

2016

Trenton/Mercer Continuum of Care

**Request for Proposal (RFP)
For
Fiscal Year 2015 Continuum of
Care (CoC) Program**

**COC
COORDINATED ASSESSMENT
PROJECT**

The proposal including all required documentation must be received by

August 19, 2016 at 12:00 p.m.

Late applications will not be accepted

BACKGROUND

The City of Trenton, Department of Health and Human Services, Division of Community Relations and Social Services, is seeking proposals for the FY2015 CoC Coordinated Assessment Project.

The Trenton/Mercer Continuum of Care, through a comprehensive Coordinated Assessment Process, targets and prioritizes the most vulnerable persons experiencing homelessness in the community. The CoC follows a two-part coordinated assessment process for families and individuals, which assesses the vulnerabilities and level of service needs in order to prioritize for the most appropriate housing intervention. Housing interventions are not uniformly prescribed for participants, however, because consumer choice must also be valued and upheld throughout the process per the CoC's Policies and Procedures.

For individuals unaccompanied by children, the CoC has developed a Coordinated Entry and Assessment System (CEASe) for individuals experiencing homelessness. This system operates as the point of entry to access housing and community services for homeless individuals. Through a coordinated assessment process, the needs of the homeless are identified and prioritized and a plan to move from homelessness to housing is developed. The goal of this system is to prioritize chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs.

CoC Coordinated Assessment Project

The City of Trenton, Department of Health and Human Services is seeking proposals to expand supportive services for the Trenton/Mercer Coordinated Entry and Assessment System for homeless individuals unaccompanied by children. These services will target primarily chronically homeless and veteran individuals that are “service resistant” and very difficult to engage with the goal of helping them obtain permanent housing. This project will focus on the assessment of service needs, intensive case management, outreach services, linkages to mental health and substance abuse treatment services and housing search and counseling services.

The CoC's orders of priority aim at ensuring all Permanent Supportive Housing funded through the CoC targets the persons who need it the most—whether experiencing chronic homelessness or the most severe needs.

- Priority 1: Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs*
- Priority 2: Chronically homeless individuals and families with the longest history of homelessness
- Priority 3: Chronically homeless individuals and families with the most severe service needs
- Priority 4: All other chronically homeless individuals and families
- Priority 5: Homeless individuals and families with a disability and most severe service needs

Chronically Homeless Veterans with longest history of homelessness and most severe service needs will take first priority.

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*Severity of Service Needs include: 1) High utilization of crisis services (emergency rooms, jails, and psychiatric facilities); 2) Significant health or behavioral health challenges or functional impairments which require a significant support in order to maintain permanent housing. The CEASe System Prioritization Matrix tool is used to determine housing solutions best fitted for the chronically homeless persons identified through the CEASe system prioritization process. These protocols are coordinated and directed by the CEAS Center Supervisor. All related client contacts and service planning will be documented in HMIS.

Services will be located at the CEAS Center, 509 Perry Street, Trenton, NJ during the day. After hours, the Homeless Hotline and 211 are available for the unsheltered.

ELIGIBILITY

Non-profit agencies are eligible to apply. Any agency with a 501 (c)(3) designation must provide proof on this status as well as include a copy of the agency's Certificate of Incorporation and list of the Board of Directors.

REQUIREMENTS:

Applicants must be a team player and highly experienced in conducting outreach, serving veterans and working with difficult homeless individuals. The applicant is encouraged to recruit staff that is culturally competent, has outreach experience, have a good knowledge base of community and housing resources. Candidates that have military experience should be considered for serving homeless veterans.

The Housing Navigator should have experience in landlord/agency/tenant relationships, identification of affordable housing, ability to negotiate rents, ensuring Housing Quality Standard inspections, mediation and familiar with fair housing rules and regulations.

Applicant must have HMIS experience.

The applicant will report to and work closely in conjunction with the CEAS Center Supervisor.

FUNDING

The available funding for the CoC Coordinated Assessment project is as follows:

1. Case Management

\$57,313

The position would have the following coordinated entry and assessment functions within the CEASe system:

- Provide intensive outreach and engagement to individuals identified by the CEAS center and the CEASe coordination team as needing this service. The goal is to facilitate their movement to housing with designated homeless housing providers.

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- Participate as a member of the CEASe coordination team. This team consists of CEASe center supervisor, homeless housing provider and other CEASe system participants as needed.
- Provide incentives and flexible services needed to assist identified individuals to move to housing.

