

**Shelter Support Program**  
**FY 2024 Request for Proposal**

**Name of grant program:** Shelter Support

**Purpose of Shelter Support Grant:** The purpose of the Shelter Support Program is to provide funding to do the following:

1. Address life and safety issues in emergency shelters
2. Address life and safety issues in transitional housing facilities serving only domestic violence survivors and aging out youth.
3. Purchase equipment and furnishings that will provide direct benefits to the housing residents of the eligible facilities listed above.

**Available funding:** \$3,888,239

**Maximum award amount:** \$550,000

**Eligible entities:** Government entities and nonprofit organizations with at least 5 years of experience managing shelters and/or transitional housing facilities.

The program requires that both emergency shelters and qualifying transitional housing facilities meet the following state and federal definition of an emergency shelter to be eligible for funding.

- Emergency shelters and transitional housing facilities must be licensed by a State of New Jersey department as an emergency shelter (NJ Department of Community Affairs' Division of Codes and Standards, NJ Department of Human Services, NJ Department of Children and Families etc.).
- *No emergency shelter or transitional housing facility is permitted to charge residents rent, enter into an occupancy agreement with a resident, or sign a lease with a resident.*

For this program an emergency shelter is defined as a facility that provides temporary shelter up to 6 months to homeless households. Transitional housing is defined as a facility that provides temporary housing 6-24 months and supportive services to homeless domestic violence or aging out youth households. Anything beyond a 24-month duration is considered permanent housing and is ineligible for this grant program.

**Target populations:** Homeless individuals and families (with an emphasis on aging-out youth between 18-21 years of age, persons with mental health disorders, victims of domestic violence, veterans, persons with HIV/AIDS, individuals leaving jail or prison and those with alcohol/substance issues).

**Eligible activities for Shelter Support**

- Rehabilitation, renovation, or conversion of buildings for use as an emergency shelter
- Renovation of a transitional housing facility servicing domestic violence or aging out youth
- Purchase of equipment, furnishings and/or a new van that will accommodate a minimum of eight passengers.

**Ineligible activities for Shelter Support:**

- Acquisition of an emergency shelter or transitional housing facility.
- Acquisition or mortgage payoff of a property owned by the applicant, agency subsidiary, or any other affiliated organization under the umbrella of the parent company.
- New construction of an emergency shelter or transitional housing facility.
- Staff salaries, consultants, interior designers.
- The purchase of a bus, SUV, shed, or playground.
- Warranties, protection plans, or software.

**Length of use as an emergency shelter or transitional housing facility:**

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

**Qualifications of applicants in order to be considered for funding:** Successful applicants must have the experience and the capacity to successfully undertake the proposed activities including, but not limited to the following:

- Experience providing similar services and assistance.
- Capacity to successfully manage program grants as evidenced by previous grants including the COVID Shelter Support Grant
  - Achieved prior grant objectives within the established time frame.
  - Provided accurate cost estimates of the proposed work.
  - Expended grant awards correctly and in a timely manner.
  - Produced and submitted performance and financial reports correctly and on-time.
  - Produced grant close out documents by due date.
  - Submitted a current audit to DCA and have no unresolved audit findings with DCA.
- Sufficient amount of revenue/income to operate the project, including evidence to meet the reimbursement policy.
- Maintain an active DUNS number.
- Complete or renew registration with the System for Award Management (SAM) (please note that your agency must be designated as a public agency and not private agency)
- Be an active participant in a Homeless Management Information System (HMIS) or if a DV agency, have a comparable Database system capable of producing a CAPER report.
- Submitted all annual certifications for prior grants.
- Must be licensed as an emergency shelter by a State department NJ DCA (Codes and Standards), NJ DHS, NJ DCF etc.
- Cannot charge residents rent, enter into an occupancy agreement with a resident, or sign a lease with a resident.

**Application Process:**

***Program Narrative***

All applicants must submit in SAGE a written narrative that describes the following:

1. Agency Experience/Financial Management
2. Project Type
3. Assessment of Need(s)
4. Number of Beds
5. Data Collection-must upload two years of CAPERs. If any residents exceeded the 24-month limit in shelter, must provide explanation.
6. Social Services
7. Link to Existing Services
8. Operational Staff
9. Timeline

10. Proposed project budget (including other funding sources that are dedicated to the project)

Budget Category	Requested Amount	MANDATORY Ten Percent Applicant Match	Other Funds	Total
Operating Costs: Equipment				
Operating Costs: Furnishings				
Operating Costs: Purchase Vehicle				
Capital: Rehab-Residential				
Capital: Renovations				

Please note: The maximum purchase price for a new van is \$40,000; the Department will hold the vehicle title for 4 years. Vans must be new and must accommodate a minimum of 8 people.

