

**Bergen County Continuum of Care
FY2016 Continuum of Care Concept Paper**

FY2016 Concept Paper general specifications:

- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new or renewal 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 FY2016 NOFA.
- Completed Concept Papers should be submitted by **July 1, 2016** via email to Angela Drakes at cdapp@co.bergen.nj.us and Katelyn Cunningham at 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 the release of the FY2016 NOFA. The Committee, which will be made up of entities not applying for FY2016 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.

FY2016 New Funding Concept Paper specifications:

- The Bergen County Continuum of Care is anticipating the availability of approximately \$889,305 for new project funding in the FY2016 competition. This amount may change depending on the adjustment of the FY2016 NOFA. Projects do not need to apply for the full amount of funding, as it will be the discretion of the review committee to award funding to one or more projects.
- Requests for this funding must be for the following project types:
 - Rapid Rehousing for literally homeless families or individuals – this project would provide up to 24 months of rental assistance and services to literally homeless families or individuals throughout Bergen County. The services in this project should focus on helping the homeless family or individual gain the skills and level of income needed for them to maintain their housing unit after the rental assistance has ended. Families and individuals assisted with this project must be coming directly from the street or emergency shelter or must be fleeing a domestic violence situation.
 - Permanent supportive housing for chronically homeless families or individuals – projects may request funding to create new permanent housing or vouchers to subsidize permanent housing for the chronically homeless in the community. In addition to the permanent housing, supportive services should be provided to the household to assist them in not only maintaining their permanent housing unit but also work towards greater self-sufficiency. A permanent supportive housing program applied for through this funding should be a low barrier program that takes a housing first approach.

- Please note that these funding restrictions are based on the restrictions that were implemented during the FY2015 competition. If adjustments are allowed in the FY2016 NOFA, the Bergen CoC will reach out to individual project applicants about the allowable adjustments.

FY2016 CoC Concept Paper should include:

- 1. Project Budget and Match/Leveraging Worksheet**
- 2. Concept Paper Narrative**

Concept Paper Instructions:

1. Project Budget and Match/Leveraging Worksheet:

Applicants should use the Budget and Match/Leveraging Worksheet that was provided to provide 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. 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. A worksheet is attached to further explain what should be considered match and leveraging for the application purposes. In order to obtain the maximum points for leveraging, the Continuum is looking for agencies to provide 150% in leveraging funds.
- 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 Exhibit 2 is to be submitted to 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.

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 2015 CoC Exhibit 2 submission).
5. Please identify how the project will coordinate with the Zero:2016 efforts being implemented to end veteran and chronic homelessness and if your project will participate with the coordinated assessment system upon full implementation.
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	

7. 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.