



**OFFICE OF HOMELESSNESS PREVENTION:**  
**INTEGRATED HOMELESSNESS PREVENTION &**  
**SERVICES - COMBINED ESG/OHP**

REQUEST FOR PROPOSALS - FY23

**RFP Due Completed in SAGE: No later than 11:59pm on 4/7/2023**

## I. Name of the grant program

INTEGRATED HOMELESSNESS PREVENTION & SERVICES - COMBINED ESG/OHP - FY23

## II. DCA contact information

Michael Callahan, Director, OHP, [Michael.Callahan@dca.nj.gov](mailto:Michael.Callahan@dca.nj.gov)

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## III. Purpose of the grant program

To provide:

1. Temporary rental assistance and stabilization services to assist individuals and families living on the streets or places not meant for human habitation or in emergency shelters obtain permanent housing in identified counties (see below).
2. Street outreach, mobile case management, engagement, and low-barrier prevention services to those persons experiencing homelessness in camps, under bridges, at parks, in temporary motels, shelters, meal sites, libraries, and public facilities (transit hubs) and those at-risk of becoming homeless and rapidly entering unsheltered conditions in identified counties (see below).
3. Homelessness diversion assistance to households in imminent risk of homelessness or that can be rapidly exited from homelessness in identified counties (see below).

## IV. RFP Due Date

**RFP Due Completed in SAGE:** No later than 11:59pm on 4/7/2023

**Award Notification Date:** On or about 5/15/2023

## V. Available funding

This RFP is a combined RFP utilizing two different funding streams: the Office of Homelessness Prevention programmatic funds and HUD ESG/CV funding.

<i>Total ESG/CV Funds:</i>	<i>\$2,220,000.00</i>
<i>Total OHP Funds:</i>	<i>\$280,000.00</i>
<b><u>Total Funds Available for this RFP</u></b>	<b><u>\$ 2,500,000.00</u></b>

## VI. Maximum amount of award

The maximum amount awarded to a single grantee is variable:

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- 1) A single homelessness prevention & diversion services project will be awarded no more than \$312,500.
- 2) A single street outreach & diversion services project will be awarded no more than \$312,500.

Awards will be distributed using the following scheme:

<b><u>Project Type: Homelessness Prevention, Rapid Re-housing, &amp; Diversion Services</u></b>		
<b><i>County</i></b>	<b><i>Per Program Award Amount Maximum</i></b>	<b><i># of programs to be awarded</i></b>
Burlington	\$312,500	1
Camden	\$312,500	1
Hudson	\$312,500	1
Monmouth	\$312,500	1
Union	\$312,500	1
<b><u>Project Type: Street Outreach &amp; Diversion Services</u></b>		
<b><i>County</i></b>	<b><i>Per Program Award Amount Maximum</i></b>	<b><i># of programs to be awarded</i></b>
Ocean	\$312,500	2
Union	\$312,500	1
<b><i>Total # of programs:</i></b>		<b>8</b>

## VII. Eligible entities

Nonprofit organizations servicing Burlington, Camden, Hudson, Monmouth, Ocean, and Union Counties that have at least three (3) years of experience successfully administering and operating homelessness prevention, street outreach, homelessness diversion, and rapid re-housing programs.

Agencies selected must service the entire county and agencies may collaborate together to deliver components of services (with an executed memorandum of understanding [MOU] outlining the collaboration or partnership) for the Homelessness Prevention & Diversion Services project type. However, in partnership or collaborative Homelessness Prevention & Diversion Services projects, no more than one agency may be selected as the lead agency in a County and the maximum grant awarded will not exceed the chart above.

Similarly, for Street Outreach & Diversion Services projects, agencies may collaborate together to deliver components of services (with an executed memorandum of understanding outlining the collaboration or partnership). For Ocean County, two (2) agencies will be awarded Street Outreach & Diversion Services

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projects and one (1) agency in Union County will be awarded a Street Outreach & Diversion Services project. In all cases of partnerships or collaborations, the lead agency should be the primary applicant for Street Outreach & Diversion Services programs funded through this RFP.

