

**2019**

Trenton/Mercer Continuum of Care

**Notice of Intent to Apply (NOIA)  
For  
U.S. Department of Housing and  
Urban Development (HUD)  
Fiscal Year 2019 Continuum of Care  
(CoC) Program**

**RENEWAL & NEW PROJECTS**

The NOIA including all required documentation must be received by

**June 7, 2019 by 12:00 p.m. for Renewals**

**June 14, 2019 for New Projects**

### **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, families and youth with housing and supportive services to achieve long-term stability and end the cycle of homelessness. On behalf of the Trenton/Mercer Continuum of Care (CoC) and as designated Collaborative Applicant, the City of Trenton is publishing this Notice of Intent to Apply in advance of the NOFA to allow time for the local review and decision-making process. 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 FY19 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.

### **PROCESS**

The Trenton/Mercer CoC will be accepting applications for:

- Renewal Projects
- New Projects for Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH/RRH) to serve homeless youth ages 18 to 24.
- New Projects for Permanent Housing to serve homeless families including pregnant and parenting youth.
- Coordinated Entry and Assessment and Housing Search/Counseling for 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 7, 2019 by 12:00 p.m. for renewals and Friday, June 14, 2019 by 12:00 p.m. for NEW Projects**. 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 IS PREFERRED and should be emailed to: Vernet Sherrill, Grant Administrator, City of Trenton, Department of Health and Human Services at [vsherrill@trentonnj.org](mailto:vsherrill@trentonnj.org), and a copy to DuEwa Edwards Dickson at [dedwards-dickson@mercercounty.org](mailto:dedwards-dickson@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 Vernet Sherrill at (609) 815-2169 to verify electronic submission.

### **ELIGIBILITY**

Non-profit agencies are eligible to apply. Any agency with a 501 (c)(3) designation must provide proof on this status as well as include a copy of the agency's Certificate of Incorporation and list of the Board of

Directors. This Notice is open to new proposals for reallocation and bonus funding and encourages new agencies not receiving CoC Program funding including victim service providers to apply.

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

HUD Fiscal Year 2019 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 2019 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 \$4.2 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 FY17 and/or FY18 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 [joanneclocke@outlook.com](mailto:joanneclocke@outlook.com).

Renewal projects will be required to use the following:

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

## Trenton/Mercer Continuum of Care (CoC)

### *Coordinated Assessment System*

The **Trenton/Mercer Coordinated Entry & Assessment System (CEASE)** targets and prioritizes the most vulnerable persons experiencing homelessness in the community. All homeless individuals, families and youth will be screened, assessed and prioritized for housing based on the level of need. Individuals will be linked to specific housing providers that can best serve their specific housing and service needs.

All programs that receive CoC, ESG, SSVF, or targeted VA funding are required by their funding sources to participate in the **CEASE System**. All other programs serving persons who are or are at risk of experiencing homelessness are encouraged and welcome to join CEASE. Agencies with programs that are not required by their funder to participate in the system will sign a Memorandum of Understanding (See Attachment D) agreeing to participate in the **CEASE System**. In general, partner agencies are responsible for:

- Ensuring that clients seeking assistance have prompt access to screening and assessment in a safe and welcoming environment.
- Carrying out screening and assessment of clients, responding to their immediate needs, using CEASE tools and technology, supporting referral of clients per **CEASE** protocols, accepting client referrals per CEASE protocols.
- Enter client service record data into the Homeless Management Information System (HMIS) program and comply with all CoC Reporting requirements.
- Attending **CEASE System** trainings
- Following **CEASE System** policies and procedures.
- For receiving agency – accepting and promptly acting on client referrals through **CEASE System**
- Participating in case conferences requested to resolve housing placement issues or concerns.
- Abide by client eligibility and acceptance determination decision.
- Complying with fair housing legal requirements in all housing transactions and tenant selection plans and procedures

The CoC has established orders of priority outlined in **CPD-16-11 Subject: Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing**. These priorities ensure that all Permanent Supportive Housing funded through the CoC Program targets the persons who need it the most—whether that be a person experiencing chronic homelessness or a person with the most severe needs that do not yet meet the requirements to be considered chronically homeless. All CoC PSH projects will receive and accept referred clients on the basis of the orders of priorities set forth in CPF-16-11.

- **Priority 1:** Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs \*\*\*
- **Priority 2:** Chronically homeless individuals and families with the longest history of homelessness
- **Priority 3:** Chronically homeless individuals and families with the most severe service needs
- **Priority 4:** All other chronically homeless individuals and families
- **Priority 5:** Homeless non-chronic individuals, families, and youth with a disability and the most severe service needs

*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

### Reallocation & Permanent Housing Bonus

#### HUD Fiscal 2019 CoC Program

On behalf of the Trenton/Mercer CoC, the City of Trenton is seeking separate applications for

- New Projects for Joint Transitional Housing and Permanent Housing-Rapid Rehousing (Joint TH/RRH) to serve homeless youth ages 18 to 24.
- New Projects for Permanent Housing to serve homeless families including pregnant and parenting youth.
- Coordinated Entry and Assessment and Housing Search/Counseling for homeless individuals

A mandatory bidder's meeting will be held on Wednesday, June 5, 2019 at 9:30 a.m. at City of Trenton Health Building, 218 North Broad Street, Trenton.

Joint TH and PH-RRH component projects, which will include transitional housing and permanent housing-rapid rehousing in a single project to serve individuals and families experiencing homelessness, including victims of domestic violence.

When a program participant is enrolled in a Joint TH and PH-RRH component project, the sub-recipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the PH-RRH component, but the sub-recipient must make both types of assistance available. For RRH- Homeless individuals and families coming from transitional housing must have originally come from the streets or emergency shelters.

**Transitional housing** means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

#### **Permanent Housing**

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing:

- Permanent Supportive Housing (PSH) for persons with disabilities and rapid re-

housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

- Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.

**Permanent Housing/Rapid Rehousing** is an intervention, informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid rehousing programs help families and individuals living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term. A fundamental goal of rapid rehousing is to reduce the amount of time a person is homeless.

#### **Funding**

It is estimated that approximately \$100,000 will be available through reallocation and approximately \$125,000 through bonus upon based previous bonus allocations and is subject to HUD funding availability. Budgets should 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.

#### *Joint TH and PH-RRH Component Project.*

The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals or pregnant and parenting youth experiencing homelessness who meet the following criteria: residing in a place not meant for human habitation and/or residing in an emergency shelter.

Eligible costs are limited as follows, in addition to other limitations found in 24 CFR part 578:

- (1) leasing of a structure or units, and operating costs to provide transitional housing;
- (2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;
- (3) supportive services;
- (4) HMIS; and
- (5) project administrative costs.

### **Eligible Costs Summary**

*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.

### 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)

### 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

At a minimum, the services listed below must be provided:

**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;



## Trenton/Mercer Continuum of Care (CoC)

- (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 availability of housing and/or services provided within the geographic area covered by the CoC.

### **OTHER ELIGIBLE COSTS for Joint TH/RRH and Coordinated Assessment**

*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.

### **DEADLINE-FOR NEW PROJECTS**

12:00 p.m. on Friday, June 14, 2019

### **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. Victim service providers who are sub-recipients will be exempt from the HMIS requirement but must maintain a comparable database and provide de-identified information to the 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)

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

**MATCH**

Cash or In-kind Match in the amount of 30% 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 Criteria