

**2016**

Trenton/Mercer Continuum of Care

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

**COC PLANNING GRANT**

The proposal including all required documentation must be received by  
**July 20, 2016 at 12:00 p.m. - Late applications will not be accepted**

## CoC Planning Grant-RFP

HUD Fiscal 2015 CoC Program

### **BACKGROUND**

For the past few years, the U.S. Department of Housing and Urban Development (HUD) have been encouraging Continuums of Care (CoCs) to implement strategies that will help them meet the goals of Opening Doors – the Federal Strategic Plan to Prevent and End Homelessness.

The CoC is responsible for coordinating the implementation of a housing and service system that meets the needs of individuals, families, and unaccompanied youth experiencing homelessness in its geographical region.

At a minimum, the system should encompass:

- Outreach
- Engagement
- Assessment
- Shelter
- Housing
- Supportive services, and
- Prevention strategies

HUD has asked communities to:

- Prioritize more units for individuals and families experiencing chronic homelessness;
- Improve data collection and use data to measure system-level performance;
- Lower barriers to housing by adopting Housing First principles;
- Use reallocation to eliminate poor performing projects and create high performing projects to take their place;
- Collaborate with other housing and service providers, including Public Housing Agencies and youth providers; and
- Improve the efficiency and effectiveness of their coordinated entry system

HUD asked CoC's to use performance and outcome data to determine how to best use resources available in the community to end homelessness, including CoC and Emergency Solutions Grants (ESG) Program funds. HUD believes that strong governance, strong data, and strong projects will lead communities to the goal of ending homelessness even in a time of restricted and limited resources.

To support these efforts, annually, HUD provides funding through the CoC Program Competition Notice of Funding Availability (NOFA) and application. The CoC Program is designed to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts to quickly re-house individuals and families who are homeless which minimizes the trauma and dislocation caused by homelessness;
- Promote access to and effective use of mainstream programs;
- Optimize self-sufficiency among individuals and families experiencing homelessness.

## Trenton/Mercer Continuum of Care (CoC)

The planning and system operations responsibilities assigned to the CoC recognize the extent of coordination required to achieve the purpose of the CoC Program, and the need to have a clear lead entity accountable for these goals.

The mission of the Trenton/Mercer Continuum of Care (CoC) is to ensure that people who experience homelessness or are at imminent risk of homelessness will have access to community and system resources to resolve their immediate housing crisis and facilitate their transition from homelessness to stability in permanent housing as rapidly as possible. The CoC is charged with overseeing the annual application process to HUD. It provides a forum for analysis and discussion of emerging needs; development of program standards; assessment of progress toward ending homelessness and identification; and coordination of other sources of funding.

The Trenton/Mercer CoC coordinates a broad array of services that includes, but not limited to:

- Outreach Assessments
- Prevention of Homelessness
- Emergency Shelter/Services
- Rapid Rehousing
- Transitional Housing
- Case Management/Supportive Services
- Permanent Housing
- Mainstream resources

The City of Trenton, Department of Health and Human Services is designated the Collaborative Applicant for the Trenton/Mercer CoC and is the legal lead entity eligible to apply for CoC Program funds. For Fiscal Year 2015, the City of Trenton applied for and was awarded CoC Planning funds to help the CoC comply with HUD's provisions of 24 CFR 578.7 for the planning and operating a CoC system.

The City of Trenton, DHHS, is responsible for all administrative needs of the Trenton/Mercer CoC. These responsibilities include but are not limited to:

1. Designing and carrying out the collaborative process for the CoC application to HUD;
2. Preparing and submitting the annual CoC application to HUD;
3. Evaluating Outcomes and monitoring all projects funded through the CoC and Emergency Solution Grant (ESG) for program compliance;
4. Participating in the Consolidate Plan process for Trenton/Mercer County; and
5. Coordinating the annual Point-In-Time Count.

## **CO C PLANNING GRANT**

The City of Trenton has elected to share approximately 75% of the CoC Planning funds with an experienced human services system oriented organization(s) to assist in carrying out the functions of the planning grant. This Request for Proposal is seeking proposals for eligible planning activities.

