

Recovery Housing Program
FY 2024 Request for Proposal

Name of grant program: Recovery Housing Program (RHP)

Purpose of the Recovery Housing Program: The purpose of the RHP is to provide funds to local government agencies and nonprofit organizations to create safe, supportive, and stable temporary housing for individuals in recovery from a substance use disorder for 18-24 months.

This year's funds will be used to create at least three new recovery houses that have a minimum of 5 bedrooms. The houses must be in one of the following 10 counties that have the highest substance abuse admissions rate: Atlantic, Burlington, Camden, Essex, Gloucester, Hudson, Middlesex, Monmouth, Ocean, and Passaic counties.

Please note that RHP funds may only assist individuals in recovery from a substance use disorder for a cumulative period of not more than two years or until the individual secures permanent housing, whichever is earlier.

Available funding: \$1,977,000

Maximum award: \$659,000

Eligible entities: Public and private nonprofit organizations and local governments with at least 5 years of experience in providing housing and services to individuals in recovery from substance use disorders.

Target populations: Recovering homeless adults or adults at risk of homelessness. Residents' gross annual income cannot exceed 80 percent of the Area Median Income.

Eligible activities:

- Acquisition of a single-unit or multiple unit residence for the purpose of providing stable, temporary housing for persons in recovery from a substance use disorder.
- Minor Rehabilitation of a single unit residential building owned by the grantee.
- Minor Rehabilitation of a multiple-unit residential building owned by the grantee.

Ineligible activities:

- Staff salaries
- Operational costs
- Furniture
- Planning costs

Regulatory compliance:

1. Lead-Based Paint: Projects involving rehabilitation must comply with the federal Lead-Based Paint rules: Lead Disclosure Rule (24 CFR 35 Subpart A); Lead Safe Housing Rule (24 CFR Part 35) and the EPA's Renovation, Repair, and Painting Rule (40 CFR Part 745).

2. Environmental Review: DCA will conduct an environmental review on all viable projects.
3. SAM.gov Registration: Each applicant must obtain a Unique Entity Identifier from the federal System for Award Management (SAM).
4. Section 3: Grantees receiving more than \$200,000 in RHP funding must engage in qualitative efforts to contract with Section 3 businesses and provide Section 3 individuals with opportunities to work on the project.
5. Class F, Cooperative Sober Living Residence: RHP Housing must get licensed as a Class F, Cooperative Sober Living Residence from the State of New Jersey.
6. HMIS: Grantees must be or become an active participant in a Homeless Management Information System (HMIS).

Length of use as a recovery housing facility providing stable housing for 18-24 months:

- For grant awards under \$100,000, the facility must continue use for at least 3 years.
- For grant awards over \$100,000, the facility must continue use for at least 10 years.

Evaluation Criteria

The following categories will be used when evaluating RHP applications. Each category has a maximum number of points; the number of points an applicant will earn in a particular category will be based on the quality of the documentation provided to show that they meet that criterion.

Maximum 100 Points

1. Applicant’s Capacity and Experience (35 points)

Up to 35 points can be earned based on how well the applicant demonstrates that they have the capacity and experience (at least 5 years) to carry out the type of project that they are proposing in their application.

Scoring Criteria

Marginal Response 1-5 Points	Acceptable Response Maximum 20 Points	Excellent Response Maximum 35 Points
The applicant’s response was incomplete, lacks clarity and does not provide assurance as to their ability to perform the work proposed.	The applicant’s response was clear, thorough and provides reasonable assurance as to their capacity to perform the work proposed. In addition, the applicant has sufficient income to sustain staff and effectively operate the recovery housing facility.	The applicant’s response provides significant assurance as to their capacity to perform the work proposed – the answers provided demonstrate a high level of expertise and capability. In addition, the applicant has ample income from multiple sources to sustain staff and effectively operate recovery housing facility.

Need for Recovery Housing (25 points)

A total of 25 points can be earned based on how well the applicant demonstrates the need for the project they are proposing in their application. Several factors will be considered when determining overall need, including the gap between the number of individuals in recovery from a substance use disorder that are in need of stable, temporary housing, and the current capacity to provide such housing within the applicant’s chosen service area, the percentage of low- to moderate-income individuals within the applicant’s chosen service area, and the degree to which the applicant can demonstrate their financial need for RHP funding.

Scoring Criteria

Marginal Response 1-5 Points	Acceptable Response Maximum 15 Points	Excellent Response Maximum 25 Points
The applicant’s response was incomplete and did not provide sufficient data to document need.	The applicant’s response provided current Point in Time Count data and other statistics to document need. The documented level of need was low to medium.	The applicant’s response provided current Point in Time Count data and other statistics that document the level of homelessness. The documented level of need was high.

2. Proposed Program Design (30 points)

A total of 30 points can be earned based on how well the applicant describes the proposed activities including linkages to other mainstream resources, mental health services and support services that will be provided to residents. Also, how well the proposed costs are eligible, reasonable, and clearly defined.

Marginal Response 1-5 Points	Acceptable Response Maximum 20 Points	Excellent Response Maximum 30 Points
The applicant’s response was incomplete and did not provide a clear description of activities and budget. Applicant’s audit reports noted findings and/or a significant loss in revenue.	The applicant’s response provided a clear description of project activities and how the proposed activities will help the agency achieve their performance goals. Budget items were eligible, reasonable, and substantiated.	The applicant’s response provided a clear, detailed description of project activities, associated costs and how the proposed activities will help the agency achieve their performance goals. Applicant also identified mainstream resources and discussed the strategies that are being used to stabilize and transition individuals into permanent housing. In addition, all budget items were eligible, reasonable, and substantiated.

3. Timeline (10 points)

Up to 10 points can be earned based on the reasonableness of the proposed timeline provided by the applicant. The timeline must lay out each step of the project in detail and thoroughly justify the expected timeframe for each of those steps.

Unacceptable Response 0 Points	Acceptable Response Maximum 10 Points
The applicant did not provide a clear and complete project timeline.	The applicant provided a complete and attainable project timeline consistent with the grant period.

Required Attachments at Time of Application:

- Board Resolution
- Audits from the past three years
- Evidence of Ownership or Sales contract with appraisal.
- By-Laws
- Certificate of Incorporation
- Letter from HMIS provider
- Staff resumes
- Support letters from service provider partners, treatment centers, local health authorities and others
- Proof of linkages for services such as clinical addiction services, employment, vocational and educational opportunities, and mental health services.
- Tax map
- Street map
- Environmental - Exterior photographs (for historic review)
- Environmental - Letter from local or county historic preservation official)
- Environmental – (Flood Insurance Rate Map)
- Environmental – Wetlands Map
- Environmental – Hazardous conditions
- Environmental – Noise

Performance outcomes*:

- At least 100% of the beds in the recovery housing facility will be utilized once a certificate of occupancy has been provided for the unit.
- At least 75% of participants will transition into permanent housing upon completion of their stay at the recovery housing program.
- The average length of stay in a transitional housing facility will be not less than 18 months or more than 24 months.
- Grantee must expend 50% of the total grant award prior to 12/31/2024. This includes having all progress reports and financial status reports submitted quarterly showing the expenditures.

* Performance outcomes specific to the approved grant activities will be negotiated prior to the contract's execution.