**Bergen County Continuum of Care**

**FY2017 New Continuum of Care Concept Paper Request**

**FY2017 New Funding Concept Paper specifications:**

* For FY2017 the Bergen County Continuum of Care has $365,977 available in new Continuum of Care funding.
* The Bergen County Continuum of Care is seeking project applicants to implement a rapid rehousing project that will serve individuals and/or families, including unaccompanied youth, who meet the following criteria:
  + Residing in a place not meant for human habitation
  + Residing in an emergency shelter
  + Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
  + Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.
* Completed Concept Papers should be submitted by **August 22, 2017** via email to Angela Drakes at [cdapp@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and Katelyn Cunningham at [kcunningham@monarchhousing.org](mailto:kcunningham@monarchhousing.org)
* **Late submissions will receive an automatic deduction of 5 points from the total application score**
* The Review Committee will review the concept papers upon within the week following the submission.
* All agencies that submit a concept paper should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
* Agencies seeking more information about funding availability should refer to the FY2017 Continuum of Care NOFA. A link to the NOFA can be found here:

<https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf>

**FY2017 CoC Concept Paper should include:**

1. **Project Budget Worksheet**
2. **Concept Paper Narrative**

**Concept Paper Instructions:**

**1. Project Budget Worksheet:**

Applicants should use the Budget Worksheet that was provided to complete the budget, match and leveraging information for the project. For purposes of completing the project budget it is important to remember that:

* Project applications for rapid rehousing can request funds for rental assistance, supportive services and administrative funding.
* Any budget that is requesting service funding for a new project must ensure that the service funding request does not exceed 30% of the subtotal of funding requested and that administrative costs do not exceed 7% of the subtotal of funding requested.
* Match should equal 25% of the total budget requested. This includes admin but does not include any leasing funds. The match can be cash, in-kind, or a combination of the two.
* Leveraging is any funds available for the program above the 25% match. Again, leveraging funds can be cash, in-kind, or a combination and can be provided by the agency applying for the grant or an agency they are collaborating with.
* If an agency is using another agency for match or leveraging, that agency must have an MOU with the collaborating agency detailing the services and the amount they will make available for this project. As a note, this MOU does not need to be executed by the time the concept paper is submitted but it must be executed by the time the grant agreement is provided by HUD.

**2. Concept Paper Narrative:**

Please answer the following questions as they relate to the project requesting the funds. The Concept Paper narrative must be no longer than 3 pages.

1. Please provide the name, email, and telephone number of the contact person who would be able to answer questions about this project
2. Provide a description of the new or renewal project including the impact the project will have/has on the homeless population in Bergen County and whether this project does, or will, follow a Housing First Model
3. Describe the organization’s capacity to continue or begin the implementation of the project
4. Please specify the project’s target population including specifics on the number of households/persons and the number of chronically homeless the project expects to serve. (If this is a renewal project this should match the numbers in the subpopulations section of your 2016 CoC Project Application submission).
5. Please identify how the project has been coordinating with the efforts to end veteran and chronic homelessness. In addition, please identify whether your agency has begun participation in the coordinated assessment system for the CoC, using the Housing Prioritization List. (As a note, in future competitions, projects will be scored by their adherence to the requirement of taking referrals for PH projects from the Housing Prioritization List).
6. Does the project ensure that participants are **not** screened out based on the following items? Put an X next to all that apply.

|  |  |
| --- | --- |
| Having too little or no income |  |
| Active or history of substance abuse |  |
| Having a criminal record with exceptions for state-mandated restrictions |  |
| History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement) |  |
| None of the above |  |

1. Does the project ensure that participants are not terminated from the program for the following reasons? Put an X next to all that apply.

|  |  |
| --- | --- |
| Failure to participate in supportive services |  |
| Failure to make progress on a service plan |  |
| Loss of income or failure to improve income |  |
| Being a victim of domestic violence |  |
| Any other activity not covered in a lease agreement typically found in the project’s geographic area |  |
| None of the above |  |

As a note, a project that checks all of the boxes in questions 6 and 7, except “None of the above”, will be considered as following a “Housing First” approach.