 2: 6% of Annual Renewal Demand + Eligible Bonus Project Funding
- *Project Applications* – Each project approved for inclusion in the local project ranking is included in the CoC’s submission to HUD. Each project application must meet HUD’s threshold review in order to receive funding in addition to the competitive scoring process.

**Tier 2 Project Scoring**

Once projects are ranked into Tier 1 and Tier 2, HUD scores all Tier 2 projects and competitively awards funds at the national level. In the FY2016 competition, Tier 2 projects that were not able to achieve the full amount of points available were cut. HUD’s scoring criteria for Tier 2 projects in the FY2017 competition is based on a 100-point scale and consists of the following:



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

Tier 2 Project Scoring Criteria		
Max Points	Scoring Factor	HUD Calculation
50 points	CoC Application Score	(% of available points received on CoC application) * 50
40 points	Ranking Order	$\frac{\text{Total Points} = 40 * (1 - y)}{\text{Total Tier 2 Funding Available}}$ Where "y" equals: (cumulative funding for Tier 2 ranked higher than project) + (1/2 * project's funding request)
10 points	Commitment to Policy Priorities	Up to 10 points for how the permanent housing project application commits to applying the Housing First Model.
<b>TOTAL Points Available: 100</b>		

**HUD POLICY PRIORITIES (from the FY2017 NOFA)**

This year's CoC Program Competition will continue to focus on the goals of ending homelessness for all populations. The section explains HUD's Policy Priorities for the CoC Program Competition. These are not requirements, instead they explain HUD's priorities and provide context for the requirements in the FY2017 CoC Program Competition. The policy priorities in the FY2017 CoC Program Competition will include:

- 1. Ending Homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g. veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- 2. Create a Systematic Response to Homelessness.** CoCs should use CoC Program performance measures such as the average length of homeless episodes, rates of return to homelessness, and other factors that determine the effectiveness of serving people experiencing homelessness. Additionally, CoCs should be doing everything they can to



**Trenton/Mercer Continuum of Care**  
**FY2017 HUD Continuum of Care NOFA**  
**LOCAL COMPETITION PROCESS & TIMELINE**

create and use an effective Coordinated Entry process, promote participant choice, coordinate homeless assistance and mainstream housing service providers to ensure people experience homelessness receive assistance quickly that results in obtaining and maintaining housing, and make the delivery of homeless assistance open, inclusive and transparent.

- 3. *Strategic allocate and use resources.*** Using costs, performance and outcome data, CoCs should improve how resources are utilized to end homelessness. CoC's should have a process in place to comprehensively review project quality, performance and cost effective measures that determines the extent to which each CoC Program funded project addresses the requirements of the Act and 24 CFR part 578. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. Finally, CoCs should review transitional housing stock to determine its effectiveness in serving homeless people and its cost effectiveness.
  
- 4. *Using a Housing First Approach.*** *Housing First* is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. Programs that use a Housing First approach should be moving individuals and families quickly into permanent housing and should be collecting data to measure the length of time it takes for project to move households into permanent housing and help providers improve performance. Additionally, CoCs should be engaging landlords and property owners, removing barriers to entry, and adopting client-centered service methods.

Note: HUD will be releasing a series of messages, webinars, and resources leading up to the NOFA deadline. You can review these resources and sign up for the HUD mailing list at [www.hudexchange.info/](http://www.hudexchange.info/)

**RENEWAL PROJECT REALLOCATION PROCESS**

The US Department of Housing and Urban Development (HUD) encourages Continuums of Care to reallocate funds from renewal projects to provide funding for new projects and to create additional permanent supportive housing stock. It is therefore the intent of the Trenton/Mercer Continuum of Care to develop a Reallocation Policy and Procedure that is aligned with HUD and HEARTH Act policy guidance, based on performance based as specified in the annual HUD NOFA and based upon performance metrics.



