

TRENTON/MERCER CONTINUUM OF CARE

The City of Trenton, Department of Health and Human Services has developed this document for our community partners and the public to provide an overview of the process for applying for millions of dollars of federal funding to assist our communities' effort to fight and ultimately end homelessness in our community.

*FY2021 HUD
Continuum
of Care
(CoC)
Program
NOFO Local
Competition
Process and
Timeline*

Trenton/Mercer Continuum of Care
Fiscal Year 2021 HUD Continuum of Care NOFO
LOCAL COMPETITION PROCESS & TIMELINE

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OVERVIEW

The Continuum of Care (CoC) Program is designed to promote a communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Annually, the U.S. Department of Housing and Urban Development (HUD) releases the Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) to provides funding to non-profit organizations, States, and/or units of local governments to assist individuals (including unaccompanied youth) and families experiencing homelessness. This funding provides over \$5.5 million dollars in homeless services funding to the City of Trenton, on behalf of the Trenton/Mercer CoC, for permanent supportive housing, rapid re-housing, supportive services, and CoC infrastructure projects like HMIS (Homeless Management Information System) and planning. This year's NOFO was released on August 18, 2021.

The competitive application requires each local Continuum of Care to rank, score, and select new and renewal projects according to HUD's funding priorities and project performance. This information packet includes a timeline for the local competition and details how the Trenton/Mercer Continuum of Care evaluates renewal projects for reallocation, score and rank renewal and new projects, and make the application process available to the community.

It is strongly encouraged that all agencies applying for new or renewal project funding read the CoC NOFO and available HUD resources at the [HUD website](#). Information and other helpful information can be found on the [United States Interagency Council on Homelessness website](#) as well as the [National Alliance to End Homelessness website](#).



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OVERVIEW OF THE LOCAL HUD CONTINUUM OF CARE PROGRAM PROCESS

Designated NOFO Entities

The Trenton/Mercer CoC governance charter and bylaws designate the City of Trenton, Department of Health and Human Services (DHHS) as the Collaborative Applicant and lead agency for the Trenton/Mercer Continuum of Care and is the only legal entity eligible to apply for HUD CoC Program funds.

DHHS oversees the overall development of the local NOFO submission to HUD, which includes:

- Developing an annual or multi-year funding strategy for allocating HUD CoC funding according to local need, HUD policy priorities, and overall system performance
- Reading and analyzing the annual Notice of Funding Opportunity (NOFO), developing an annual reallocation strategy, developing the annual project rating, and ranking criteria, utilizing performance and program data to evaluate and rank project applications
- Overseeing the work of the consultants and CoC Application Team to prepare the NOFO submission
- Final submission for the annual CoC application to HUD

The City of Trenton develops the application to HUD according to the priorities, strategy, ranking, and requirements established by the CoC Executive Committee. The CoC Review Committee determines which projects may have partial or full funding reallocated, which new projects will be included in the final ranking, and the project ranking order according to the measures included in this document. Recommendations from the Review Committee are presented to the CoC Executive Committee for review and approval.

In addition, the Collaborative Applicant is responsible for, at a minimum:

1. Reviewing, preparing and submitting the CoC Registration
2. Completing the CoC Consolidated Application
 - a. CoC Application (Exhibit 1)
 - b. Project Applications (Exhibit 2)
 - c. COC Priority Listing
3. Applying for CoC planning funds on behalf of the CoC during the CoC Program Competition.
4. Conducting Performance Monitoring & Annual Progress Report Completion
5. Submitting the entire CoC Consolidated Application by the submission deadline
6. Reviewing other Federal requirements



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7. Ensuring that proposed activities are consistent with HUD-approved Consolidated Plan
8. Ensuring all required attachments are completed, signed and attached to application
9. Submitting and obtaining an approved Grant Inventory Worksheet (GIW)
10. Submitting the HUD Form 2991- Certification of Consistency with the Consolidated Plan for each unit of local government within the local jurisdiction

All local application materials, processes, and the CoC Meeting calendar will be posted to the City of Trenton’s website under the Trenton/Mercer CoC tab and sent to the Mercer County email listserv for distribution.

