FY2021 RENEWAL APPLICATION
Due: July 1st, 2022 12:00pm

Instructions: Please complete one application for each project renewal

Agency & Project Information

Applicant Name	
Project Name	
Current Contract Period	
HUD GRANT #	
Level of Service / # of Units	
Renewal Amount Requested: (amount cannot exceed current award amount)	

Contact Information

Authorized agency representative completing Letter of Intent	
Title	
Email address	
Mailing address	
Telephone Number	

CoC Membership Involvement

HUD states that a successful CoC will have involvement from a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

Are you an active member of the Trenton/Mercer CoC? _____Yes_____No

Please describe what CoC committees, subcommittee, and/or working groups that your agency participates in on a regular bases. Please provide the names and titles of those participating and the overall frequency and level of involvement.

Participation in Centralized/Coordinated Entry System

The CoC Program Interim Rule requires CoC's to use a coordinated entry system and to utilize a standardized assessment tool. The coordinated assessment (entry) is intended to prioritize housing resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for clients to access services and ensure that limited resources are allocated efficiently. The CEASe System identifies and prioritizes clients eligible for housing and services and agencies will receive referrals through this system.

Are you a current participant or do you agree to participate in the Trenton/Mercer CoC's coordinated entry/assessment system? _____Yes_____No If No, please explain

Please complete the following table based on program data between January 1st, 2021and December 31, 2021

Total number of admissions during time period	
number of admissions referred through CE process	
number of admissions referred from another source	

Housing Quality Standards

All housing leased with CoC funds or where rental assistance payments are made with CoC funds must meet applicable Housing Quality Standards (HQS)

Does your project meet applicable Housing Quality Standards? _____ Yes_____No
Please briefly explain your inspection process for HQS.

CoC Monitoring Findings

HUD requires that CoC's review any monitoring findings.

Has your agency received an audit finding on your most recent A-133 or Single Audit?
_____Yes_____No   If yes, please explain the finding.

Has your agency received a programmatic or fiscal monitoring finding on your previous year monitoring from the City of Trenton?

_____Yes_____No If yes, please explain the finding and if it was resolved.

Fiscal and Program Issues

Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? _____Yes_____No If yes, please explain.

Have any CoC funds been returned within the last 24 months? _____Yes_____No If yes, please explain.

Service Provision
1. Please describe key service models used in provision of support to program participants
2. Please identify key community supports program participants are linked to outside of your program. In your description identify the type of service and agency name/type

Match
Match must equal 30 percent of the total grant request including Admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third part will provide such services and value towards the project.

Will your agency be able to provide the match requirement for your renewal project? _____Yes_____No If yes, your agency will be required to provide in writing the source of your match prior to submission of the CoC Consolidated Application. If No, please explain

Racial Equity and Consumer Input Strategies

1. Describe the diversity of your agency's staff and how they reflect minority populations and the population you are serving? Does your agency board or leadership include any persons with lived experience of homelessness?

2. Describe how your agency uses input from persons with lived experience of homelessness to adjust its service delivery method or program administration.

3. Identify whether your agency is using any of the strategies below to address racial disparities:

Strategy	Yes or No
The Agency management and decision-making bodies are representative of the population served by the program.	
The agency has identified steps it will take to help the board of directors & decision-making bodies better reflect the population served by the program.	
The agency is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the organization.	
The agency is training and educating staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	
The agency has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	
The agency is collecting data and/or reviewing HMIS to better understand the pattern of program use for people of different races and ethnicities in its program.	
The agency has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	

4. Describe how your program will be able to deliver the services in a manner that is culturally and linguistically competent and reflects the needs of the minority populations served.

System Performance

1. Please describe strategies or plans to be implemented in response to any issues or areas of concern identified through the monitoring process in 2022. Please provide evidence of strategies implemented (for example: clean data quality reports, revisions to policies/documents).
2. **Bonus points:** Please provide documentation that your staff have attended regular trainings hosted by HMFA on HMIS.

Administrative Funds

Under the HEARTH Act, administrative funds are pre-calculated for each grant and are a shared cost with the Collaborative Applicant, the City of Trenton. Please refer to the HUD Exchange website for more information regarding required supportive documentation for these funds.

	Yes No
Do you accept Administrative funds for this project?	☐ ☐
Do you "opt out" of accepting Administrative funds?	Yes No ☐ ☐

By signing this form your agency certifies that this information is accurate and true to the best of your knowledge and agrees to adhere to all contractual obligations and all local, federal and CoC governing rules and regulations.

Signature	Title	Date Signed