Burlington County Continuum of Care
FY2022 Request for Letters of Intent

FY2022 Request for Letters of Intent general specifications:

- The Burlington County Continuum of Care is accepting Letters of Intent for agencies seeking **new or renewal** Continuum of Care funding for any of the following program types: permanent housing, projects for centralized or coordinated assessment and support service only programs for coordinated assessment. While Letters of Intent 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 the Housing of Urban Development (HUD) in the FY 2022 Notice of Funding Opportunity (NOFO).

- Completed Letters of Intent should be submitted by **July 15th 2022** via email to Monica Rego at MRego@co.burlington.nj.us **and** Ashni Mathew at amathew@monarchhousing.org

- **Late submissions will NOT be accepted.**

- The Review Committee, which will be made up of an Ad-Hoc Subcommittee of the Governance Board. This group consist of entities not applying for FY2022 funding. This body will review the Letters of Intent and will determine the ranking of the projects based on the factors mentioned above.

- All agencies that submit a Letter of Intent should be prepared to provide additional information and/or make a brief presentation via zoom 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.

- New projects may be funded through a combination of bonus funding and reallocation from renewal projects. Funding levels for new and renewal projects will be determined by the review committee based on project scores, spending history, and funding allocated by HUD.

FY2022 New Funding Letter of Intent specifications:

- The Burlington 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; (HUD only funds)

  - Projects for centralized or coordinated assessment

- Rapid rehousing projects for homeless individuals and families, including unaccompanied youth

- Joint Transitional Housing-Rapid Rehousing (TH-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

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: https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322

FY2022 CoC Letter of Intent should include:
A. **Agency Capacity Narrative**
B. **Project Narrative**
C. **Budget Worksheet**
D. **Renewal Project Questions**

Letter of Intent Instructions:
A. **Agency Capacity Narrative: Please answer the following questions as they relate to the agency's background. The Agency Capacity Narrative must be <u>no longer than 2 pages.</u>**

1. **(NEW PROJECTS ONLY)** Discuss your agency experience with implementing HUD-funded projects including project administration, fiscal management, adherence to program regulations and audit results. If you have lost or been denied HUD-funding in the past, disclose project name, HUD project type and reasons for loss/denial. If the agency has no experience with HUD funding, describe experience with other funders, including agency administration and management. Include proof of your agency's up-to-date System for Award Management (SAM) registration.

2. Please provide an overview of your agency's experience with the priority population and proposed services. For projects with sub-grantees, include a description of the subcontracted agency's experience as well.

3. Describe your agency's plan for training staff including:
   a. How your agency orients new staff and ensures key competencies,
   b. Annual or periodic trainings for different levels of staff and training that staff has received in the past year,
   c. Certifications or licenses required for different levels of staff and whether training is offered to create pathways for staff development,
   d. Training received by executive leadership, direct service staff, board of directors and all other staff levels,
   e. How each training is relevant to service delivery,
   f. What impact have the above trainings had on service delivery and project design,
   g. Specific trainings the agency incorporates to reflect the program's priority populations (people of color, LGBTQ+ community, youth, DV survivors, veterans, etc.)

4. What is your agency's process for collecting and evaluating data, including:
   a. Software used,

b. Responsible staff,
c. Timelines,
d. Ensuring data accuracy and completeness,
e. Adherence to privacy standards and HUD's data quality standards,
f. How your agency determines the data quality improvement plan,
g. Share your agency's current data quality improvement plan and status.

5. 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			

B. Project Narrative: Please answer the following questions as they relate to the project requesting the funds. The Project Narrative must be <u>no longer than 6 pages.</u>

1. Please provide the name, email, and telephone number of the primary and secondary contact persons who would be able to answer questions about this project.

2. Briefly describe the activity for which you are requesting including the funding priority and/or gap the project addresses, how your agency supports, collaborates with, or differs from other service providers that provide the same or similar service, and how the project aligns with the missions of both the agency and Burlington CoC.

3. Describe the SMART objectives and outcomes of the project including, but not limited to, 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.).

4. Describe specific activities and services the project will offer to participants to meet the identified participant needs including
   a. How the activities/services will assist participants to obtain and maintain permanent housing,
   b. What project staff will perform activities/services
   c. How participants will be assessed for, and connected with, employment services, mainstream benefits, healthcare services and insurance,
   d. Any additional services (if any) the agency will provide to augment the scope and success of the program,

e. Partnerships and collaborations with relevant community partners. *Please note that if the agency will rely on subgrantees, partnerships or collaborations to achieve project objectives and outcomes, the roles and responsibilities of those entities should be included in this section.*

5. Describe the agency monitoring and evaluation plan as it relates to this project including
   a. How the project will measure and document participant satisfaction to inform implementation,
   b. Staff involved in monitoring and evaluation
   c. Methods used to evaluate program performance and determine quality improvement projects,
   d. Frequency of program evaluation and improvement plan monitoring.

6. 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).

7. Please identify how your agency has participates in the coordinated assessment system for the CoC, using the Housing Prioritization List.

8. Describe how you operationalize a Housing First philosophy in program implementation including admission and termination criteria, documented policies and procedures, training, processes, and implementation plans.

9. Participant criteria
   a. Does the project require a criminal or credit background check during program intake to determine project eligibility?
      ☐ Yes ☐ No
   b. Are program participants required to participate in any other services to receive housing?
      ☐ Yes ☐ No
   c. Are participants required to present any documentation during program entry?
      ☐ Yes ☐ No
   d. Is income considered as criteria during project admission?
      ☐ Yes ☐ No

10. If the answers to any of these questions is "yes", 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.

11. If applicable, provide a detailed overview of barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.

12. How has COVID-19 impacted your agency's performance in 2021? (unscored)

C. 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.

- 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 the collaborating agency.

- If an agency is using another agency for match or leveraging, that agency must have an Memorandum of Understanding (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 Letter of Intent is submitted but it must be executed by the time the grant agreement is provided by HUD. All MOU's should be dated for the duration of the project or renewed on a yearly basis.

D. QUESTIONS FOR RENEWAL PROJECT

1. 2022 Monitoring Findings *if needed, a copy of your most recent monitoring findings can be provided by emailing Ashni Mathew at amathew@monarchhousing.org.

   Please record the results of your most recent monitoring below. If you did not receive full points in any section, please describe any actions you have taken to rectify those issues.

	Maximum Points	Points Earned
Site Monitoring Score		
Program Performance Score		

2. Fiscal Narrative:
   a. Describe your agency's fiscal capacity to maintain the project including:
      - Changes made to the project model, staffing and/or budget within the last three years and projected changes over the next year
      - Long term plans to sustain the project should there be a decrease in HUD funding

   b. Do you anticipate that you will have unexpended funds at the expiration date of your current contract?

      ☐ Yes   ☐ No If yes, how much? $_____

   c. Have you had unexpended HUD funds at the expiration of grant terms in the past 3 years?

      ☐ Yes   ☐ No   If yes, how much?   2020 $_____
      2019 $_____
      2018 $_____

   d. If applicable, please describe whether project modifications are necessary due to a projection of unused funds for the current year.

e. Please describe any changes that have occurred to your original program and/or significant accomplishments not reflected in your APR.