The CoC Planning funds are intended to support the following:

- Coordinating Activities
- Project Monitoring
- Project Evaluation
- Participation in the Consolidated Plan
- CoC Application Activities
- Developing a CoC System and
- HUD Compliance Activities

### **Funding**

\$70,000 is available for planning activities from the FY15 CoC Program, CoC Planning Grant. Funding is available for one year. Funds will be allocated for specific planning activities to the selected sub-recipient(s).

### **CoC Planning Activities**

#### **SECTION 1**

The City of Trenton is seeking proposals only for:

1. Coordination Activities
  2. Project Evaluation
  3. Participation in the Consolidated Plan
  4. CoC Application Activities
  5. Development of a CoC System
1. *Coordination Activities* should include but are limited to the coordination of housing and services that meet the needs of the homeless which at a minimum encompass: Outreach, Engagement, Assessment, Shelter, Housing, Supportive services and Prevention strategies.
  2. *Project Evaluation* shall consist of evaluating performance targets which must be appropriate for the population and program type; evaluating project outcomes and system performance measures as defined by HUD and develop evaluation reports and provide reports to the CoC and community at large. Applicant must have Homeless Management Information System (HMIS) experience.

## Trenton/Mercer Continuum of Care (CoC)

3. *Participation in the Consolidated Plan* shall consist of assisting the City of Trenton in providing homeless and special need population data for the CoC Housing Gap Analysis Chart, Point-In-Time data and Housing Inventory of Emergency Shelter, Transitional Housing and Permanent Supportive Housing data for all homeless populations. Sub-recipients may be asked to assist in providing narrative responses to the Action Plan.
4. *CoC Application Activities* shall consist of assisting the City of Trenton in the preparation and development of the HUD CoC Program application. Applicant must have extensive and successful experience in understanding and interpreting the CoC Program competition regulations, knowledge of the federal reporting system E-snaps, the Homeless Management Information System (HMIS) and overall CoC application preparation.
5. *Development of a CoC System* shall consist of assisting the City of Trenton and the Trenton/Mercer CoC with the development of written policies and procedures, working with sub-committees, governance and operational activities.

**Note: Applicants may apply for all or for specific activities listed above in SECTION 1.**

## SECTION 2

### ELIGIBILITY

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

### REQUIREMENTS:

- Extensive experience preparing the US Department of Housing and Urban Development CoC Program application for the City of Trenton
- Extensive experience working with the local and US Department of Housing and Urban Development Field Office
- Comprehensive about the CoC Program legislation, rules and regulations
- E-snaps experience
- Extensive knowledge and experience working with the Homeless Management Information System (HMIS) for data collection and analysis
- Experience coordinating with the Point-In-Time Count and Housing Inventory Chart (HIC)
- Experience working with the HUD Data Exchange (HDX)
- Experience working with the Trenton/Mercer CoC

### DEADLINE

## Trenton/Mercer Continuum of Care (CoC)

Applications must be submitted to the City of Trenton by **Wednesday, July 20, 2016 by 4:30 p.m.** **Late applications will not be accepted.** Applications must be submitted **ELECTRONICALLY** to: Vernett Sherrill, Grant Administrator, City of Trenton, Department of Health and Human Services, [vserrill@trentonnj.org](mailto:vserrill@trentonnj.org) AND a copy to Marygrace Billek at [mbillek@mercercounty.org](mailto:mbillek@mercercounty.org)

### REVIEW PROCESS

Upon receipt of agency's proposal, proposals will be reviewed by a team of three 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 sub-recipient 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 sub-recipient 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.

### FUNDING AVAILABLE

1. Coordination Activities	<b>\$ 5,240</b>
2. Project Evaluation	<b>\$25,000</b>
3. Participation in the Consolidated Plan	<b>\$ 1,560</b>
4. CoC Application Activities	<b>\$14,280</b>
5. Developing a CoC System	<b>\$23,920</b>
<b>Grand Total</b>	<b>\$70,000</b>

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

**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/](http://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 questions

**Experience (limit 2000 words)**

I. Describe your agency's administrative experience administrative working with the HUD CoC Program? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe

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