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**Reallocation Policy**

**1. HMIS Project Performance Measures**

The HUD Annual Performance Report is used to assess outcomes which directly relate to goals set forth in HEARTH including reducing length of homelessness, reducing returns to homelessness and increasing income. Below are specific HMIS Project Performance measures used during the evaluation process:

- a. Housing Stability
- b. Income growth and maintenance
- c. Compliance
- d. Data Quality

**2. Fiscal Measures**

The Trenton/Mercer CoC expects that homeless assistance resources be fully utilized. Site reviews will include criteria to determine whether any HUD funds recaptured at the completion of the most recent grant, how much money was recaptured and whether actions have been taken to assure that grant funds will not be recaptured in the current program year.

- a. Expenditure of CoC Grant Funds
- b. Accurate and timely drawdowns

**3. Procedure**

The Trenton/Mercer CoC strives to develop a reallocation process that will ensure that projects submitted in the CoC Consolidated Application process best align with the HUD's priorities and contribute to a complete application process that collaboratively secures dollars to improve our community. The CoC will make decisions based on alignment with HUD guidelines, performance measures and unspent project funds. Reallocated projects are encouraged to seek funders that will support the contributions these projects make to the community. Example Reallocation Strategy: Identify Target projects with \$50K or more unexpended funds for reallocation.

**Spending History**

Projects with a history of returning funds to HUD will be considered for a partial or full reallocation of funds. Organizations found to have less than 80% of their grant expended will be targeted for reallocation. Organization spending will be based on level of service and grant savings (attributed to FMR) and rent contributions. HUD expects programs to spend 100% of the funds they are allocated – if projects are chronically underspending, but are included in the ranking without reallocation, HUD may reject a funding request for the project.



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**Poor Performance/Underfunded**

Renewal projects will be reviewed to determine whether the project is satisfactorily meeting performance outcomes related to permanent housing stability, income growth, compliance and data quality.

**Program Compliance and Monitoring**

Projects with unresolved monitoring findings or are in non-compliance with the CoC Program Regulations (including participant eligibility), Coordinated Assessment, HMIS participation, and other applicable regulations and laws may have funds partially or fully reallocated.

**PERFORMANCE MEASURES**

All CoC projects are reviewed by the Trenton/Mercer CoC Evaluation committee and funding decisions, including decisions to reallocate, are based on project performance. As outlined in the CoC Monitoring policy, the CoC developed specific HMIS Performance and Fiscal Performance measures and instituted a process to monitor projects. This monitoring process is designed for both CoC and Emergency Solutions Grant (ESG) funded projects.

**1. HMIS Project Performance Measures**

The HUD Annual Performance Report is used to assess outcomes which directly relate to goals set forth in HEARTH including reducing length of homelessness, reducing returns to homelessness and increasing income. Below are specific HMIS Project Performance measures used during the evaluation process:

- a. Housing Stability
- b. Income growth and maintenance
- c. Compliance
- d. Data Quality

**2. Fiscal Measures**

The Trenton/Mercer CoC expects that homeless assistance resources be fully utilized. Site reviews will include criteria to determine whether any HUD funds recaptured at the completion of the most recent grant, how much money was recaptured and whether actions have been taken to assure that grant funds will not be recaptured in the current program year.

- a. Expenditure of CoC Grant Funds
- b. Accurate and timely drawdowns



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**3. Bonus Measures**

- a. Serves priority populations designated by the CoC i.e. Chronically Homeless persons with the longest lengths of homelessness and most severe service needs, persons coming from the street or unsheltered, homeless youth coming from streets or unsheltered, and persons vulnerable to illness or death.
  
- b. Expansion using Grant Savings – To Be Determined

Decisions are based on alignment with HUD guidelines, performance measures and unspent project funds.