Lastly, all applicants must demonstrate:

1. Existing homelessness prevention programs and demonstrable experience in serving individuals and families experiencing homelessness and imminently homeless families.
2. A diverse compilation of resources and partnerships to support and assist households that are homeless and at risk of homelessness.
3. The willingness and capacity to partner with local and county law enforcement, the service area's correspondent Continuum-of-Care (CoC), public services (e.g., libraries), and regional and local health care providers.
4. Commitment to Housing First:
  - a. Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, which include but are not limited to:
    - i. Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
    - ii. Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
    - iii. Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
    - iv. Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;
    - v. Connecting participants to appropriate support and services available in the community that foster long-term housing stability.

## VIII. Ineligible entities

1. Entities listed on the DCA list of High-Risk grantees and, as applicable, the current audit submission is not overdue.
2. Entities listed on the State Debarment list, located at [www.state.nj.us/cgi-bin/treas/revenue/debarsearch.pl](http://www.state.nj.us/cgi-bin/treas/revenue/debarsearch.pl)

## IX. Target populations

Households experiencing homelessness and households at imminent risk of becoming homeless.

As this is a combined RFP, utilizing both CARES Act funding and OHP/DCA funding, there are two eligibility categories for households that are aligned with each funding stream:

1. For Homelessness Prevention & Street Outreach Project Components [ESG CARES]:

- a. Awardees will document that all project participants who receive homelessness prevention and street outreach assistance meet the eligibility criteria of 'at-risk of homelessness' definition or paragraph (2), (3), or (4) of the 'homeless' definition AND has an annual income below 50 percent area medical income (AMI) as determined by HUD.

- 1. For the activities and eligible costs outlined below in section VIII, subsection 1 & 2, "at-risk of homelessness" and "homeless" shall be defined using the CARES Act criteria set forth below:

At Risk of Homelessness. The CARES Act raised the income limit in paragraph (1)(i) of the "at risk of homelessness" definition at 24 CFR 576.2 from 30 percent of area median income to the Very Low-Income limit of the area (50 percent), as determined by the Secretary.

For these project components At-Risk of Homelessness means

(i) An individual or family who:

(a) Has an annual income that does not exceed the Very Low-Income Limit of the area, as established for HUD's Section 8 and Public Housing programs at [www.huduser.gov/portal/datasets/nj.html](http://www.huduser.gov/portal/datasets/nj.html);

(b) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in 24 CFR 576.2; and

(c) Meets one of the following conditions:

(I) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(II) Is living in the home of another because of economic hardship;

(III) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(IV) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(V) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger

housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(VI) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(VII) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

(ii) A child or youth who does not qualify as "homeless" under 24 CFR 576.2, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(iii) A child or youth who does not qualify as "homeless" under 24 CFR 576.2, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

b. Homeless has the meaning established at 24 CFR 576.2 except that the limitation in paragraph (1)(iii) that an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution has been waived and the following alternative requirement established: An individual may qualify as homeless under paragraph (1)(iii) of the homeless definition in 24 CFR 576.2 so long as the individual is exiting an institution where the individual resided for 120 days or less and the individual resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

This waiver and alternative requirement is necessary because recipients are reporting that project participants are residing in institutions for longer periods of time as a result of coronavirus (e.g., longer time in jail due to postponed court dates due to court closings or courts operating at reduced capacity and longer hospital stays when infected with coronavirus).

Allowing someone who was residing in an emergency shelter or place not meant for human habitation prior to entering the institution to maintain their homeless status while residing in an institution for longer than 90 days is necessary to prevent the spread of coronavirus by expanding housing options for people who were experiencing homelessness and institutionalized longer than traditionally required due to coronavirus.

2. For Homelessness Diversion Project Components [OHP/DCA funds]:

- b. Awardees will document that all project participants who receive homelessness diversion assistance meet the eligibility criteria of 'at-risk of homelessness' definition (see below) **OR** paragraph (1), (2), (3), or (4) of the 'homeless' definition as determined by HUD.

For the purposes of homelessness diversion project components **only**, there is not a rigid income cap for providing services. However, OHP/DCA expects that most households receiving services will have incomes at or below 120% of AMI.

- I. For the activities and eligible costs outlined below in section VIII, subsection 3, "at-risk of homelessness" and shall be defined as:

(i) An individual or family who:

(a) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in 24 CFR 576.2; and

(b) Meets one of the following conditions:

(I) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(II) Is living in the home of another because of economic hardship;

(III) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(IV) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(V) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(VI) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(VII) Is living in a housing situation where a member of the housing is trading sex for housing; or

(VIII) Is being trafficked; or

(IX) Is leaving or have left their permanent residence because of emotional, financial, or physical abuse or threats of abuse and have no safe, alternative housing; or

(X) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

(ii) A child or youth who does not qualify as "homeless" under 24 CFR 576.2, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(iii) A child or youth who does not qualify as "homeless" under 24 CFR 576.2, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

II. For homelessness diversion projects, assistance and services are not restricted by immigration status as they are necessary for the protection of life and safety of persons.

