

2020

City of Trenton
Department of Health and Human
Services

Trenton/Mercer Continuum of Care

Request for Proposal (RFP)

For

Fiscal Year 2019 Continuum of Care (CoC)

Program Planning and Technical Assistance

The proposal including all required documentation must be received by
November 10, 2020 at 3:00 p.m.
Late applications will not be accepted

CoC Planning Grant-RFP
HUD Fiscal Year 2019 CoC Program

I. Introduction

The City of Trenton, Department of Health and Human Services (HHS) is the designated Collaborative Applicant and legal lead entity eligible to apply for the U.S. Department of Housing and Urban Development (HUD) CoC Program funds on behalf of the Trenton/Mercer CoC. For Fiscal Year 2019, 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.

HHS is responsible for the administrative activities of the Trenton/Mercer CoC which include but is not limited to the following:

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.

HHS is seeking a qualified organization to provide grant writing, system planning, evaluation, reporting, training, coordination and development of the CoC system including technical assistance as it relates to HUD and the CoC.

II. Background

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 expects 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 amount individuals and families experiencing homelessness.

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 and policy experts to achieve these goals.

III. Mission

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.

Trenton/Mercer Continuum of Care (CoC)

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 Supportive Housing
- Mainstream resources

IV. CoC Planning Grant

The CoC Planning funds are intended to support: Coordinating Activities, Project Monitoring, Project Evaluation, Participation in the Consolidated Plan, CoC Application Activities, Developing a CoC System and HUD Compliance Activities.

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 minimally Homeless Management Information System (HMIS) experience.
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 narratives responses to the Action Plan.
4. *CoC Application Activities* shall consist of assisting the City of Trenton in the preparation and development 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 Esnaps, 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: For the purpose of this RFP, we are only accepting proposals for the above listed activities except for Participation in the Consolidated Plan (excluded).

V. Scope of Services

The proposed contract work will require the successful applicant to work in conjunction with HHS and the CoC system providers and partners on the following key tasks:

- Prepare and complete the CoC Program application in Esnap and ensure submission,
- Collect and evaluate program information from CoC providers/applicants
- Provide technical assistance to HHS and CoC providers regarding the CoC Program NOFA, application, and other system planning issues,
- Analyze and provide guidance on HUD rules, regulations, policies and procedures
- Assist HHS and CoC team members with HUD annual reporting requirements: Point in Time (PIT), Housing Inventory Chart (HIC), Annual Performance Report (APR, System Performance Measures,
- Provide systematic evaluation of CoC policies and procedures,
- Coordinate, train and assist with strategic planning efforts regarding Racial Equity, Housing is Healthcare models and Coordinated Entry Homelessness Prevention to improve system outcomes.

VI. Funding

- Amount: up to \$45,000
- Match requirement: a minimum of 25% of the requested amount, can be in-kind or cash match

Due to the impact of the COVID-19 pandemic, the City of Trenton reserves the right to alter the scope of services and amend the funding as appropriate in accordance with HUD guidelines and CoC Program NOFA requirements.

VII. Contract Term

The contract term will be for a period of one year from the execution of the grant agreement. The City shall have the option to extend the term for up to two years subject to the availability of funds, satisfactory contractor compliance, and the City and CoC's need. HHS has the sole, absolute discretion to exercise this option.

VIII. Eligibility

Non-profit agencies are eligible to apply for any and all of the above-stated categories of funding. Non-profit organizations must possess a 501(c)(3) designation from the Internal Revenue Service. 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.

REQUIREMENTS:

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

DEADLINE

Applications must be submitted to the City of Trenton by **November 10, 2020 by 3:00 p.m.** **Late application will not be accepted.**

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 after execution of the grant agreement and approval of the Trenton City Council.

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 CATEGORIES AVAILABLE

1. Coordination Activities	
2. Project Evaluation	
3. Project Monitoring	
4. CoC Application Activities	
5. Developing a CoC System	
Grand Total	

The City of Trenton reserves the right to decrease or increase the level of funding based upon allocation and to fund specific line items only.

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

Compliance with Laws

Any contract entered 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 REQUIREMENTS

A PDF proposal must be submitted **ELECTRONICALLY** to: Vernett Sherrill, Grant Administrator, City of Trenton, Department of Health and Human Services, vsherrill@trentonnj.org AND a copy to Marygrace Billek at mbillek@mercercounty.org by **November 10, 2020 by 3:00 p.m.**

Format

Use a 12 point Times News Roman font and page margins should be at least 1" on all sides (excluding headers and footers)

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).

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

Print Name

Signature & Date

Applicants must complete all questions

1. Experience (limit 2000 words)

I. Describe your agency's administrative experience working with the HUD CoC Program?

II. Does your agency have experience with system coordination for the homeless?
Yes____ No____ If yes, please describe

III. Does your agency have experience with evaluating HUD projects? Yes____
No____ If yes, please describe

IV. Does your agency have experience working with the City of Trenton and Trenton/Mercer CoC? Yes____ No____ If yes, please describe

V. Does your agency have experience developing a HUD CoC Program Application
Yes____ No____ If yes, please describe

a) What experience does your agency have in working with Esnaps?

b) What experience does your agency have in working with the Point-In-Time Count?

VI. Does your agency have experience in developing a CoC system? Yes____
No____ If yes, please describe

2. Organizational Capacity (limit to 2000 words)

Please describe your agency's ability to deliver the services proposed in this RFP.

Please describe your organization's staffing plan and list and identify key individuals that will be performing the work and will be responsible for carrying out the activities listed in your proposal.

3. Scope of Services (limit to 2000 words)

Please describe the scope of services that your organization are proposing to perform.

List and explain the specific services and outcome objectives to be accomplished.

4. Fiscal Capacity- Budget (limit to 2000 words)

Please provide a detailed budget narrative that clearly explains the basis for each expense listed on the budget forms below:

Budget

Eligible Activities	Amount Requested
1. Coordination Activities	\$
2. Project Evaluation	\$
3. Participation in the Consolidated Plan	\$
4. CoC Application Activities	\$
5. Developing a CoC System	\$
Total Request	\$
25% Match Requirement	\$
Grand Total	\$

Please provide a copy of your most recent audit.

FY2020 CoC Planning RFP Scoring Evaluation Criteria

1. Experience (40 points)
2. Organizational Capacity (20 points)
3. Scope of Services (20 points)
4. Fiscal Capacity (20 points)

Total Score (of a possible 100)