**RENEWAL PROJECT SCORING PROCESS**

Renewal projects approved by the CoC Executive Committee for inclusion in the CoC project ranking will be scored according to an objective scoring tool based on their individual project performance, alignment with HUD and CoC policy priorities, and compliance. The CoC has established specific performance goal based on HMIS Performance (Housing Stability, Income Growth and Stability, Compliance and Data Quality) and Fiscal Performance and developed a process for monitoring projects. This monitoring process was developed to monitor both Continuum of Care and Emergency Solutions Grant (ESG) funded projects. Performance and HMIS elements are heavily weighted measures used by HUD in determining the overall CoC score for the NOFA. Data used in the project scoring tool comes largely from projects' most recently submitted Annual Performance Report (APR). Participation in HMIS and quality data entry is mandatory for those agencies seeking renewal CoC funds, except where prohibited by law.

A list of all FY 2017 potentially-eligible renewal projects can be found in Appendix A, and a copy of the renewal project scoring tool can be found in Appendix B of this document. After completing the project scoring tool, the Review Committee will rank all renewal projects according to their evaluation score.

First-time renewals are projects that have not yet completed their first operating year, and thus, cannot be scored for their performance. However, the Review Committee will evaluate each first time renewal to ensure that each project is on track for implementation and anticipated outcomes.



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**NEW PROJECT SCORING PROCESS**

New project applicants will be scored on the following:

1. Organization Experience with target population
2. Project Description
  - a. Coordinated Assessment
  - b. Housing First
  - c. Supportive Services
  - d. Housing Type
  - e. Outreach
  - f. Performance Measures
3. Fiscal
  - a. Budget and Match

There may be new projects that fail to score well enough to be included in the NOFA submission, or there may not be enough new projects funding to fund all requests. New project applicants are highly encouraged to participate in the CoC (but not a condition of selection) and review the new project application guide and instructions while preparing their application, which provide a wealth of resources on best practices, policies, procedures, and requirements.

**PROJECT RANKING PROCESS**

New and renewal project approved for inclusion in the CoC's Project Ranking will be ranked in the following order:

1. First time renewal Permanent Supportive Housing (PSH)
2. Renewal PSH projects, ranked in order of highest to lowest score
3. New PSH created through reallocation, ranked in order of highest to lowest score
4. New PSH created through the bonus, ranked in order of highest to lowest
5. First time renewal Rapid Re-housing (RRH), ranked in order of highest to lowest
6. Renewal RRH, ranked in order of highest to lowest score
7. New RRH, created through reallocation, ranked in order of highest to lowest
8. New RRH created through the bonus, ranked in order of highest to lowest
9. New Coordinated Assessment Projects



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

10. Renewal Coordinated Assessment Projects

NOTE: Homeless Management Information System (HMIS) is a CoC infrastructure project that is necessary to collect, analyze and report data. This project is being recommended for inclusion in Tier 1.

**PROJECT ELIGIBILITY & APPLICATION PROCEDURES**

**Eligible Organizations**

New and Renewal Project Applicants must be:

- A Non-Profit 501(c)(3) tax-exempt organization
- Provide a copy of the agency's Certificate of Incorporation
- Provide a list of the Board of Directors
- Able to document at least a 30% cash or in-kind match for the amount of funding requested except leasing as per the local CoC requirements

**Submission Requirements**

Applicants will submit an electronic copy of the application and all required supporting documents to the City of Trenton and the County of Mercer. Hard copies of applications will be accepted but electronic version is highly preferred. An email acknowledgment will be provided upon receipt of application. All project applications must be received by the application deadline stated in Notice of Intent to Apply and the RFP. Applicants are **highly encouraged** to review all documents and HUD resources that ensure your project will meet the eligibility criteria.

ALL project applications (new and renewal) must include the following components:

1. Completed application appropriate for the type of project
2. List of Match
3. Match Supporting Documents
4. Federal Tax Exemption Determination Letters
5. List of Board of Directors

All submissions will undergo a review for completion and accuracy prior to being scored by the Review Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in this document may not be considered for funding.