## X. Eligible Activities

This program provides assistance through the following four (4) activity categories: (1) homelessness prevention for persons at-risk of homelessness; (2) rapid re-housing of persons experiencing homelessness; (3) street outreach services; and (4) homelessness diversion.

Project applications in response to this RFP should align with and perform the following categories by type:

- A. **Project Type: Homelessness Prevention, Rapid Re-housing, & Diversion Services:** Categories 1, 2, & 4
- B. **Project Type: Street Outreach & Diversion Services:** Categories 3 & 4

The following summarizes each service category's allowable and expected activities:

### Categories 1 & 2. Homelessness Prevention & Rapid Re-housing

#### **I. Rental Assistance (max 3 months):**

- A. Short-term rental assistance (0-3 months)
- B. Rental arrears (One-time payment for up to 6 months of rent in arrears) \*
  - 1. **NB:** Rental arrears payments through this grant program are only allowable on or after 7/1/2023 so as not to conflict with current DCA



ESG-CV rental arrears programs. Persons serviced through this grant's case management activities before 7/1/2023 should access funding through existing DCA ESG-CV rental arrears programs.

**II. Housing Relocation and Stability Services:**

- A. *Financial Assistance:*
- B. Rental Application Fees (when charged by owner to all applicants)
- C. Security Deposits (no more than 1.5 month's rent)
- D. Last Month's Rent (applies to 24-month cap)
- E. Utility Deposits (when required by utility company for all customers)
- F. Utility Payments (up to 2-3 months of payments per service, including up to 2-3 months of arrears per service)
- G. Moving Costs (e.g., truck rental, moving company, up to 3 months of storage)

**III. Services Costs**

- A. Housing Search and Placement
  - 1. Assisting program participants to locate, secure, and retain suitable housing.
- B. Housing Stability Case Management
  - 1. At a minimum, case management services should provide:
    - a) Assessment for rapid exit/prevention of/diversion from homelessness using a validated and reliable assessment tool (e.g., SPDAT series) or screening process.
    - b) Arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants in which the household is a partner in the change, planning, and stabilization processes.
    - c) Development of an individualized housing and self-sufficiency plan (including job search, career advancement, and increasing income) that is both affirming of the dignity and self-determination of the household and is achievable.
    - d) Identifying and obtaining linked services for program participants
      - (1) E.g., SOAR services, connection with Children's System of Care (CSOC)
    - e) Monthly monitoring and evaluation of the program participant's progress for the duration of assistance.
- C. Landlord Mediation
- D. Legal Services
- E. Credit Repair (e.g., budgeting/ money management)
- F. Data Collection and Evaluation: operating a Homeless Management Information System (HMIS). Eligible costs include:
  - 1. HMFA HMIS fee for participating agencies (\$750)
  - 2. Staffing associated with the operation of HMIS (data entry, monitoring and reviewing data quality)
    - a) Please note: ineligible data collection costs include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS.

### Category 3. Street Outreach

Eligible costs for Street Outreach services include providing essential services necessary to reach out to unsheltered homeless individuals and families and to connect them with emergency shelter, housing, or critical services. Services in this project component consist of engagement, case management, and transportation. Specific requirements and eligible costs include:

1. **Engagement:** The costs of activities to locate, identify, and build relationships with persons experiencing unsheltered homelessness including:
  - a. Capturing precise location data (latitude/longitude, MGRS, or Street Address) for households served
  - b. Providing coaching to enter shelter and connection with crisis counseling
  - c. Actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs
  - d. Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries
  - e. Cell phone costs for outreach workers during the performance of street outreach activities
  - f. Salaries of staff conducting engagement work
  
