



*Working together  
to end homelessness*

# ***Tri-County Continuum of Care for Hunterdon, Sussex, & Warren Counties***

**Request for Letters of Intent  
FY 2023 HUD Continuum of Care (CoC) Homeless Assistance Funding  
Tri-County CoC of Warren, Sussex, and Hunterdon Counties**

**Board Committee:**

Chair: Meagan O'Reilly  
Joan Bruseo  
Angela Fields  
Lauren Burd  
Shawn Buskirk  
Randi Hengst  
Nick Kapetanakis  
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**Veterans Committee:**

**Request for Letters of Intent  
FY 2023 HUD Continuum of Care (CoC) Homeless Assistance Funding  
Tri-County CoC of Warren, Sussex, and Hunterdon Counties**

**Background**

The United States Department of Housing and Urban Development (HUD) issues an annual Notice of Funding Opportunity (NOFO) to launch a nationwide competitive process to provide communities with funds to assist those experiencing homelessness with services and housing. The HUD Continuum of Care (CoC) FY2023 NOFO is anticipated to be released in June/July 2023. Family Promise of Sussex County serves as the collaborative applicant for the Tri County CoC of Warren, Sussex, and Hunterdon Counties and will be responsible for completing and submitting the application on behalf of the CoC.

The CoC will accept Letters of Intent for renewal and new projects, with the understanding that new projects may be funded if current renewal project funds are reallocated by the Executive Committee and/or through additional funds made available by HUD for bonus projects. HUD has indicated that the *FY2023 CoC NOFO* will continue HUD's Tier 1 and Tier 2 funding strategy in the FY2023 competition. HUD will also allow CoCs the opportunity to apply for specific new projects through available reallocated and general bonus funding. All projects will be scored by a standardized Ranking & Review process; the tool for this process will be published with this RLI on the websites of Family Promise of Sussex County, and Warren, Sussex, and Hunterdon Counties.

Eligible applicants include non-profit organizations and units of local government. Eligible agencies who have not previously received HUD CoC funding are encouraged to apply. **Additionally, all applicants must adhere to the following requirements:**

- Be able to provide services in, or accept referrals from, all three counties, in accordance with the Tri-County CoC Coordinated Assessment process.
- Have a firm match commitment of cash or in-kind support with a total value of 25% of the proposed project budget request, minus leasing costs
- Utilize a Housing First philosophy

Applicants are responsible for reading the FY 2023 HUD Notice of Funding Availability when it is released:

<https://www.hudexchange.info/programs/e-snaps/fy-2023-coc-program-nofa-coc-program-competition/>

HUD requires an electronic submission of all applications in E-snaps; applicants will be required to finish the draft application, with all required attachments, approximately three weeks prior to the HUD deadline. The CoC will review the draft prior to submission.

<https://esnaps.hud.gov/grantium/frontOffice.jsf>.

**A mandatory technical assistance session for interested applicants will be provided on May 22<sup>nd</sup>, 2023 at 10 a.m. via ZOOM.** Attending the session is mandatory for all agencies submitting both new and renewal proposals. Applicants must register for the meeting to [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org) and Meagan O'Reilly at [MOreilly@co.hunterdon.nj.us](mailto:MOreilly@co.hunterdon.nj.us).

**Providers must submit Letters of Intent to the CoC no later than Friday, June 9<sup>th</sup>, 2023 at 5 p.m.** Electronic submission is REQUIRED. The application can be found and submitted through the SM Apply portal found here: [https://njcocmha.smapply.io/prog/tri-county\\_coc\\_funding/](https://njcocmha.smapply.io/prog/tri-county_coc_funding/). Agencies will receive confirmation directly from the system that their application has been submitted.

## Scope of Services

### Purpose

To provide funding to quickly re-house homeless individuals and families, promote access to and effective use of mainstream programs and optimize self-sufficiency by those experiencing homelessness (the HUD homeless definition can be found at :

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

### Eligible Components

Permanent Supportive Housing

Rapid Re-Housing

Supportive Services only (Coordinated Entry only)

Joint Transitional Housing and Rapid Re-Housing

Homeless Management Information Systems (HMIS)

### Tri - County Local Selection Process 2023 Funding Priorities

New Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH) projects that jointly provide healthcare

New PSH or RRH projects that leverage non-CoC or non-ESG funding sources

New projects serving victims of domestic violence

New Joint Transitional Housing-Rapid Rehousing Projects

Projects serving persons with mental illness

Projects serving persons with substance use disorders

### New Projects

The Tri County CoC will accept applications for new projects prioritizing those project types listed above.

Applicants are expected to align projects with the goals of HUD's Strategic Plan to Prevent and End Homelessness and *Home, Together*, which can be found at <http://usich.gov/>

### **Match & Leverage**

All applicants should start to plan for and secure commitments of match and leveraging sources.

**Match** - a 25% cash or in-kind match is required for all program components except leasing. Match is required for both new and renewal projects.

**Leverage** - an effort to leverage local resources is required by HUD for all projects.

If selected for funding Letters and/or MOUs documentation match & leveraging are due with the draft application prior to submission in E-snaps. Further guidance is available from HUD at:

<https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/>

### **Project Rating Process for Renewal Projects**

Upon submission of applications, the Tri-County Funding Review Committee will evaluate programs using the approved scoring criteria (attached) and data generated from HMIS based on the CoC System Performance Measures:

<https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf>

Projects are required to participate in:

Coordinated Assessment, Housing First Philosophy and use of the Chronically Homeless Definition.

