

<p>Enter program-specific information in the green and yellow fields to clarify the application process. <b>Green</b> fields are mandatory, <b>yellow</b> fields are optional.</p>	<p><b>New Jersey Department of Community Affairs</b></p>
	<p><i><b>Division of Housing and Community Resources</b></i></p>
	<p><i><b>Homelessness Prevention and Rapid Re-Housing Program 2</b></i></p>
	<p><i><b>Application Instructions</b></i></p>
<p><b>General Instructions</b></p>	<p>Complete all items in the electronic application, starting with the left side of the <b>Application Menu</b>. If an item is not applicable to your program, enter <b>NA</b> or <b>0</b> (zero), as appropriate.</p> <p>For detailed instructions and definitions, download the <b>DCA SAGE User Manual</b>. A link is available on the SAGE log in screen and in <b>Quick Links</b> on your <b>Start Page</b>.</p> <p>Follow the directions below. If you have questions about the Grant Program or how to fill in a form, click the Application Manager <a href="#">hyperlink</a> in the green box in the upper left corner of the Application Menu to email or call your DCA Application Manager.</p> <p>Before getting started, check your <b>Start Menu</b>. If you have an item on your <b>Task List</b> stating that your <b>Agency Information Update</b> is due (Submission Required), click the hyperlink and submit the Update BEFORE beginning your application. You will not be able to <b>Submit</b> your completed application until your Agency Information Update is submitted and approved.</p> <p>If you want to add more staff members to start working on this application, go to <a href="#">Contacts</a>, below.</p>

<p><b>Applicant Information</b></p> <p>You can skip this step if you have recently submitted your <b>Agency Information Update</b>.</p>	<p>Click <b>View Applicant Information</b> and review your agency's information.</p> <p>If it has changed (phone numbers, address, etc.), submit a revised Agency Information Update. To modify your agency's information* and submit a revised Agency Information Update, at your Agency Authorized Official or Agency Administrator's <b>Start Menu</b>, in <b>Quick Links</b>—</p> <p>Click <b>View All Agency Information Updates</b></p> <p>At the <b>Search Agency Information Updates</b> screen, <i>do not Search</i>—Click the <b>Create Update</b> button</p> <p>At the <b>Agency Information Update</b> page, click <b>Edit</b></p> <p>Revise the information that has changed since your previous Update</p> <p><b>Save</b></p>
<p><b>Contacts</b></p>	
<p><b>Assigning people to work on the Application</b></p> <p><b>IMPORTANT!</b> Before you can give staff members access to this <i>application</i>, they must have been given authorization to use SAGE (as Agency Contacts) by your Agency Authorized Official or Agency Administrator. See <b>Agency Contacts</b> in the <b>SAGE User Manual</b>.</p>	<p>To work on – or even see – applications, Agency Contacts need to be added to the specific application as <b>Application Contacts</b>.</p> <p>Click <b>Control Access to Application</b></p> <p>Initially, the person who initiated the application will be the only name listed under “Application Main Contact” as the Application Administrator. The Application Administrator may <b>Add</b> more staff members and/or a consultant to access the application, as needed.</p>
<p><b>Adding Agency Contacts</b></p>	<p>To give your SAGE Agency Contacts access to the application, in the <b>Agency Contacts</b> section—</p> <p>Select the desired Agency Contact from the pull down list in the <b>Name</b> field</p> <p>In the <b>Contact Type</b> field, select whether this person will be a Main Contact or a Staff Member from the pull down list (Main Contacts see the application on their Task Lists)</p> <p>Select the appropriate <b>Level of Access</b> from the pull down list</p> <p>Click <b>Grant This User Access</b></p> <p>Continue to give access to additional Agency Contacts, if desired. Delete this row if not needed.</p>

<b>Components</b>	A grant component is the foundation upon which a budget is based. You must create and name the component before creating the application budget. Some grant programs allow multiple components, to allow easier tracking of different types of expenses, such as Program vs. Administration or sub-grantee programs.
<b>Program Components</b>	<p>Click on <b>Program Components</b></p> <p><b>Program Type/Sub-Type</b> – Select a component from the drop down list.</p> <p><b>Name</b> – Enter a specific Title for the program or project you will implement for this Component</p> <p><b>Location</b> – Specify the location (city and county) of the program/project (may or may not be the same as your office location)</p> <p><b>Address</b> – Provide the address of the program’s day-to-day administrator</p> <p><b>Room #</b> – Identify the room number, if applicable</p> <p>If your program has multiple components, repeat the steps above until you have selected , named and described all the appropriate components</p>
Program Type	Homelessness Prevention and Rapid Re-Housing
Name	Homelessness Prevention and Rapid Re-housing

