

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**

RENEWAL & NEW APPLICANTS

The NOIA including all required documentation must be received by
June 9, 2017 by 3:00 p.m.

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 released 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 is publishing this Notice of Intent to Apply in advance of the NOFA. The City reserves 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 project budgets based on the amount of available funding indicated by HUD. HUD will review the Consolidate Application and make the final award determination.

PROCESS

The Trenton/Mercer CoC will be accepting applications for:

- Renewal Projects
- New Projects for Coordinated Assessment and Entry for Youth and Permanent Supportive Housing for the Chronically Homeless Individuals

APPLICANTS MUST USE THE APPROPRIATE APPLICATION FOR THE PROJECT THAT THEY ARE APPLYING FOR AND CAREFULLY READ THE INSTRUCTIONS FOR EACH PROJECT TYPE.

DEADLINE

Applications must be submitted to the City by **Friday, June 9, 2017 by 3:00 p.m.** Attached is the application for Renewal and New Projects. (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: Vernet Sherrill

ELECTRONIC submission if preferred to: Vernet 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.

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

HUD Fiscal Year 2017 CoC Program

INTRODUCTION

As the Collaborative Applicant for the Trenton/Mercer Continuum of Care, the City of Trenton is requiring agencies interested in renewing projects for funding in the U.S. Department of Housing and Urban Development (HUD) Fiscal Year 2017 Continuum of Care (CoC) Program Consolidated Application to submit a renewal application for each project.

Renewal applicants are required to complete this application by answering all questions and providing the required documentation. The Evaluation Committee, selected from the CoC Executive Membership will review the applications and the Ranking and Review Tool (see attached). Projects will be scored and ranked through the local CoC process.

The amount of funding to be available is estimated to be approximately \$3.7 million which is based on the amount of currently funded projects seeking renewal funding. The actual amount of funding available through reallocation and bonuses are unknown at this time.

The CoC reserves the right not to renew grants that have exhibited serious capacity issues in prior grants (including performance and financial problems); do not sufficiently participate in HMIS; have unresolved monitoring issues; or do not meet the priorities of the Continuum of Care.

THE NOIA IS REQUIRED FOR ALL RENEWAL PROJECTS AND A SEPARATE APPLICATION IS NEEDED FOR EACH PROJECT. The submission of an application is the first step in a competitive, yet collaborative, application process. Information should be provided based on the FY16 projects.

PROJECT RATING PROCESS

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

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

HUD Fiscal 2017 CoC Program

On behalf of the Trenton/Mercer CoC, the City of Trenton is seeking applications for NEW PROJECTS for Coordinated Entry for Homeless Youth and Permanent Supportive Housing for Chronically Homeless Individuals.

Coordinated Entry (CE)

PURPOSE

The purpose of this Notice of Intent (NOI) is to seek applications to implement a coordinated entry project funded through FY2017 Continuum of Care (CoC) Supportive Services Only (SSO) grants for coordinated entry.

It is estimated that approximately \$100,000 will be available through reallocation to fund this project. The City of Trenton reserves the right to award a lesser or greater amount to an applicant than requested.

The Trenton/Mercer CoC Youth Homelessness Subcommittee (YHS) is in the process of developing a comprehensive plan to prevent and end youth homelessness. It is anticipated that the plan will be completed by end of 2017 and ready for implementation in 2018 or by the time of CoC Program award. The YHS is made up of CoC funded agencies, youth serving organization, state and local government, the CEAS Center and other non-profit organization. These agencies are working together to develop a coordinated entry process to prioritize youth experiencing homelessness. The selected sub-recipient will be required to work in conjunction with the CEAS Center and serve as the main point of contact for coordinated entry; maintain the youth homelessness prioritization list and oversee all required Homeless Management Information System (HMIS) data entry and reporting requirements; communicate with partnering organizations about any changes to policies or processes; schedule, lead meetings for the purpose of matching participants with housing and to provide supportive services and referrals to permanent housing.

The project funded through this process will be required to assist in the implementation of the coordinated entry system.

ELIGIBLE APPLICANTS

Non-profit organizations. Preference will be given to youth serving organizations.

DEADLINE

3:00 p.m. on Friday, June 9, 2017

GRANT TERM AND GENERAL REQUIREMENTS

Trenton/Mercer Continuum of Care (CoC)

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 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.

PROPOSED BUDGET

Applicants must submit a proposed budget and budget narrative. Applications should include all costs associated with operating a project for the intended target population. (See attached)

ELIGIBLE COSTS

Projects must be designed in accordance with the applicable requirements and allowable activities for CoC SSO projects as authorized in 24 CFR 578. For purposes of this SSO grant for coordinated entry, the CoC is allowing applicants to propose costs in the following four categories:

Annual Assessment of Service Needs of Program Participants: The costs of the assessment required by § 578.53(a)(2) are eligible costs.

Case Management: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Component services and activities consist of:

- (i) Counseling;
- (ii) Developing, securing, and coordinating services;
- (iii) Using the centralized or coordinated assessment system as required under §578.23(c)(9).
- (iv) Obtaining federal, state, and local benefits;
- (v) Monitoring and evaluating program participant progress;
- (vi) Providing information and referrals to other providers;
- (vii) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
- (viii) Developing and individualized housing and services plan, including planning a path to permanent housing stability.

Housing Search and Counseling Services: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible.

Outreach Services: The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants are eligible.

- (i) Eligible costs include the outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
- (ii) Component activities and services consist of: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream

programs; and publicizing the availability of the housing and/or services provided within the geographic area covered by the Continuum of Care.

Permanent Supportive Housing

PURPOSE

The purpose of this Notice of Intent (NOI) is to seek applications for new permanent supportive housing for the chronically homeless individuals.

It is estimated that approximately \$100,000 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 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

Trenton/Mercer Continuum of Care (CoC)

- 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.

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 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.

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.

APPLICATION EVALUATION

See Attached Scoring and Performance Key

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>