2. **Mobile Case Management:** The costs of assessing housing or service needs, arranging, coordinating, monitoring the delivery of individualized services including:
  - a. Assessment for rapid exit/prevention of/diversion from homelessness using a validated and reliable assessment tool (e.g., SPDAT series) or screening process.
  - b. Using County Coordinated Entry system or, for grantees in county's still developing coordinated entry, a referral pipeline with executed MOUs between the grantee and will coordinate and solicit referrals through the county's welfare agency (CWA), emergency shelter (ES) and supportive services only (SSO) providers, and local healthcare, government, and law enforcement entities.
  - c. Initial evaluation including verifying and documenting eligibility
  - d. Housing Stabilization Counseling
  - e. Developing, securing, and coordinating services
  - f. Obtaining Federal, state, and local benefits and identity documents
  - g. Monitoring and evaluating participant progress
  - h. Providing information and referrals to other providers
  - i. Development of an individualized housing and service plan, including planning a path to permanent housing stability
  - j. Salaries of staff conducting mobile case management
  - k. Data Collection and Evaluation: operating a Homeless Management Information System (HMIS). Eligible costs include:
    - i. HMFA HMIS fee for participating agencies (\$750)
    - ii. Staffing associated with the operation of HMIS (data entry, monitoring and reviewing data quality)
    - iii. Please note: ineligible data collection costs include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS.
  
3. **Transportation:** The costs of travel by outreach workers, social workers, health care professionals, or other service providers during the provision of services eligible street outreach services, including:

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- a. The costs of transporting unsheltered people to emergency shelters or other service facilities
  - b. The cost of a participant's travel on public transit
  - c. Mileage allowance for service workers to visit program participants
  - d. Purchasing or leasing a vehicle for staff use in conducting outreach activities, including the cost of gas, insurance, taxes, and maintenance for the vehicle
  - e. Costs of staff to accompany or assist participants to use public transportation
4. **Services Special Populations:** The costs of otherwise eligible Street Outreach services that have been tailored to address the needs of the special needs of homeless youth, disabled persons, victims of domestic violence and related crimes/threats, older persons (62 years of age and older), and/or people living with HIV/AIDS who are literally homeless, including:
- a. Engagement
  - b. Mobile Case Management
  - c. Housing Assistance & Stabilization Planning

#### Category 4. Homelessness Diversion

Homelessness diversion is a conflict resolution technique and rapidly delivered case management approach to a household's housing crisis. Both state and national data show that diversion is best suited for people facing imminent homelessness or those who recently began experiencing homelessness that can be rapidly exited from that situation.

This project component is intended to add additional project assistance capacity to divert households initially engaged (but either ineligible or inappropriate for service) through the two activities above. Diversion project activities will help identify safe and appropriate housing options, and to expedite the household's selection of those options, so that the household's risk of imminent homelessness or recent experience of homelessness is rare, brief in duration, and non-recurring.

If diversion intervention cannot prevent a household's episode of homelessness (e.g., an unsustainable rent payment) or ensure the household's rapid exit (meaning ~7 days) from homelessness, diversion may not be the most appropriate intervention and projects should leverage alternative components and/or referrals to assist.

Lastly, diversion should not be a barrier to shelter or waitlists for housing. Diversion intervention is intended to assist people in avoiding shelter if possible or to return immediately to housing. Similarly, diversion activities should align with housing and sustainment of housing needs only, encouraging creative and collaborative problem solving, and affording the maximum agency possible to households to be partners in their exit from a housing crisis.

Eligible costs for Homelessness Diversion services include providing essential and rapid services necessary to identify safe and appropriate housing options, and to expedite the household's selection of those options, so that the household's risk of imminent homelessness or recent experience of homelessness is rare, brief in duration, and non-recurring.

Services in this component consist of diversion case management, and housing stabilization assistance. Specific requirements and eligible costs include:

**1. Diversion Housing Stabilization Assistance:**

- a. Flexible Financial Assistance
  - i. Rental Assistance
  - ii. Utility Assistance (when not eligible for LIHEAP, USF, or other DCA/State programs)
  - iii. Rental & Utility Arrears
  - iv. Deposits (Rent, Utility, Pet, etc.)
  - v. Income Stabilization (items and costs related to increasing household income [e.g., purchase of a set of steel-toed work boots or non-slip shoes, car repair costs, temporary childcare assistance to maintain employment].
  - vi. Household Goods
  - vii. Moving Costs
  - viii. Other Costs that can be demonstrably linked to the stabilization of housing (following the co-created housing stabilization plan) and the household's homelessness exit/prevention.
  - ix. Other Costs allowable and articulated in OHP PPB #23-01.
  
