

# 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 2023 Request for Proposals  
Date: Tuesday, April 11, 2023

The Morris County Continuum of Care (CoC), a local planning committee responsible for ending homelessness in Morris County, has begun the U.S. Department of Housing and Urban Development (HUD) 2023 CoC funding application activities.

In preparation for submission of the CoC application for HUD funding, the Morris County CoC Executive Committee is now accepting local applications/notice of intent from any agencies interested in applying for funding to support both NEW and RENEWAL projects through the Morris County CoC process. Agencies may apply for new project funding that may be available through the reallocation of previous funding due to priority changes or through the availability of new bonus funding. Agencies who have not previously received CoC funding are encouraged to apply. Agencies may apply for renewal projects funding if the program was awarded funds for any CoC Program in a preceding competition where the program expires in the calendar year 2022.

## 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.

CoC Lead Agency: Morris County Department of Human Service

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 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

### Priority Populations

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.

## **Special Focus**

The CoC will emphasize projects that seek to increase HMIS capacity and affordable housing stock. Projects that focus on case management and housing navigation services, particularly those that support Coordinated Entry program participants are strongly encouraged. The CoC encourages applicants to consider a full breadth of supportive and wraparound services eligible for funding under each project, especially those that will allow the agency to offer innovative services to program participants that will help to improve system performance metrics, including increasing household income, preventing returns to homelessness, reducing the length of time households are homeless, and increasing discharge to permanent housing destinations. Supportive services should promote individualized care and long-term positive outcomes and include input from people with lived expertise.

*For more details on the HUD funding priorities, applicants are strongly encouraged to review the FY2022 CoC NOFA and CoC Registration Notice which may be found at [www.hudexchange.info](http://www.hudexchange.info).*

## **Funding Proposals**

### **Resources**

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 when completing funding proposals. 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>.

### **Agency Application Instructions**

Each agency should submit one applicant narrative. Answer the narrative questions about the agency in a word processing program. New applicants are required to answer question “A” in the agency application. The question will not be scored; however, the question will be used to provide the Allocation Committee with additional data when reviewing new project applicants.

The applicant narrative must be 10 pages or less, using 12-point Times New Roman font and one-inch margins. Any pages after page 10 will not be reviewed as part of the application. Attachments will not be included in the 10-page narrative. Attachments will not be included in the 10-page narrative.

### **Project Application Instructions**

Agencies should submit one project application for EACH project for which they are requesting funding. Each project narrative must be 10 pages or less, using 12-point Times New Roman font and one-inch margins. Any pages after page 10 will not be reviewed as part of the application. Attachments will not be included in the 10-page narrative. *Please note, there is no need to submit a separate agency application with each project application.*

### **Budget Worksheet Instructions**

Each project requires an accompanying budget worksheet. Complete every spreadsheet tab in the workbook using a spreadsheet program. Further instructions are located within the budget worksheet template. A 25% funding match is required for all projects. Budgets for renewal projects should match the grant inventory worksheet (GIW).

## Scoring

Each project will receive a separate score which will include the score for the single agency application, the score for the pertinent project application, and the score for the pertinent budget worksheet.

For new applications, the applicant narrative will account for 50% of the total proposal score; the project narrative will account for 50% of the total proposal score.

For renewal applications, the applicant narrative will account for 30% of the total proposal score; the project narrative will account for 35% of the total proposal score; and the monitoring score from the 2023 desk monitoring will account for 35% of the total proposal score.

New permanent housing project applications that describe the leveraging of healthcare and/or housing resources will receive up to 20 bonus points. (PSH and RRH projects)

## Application Requirements

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

- Participate in a mandatory technical assistance webinar on Monday, April 24, 2023, 10:00am – 12:00pm, using the following webinar link:  
<https://us02web.zoom.us/j/81119197549?pwd=SnZpY3JTeWhOT25ZUXFSY3piV3V4dz09>
- Submit completed proposals by 4:30 pm, June 2, 2023.

## 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) AND
- Amy Archer: [aarcher@co.morris.nj.us](mailto:aarcher@co.morris.nj.us)

Email Carmine Deo at [cdeo@communityhope-nj.org](mailto:cdeo@communityhope-nj.org) with any questions regarding the 2023 Morris County Notice of Intent process.