**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**APPENDIX A: GRANTS ELIGIBLE FOR RENEWAL IN FY2017**

**Note: This is not a ranked project list, and does not reflect reallocations that may take place during the NOFA competition.**

Sponsor	Project
Rescue Mission of Trenton	Permanent Supportive Housing for Chronically Homeless Women
Catholic Charities BHS	Mercer PSH 1 - CC On My Own
Rescue Mission of Trenton	501-507 Perry Street Shelter + Care
Oaks Integrated Care	Mercer PSH 4 - GTBHC S+C
Oaks Integrated Care	Housing First - Samaritan Trenton/Mercer 09
Oaks Integrated Care	GTBHC Housing First Phase II Bonus
Oaks Integrated Care	Housing First - Samaritan Trenton/Mercer 10
Oaks Integrated Care	Housing First-Trenton/Mercer 10
Oaks Integrated Care	Mercer PSH 3 - GTBHC & CC Greenwood Ave
Oaks, CCPACT, HomeFront, Helping Arms	Mercer PSH 17 - Mercer County Leasing 2011
Oaks Integrated Care	Mercer PSH 8 - Housing First Phase 1 - Housing First Demonstration Initiative
Oaks Integrated Care	Housing First - Trenton/Mercer



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

Oaks Integrated Care	PSH for Chronically Homeless Persons (Oaks)
Anchor House	Rapid Re-Housing for Homeless Youth
Catholic Charities ESC	Rapid Re-Housing for Families II
Catholic Charities ESC	Mercer RRH 2 - CoC GA
NJHMFA	Mercer HMIS FY 2016
Catholic Charities ESC	Housing Now
City of Trenton Department of Health & Human Services	Coordinated Assessment Project



**Trenton/Mercer Continuum of Care  
FY2017 HUD Continuum of Care NOFA  
LOCAL COMPETITION PROCESS & TIMELINE**

**APPENDIX B: RENEWAL PROJECT SCORING TOOL**

PERFORMANCE AREAS	KEY MEASURES	Performance Target	Points
<b>HMIS Performance</b> MAX 45 Points  *Score Key Below	<b>1. Housing Stability</b> <ul style="list-style-type: none"> <li>• % Stably Housed</li> <li>• % who exit and do not return (within 1 year)</li> <li>• % reduced length of time homeless (RRH ONLY)</li> </ul> <p style="text-align: center;">AVERAGE SCORE</p>	92%-100% 92%-100% 92%-100%	15
	<b>2. Income Growth &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• % Income growth or stability</li> <li>• % connected to Mainstream benefits</li> </ul> <p style="text-align: center;">AVERAGE SCORE</p>	92%-100% 92%-100%	15
	<b>3. Compliance</b> <ul style="list-style-type: none"> <li>• % Meets homeless eligibility</li> <li>• % Meets disability requirement (PSH)</li> <li>• Program operates at Capacity</li> </ul> <p style="text-align: center;">AVERAGE SCORE</p>	92%-100% 92%-100% 92%-100%	10
	<b>4. HMIS Data Quality</b>	92%-100%	5
<b>FISCAL PERFORMANCE</b> Max 35 Points  *Score Key Below	<b>5. Fiscal Performance</b> <ul style="list-style-type: none"> <li>• Ability to Spend Project \$</li> <li>• Drawdowns submitted timely</li> <li>• Drawdowns submitted accurately</li> <li>• Meets match requirement</li> <li>• APR Submitted by due date</li> <li>• Match &amp; Leverage documentation provided</li> </ul>	90%-100% 75%-100% 75%-100% 100% 100% 100%	10 5 5 5 5 5
<b>BONUS</b> Max 20 Points  *Score Key Below	<b>6. Serves Priority Population in a Housing First model</b> <ul style="list-style-type: none"> <li>• Chronically Homeless</li> <li>• Persons with the longest lengths of homelessness and most severe service needs</li> <li>• Persons coming from the street or unsheltered</li> <li>• Homeless youth coming from streets or unsheltered</li> <li>• Persons vulnerable to illness or death</li> </ul>	100%	10
	<b>7. Expansion using Grant Savings</b>	TBD	10

