

# Morris County Continuum of Care

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<https://www.morriscountynj.gov/Departments/Community-Behavioral-Health-Services/Continuum-of-Care>

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To: All Morris County Community Service Providers

From: Allison Delcalzo-Berens, Chair

Re: Morris County Continuum of Care 2022 Request for Proposals

Date: Monday, April 25, 2022

The Morris County Continuum of Care (CoC), a local planning committee responsible for ending homelessness in Morris County, has begun the process for the U.S. Department of Housing and Urban Development (HUD) 2021 CoC Application.

In preparation for submission of the CoC application for HUD funding, the Morris County CoC Executive Committee is now accepting Notices of Intent from any agencies interested in applying for funding to support both NEW and RENEWAL projects through the Morris County CoC process. Projects may apply for new funding that may be made available through reallocation of existing monies or new bonus funding, and applicants who have not previously received CoC funding are encouraged to apply. Projects might apply for renewal funding if the program was awarded funds for any CoC Program in a preceding competition where the program expires in the calendar year 2021.

## OVERALL COC PROJECT GOALS

The HUD CoC program provides funding to programs serving homeless individuals and families. The CoC has adopted the following HUD priorities, which will inform its evaluation of project efforts toward ending homelessness for all populations.

1. Ending Homelessness for Everyone: The Continuum of Care (CoC) program promotes community-wide commitment to the goal of ending homelessness. The program provides 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. The program promotes access to and affects the utilization of mainstream programs by homeless individuals and families. The program optimizes self-sufficiency among individuals and families experiencing homelessness.

2. Using a Housing First Approach: The CoC has established a funding preference for projects which operate with a Housing First Approach, which prioritizes getting homeless persons into permanent housing quickly and wrapping needed services around them. A Housing First approach includes low barriers to program entry, removal of barriers for program retention, client centered services based on goals developed by the household and prioritizing those households who are most in need. A system-level Housing First approach also includes a centralized/coordinated assessment process and an inclusive decision-making structure for system development.

3. Creating a systemic response to homelessness: The CoC will use performance measures such as the average length of homeless episodes, rates of return to homelessness, and other factors that determine the effectiveness of projects serving people experiencing homelessness. The CoC Coordinated Entry process is designed to promote participant choice and coordinate homeless assistance and mainstream housing service providers to ensure people experiencing homelessness receive assistance quickly to obtain and maintain housing. The CoC will prioritize projects that seek to support these system-wide goals and make the delivery of homeless assistance open, inclusive and transparent.
4. Strategically allocating and using resources: The CoC will evaluate all funding requests to ensure adequate resource allocation. This process must include a comprehensive project review, evaluation of project use of mainstream resources, leveraging additional community-based resources through partnerships, and reviewing the efficacy of transitional housing.

## PROJECT TYPES

In accordance with the HUD funding priorities, the Morris County CoC will entertain applications from Renewal projects with contracts ending in the calendar year 2021. The CoC will consider project proposals for the following types of activities:

- Permanent Supportive Housing (PSH): Projects that will primarily serve chronically homeless individuals and/or families, including unaccompanied youth. This may include funding for acquisition, rehabilitation, new construction, rental assistance, leasing, services, or operating dollars. Projects may also request up to 7% in administrative funds.
- Rapid Re-Housing (RRH): Projects that will serve homeless individuals and/or families, including unaccompanied youth. Rapid rehousing projects may serve homeless households who do not have a disabling condition. Programs will need to serve only those living on the streets or in emergency shelters or those fleeing domestic violence. Rapid Re-Housing projects may request short-term (1-3 months) or medium-term (3-24 months) rental assistance, service funding, and up to 7% in administrative funding.
- Joint Transitional Housing and Rapid Rehousing Component: Projects will combine Transitional Housing (TH) and Rapid Rehousing (PH-RRH) into a single project to serve individuals and/or families experiencing homelessness. The CoC will prioritize Joint TH/RRH projects that focus on scattered sites or are compliant with pandemic criteria.
- Supportive Services Only Projects for Coordinated Entry: Projects may request supportive services and up to 7% administrative funding to support the community-wide centralized/coordinated assessment process.
- HMIS: Projects may request funding for the costs associated with the HMIS user fees. This activity will only be considered a project component, not an independent project proposal.