FY2021 NOFA TIMELINE

	Annual Homeless Assessment Report Submission
January 26, 2021	Point-in-Time Count Conducted
February 1, 2021	System Performance Report Submission
March 4, 2021	FY2021 CoC Program Registration Forms Available in Esnaps. Registration due March 4, 2021
April 2021	Project Monitoring / Virtual <ul style="list-style-type: none"> • Catholic Charities – ECS – 5/4/21 • Catholic Charities – BHS – 4/28/21 • Helping Arms – 4/27/21 • Rescue Mission -5/4/21 • Oaks Integrated Care – 5/5/21 • Homefront – 4/27/21 • Anchor House – 4/28/21 • LifeTies- 4/28/21 • Womanspace – 4/28/21
May 18, 2021	Housing Inventory Count (HIC) and Point-in-Time Submission to HUDHDX-submitted 5/13/21



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June 11, 2021	Grant Inventory Worksheet (GIW) submitted
July 12, 2021	CoC Policies and Procedures Approval Prepared COVID-19 Policy for CoC Executive Committee review inclusion in the FY2021 NOFO
July 30, 2021	Notice of Intent to Apply for Renewals and Request for Proposal (RFP) for New Projects released – Publicly Posted
August 11, 2021	Bidders Meeting
August 16, 2021	Deadline: Renewal Project Applications Due
August 18, 2021	HUD Fiscal Year 2021 CoC Competition Opened
August 30, 2021	Deadline: New Project Applications Due
September 16, 2021	Preliminary Review of Renewal Project Data CoC Review Committee to review initial renewal project performance data
September 17, 2021	Deadline: New or Expanded Domestic Violence Only Bonus application due
September 22, 2021	CoC Review Committee Meeting: ❖ Finalize budget recommendations, including reallocation, proposed project ranking, bonus, new expansion project and administrative changes prior to CoC Executive Committee Meeting.
September 27, 2021	CoC Executive Committee Meeting: Approve recommended budget, including reallocation, proposed budget ranking and administrative changes. Review and approve project applications and preliminary CoC application
September 28, 2021	Notification to Sponsors regarding approval of renewals and new projects Notification to Sponsors regarding approval to reallocate Notification of Final CoC Project Listing
October 22, 2021	LOCAL DEADLINE: CoC Program application submission
November 16, 2021	DEADLINE: HUD FY21 CoC Program Application, Project Listing, Project applications due for submission to HUD
ALL DATES ARE SUBJECT TO CHANGE EXCEPT HUD DEADLINE	



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CONTINUUM OF CARE PARTICIPATION

A draft reallocation, scoring, and ranking strategy for the FY2021 Continuum of Care Funding Competition will be presented to the Continuum of Care Executive Committee by the Review Committee on September 27, 2021. The CoC Executive committee is responsible for reviewing, discussing, and providing verbal feedback regarding the factors used to determine which projects would be suitable for reallocation, how to score new and renewal projects, and how the local funding priorities (project ranking order) are set. Comments and suggestions will be reviewed by the Review Committee and integrated into this published document. The CoC Executive Committee is responsible for approving the final ranking and the CoC’s application prior to submission to HUD.

FY2021 AVAILABLE FUNDING

FY2021 CoC NOFO Anticipated Funding Available		
Amount	Type	Description
\$4,665,596*	The Annual Renewal Demand (ARD) for Trenton/Mercer	This is the base amount that the CoC is eligible to apply for
\$233,280	Bonus Project Funding	This is the maximum amount of new funding the CoC is eligible to apply for
\$486,248	Domestic Violence Bonus	This is the maximum amount of new funding for a new domestic violence bonus project that the CoC is eligible to apply for
\$139,968	CoC Planning Grant Funds	This provides staffing support and funding for CoC Management
\$5,525,092	Total Amount of Funding Available	

*Projection: Final GIW approved by HUD

During the FY2021 NOFO competition, the Trenton/Mercer CoC will maximize opportunities to create new projects for homeless individuals, families, and youth.