2. **Housing/Counseling Services** **\$18,500**
- Housing Referral
 - Tenant Counseling
 - Inspections

The position would have the following coordinated entry and assessment functions within the CEASe system:

- Assist case manager in locating affordable housing referrals for program participants.
- Assist case manager and participants in the landlord-tenant mediation process by addressing landlord/tenant dispute. The mediator will help to resolve the dispute and assist with negotiating a settlement agreement that will be mutually satisfying for both sides in order for the participant to maintain housing, if possible.
- Accompany staff during walk-throughs with landlords and provide feedback on violations issues and recommendations.
- Ensure housing quality standards

3. **Outreach Services** **\$19,200**

The position would have the following coordinated entry and assessment functions within the CEASe system:

- Coordinate outreach activities in the CEASe system: facilitate outreach team meetings, be responsible for data collection activities and provide case management for homeless individuals who are unsheltered and do not have a designated agency doing follow-up to move them to housing.
- Assist CEAS Center with coordinating outpatient healthcare, including psychiatric evaluations to obtain benefits and medical assistance for persons identified on the master list as having low barriers and able to be housed in mainstream housing resources. This small population of CH (chronically homeless) will be coordinated by the CEAS center and not specific housing providers.

4. **Project Administration** **\$3553**
Eligible Costs

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Service:

Salary, wages and related cost of staff engaged in program administration

- Prepare Program Budgets & Schedules
- Developing systems to ensure compliance
- Monitoring program activities
- Preparing reports related to program for HUD
- Coordinating resolution of audits and monitoring findings
- Evaluating program results
- Managing or supervising staff with above responsibilities

Administrative

3rd party contracts, including general legal services accounting or audit services

Other Costs

Goods and Services required for administration including rental or purchase of equipment, insurance, office supplies, rental and maintenance, but NOT purchase of office space

Training:

Costs of providing training on CoC requirements and attending HUD CoC Training

Environmental Review

Costs of carrying out environmental review responsibilities

Note: Applicants may apply for all or for specific activities listed above.

The City of Trenton reserves the right to decrease or increase the level of service based upon allocation.

This project will expand on the existing coordinated assessment system. The applicant (s) selected to implement activities will be given 30 days to hire a case manager and develop a time line to beginning activities for case management, housing/counseling services and outreach. All activities will begin within 60 days of the notice. The sub-recipient will be required to provide an effective management plan identifying supervision, target goals and timelines and monthly reporting in HMIS.

DEADLINE

Applications must be submitted to the City of Trenton by August 19, 2016 (Late applications will not be accepted). Applications must be submitted ELECTRONICALLY to: Vernet Sherrill, Grant Administrator, City of Trenton, Department of Health and Human Services at vsherrill@trentonnj.org and a copy to Marygrace Billek at mbillek@mercercounty.org.

REVIEW PROCESS

Upon receipt of agency's proposal, proposals will be reviewed by a team of reviewers from the City of Trenton and the County of Mercer. Final decisions will be the determination of the City of Trenton.

NOTICE OF AWARD

The successful applicant will be notified of the award of contract upon a favorable decision by the City of Trenton and after Grant Agreement execution and Trenton City Council approval.

TERMINATION OF CONTRACT

If, through any cause, the applicant shall fail to fulfill in a timely and proper manner obligations under the contract or if the sub-recipient violates any requirements of the contract, the City of Trenton shall thereupon have the right to terminate the contract by giving written notice to the sub-recipient of such termination at least sixty (60) days prior to the proposed effective date of the termination. Such termination shall relieve the City of Trenton of any obligation for the balances to the sub-recipient of any sum or sums set forth in the contract.

The applicant agrees to indemnify and hold the City of Trenton harmless from any liability to sub-recipient concerning payment for services performed arising out of the lawful termination of the contract by the City under this provision. In case of default by the sub-recipient, the City may procure the services from other sources and hold the sub-recipient responsible for any excess cost occasioned thereby.

Term: All documents, materials and reports produced under this grant are the express ownership of the Trenton/Mercer CoC.

Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

Mandatory Affirmative Action Compliance

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P. L. 1975, C. 127 as identified in the documents attached hereto.

Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the owner harmless.

Affirmatively Furthering Fair Housing

HUD's AFFH rule provides an effective planning approach to aid program participants in taking meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. More information may be found at www.hudexchange.info/programs/affh/

PROPOSAL FORMAT

Agency Profile:

NAME OF AGENCY: _____

TYPE OF AGENCY: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

IS YOUR AGENCY A NON-PROFIT ORGANIZATION? Yes _____ No _____ If No, PLEASE STOP. YOU ARE NOT ELIGIBLE TO APPLY TO THIS RFP

TAX IDENTIFICATION # _____
(You Must Attach a Copy of Your 501 (c)(3) letter from the Internal Revenue Service and a list of current Board Members).

Applicants must complete all sections

Experience

I. Describe the history and purpose of the organization

II. Describe the type of services provided by the organization

III. Describe the organization's experience with providing services to chronically homeless and service resistant clients

IV. Describe organization's experience working with a coordinated assessment process

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Budget Request

Eligible Activities	Amount Requested
1. Case Management	\$
2. Housing/Counseling Services	\$
3. Outreach Services	\$
Total Request	\$
25% Match Requirement	\$
Administration (Max \$3,553)	\$
Grand Total	\$

Budget Narrative: For each line item funding is requested please describe who will perform activities, their work experience, rate of pay and frequency.