## FUNDING PRIORITIES

The CoC will emphasize projects that aim to end homelessness of chronically homeless individuals and all families by each household's definition of family. While there are no population-specific criteria for this RFP, applications should demonstrate an awareness of families who are at higher risk of homelessness, including families that include people of color, people who identify as LGBTQ+, families with youth ages 0-24, and people with mental health and/or substance use disorders. The CoC will also emphasize projects that seek to increase HMIS capacity and focus on case management services, particularly those that support Coordinated Entry program participants and wraparound mental health services.

For more details on the HUD funding priorities, applicants are strongly encouraged to review the FY2020

CoC NOFA and CoC Registration Notice which may be found at [www.hudexchange.info](http://www.hudexchange.info).

## FUNDING PROPOSALS

### New Application Instructions

All agencies submitting new projects must complete a “New Project Application.” When completing funding proposals, applicants are strongly encouraged to utilize the HUD website ([www.hudexchange.info](http://www.hudexchange.info)), CoC Strategic Plan 2022-2023, and Application Scoring Criteria.

All application materials can be found on the Morris County Department of Human Services website: <https://www.morriscountynj.gov/Departments/Community-Behavioral-Health-Services/Continuum-of-Care>.

There are two sections in the New Project Application. The first section is a 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 a 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. New project applications include a special fourth narrative section. The narrative will account for 80% of the total proposal score.

The second section is a budget worksheet. Complete every spreadsheet tab in the workbook using a spreadsheet program. The budget worksheet will account for 20% of the total proposal score.

### Renewal Application Instructions

All agencies submitting renewal projects must complete a “Renewal Application.” When completing funding proposals, applicants are strongly encouraged to utilize the HUD website ([www.hudexchange.info](http://www.hudexchange.info)), CoC Strategic Plan 2022-2023, and Application Scoring Criteria. All application materials can be found on the Morris County Department of Human Services website: <https://www.morriscountynj.gov/Departments/Community-Behavioral-Health-Services/Continuum-of-Care>.

There are three sections in the Renewal Project Application. The first section is a project narrative. Answer the narrative questions about the project your organization is applying for in a word processing program. Each project narrative must be 15 pages or less, using a 12-point Times New Roman font and one-inch margins. Any pages after page 15 will not be reviewed as part of the project application. The cover page and attachments will not be included in the 15-page narrative. The narrative will account for 50% of the total proposal score.

The second section is the program monitoring score. Renewal project agencies were subject to a program monitoring process in April of 2022. This score will account for 40% of the total proposal score.

The third section is a budget worksheet. Complete every spreadsheet tab in the workbook using a spreadsheet program. The budget worksheet will account for 10% of the total proposal score.

### Coordinated Entry Project Applications

If more than one organization submits a proposal for a Coordinated Entry project, each organization will receive a Coordinated Entry Addendum on June 1, 2022. Each organization must submit Coordinated Entry Addendums by 4:30 pm, June 15, 2022, to consider its proposal for funding.

### Application Requirements

Agencies interested in applying for CoC funding must complete the following:

- Participate in a mandatory technical assistance webinar on Monday, May 2, 2022, 10:00 am – 12:00 pm, using the following webinar link: <https://us02web.zoom.us/j/82249320833?pwd=alpidjFXcTZsZ2JjcG9MNXZQOUhDZz09>
- Submit completed proposals by 4:30 pm, May 31, 2022.

- Submit Coordinated Entry Addendum by 4:30 pm, June 15, 2022, if applicable. (See “Coordinated Entry Project Applications” section above.)

## Application Submission

Proposal applications are to be submitted in two separate documents (Project Narrative in PDF format and Budget Worksheet in Excel format) by electronic mail to the following:

- Ashni Mathew: [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org)
- Amy Archer: [aarcher@co.morris.nj.us](mailto:aarcher@co.morris.nj.us)

Email Rebecca Sherrod at [rsherrod@cfrmorris.org](mailto:rsherrod@cfrmorris.org) with any questions regarding the 2022 Morris County Notice of Intent process.

CoC Lead Agency: Morris County Department of Human Service