New Bonus Project Funding

HUD allows local communities to create new projects through two methods: bonus projects and reallocation. Bonus projects are typically awarded competitively at the national level but are also required to be ranked with the CoC’s other renewal and new projects. The amount of funding available for bonus projects in Trenton/Mercer during the FY2021 competition is \$233,280. Eligible bonus projects include:

- New Joint Transitional Housing/Permanent Housing – Rapid Rehousing that will serve homeless individuals 18-24 years of age and pregnant and parenting youth



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- New Joint Transitional Housing/Permanent Housing – Rapid Rehousing that will serve survivors of domestic violence
- New Projects for Permanent Supportive Housing to serve homeless individuals and families including pregnant and parenting youth
- New Projects for Permanent Supportive Housing for homeless youth

- New Supportive Services Only (SSO) projects for centralized or coordinated assessment systems and Housing Search/Counseling for homeless individuals.

New Project Funding Through Reallocation

Reallocation refers to the process by which a CoC shifts funds in whole or in part from existing CoC-funded projects that are eligible for renewal to create one or more new projects. CoCs can pursue reallocations through the annual CoC Program Competition. A reallocated project must be a new project that serves new participants and has either a rapid re-housing or permanent supportive housing program design, or is dedicated to coordinated access. A new reallocated project may use resources from an existing project, including staff, but it is not simply a continuation of an existing project that serves existing participants.

Reallocating funds is one of the most important tools by which CoC's can make strategic improvements to their homelessness system. Through reallocation, CoC's can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are scarce.

For FY2021, eligible new projects types above are available through reallocation.

New Domestic Violence Bonus Project Funding

HUD is making new funding available for projects to serve survivors of domestic violence, dating violence, and stalking homeless populations. The amount of funding available for bonus projects in Trenton/Mercer during the FY2021 competition is \$486,248. Eligible bonus projects include:

- 1) Permanent Housing Rapid Re-housing (PH-RRH) projects that must follow a housing first approach dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless.
- 2) Joint Transitional Housing (TH)/Permanent Housing-Rapid Rehousing (PH-RRH) that must follow a housing first approach dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless.
- 3) Supportive Services Only (SSO) project for Coordinated Entry (SSO-CE) to implement policies, procedures and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different)



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FY2021 HUD PRIORITIES AND NATIONAL SCORING

About the NOFO

The NOFO submission consists of three parts:

- *CoC Application* –This is the CoC’s overall application, and primarily focuses on the CoC’s progress on ending homelessness, strategic initiatives, and adoption of HUD’s funding and policy priorities. It is a combination of narrative questions and data tables. The CoC’s application score heavily impacts the individual project scores—particularly for projects that fall in Tier 2 of the ranking (more information below).
- *Project Ranking* — This is an ordered ranking of all renewal and new projects the CoC is submitting in the application for funding. The project ranking should reflect HUD funding priorities, local need, and a data-driven process for evaluating individual project performance. Prior to the ranking process, the CoC completes a full performance evaluation of all renewal projects and determines whether to include each individual project in the ranking.

HUD requires the project ranking consist of a Tier 1 and Tier 2. HUD typically has enough funding to fund all projects that meet threshold criteria and are in Tier 1. Projects in Tier 2 are considered “at-risk” of not being funded if the overall CoC score and individual project score are not competitive at the national level. For FY2021, the tiers are as follows:

- Tier 1: 100% of Annual Renewal Demand
 - Tier 2: Annual Renewal Demand + Eligible Bonus Project Funding
- *Project Applications* – Each project approved for inclusion in the local project ranking is included in the CoC’s submission to HUD. Each project application must meet HUD’s threshold review in order to receive funding in addition to the competitive scoring process.



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CoC Application Scoring		
Max Points	Scoring Factor	HUD Criteria
96 points	CoC Application Score	CoC Coordination and Engagement
30 points	Ranking Order	Project Capacity, Review and Ranking
11 points	Homeless Management Information Systems	Demonstrate existence of a functioning HMIS
3 points	Point-in-Time Count	Collect, use, and submit data from 2021 PIT count
23 points	System Performance	CoC system-wide performance
10 points	Housing and Healthcare Bonus	New permanent supportive housing and rapid rehousing project
15 points	CoC Merger Bonus	CoC that merged
TOTAL Points Available:163+25 for Bonus=188		

HUD POLICY PRIORITIES (from the FY2021 NOFO)

This year’s CoC Program Competition will continue to focus on the goals of ending homelessness for all populations. The section explains HUD’s Policy Priorities for the CoC Program Competition. These are not requirements, instead they explain HUD’s priorities and provide context for the requirements in the FY2021 CoC Program Competition. The policy priorities in the FY2021 CoC Program Competition will include:

- 1. Ending Homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that take into account the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g. veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.
- 2. Using a Housing First Approach.** *Housing First* prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should be engage landlords and property owners, remove barriers to entry, and adopt client-centered service methods.