<b>Service Areas</b>	<p>In this section, indicate what county will benefit from this project.</p> <p>Click on <b>Service Areas</b></p> <p><b>Counties</b> – This screen should only be used if the project benefits the <i>entire</i> County. If so, select the county or counties to be served and click <b>Add</b>.</p> <p>If your project serves the entire state of NJ, scroll down to the bottom of the Counties list and select <b>2200: State Wide (NJ)</b></p> <p><b>Municipalities</b> – This program shall benefit the residents of all the municipalities of the county slected.</p>
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<b>Application Information</b>	
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<p><b>Application Program Description</b></p>	<p>Under Application Information, click on <b>Application Program Description</b></p> <p>Click <b>Edit</b></p> <p>Enter your <b>Application Title</b>: Use a specific Title for the program or project you will implement with this Component.</p> <p>Enter your Program Description. Briefly describe your project as if you were completing the sentence, “<b>to provide assistance and stabilization services to individuals or families who are homeless or at imminent risk of homelessness in (County served).</b>”</p>
<p><b>Homelessness Prevention and Rapid Re-housing</b></p>	<p>to provide assistance and stabilization services to individuals or families who are homeless or at imminent risk of homelessness in <i>(County served)</i>.</p>
	<p>NOTE: Should you receive an award; the <b>Program Description</b> you enter here will be used in your award letter. Your entry in this field should be no longer than a standard sentence.</p> <p>Click <b>Save</b></p>
<p><b>Project Objectives</b></p> <p>An Objective is a discrete and quantifiable element that must be achieved in order to attain the goal of a program or project.</p>	<p>Click on <b>Objectives</b> and enter—</p> <p><b>Number</b> – Number your objectives in sequential order. If you have multiple program components, please differentiate each program by the first number, i.e. objectives for the Youth Program should begin with a 1, the objectives for the Seniors Program should begin with a 2, etc.</p> <p>Short Description – Provide an abbreviated version of the objective.</p>

	<p>Homelessness Prevention</p>
	<p><b>Detailed Description</b> – Use this field to elaborate on the <b>Short Description</b> you entered in the previous field.</p>
	<p>Provide assistance to eligible individuals and families who are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless.</p>

	Rapid Re-housing
	<ul style="list-style-type: none"> <li>• <b>Detailed Description</b> – Use this field to elaborate on the <b>Short Description</b> you entered in the previous field.</li> </ul>
	Provide assistance to eligible individuals and families who are experiencing homelessness (e.g. residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain and retain housing.
	<b>Method(s)</b> – List the methods(s) to be used to attain the objective(s) described in the <b>Detailed Description</b> section.
	Review application and supporting documentation.
	<b>Evaluation</b> – Briefly describe how you will evaluate the success of the objective.
	<p><b>Application Program Component</b> –Use the drop down menu to select the Program Component that corresponds to this Objective.</p> <p>Click <b>Save</b>.</p> <p>Your objective will appear under <b>Current Objectives</b> at the bottom of the screen. You will get a blank screen to enter a new objective. Add as many objectives as needed, numbering them sequentially. Be sure to <b>Save</b> each objective.</p>
<p><b>Scope of Services</b></p> <p>A Scope of Services is a description of what will be accomplished if a grant is awarded, including who will be responsible and when the program or project will be accomplished.</p>	<p>Click on <b>Scope of Services</b></p> <p>Enter your scope of services in the text box.</p>

## **Financial Assistance**

### ***Homelessness Prevention***

- *Rental Assistance*: Short-term rental assistance: up to 6 months.
- *Rental Arrears*: It is used to pay up to 3 months.
- *Utility payments*: up to 2 months of utility arrears for electric and gas.

### ***Rapid Re-housing***

- *Security deposits*: up to 1 ½ months of rent
- *Rental Assistance*: Short-term rental assistance: up to 6 months.
- *Medium-term rental assistance*: 7-12 months of rental assistance.
- *Utility Deposits*: for electric and gas.
- *Utility Payments*: up to 2 months for electric and gas.
- *Moving Cost Assistance*: reasonable moving costs, such as a truck rental, hiring a moving company or short-term storage fees for a maximum of three months or until the program participant is in housing, whichever is shorter.

***Case Management***: arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain housing stability. Case management services include:

- Developing an individualized housing and service plan for program participants.
- Identifying and obtaining services for program participants.
- Meet with program participant **not less than once a month**.

