



# ***Tri-County Continuum of Care***

## ***for Hunterdon, Sussex, & Warren Counties***

### **Board Committee:**

Joan Bruseo  
Lauren Burd  
Shawn Buskirk  
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Christine Florio  
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Laura Richter  
Tosha Rutledge

### **FY 2025 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) FY2025 NOFO was released on November 13, 2025. 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 FY2025 CoC NOFO will continue HUD's Tier 1 and Tier 2 funding strategy in the FY2025 competition. 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.

Applicants are responsible for reading the FY 2025 HUD Notice of Funding Opportunity released November 13, 2025

### **Submission Instructions**

Agencies interested in applying for CoC funding must participate in a mandatory TEAMS technical assistance webinar on **Friday, December 5, 2025, at 2:00PM using the link below.**

Meeting ID: 293 313 795 738 09

Passcode: jz6CA7Mx

#### **Dial in by phone**

[+1 856-338-7012](tel:+18563387012), [727257321](tel:+1727257321)# United States, Camden

[Find a local number](#)

Phone conference ID: 727 257 321#

#### **Providers must submit applications to the CoC no later than December 15, 2025.**

Electronic submission is REQUIRED Email to Kenya Lamarr at

Klamarr@monarchhousing.org. Late submissions are not eligible for funding.

Agencies will receive confirmation directly from the system that their application has been submitted.

#### **The following navigational guides for this process are available below:**

[Accessing the Project Application](#)

[Setting up a Project Applicant Profile](#)

[E-Snaps 101 Toolkit](#)

### **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-notice/>

#### **Eligible Components**

- Transitional Housing
- HMIS
- Services Only: Coordinated Entry, Street Outreach, Standalone
- Permanent Housing: Permanent Supportive Housing, Rapid Rehousing, TH/RRH (renewals only)
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- The CoC is working within the following fiscal constraints per the NOFO:
- PH (PSH, RRH, TH/RRH) capped at 30% of the Annual Renewal Demand (ARD).

## **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 HUD's current priorities as stated in the FY25 NOFO.

## **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 and use of the Chronically Homeless Definition.

## **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**

*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.

*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.

### **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 are outlined in the Scoring Rubric for New Projects. Additional requirements include:

- Applicants must be a 501(c)(3) not for profit or a local unit of government.
- Projects must meet all HUD eligibility criteria.
- Applicants 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 are 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 new or renewal project application must meet the priority threshold, or it will be automatically rejected by the Selection Committee. Applications 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.

Projects within each priority will then be scored by the Selection 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 up to 7 business days of the notice of the decision by email to Chair, Nick Kapetanakis ([nkapetanakis@sussex.nj.us](mailto:nkapetanakis@sussex.nj.us)). The Tri-County Selection Committee will hear and respond to all appeals within 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.