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3. Reducing Unsheltered Homelessness. In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should identify permanent housing options for people who are unsheltered.

4. Improving System Performance. CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations) to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing, and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent. CoCs should review all projects eligible for renewal in FY 2021 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD recognizes the effects of COVID-19 on CoC performance and data quality and compared to previous CoC NOFOs, reduces the points available for rating factors related to system performance. However, HUD plans to significantly increase the points available for system performance rating factors in the FY 2022 and subsequent CoC NOFOs.

5. Partnering with Housing, Health, and Service Agencies. Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should: a. work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs; b. partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan; c. partner with local workforce development centers to improve employment opportunities; and d. work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.

6. Racial Equity. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. CoCs should review local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families



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experiencing homelessness.

7. Persons with Lived Experience. HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process (e.g., how rating factors are determined). CoCs should seek opportunities to hire people with lived experience.

Note: HUD will be releasing a series of messages, webinars, and resources leading up to the NOFO deadline. You can review these resources and sign up for the HUD mailing list at www.hudexchange.info/

RENEWAL PROJECT REALLOCATION PROCESS

The US Department of Housing and Urban Development (HUD) encourages Continuums of Care to reallocate funds from renewal projects to provide funding for new projects and to create additional permanent supportive housing stock. It is therefore the intent of the Trenton/Mercer Continuum of Care to develop a Reallocation Policy and Procedure that is aligned with HUD and HEARTH Act policy guidance, based on performance based as specified in the annual HUD NOFO and based upon performance metrics.

Reallocation Policy

1. HMIS Project Performance Measures

The HUD Annual Performance Report is used to assess outcomes which directly relate to goals set forth in HEARTH including reducing length of homelessness, reducing returns to homelessness and increasing income. Below are specific HMIS Project Performance measures used during the evaluation process:

- a. Housing Stability
- b. Income growth and maintenance
- c. Compliance
- d. Data Quality

2. Fiscal Measures

The Trenton/Mercer CoC expects that homeless assistance resources be fully utilized. Site reviews will include criteria to determine whether any HUD funds recaptured at the completion of the most recent grant, how much money was recaptured and whether actions have been taken to assure that grant funds will not be recaptured in the current program year.

- a. Expenditure of CoC Grant Funds
- b. Accurate and timely drawdowns



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3. Procedure

The Trenton/Mercer CoC strives to develop a reallocation process that will ensure that projects submitted in the CoC Consolidated Application process best align with the HUD’s priorities and contribute to a complete application process that collaboratively secures dollars to improve our community. The CoC will make decisions based on alignment with HUD guidelines, performance measures and unspent project funds. Reallocated projects are encouraged to seek funders that will support the contributions these projects make to the community. Example Reallocation Strategy: Identify Target projects with \$25K or more unexpended funds for reallocation.

Spending History

Projects with a history of returning funds to HUD will be considered for a partial or full reallocation of funds. Organizations found to have less than 80% of their grant expended will be targeted for reallocation. Organization spending will be based on level of service and grant savings (attributed to FMR) and rent contributions. HUD expects programs to spend 100% of the funds they are allocated – if projects are chronically underspending, but are included in the ranking without reallocation, HUD may reject a funding request for the project.

Poor Performance/Underfunded

Renewal projects will be reviewed to determine whether the project is satisfactorily meeting performance outcomes related to permanent housing stability, income growth, compliance and data quality and meeting level of service.

Program Compliance and Monitoring

Projects with unresolved monitoring findings or are in non-compliance with the CoC Program Regulations (including participant eligibility), Coordinated Assessment, HMIS participation, and other applicable regulations and laws may have funds partially or fully reallocated.

PERFORMANCE MEASURES

All CoC projects are reviewed by the Trenton/Mercer CoC Evaluation committee and funding decisions, including decisions to reallocate, are based on project performance. As outlined in the CoC Monitoring policy, the CoC developed specific HMIS Performance and Fiscal Performance measures and instituted a process to monitor projects. This monitoring process is designed for both CoC and Emergency Solutions Grant (ESG) funded projects.