***Housing Search and Placement***: assist program participants locate, secure, and retain suitable housing.

***Credit Repair***: assist program participants develop a budget, manage their money, access and review a free credit report, and resolve personal credit issues.

***Data Collection and Evaluation***: costs associated with operating a Homeless Management Information System for purposes of collecting and reporting data required under HPRP. Eligible costs include:

- HMIS user licenses,
- Staff costs associated with entering data into HMIS.

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<b>Eligible Areas</b>	<u>Please see eligible counties in the program guidelines.</u>
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<b>Application Forms</b>	After completing each form, click <b>Save</b> . Go back to the <b>Application Menu</b> to select another form or click the <b>Next</b> button to work on the next form on the list.
<b><i>Agency History/Capacity/Financial Management</i></b>	Narrative Form in SAGE.
<b><i>Previous Program Performance</i></b>	Narrative Form in SAGE.
<b><i>Program Services and Coordination</i></b>	Narrative Form in SAGE.
<b><i>Data Collection</i></b>	Narrative Form in SAGE.
<b><i>Schedule A: Personnel</i></b>	Narrative Form in SAGE.
<b><i>Attachments</i></b>	Narrative Form in SAGE.

**Certification Sheets**

The address for sending or delivering hardcopy attachments is at the end of these Instructions.

Items 1 through 5—

Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select **N/A**.

If you answered **No** to item 4, enter your explanation in the text field provided

Item 6 and 7 applies to **non-government** agencies only.

If you **have** received a grant from DCA within the current fiscal year—

Click **N/A**

If you **have not** received a grant from DCA within the current fiscal year—

Click **Yes**

The Certification Sheet contains links to Schedules G, H, and I. When you click the link to each Schedule, the form is displayed as an Adobe PDF document. **Print** each of the forms from this window. Sign each document and submit it to DCA. Go to <http://www.adobe.com> if you need Adobe Acrobat instructions.

Schedule G – Certification Regarding Debarment and Suspension

Select: **I have uploaded this attachment** or **(N/A)** Not Applicable for your program (see any special instructions, below)

Schedule H – Certification Regarding Lobbying


Select: **I have uploaded this attachment** or **(N/A)** Not Applicable for your program (see any special instructions, below)

Schedule I – Resolution

Select: **I have uploaded this attachment** or **(N/A)** Not Applicable for your program (see any special instructions, below)


**NOTE:** In the case where a resolution has not been signed prior to the deadline for submission, a memorandum indicating the date it will be forwarded must be signed by the appropriate Official of your agency and submitted to DCA.


Generate Cover page PDF

- Click  **Application PDF** (lower left of the Application screen)
- Click **Generate cover page PDF**





<p><b>Submission Requirements</b></p>	<p>The following Attachments must be submitted to DCA in SAGE (Upload Documents)</p>
	<p>The following is a list of documents required to process your application.</p> <p>Agency History/Financial Management</p> <p>Description of Homelessness Prevention Programs:</p> <ol style="list-style-type: none"> <li>1) Previous Program Performance</li> <li>2) Program Services and Coordination</li> <li>3) Data Collection Schedule A: Personnel.</li> </ol> <p>Schedules G, H and I.</p> <p>Certificate of Incorporation.</p> <p>Copy of By-Laws.</p> <p>Certification from your local Continuum of Care certifying that the program is consistent with the local homeless prevention plan and your organization use of the coordinated entry assessment process established by the CoC to identify potential applicants</p> <p>Proof of Registry with the System for Award Management (<a href="#">SAM</a>)</p> <p>The <b>System for Award Management (SAM)</b> is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.</p>
<p><b>Printing the Application</b></p>	<p>Click  <b>Application PDF</b> (lower left of the Application screen)</p> <p>Click <b>Generate Full PDF</b></p> <p>A full version of the application will be produced overnight, which can be printed or saved for your records. You will receive an email when the file is ready, and you can retrieve it from the same screen. Go to <a href="http://www.adobe.com">http://www.adobe.com</a> if you need Adobe Acrobat instructions.</p>

<p><b>Printing the Application Cover Sheet</b></p>	<p>Click  <b>Application PDF</b> (lower left of the Application screen)</p> <p>Click <b>Generate cover page PDF</b></p> <p><b>Print</b> the document</p>
<p><b>Submitting the Application</b></p>	<p>When you have completed all the Application Forms, Certifications, and Budget, click on the <b>Submit Application</b> button on the upper right side of the Application Menu.</p> <p>The system will alert you if you have omitted required information in any of the forms.</p> <p><b>Be sure to turn pop-up blockers OFF</b> in your Internet browser or you may not be able to see the explanations of the errors.</p>