

**Bergen County Continuum of Care
FY2022 Continuum of Care Concept Paper**

FY2022 Concept Paper general specifications:

- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new Continuum of Care funding for any of the following program types: permanent housing, transitional housing, HMIS and support service only programs. While concept papers will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2022 NOFO.
- Completed Concept Papers and Project Budget Worksheets should be submitted by **5 p.m. on July 8, 2022**, via email to Angela Drakes at adrakes@co.bergen.nj.us and Ashni Mathew at amathew@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 the release of the FY2022 NOFO. The Committee, which will be made up of entities not applying for FY2022 funding, will determine the ranking of the projects based on the factors mentioned above.
- 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.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously funded as well as those previously funded are encouraged to apply.

FY2022 New Funding Concept Paper specifications:

- The Bergen County Continuum of Care will consider applications for new projects. The Review Committee will determine funding levels for new projects awarded funding based on Reallocation from renewal projects and/or Bonus funding available through the FY2022 NOFO.
- Requests for this funding can be for the following project types:
 - Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;
 - Rapid rehousing projects for homeless individuals and families, including unaccompanied youth;

- Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component projects, that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness;
 - Dedicated Homeless Management Information System (HMIS) projects; or
 - Supportive Services Only (SSO) projects for centralized or coordinated assessment
- Agencies should refer to the FY2021 NOFO for further details on project types that can be applied for. A copy of the NOFO can be found here under the “Related Documents” tab: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322>
 - Please note, this information is based solely on the information release through the FY2019 NOFO. Further restrictions or details will be made available upon release of the FY2022 NOFO and will depend on the availability of funds.

FY2022 CoC Concept Paper should include:

I. Concept Paper Narrative

II. Project Budget Worksheet

Concept Paper Instructions:

I. 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 7 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. Describe the agency’s capacity to continue or begin the implementation of the project
3. 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 2021 CoC Project Application submission).
4. Provide a description of the project (including project type) and its SMART objectives and outcomes including: the number of households to be served, priority populations and demographics to be served, linkages to training, employment and benefits, specific system performance metrics that are relevant to the project, and services provided after discontinuation of services (post-program graduation, etc.). Please describe the services that be provided to assist clients with obtaining and maintaining permanent housing, the staffing capacity (or staffing plan) to carry out the project activities, how participants will be assessed and connected with employment services, mainstream benefits, healthcare services and insurance and the impact the project will have/has on the homeless population in Bergen County.

5. Please describe the project's monitoring and evaluation plan, including:
 - How the project will measure and document participant satisfaction to inform implementation
 - Staff involved in monitoring and evaluation
 - Methods used to evaluate program performance and determine quality improvement projects
 - Frequency of program evaluation and improvement plan monitoring
 - How accurate data is collected and utilized to inform and improve the project implementation

6. 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).

7. Please describe how the project operationalizes a Housing First philosophy in program implementation including admission and termination criteria, documented policies and procedures, training, processes, and implementation plans

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	

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		
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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. If project screens, terminates, or has terminated clients based on any of the above criteria, please provide detailed explanation of the reasons for these program requirements and plans for implementing a Housing First philosophy prior to the next funding cycle.

8. Please Complete the chart below AND provide a description of (1) what strategies your agency using to address racial disparities and (2) your agency’s process for incorporating persons with lived experience into program design and policies.

	% of people served by agency	% of direct service staff	% of executive leadership and administration
American Indian/ Alaska Native			
Asian			
Black/African American			
Native Hawaiian/ Pacific Islander			
White			
Hispanic/Latino			
Persons with Lived Experience	N/A		
Total			

II. 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:

- If you are a renewal project, the budget requested should not exceed the previous funding amount awarded, (unless you have a first-time rental assistance renewal in which there is an allowed 7% admin cost or if the FMR has increased since the original award).
- Match should equal 25% of the total budget requested. A 25% match is required. 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.
- 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.