1. HMIS Project Performance Measures

The HUD Annual Performance Report is used to assess outcomes which directly relate to goals set forth in HEARTH including reducing length of homelessness, reducing returns to homelessness and increasing income. Below are specific HMIS Project Performance measures used during the evaluation process:

- a. Length of Stay



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- b. Exit to Permanent Housing
- c. Returns to Homelessness
- d. New or Increased Earned Income, New or Increased Non-Employment Income
- e. HMIS Data Quality Rate
- f. Serves Priority Population

2. Fiscal Measures

The Trenton/Mercer CoC expects that homeless assistance resources be fully utilized. Site reviews will include criteria to determine whether any HUD funds recaptured at the completion of the most recent grant, how much money was recaptured and whether actions have been taken to assure that grant funds will not be recaptured in the current program year.

- a. Drawdowns Submitted by Due Date
- b. Meets Match Requirement
- c. HMIS APR Submitted by Due Date
- d. Match and Leverage Documentation
- e. Drawdowns Submitted Accurately
- f. Serves Priority Population
- g. Completed Acuity Index

Decisions are based on alignment with HUD guidelines, performance measures and unspent project funds.



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RENEWAL PROJECT SCORING PROCESS

Renewal projects approved by the CoC Executive Committee for inclusion in the CoC project ranking will be scored according to an objective scoring tool based on their individual project performance, alignment with HUD and CoC policy priorities, and compliance. The CoC has established specific performance goal based on:

1) **HMIS Performance:** Length of Stay, Exit to Permanent Housing, Returns to Homelessness, New or Increased Earned Income, New or Increased Non-Employment Income, HMIS Data Quality Rate, Serves Priority Population – Zero Entry + From Street or Place not meant for human habitation

2) **Fiscal Performance:** Drawdowns Submitted by Due Date, Meets Match Requirement, HMIS APR Submitted by Due Date, Match and Leverage Documentation, Drawdowns Submitted Accurately, Serves Priority Population, Completed Acuity Index.

The CoC has and developed a process for monitoring both Continuum of Care and Emergency Solutions Grant (ESG) funded projects. Performance and HMIS elements are heavily weighted measures used by HUD in determining the overall CoC score for the NOFO. Data used in the project scoring tool comes largely from projects' most recently submitted Annual Performance Report (APR). Participation in HMIS and quality data entry is mandatory for those agencies seeking renewal CoC funds, except where prohibited by law.

A list of all FY 2021 potentially eligible renewal projects can be found in Appendix A, and a copy of the renewal project scoring tool can be found in Appendix B of this document. After completing the project scoring tool, the Review Committee will rank all renewal projects according to their evaluation score.

First-time renewals are projects that have not yet completed their first operating year, and thus, cannot be scored for their performance. However, the Review Committee will evaluate each first time renewal to ensure that each project is on track for implementation and anticipated outcomes.



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NEW PROJECT SCORING PROCESS

New project applicants will be scored on the following:

1. Organization Experience with target population
2. Design of Housing & Supportive Services
3. Timeliness
4. Fiscal
5. Project Effectiveness

There may be new projects that fail to score well enough to be included in the NOFO submission, or there may not be enough new projects funding to fund all requests. New project applicants are highly encouraged to participate in the CoC (but not a condition of selection) and review the new project application guide and instructions while preparing their application, which provide a wealth of resources on best practices, policies, procedures, and requirements.

PROJECT RANKING PROCESS

New and renewal project approved for inclusion in the CoC's Project Ranking will be ranked in the following order:

1. First time renewal Permanent Supportive Housing (PSH)
2. Renewal PSH projects, ranked in order of highest to lowest score
3. First time renewal Rapid Re-housing (RRH), ranked in order of highest to lowest
4. Renewal RRH, ranked in order of highest to lowest score
5. New Joint Transitional Housing (TH)/RRH, created through reallocation, ranked in order of highest to lowest
6. Renewal Coordinated Assessment Projects
7. New Joint Transitional Housing (TH)/RRH created through the bonus, ranked in order of highest to lowest
8. New Domestic Violence Bonus ranked in order of highest to lowest
9. New Coordinated Assessment Projects

NOTE: Homeless Management Information System (HMIS) is a CoC infrastructure project that is necessary to collect, analyze and report data. This project is being recommended for inclusion in Tier 1.



