

**Homelessness Prevention Program
FY 2019 Request for Proposal (RFP)**

Name of grant program: Homelessness Prevention (HPP)

Purpose of the grant: To provide temporary assistance to households in imminent risk of homelessness due to an eviction.

Available funding: \$2,541,000

Maximum amount of award: Varies per grant

Eligible entities: Nonprofit organizations servicing one of the following counties: Atlantic, Bergen, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Salem, Somerset, Sussex, Union and Warren Counties who have at least 5 years of experience administering homeless programs. *Please note that the agencies selected must service the entire county.*

Target populations: Homeless households and households at imminent risk of becoming homeless.

Eligible activities:

- Rental Arrears – Up to 3 months of arrears plus court fees, legal fees and late fees. These costs must be clearly defined in the court summons.
- Relocation – Security deposit of up to 1 ½ months’ rent and 1 full month’s rent.

Ineligible activities:

- Mortgage costs
- Assistance with both arrears and relocation assistance to a new unit.

Qualifications of applicants:

- At least 5 years of experience working with the target population and administering homeless programs
- Capacity to successfully manage previous program grants
 - a) Achieved prior grant objectives within the established time frame
 - b) Expended grant awards correctly and in a timely manner
 - c) Produced and submitted performance and financial reports correctly and on-time
 - d) Have no unresolved audit findings with DCA
- Sufficient amount of revenue/income to operate the project; HPP is administered as a reimbursement program
- Plan to leverage other resources to assist the target population

Application process:

Program narrative: All applicants must submit in SAGE a written narrative that describes the following:

- Experience with administering homeless programs
- Identification and qualifications of staff that will administer the grant
- Description of referral, intake and application process
- Proposed use of funds
- Projected number of households to be assisted

Required attachments:

- Letter from Continuum of Care
- Letter from HMIS provider
- Last 3 years of audit financial statements
- Letter of commitment for required match
- Staff resumes

Performance outcomes:

- A minimum of 25 households will be assisted with arrears
- A minimum of 5 homeless households will be moved into permanent housing

Budget:

Program budget: (Please note that the budget should not include any more detail)

Budget Category	Item Description	DCA Funds Requested	10% Minimum Funds Match
ADM Personnel	Administrative Fee	Enter amount from below chart	
ADM Other	HMIS Data Collection	\$ 1,000.00	
PROGRAM - Assistance to Client	Temporary Assistance	Enter amount from below chart	
TOTAL		\$	\$

MAXIMUM GRANT				
County	Program Assistance	Administration	HMIS	Total Funds
Atlantic	\$81,334	\$16,267	\$1,000	\$98,601
Bergen	\$160,123	\$32,025	\$1,000	\$193,148
Burlington	\$82,070	\$16,414	\$1,000	\$99,484
Camden	\$108,105	\$21,621	\$1,000	\$130,726
Cape May	\$57,284	\$11,457	\$1,000	\$69,741
Cumberland	\$67,050	\$13,410	\$1,000	\$81,460
Essex	\$190,314	\$38,063	\$1,000	\$229,377
Gloucester	\$71,250	\$14,250	\$1,000	\$86,500
Hudson	\$208,207	\$41,641	\$1,000	\$250,848
Hunterdon	\$56,163	\$11,233	\$1,000	\$68,396
Mercer	\$93,585	\$18,717	\$1,000	\$113,302
Middlesex	\$145,353	\$29,071	\$1,000	\$175,424
Monmouth	\$106,159	\$21,232	\$1,000	\$128,391
Morris	\$90,289	\$18,058	\$1,000	\$109,347
Ocean	\$89,914	\$17,983	\$1,000	\$108,897
Passaic	\$118,789	\$23,758	\$1,000	\$143,547
Salem	\$56,643	\$11,329	\$1,000	\$68,972
Somerset	\$73,032	\$14,606	\$1,000	\$88,638
Sussex	\$58,311	\$11,662	\$1,000	\$70,973
Union	\$124,105	\$24,821	\$1,000	\$149,926
Warren	\$61,920	\$12,384	\$1,000	\$75,304
Totals	\$2,100,000	\$420,000	\$21,000	\$2,541,000

Threshold requirements:

Only applications that meet all the following threshold requirements will be scored; applications missing any documents identified in numbers 7-11 will be provided 5 days to upload same.

1. Minimum of five years of experience in providing services such as financial assistance, housing relocation and/or stabilization services to the target population
2. Be an active participant in the local Continuum of Care (regularly participate in CoC meetings and active in one sub-committee)
3. Be an active participant in HMIS (regularly enter program data in a HMIS system)
4. Receive a letter of support from the local Continuum of Care
5. Agree to attend a HMIS training workshop
6. Submit the last 3 years of audits; applicant must show that it has enough income to sustain staff and effectively administer the grant. Please note that HPP is a reimbursement program; grantees must have the ability to advance the funds and be reimbursed the following month
7. Submit Bylaws
8. Submit Certification of Incorporation
9. Submit staff resumes and current organizational chart
10. Submit verification of current SAM registration

11. Complete all certifications sheets
12. Submit most recent IRS 990 form

Rating criteria:

A review panel will thoroughly review and evaluate all applications against the rating criteria listed below. **Maximum 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 income from multiple sources to sustain staff and operate the proposed project
 - c. Prior experience providing proposed activities, whether funded by DCA or another source
 - Demonstrated effective grant management
 - Achieved prior grant objectives within the established time frame
 - Expended previous grant awards correctly and in a timely manner
 - Produced and submitted prior grant’s performance and financial reports correctly and on-time.

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

Scoring criteria

Marginal Response 1-5 Points	Acceptable Response Maximum 20 Points	Excellent Response Maximum 30 Points
The applicant’s response was incomplete, lacks clarity and does not provide assurance as to their ability to perform the work proposed.	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 sufficient income to sustain staff and effectively administer the grant.	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 sufficient income to sustain staff and effectively administer the grant.

- 2. Proposed program design:** Clear description of activities and budget line items. (Maximum 40 Points)
 - a. Description of outreach plan
 - 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

Marginal Response 1-5 Points	Acceptable Response Maximum 30 Points	Excellent Response Maximum 40 Points
The applicant’s response was incomplete and did not provide a clear description of activities and budget	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.	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.

- 3. **Project need:** the proposed program meets the needs of the County residents based on the Point in Time Count data, statistics from the Homeless Management Information Systems (HMIS) or the Annual Homeless Assessment Report (AHAR). (Maximum 20 Points)

Scoring criteria

Marginal Response 1-5 Points	Acceptable Response Maximum 15 Points	Excellent Response Maximum 20 Points
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 Homeless Management Information System (HMIS). (Maximum 10 points)

Scoring criteria

Unacceptable Response 0 Points	Acceptable Response 10 Points
The applicant is not actively participating in the Homeless Management Information System (HMIS).	The applicant is actively participating in the Homeless Management Information System (HMIS) – entering data on a weekly basis.