- b. Direct Client Assistance (not to exceed \$50.00 in cash value)

## **XI. Ineligible activities**

Activities not specifically approved through this application or subsequently approved in writing by DCA.

## **XII. Grant term**

**June 1, 2023 - May 31, 2024**

## **XIII. Application process**

The proposal must be submitted electronically via SAGE. All applicants must submit in SAGE a written narrative that describes the following:

1. Agency's mission, staff capacity, experience (to include outcomes) in homeless services, rental assistance/supportive services, and financial management/grant operations.
2. Identification of project type and service area.
3. Statement of agency's affirming Housing First principles.
4. Contact information for executive team and project personnel.
5. Number of unduplicated households and distinct individuals assisted with prior homelessness services funds (whether funded by DCA or another entity).
6. Program services and linkages with other community-based agencies and type of relationship (e.g., MOU or informal).
7. Data Collection and Management Processes
8. Identification and qualifications of staff that will participate in the project and in the administration of the grant.
9. Consultant listing
10. Proposed Project Budget (see examples, below).

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<b>Example Budget: Homelessness Prevention &amp; Diversion Services Project</b>	
<b>Total Award: \$312,500</b>	
<i>Category</i>	<i>Amount (\$)</i>
<b>Administration (10%)</b>	<b>\$31,250.00</b>
<i>Personnel</i>	
Salaries/Wages	
Fringe	
<i>Operating</i>	
Audit	
Other	
<b>Program (90%)</b>	<b>\$281,250.00</b>
<i>Direct Expenses</i>	
Staff salary (1 FTE)	\$62,500.00
Fringe (capped at 37%)	\$23,125.00
<i>Operational Expenses</i>	
Security Deposit	\$59,000.00
Utility Deposit	\$2,500.00
Rental application	\$1,000.00
Rental Assistance	\$93,000.00
Moving cost assistance	\$5,875.00
Miscellaneous	\$1,000.00
Diversion: Flexible Funds (capped @ \$30.25k)	\$30,250.00
Diversion: Direct Client Assistance (capped @ \$1k)	\$1,000.00
NJ HMIS	\$2,000.00
<b>Total</b>	<b>\$312,500.00</b>
<i>Remaining</i>	<i>\$0.00</i>

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<i>Example Budget: Street Outreach &amp; Diversion Services Project</i> <i>Total Award: \$312,500</i>	
<i>Category</i>	<i>Amount (\$)</i>
<b>Administration (10%)</b>	<b>\$31,250.00</b>
<i>Personnel</i>	
Salaries/Wages	
Fringe	
<i>Operating</i>	
Audit	
Other	
<b>Program (90%)</b>	<b>\$281,250.00</b>
<i>Direct Expenses</i>	
Staff salary (2 FTE @ \$62,500)	\$125,000.00
Fringe (capped at 37%)	\$46,250.00
<i>Operational Expenses</i>	
Vehicle Purchase/Lease (capped @ \$30k)	\$30,000.00
Transportation costs (e.g., fuel, insurance, tolls, maintenance, client public transportation, diversionary transportation)	\$22,750.00
Items to address urgent physical needs (e.g., meals, blankets, clothes, or toiletries)	\$22,000.00
Miscellaneous (e.g., client Identity document fees, items related to emergency housing assistance for special populations)	\$2,000.00
Diversion: Flexible Funds (capped @ \$30.25k)	\$30,250.00
Diversion: Direct Client Assistance (capped @ \$1k)	\$1000.00
NJ HMIS	\$2,000.00
<b>Total</b>	<b>\$312,500.00</b>
<i>Remaining</i>	<i>\$0.00</i>

**XIV. Required attachments**

1. Certification regarding debarment and suspension.
2. Certification regarding lobbying.

3. Staff resumes, to include the applicant's executive team.
4. Job descriptions of positions created via project.
5. Resolution from the applicant's Board of Trustees.
6. Letter of Support from the County/Regional Continuum-of-Care (CoC):
  - a. This letter must include a description of the applicant's participation in CoC processes and programs (to include Coordinated Entry [if applicable]).
  - b. This letter must also certify the applicant's participation in PIT Count activities.
7. Partnership listing and a list of services provided by/facilitated through these partnerships.
8. List of all services, funding sources, and amounts for agency initiatives.
9. Process map of project (from initial client contact through discharge/follow-up) that is inclusive of and aligned with CoC processes.
10. Marketing plan that will be used to socialize program to community stakeholders
  - a. Slide deck/PowerPoint
11. Executed application cover page.

