Morris County Continuum of Care

2022 New Project Application

## Organization and Contact Information

|  |  |  |
| --- | --- | --- |
| **Organization Name:** |  |  |
| **Sponsor (if applicable):** |  |  |
| **Project Name:** |  |
| **Grant Number:** |  |  |  |
| **Contact:**  |  | **Title:** |  |
| **Address:** |  |
| **Telephone:** |  | **Fax:** |  |
| **E-mail:** |  |

## Project Type

(double click the appropriate box and select “checked”)**:**

**[ ]** Permanent Housing -Permanent Supportive Housing **[ ]** Permanent Housing -Rapid Re-Housing

**[ ]** Joint Transitional & Rapid Re-Housing **[ ]** Supportive Services Only - Coordinated Entry

**[ ]** HMIS Only

1. Project Narrative: Answer the narrative questions about the project your organization is applying for in a word processing program. Each project narrative must be 18 pages or less, using 12-point Times New Roman font and one-inch margins. Any pages after page 18 will not be reviewed as part of the project application. The cover page and attachments will not be included in the 18-page narrative.
2. Agency Background and Capacity
3. Provide an overview of your agency’s experience with the priority population and proposed services. *For projects with sub-grantees, include a description of the subcontracted agency’s experience as well.*
4. Describe your agency’s plan for training staff including how your agency orients new staff and ensures key competencies, annual or periodic trainings for different levels of staff and training that staff has received in the past year, certifications or licenses required for different levels of staff and whether training is offered to create pathways for staff development, training received by executive leadership, direct service staff, board of directors and all other staff levels, how each training is relevant to service delivery, what impact have the above trainings had on service delivery and program design, and any specific trainings the agency incorporates to reflect priority populations.
5. Discuss your agency’s experience and plan for using New Jersey Homeless Management Information System (HMIS) including staffing, familiarity with national and local data and training standards, history of data quality improvement planning and experience and/or intent to join the CoC Data Governance Committee.
6. Complete the chart below and provide a description of what strategies your agency using to address racial disparities.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **% of people served by agency** | **% of direct service staff** | **% of executive leadership and administration** |
| **American Indian/ Alaska Native** |  |  |  |
| **Asian** |  |  |  |
| **Black/African American** |  |  |  |
| **Native Hawaiian/ Pacific Islander** |  |  |  |
| **White**  |  |  |  |
| **Hispanic/Latino** |  |  |  |
| **Total** |  |  |  |

1. Describe your agency’s process for incorporating persons with lived experience into program design and policies.
2. Describe your agency’s fiscal capacity to implement the project including changes made to the project model, staffing and/or budget within the last three years and projected changes over the next year, and long-term plans to sustain the project should there be a decrease in HUD funding.
3. Project Description and Implementation
4. Briefly describe the activity for which you are requesting including the funding priority and/or gap the project addresses, other programs that provide the same or similar service and how your agency supports, collaborates with or differs from those services, how the project aligns with the missions of both the agency and Morris County CoC.
5. Describe the SMART objectives and outcomes of the project including, but not limited to, the number of households to be served, priority populations and demographics to be served, linkages to training, employment and benefits, specific system performance metrics that are relevant to the project, and services provided after discontinuation of services (post-program graduation, etc.).
6. Describe specific activities and services the project will offer to participants to meet the identified participant needs including how the activities/services will assist participants to obtain and maintain permanent housing, how the project will deliver services in a manner that is culturally and linguistically competent and reflects the needs of populations served, what project staff will perform activities/services, how participants will be assessed for, and connected with, employment services, mainstream benefits, healthcare services and insurance, any additional services (if any) the agency will provide to augment the scope and success of the program, and partnerships and collaborations with relevant community partners.

*Please note that if the agency will rely on subgrantees, partnerships or collaborations to achieve project objectives and outcomes, the roles and responsibilities of those entities should be included in this section.*

1. Describe the agency monitoring and evaluation plan as it relates to this project including how the project will measure and document participant satisfaction to inform implementation, staff involved in monitoring and evaluation, methods used to evaluate program performance and determine quality improvement projects, and frequency of program evaluation and improvement plan monitoring.
2. Describe your agency’s level of participation in local planning processes (i.e. CoC subcommittees, local and regional planning activities, etc.) including participation of executive leadership, direct service delivery staff and all staff, the strategic plan objectives in which your agency plans on participating, CoC initiatives in which the staff have participated, levels of leadership agency staff have within the CoC, how CoC initiatives have been communicated to staff throughout the agency including those who do not participate in CoC committees, how your program referral and intake processes align with the CoC Coordinated Entry processes and how your agency participates or plans to participate in the Coordinated Entry system.
3. Housing First Philosophy
4. Describe how you operationalize a Housing First philosophy in program implementation including documented policies and procedures, training, processes and implementation plans.
5. Participant criteria
	1. Will the project require a criminal or credit background check during program intake to determine project eligibility?

**[ ]** Yes **[ ]** No

* 1. Will program participants be required to participate in any other services to receive housing?

**[ ]** Yes **[ ]** No

* 1. Will participants be required to present any documentation during program entry?

**[ ]** Yes **[ ]** No

* 1. Will income be considered as criteria during project admission?

**[ ]** Yes **[ ]** No

* 1. If the answers to any of these questions is “yes”, please provide detailed explanation of the reasons for these program requirements and plans for implementing a Housing First philosophy prior to the next funding cycle.
1. Provide a detailed overview of barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.
2. Describe any initiatives aimed at making the entire agency “housing first”.
3. New Projects
4. Discuss your agency experience with implementing HUD-funded projects including project administration, fiscal management, adherence to program regulations and audit results. If you have lost or been denied HUD-funding in the past, disclose project name, HUD project type and reasons for loss/denial. If the agency has no experience with HUD funding, describe experience with other funders, including agency administration and management. Include proof of your agency’s up-to-date SAM registration.
5. Provide the staffing plan for the project including an organizational chart, basic job descriptions that describe responsibilities and qualifications for the project and a recruitment plan to fully staff the project to meet project deadlines.
6. Describe your agency’s familiarity with HUD system performance measures and experience with improving these metrics within your agency and/or throughout the Morris County CoC including plans for how your agency plans to address these system performance measures as a CoC-funded provider.
7. Budget: Complete the Budget Worksheet in Excel and attach with application narrative.