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PROJECT ELIGIBILITY & APPLICATION PROCEDURES

Eligible Organizations

New and Renewal Project Applicants must be:

- A Non-Profit 501(c)(3) tax-exempt organization
- Provide a copy of the agency's Certificate of Incorporation
- Provide a list of the Board of Directors
- Able to document at least a 30% cash or in-kind match for the amount of funding requested except leasing as per the local CoC requirements

Submission Requirements

Applicants will submit an electronic copy of the application and all required supporting documents to the City of Trenton and the County of Mercer. Only electronic applications will be accepted. An email acknowledgment will be provided upon receipt of application. All project applications must be received by the application deadline stated in Notice of Intent to Apply and the RFP. Applicants are **highly encouraged** to review all documents and HUD resources to ensure your project will meet the eligibility criteria.

ALL project applications (new and renewal) must include the following components:

1. Completed application appropriate for the type of project
2. List of Match
3. Match Supporting Documents
4. Federal Tax Exemption Determination Letters
5. List of Board of Directors

All submissions will undergo a review for completion and accuracy prior to being scored by the Review Committee. Projects that submit incomplete applications or do not submit their application by the stated deadline in this document may not be considered for funding.



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APPENDIX A: GRANTS ELIGIBLE FOR RENEWAL IN FY2021

Note: This is not a ranked project list and does not reflect reallocations during the NOFO competition.

Sponsor	Project
Anchor House	Rapid Re-Housing for Homeless Youth Expansion
Anchor House Catholic Charities BHS	Coordinated Assessment for Youth Mercer PSH 3-GTBHC & CC Greenwood Ave Consolidation
Catholic Charities BHS	On My Own
Catholic Charities ESC	Housing Now Consolidation
Catholic Charities ESC	Mercer RRH 2 - CoC GA
NJHMFA	Mercer HMIS 18
Oaks Integrated Care	Permanent Supportive Housing for Chronically Homeless Persons
Oaks Integrated Care	Housing First - Samaritan Trenton/Mercer 09
Oaks Integrated Care	Mercer PSH 3 - GTBHC & CC Greenwood Ave Consolidation
Oaks, CCPACT, HomeFront, HelpingArms	Mercer PSH 17 - Mercer County Leasing 2011 Consolidation
Oaks Integrated Care	Mercer PSH 8 - Housing First Phase 1 - Housing First Demonstration Initiative
Oaks Integrated Care	PSH for Chronically Homeless Persons (Oaks) Consolidation
Rescue Mission	501-507 Perry Street Shelter + Care
Rescue Mission	Permanent Supportive Housing for Chronically homeless women
LifeTies	Joint TH/RRH for homeless youth, pregnant and parenting
Womanspace	Joint TH/RRH for survivors of domestic violence



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APPENDIX B: RENEWAL PROJECT SCORING TOOL

FY2021 CoC Program Renewal

PERFORMANCE MEASURES, TARGETS & POINTS - RENEWAL PROJECTS					
MEASURE	Target	Points	MEASURE	Target	Points
Length of Stay (RRH Only)	30 days	20	Serves Priority Population – From Street or Place Not Meant for Human Habitation	25%	5
	31-45 days	10	Ability to Spend Project Funds	>90	10
	>45 days	0		75%-89%	5
Exit to Permanent Housing	92% or more	15		74%-50%	2.5
	91% – 81%	5	<50%	0	
	<80%	0	Drawdowns Submitted by Due Date	75%-100%	5
Returns to Homelessness	< 8%	15	Meets Match Requirement	100%	5
	9% - 19%	5	HMIS APR Submitted by Due Date	100%	5
	>20%	0	Match and Leverage Documentation	100%	5
New or Increased Earned Income	>8%	5	Drawdowns Submitted Accurately	75%-100	5
New or Increased Non-Employment Income	>10%	5	Serves Priority Population	100%	5
HMIS Data Quality Rate	<8%	2.5	Completed Acuity Index	100%	5
Serves Priority Population – Zero Entry	15%	5			