Special consideration will be given to project proposals that expand housing using a housing first philosophy and projects that expand and/or improve coordinated assessment/entry.

### **Continuum of Care Membership**

The Tri-County Continuum of Care annually welcomes new members and member agencies who seek to join in the mission of ending homelessness for persons in Warren, Hunterdon, and Sussex Counties. The CoC considers opinions pertaining to planning and strategic resource allocation from any individuals and organizations with knowledge of homelessness in the geographic area or an interest in preventing or ending homelessness in the Tri-County region.

### **Definitions**

*Chronically Homeless* - the new definition for Chronically Homeless went into effect on January 4, 2017 and is as follows: An unaccompanied homeless individual with a disabling condition, or an adult member of a homeless family who has a disabling condition, who has either been continuously homeless for a year or more, or has had at least four (4) occasions of homelessness in the past 3 years, where all combined occasions has to total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation in an emergency shelter, or in a safe haven. The term "homeless," in

this case, means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

*Disabling Condition* - A disabling condition is defined as: (1) a disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agent for acquired immune deficiency syndrome; or (5) a diagnosable substance abuse disorder. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

*Housing First* - 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. Permanent Supportive Housing projects should use a Housing First approach in the design of the program. Please see the RLI Addendum tool for additional information.

*Racial Equity* - The Tri-County CoC is committed to upholding policies and practices that are equitable and that do not pose undue barriers for any particular group(s) (e.g., individuals of a particular racial/ethnic group, sexual orientation, gender, ability status, etc.). All entities within the homeless service system are expected to utilize a racial equity lens in the provision and evaluation of services. Please see the RLI Addendum tool for additional information.

## **Scoring**

The Tri County Continuum of Care has established a transparent framework for the decision-making process guiding the annual CoC application for HUD funding for homelessness assistance projects. Performance measures and scoring criteria are adjusted annually to maintain alignment with HUD priorities and local objectives.

The Selection Committee consists of non-biased persons; i.e. members of the CoC who do not represent or have any formal association with an agency submitting an application to the CoC. The Selection Committee will receive copies of all project proposals prior to meeting and be prepared to:

- Conduct a review of each application
- Evaluate each application against defined criteria
- Rank each proposal in order
- Provide recommendations to the CoC Executive Committee regarding whether a proposal should be submitted for funding and how it should be ranked against other proposals.

Each individual who participates in the review process agrees to hold all information related to the proposals in confidence before, during and after the review proceedings. Rankings and scores will be shared with applicants prior to presentation to the CoC. Findings of the committee will be presented to the Executive Committee of the Tri-County CoC for final approval.

## **New Projects**

The application scoring criteria is outlined in the Scoring Rubric for New Projects. Additional requirements include:

- Applicant must be a 501(c)(3) not for profit or a local unit of government.
- Projects must meet all HUD eligibility criteria.
- Applicant must have the organizational capacity to implement a project in alignment with all HUD standards and cannot have a history of findings or unresolved issues with HUD or the State of NJ or counties of Warren, Sussex or Hunterdon.

## **Renewal Projects**

The application scoring criteria is outlined in the Scoring Rubric for Renewal Projects. The Selection Committee members are asked to assign a score based on information in the application, performance review, and local and HUD priorities.

All projects are scored together and then ranked from highest to lowest score. A minimum score of 60 is required to be included in the FY 2023 application.

A new or renewal project application must meet the priority threshold, or it will be automatically rejected by the Selection Committee. Applications also must use a housing first approach, agree to participate in the Coordinated Entry System, commit to a policy of non-discrimination, and comply with all other provisions of the Policies & Procedures of the Coordinated Entry System.

Upon a project application submission, the Selection Committee will first closely review the information in order to ensure that:

- All proposed program participants will be eligible for the program component type selected;
- The organization is eligible to submit a project application;
- The proposed activities are eligible under the 24 CFR part 578;
- Each project narrative is fully responsive to the question being asked and that it meets all criteria for that question as required by the NOFO's detailed instructions provided in e-snaps;
- The data provided in various parts of the project application are consistent; and
- All required attachments, such as letters of commitment correspond to the attachments list in e-snaps and the attachments contain accurate and complete information.

Applications submitted may be returned for suggested modifications or amendments. Those project applications that are accepted for submission may be invited to present their project to the Selection Committee. The dates, times and location will be emailed to the organization. Interviews are meant to clarify the applications only and are not meant to be used to provide new information that could affect scoring.

Shortly after the presentations, the projects within each priority will then be scored by the Selection Committee according to the criteria set by the CoC Executive Committee

## **Appeals Process**

If an applicant organization feels it was denied the right to reasonably participate in the local application process or has been unfairly eliminated from either the local or the federal competition, that a decision made by the CoC Selection Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2020 Continuum of Care Guidelines, the applying agency and sponsor, if any, may file an appeal to be re-considered for inclusion in either the local competition or federal competition.

A written appeal request must be submitted to the CoC within 7-10 business days of the notice of the decision by email to Chair, Meagan O'Reilly ([moreilly@co.hunterdon.nj.us](mailto:moreilly@co.hunterdon.nj.us)). The Tri-County Selection Committee will hear and respond to all appeals with 7-10 business days. It is the responsibility of the Applicant to address each area(s) identified as a factor(s) of the funding decision in a manner that could result in a more favorable decision.

Decisions of the Selection Committee will be presented to the Tri County CoC for public comment.