<div align="center">**Bergen County Continuum of Care**
FY2021 Continuum of Care Concept Paper</div>

<u>FY2021 Concept Paper general specifications:</u>

- 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 FY2021 NOFA.

- Completed Concept Papers should be submitted by **May 7, 2021** via email to Angela Drakes at adrakes@co.bergen.nj.us and Lisa Falcone at LFalcone@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 FY2021 NOFA. The Committee, which will be made up of entities not applying for FY2021 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.

<u>FY2021 New Funding Concept Paper specifications:</u>

- 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 FY2021 NOFA.

- Requests for this funding can be for the following project types:

  o Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;

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

  o 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;

  o Dedicated Homeless Management Information System (HMIS) projects; or

- - Supportive Services Only (SSO) projects for centralized or coordinated assessment

- Agencies should refer to the FY2019 NOFA for further details on project types that can be applied for. A copy of the NOFA can be found here: https://www.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf

- Please note, this information is based solely on the information release through the FY2019 NOFA. Further restrictions or details will be made available upon release of the FY2021 NOFA and will depend on the availability of funds.

FY2021 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:

- 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.

- 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.

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 2019 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 **<u>not</u>** 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.