## XV. Reporting and monitoring requirements

1. Bi-monthly peer-to-peer meetings (via Teams)
2. Quarterly leadership meetings (via Teams)
3. Quarterly reporting via SAGE
4. Semi-annual site visitation/file review
5. Recording encounter and case note data no later than 24 hours post-encounter in AWARDS.

## XVI. Training requirements

Each grantee agrees that staff will participate in all mandatory training and meetings according to a schedule provided by the Office of Homelessness Prevention (see below). Training and meetings are to increase understanding of integrated services delivery and its interplay with other aspects of case management and as part of a larger housing problem-solving approach to preventing homelessness that is person-centered and affirming of Housing First principles.

Direct staff, Supervisors and Leadership staff must agree to the following mandatory training participation as part of this program:

1. Harm reduction
2. Landlord collaborations
3. Housing First
4. Eviction Prevention
5. Reporting, including the use of the Homelessness Management Information
6. System database (HMIS), also known as AWARDS, report building, and uploading options through NJ HMFA.
7. Racial equity
8. Trauma-Informed Service Delivery
9. Project Service Delivery Coaching & Peer-to-Peers
10. Persons with Lived Experience and Expertise (PWLEE) feedback sessions

In addition, the entity must participate in and make presentations to various audiences during required training and meetings according to the schedule designated by the Office of Homelessness Prevention. The entity must also work in collaboration with other DCA grantees to achieve this initiative's objectives.

## **XVII. Grantee performance expectations & requirements**

1. Project is operationalized and running no later than 60 days post award notification.
2. Project's corresponding CoC executive body is made aware of award and project no later than 24 hours after notice.
3. Presentation and referral process is socialized to CoC's general body at the first available meeting post operationalization of the project and at on-going CoC and public meetings regarding housing vulnerability and homelessness.
4. Attendance at all training and OHP peer-to-peer activities.
5. Project staff meaningfully participate in NJ Counts (PIT Count).
6. Maintenance of 95% data quality in AWARDS (to include discharge destination/outcome capture).
7. All program participants actively in-program receive a minimum of two case management sessions (~30 mins per session) a month.
8. Housing stabilization plans (HSP) are updated monthly.
9. Any changes in participant status or circumstances are updated in NJ HMIS no later than 24 hours of notice.
10. All service costs and payments made on behalf of or to participants are updated in NJ HMIS no later than 24 hours post-disbursement.
11. **For Street Outreach projects only:**
  - a. Project operations can be executed at off-hours (i.e., outside of 8am - 4pm) at least two (2) days per week (e.g., Monday, Wednesday, Friday hours: 9am to 5pm; Tuesday & Thursday: 3pm to 11pm).
  - b. Project staff spend 75% of time in the field interfacing with participants or working to secure referral streams with community stakeholders.
  - c. Project staff must have the physical capacity to engage with consumers experiencing homelessness in camps, under bridges, at parks, in temporary motels, shelters, meal sites, libraries, and public facilities (transit hubs) and those at-risk of becoming homeless and rapidly entering into unsheltered conditions.
  - d. Project staff continue to engage with potential participants experiencing unsheltered homelessness without limitation on number of service encounters & length of encounter to effect exit from unsheltered homelessness.
12. **For all projects:**
  - a. 50% of all admissions exited or prevented from entering homelessness within one year.
  - b. 75% of project households maintaining housing 6 months post-discharge
  - c. 75% of diverted households remain diverted 6 months post-discharge.

## **XVIII. Threshold requirements**

Only applications that meet all the following threshold requirements will be scored; **applications missing any documents identified in numbers 7-12 will be provided 5 days to upload same.**



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1. Minimum of three years of experience in providing homelessness prevention and housing services such as financial assistance, housing relocation and stabilization services to the target population.
2. Attend a mandatory technical assistance workshop.
3. Be an active participant in the local Continuum of Care.
4. Be an active participant in NJ HMIS.
5. Receive a letter of support from the local Continuum of Care.
6. Agree to attend a HMIS training workshop.
7. Submit the last 3 years of audits [to include statement cash flows [or equivalent]] and latest IRS Form 990.
  - a. Applicant's submissions **must demonstrably show** that they have sufficient cash flows to sustain staff and effectively administer the grant.
8. Submit Bylaws.
9. Submit Articles of Incorporation.
10. Submit staff resumes and current organizational chart.
11. Submit verification of current SAM registration.
12. Complete all certification sheets.

## XIX. Rating criteria & scoring rubric

**Rating Criteria:** A review panel will thoroughly review and evaluate all applications against the three rating criteria listed below. Maximum Evaluation = 100 Points

1. **Applicant's Capacity and Experience:** Does the applicant have the capacity to successfully administer the program? (Maximum 30 Points)
  - a. Appropriate staff and financial structure
  - b. Sufficient revenue from multiple sources and cost controls to sustain staff and operate the proposed project
  - c. Prior experience providing proposed activities
  - d. Demonstrated effective grant management
  - e. Demonstrated achievement grant objectives with the established time frame
  - f. Expended previous grant awards correctly and in a timely manner
  - g. Produced and submitted prior grant's performance and financial reports correctly and on-time.

Please note that any applicant who has had funds recaptured by DCA in the last two fiscal years will lose 10 points

<b>Marginal Response 1-5 Points</b>	<b>Acceptable Response Maximum 20 Points</b>	<b>Excellent Response Maximum 30 Points</b>
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<p>The applicant's response was incomplete, lacks clarity and does not provide assurance as to their ability to perform the work proposed.</p>	<p>The applicant's response was clear, thorough and provides reasonable assurance as to their capacity to perform the work proposed. In addition, the applicant has enough income to sustain staff and effectively administer the grant.</p>	<p>The applicant's response provides significant assurance as to their capacity to perform the work proposed – the answers provided demonstrate a high level of expertise and capability. In addition, the applicant has enough income to sustain staff and effectively administer the grant.</p>
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*Rubric: Criterion 1*

2. **Proposed Program Design:** Clear description of activities and budget line items.  
(Maximum 40 Points)
- a. Participant outreach plan & marketing materials
  - b. Description of case management activities and direct client services
  - c. Linkages to other mainstream resources
  - d. Clear description of how the proposed activities will help the agency achieve their performance goals.
  - e. Project budget: proposed costs are eligible, reasonable and are proportionate to the number of households to be served. Has a formula been identified to substantiate the cost per household?

**Scoring Criteria**

<p><b>Marginal Response 1-5 Points</b></p>	<p><b>Acceptable Response Maximum 30 Points</b></p>	<p><b>Excellent Response Maximum 40 Points</b></p>
<p>The applicant's response was incomplete and did not provide a clear description of activities and budget</p>	<p>The applicant's response provided a clear description of outreach and case management activities and identified mainstream resources. The description also described how the proposed activities will help the agency achieve their performance goals. In addition, all budget items were eligible, reasonable and substantiated.</p>	<p>The applicant's response provided a clear, detailed description of outreach and case management activities including how they will link participants up with mainstream benefits. The description also described how the proposed activities will help the agency achieve their performance goals. In addition, all budget items were eligible, reasonable and substantiated.</p>

*Rubric: Criterion 2*

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3. **Project Need:** The proposed project meets the needs of the County residents based on NJ Counts data, OHP data, descriptive population statistics from the NJ Homeless Management Information Systems (NJ HMIS) or the Annual Homeless Assessment Report (AHAR). (Maximum 20 Points)

**Scoring Criteria**

<b>Marginal Response 1-5 Points</b>	<b>Acceptable Response Maximum 15 Points</b>	<b>Excellent Response Maximum 20 Points</b>
The applicant's response was incomplete and did not provide sufficient data to document need	The applicant's response provided current Point in Time Count data to document need. The documented level of need was low to medium.	The applicant's response provided current Point in Time Count data and other statistics that document the level of homelessness. The documented level of need was high.

4. **Data Collection:** The organization is actively participating in the NJ Homeless Management Information System (NJ HMIS) and committed to accurate reporting and using data to inform programming. (Maximum 10 points)

**Scoring Criteria**

<b>Unacceptable Response 0 Points</b>	<b>Acceptable Response 5 Points</b>	<b>Excellent Response Maximum 10 Points</b>
The applicant is not actively participating in the NJ Homeless Management Information System (NJ HMIS).	The applicant is actively participating in the NJ Homeless Management Information System (NJ HMIS) – entering data on a weekly basis.	The applicant is actively participating in the NJ Homeless Management Information System (NJ HMIS); entering data on a daily basis and leveraging data to inform agency and CoC service delivery.