11. Applicant’s annual operating budget including: 1) fringe benefits; 2) consultant and contract services; 3) accounting; 4) legal, health and social service contracts; 5) travel; 6) rent or mortgage (principal and interest); 7) utilities; 8) security contracts; 9) cleaning and maintenance; 10) property management fee; 11) property taxes; 12) supplies (office, residential, maintenance); 13) shelter food; 14) rental or purchase of furnishings and equipment; 15) insurance (property, liability and auto); 16) postage; 17) telephone; and 18) operating reserves for maintenance or replacement

**Required Attachments at Time of Application:**

- Board Resolution
- Audits from the past three years
- Evidence of Ownership
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- Deed of ownership
- If leased, current 10-year lease agreement.
- By-Laws
- Certificate of Incorporation
- Letter of Support – County Continuum of Care
- Letter from HMIS provider
- Copy of valid residential license from the relevant NJ State department (i.e., DCA, DCF, DHS)
- Commitment letters – Other Sources of Funding
- Commitment Letters – Operating Budget Part II
- Verification of zoning approval – if creating a new facility
- Staff resumes.
- 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

**Submission of proposals:**

- The proposal **must** be submitted via SAGE.
- Other required attachments must be uploaded in SAGE.

**Application submission deadline:** 12/29/2023

**Grant requirements:**

- A UCC document must be filed with the county clerk where the facility is located to protect the interest of the Department.
- For capital expenses under \$100,000, a three-year mortgage shall be executed with the Department. For capital expenses under \$100,000 the facility must continue to operate as an emergency shelter or transitional housing facility (provide temporary residence for homeless individuals and families) for 3 years.
- For capital expenses over \$100,000, a ten-year mortgage shall be executed with the Department. For capital expenses over \$100,000 the facility must continue to operate as an emergency shelter or transitional housing facility (provide temporary residence for homeless individuals and families) for 10 years.
- If the property is leased, requested funds involving capital costs must be under \$100,000.
- Annual shelter certifications for the 3- or 10-year time period verifying continued operation as an emergency shelter or transitional housing facility.

**Reporting requirements:** Quarterly report and final report

**Performance outcomes\*:**

- At least 25 persons will receive emergency housing during the grant.
- At least 75% of the beds in the shelter or transitional housing facility will be utilized per month.
- A van purchased with program funds will be utilized at least 3 times per week for activities such as transporting clients to medical appointments, employment opportunities, laundromat, etc.
- The average length of stay in an emergency shelter will be no more than six months.
- The average length of stay in a transitional housing facility will be not less than 6 months or exceed 24 months for any one resident.

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

**Threshold Requirements:** Only applications that meet all of the following threshold requirements will be scored; applications missing any documents identified in number 7-12 will be provided 5 days to upload same.

1. Minimum of 5 years of experience in successfully carrying-out the production and management of shelters, transitional housing and/or other housing/commercial development activities
2. Attend mandatory virtual technical assistance workshop on Thursday, December 7<sup>th</sup> at 11 AM.
3. Be an active participant in the local Continuum of Care
4. Must be an active participant in HMIS or have a comparable database in place to track required data.
5. Receive a letter of support from the local Continuum of Care
6. Agree to attend a HMIS training workshop.
7. Submit the last 3 years of audits; applicant must show that it has enough income to sustain staff and operate the proposed project and that it has the funds to front all of the proposed activities.
8. Submit Bylaws
9. Submit Articles of Incorporation
10. Submit Deed of Ownership or an active 10-year lease
11. Submit staff resumes and a current organizational chart.
12. Submit verification of current SAM registration
13. Complete all certification sheets.

**Rating Criteria:** A review panel will thoroughly review and evaluate all applications against the rating criteria listed below. **Maximum 100 Points**

1. **Applicant’s Capacity and Experience:** Does the applicant have the capacity to successfully administer the project? (Maximum 45 points)
  - a. Appropriate staff and financial structure
  - b. Sufficient income from multiple sources to sustain staff and operate the proposed project.
  - c. Prior experience providing proposed activities.
    - Demonstrated effective grant management.
    - Achieved prior grant objectives within the established time frame.
    - Provided accurate cost estimates of the proposed work.
    - Expended previous grant awards correctly and in a timely manner.
    - Produced and submitted prior grant’s performance and financial reports correctly and on-time.
    - Demonstrated attempt to contract or utilization of Section 3, Women or Minority Owned Businesses

*Please note that any applicant who has had Shelter Support Program or COVID Shelter Support funds recaptured by DCA in the last two fiscal years will lose 10 points.*

**Scoring Criteria**

<b>Marginal Response 1-5 Points</b>	<b>Acceptable Response Maximum 25 Points</b>	<b>Excellent Response Maximum 45 Points</b>
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 shelter or transitional 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 the shelter or transitional housing facility. Grantee submitted progress reports, financial report and close out documents timely and accurately.

2. **Proposed Program Design:** Clear description of activities and budget line items
- Linkages to other mainstream resources
  - Project budget: proposed costs are eligible, reasonable and clearly defined.
  - Clear description of how the proposed activities will help the agency achieve their performance goals.
- (Maximum 25 points)

**Scoring Criteria**

<b>Marginal Response 1-5 Points</b>	<b>Acceptable Response Maximum 15 Points</b>	<b>Excellent Response Maximum 25 Points</b>
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 households into permanent housing. In addition, all budget items were eligible, reasonable and substantiated.

3. **Project Need:** The proposed program meets the needs of the County residents based on the Point and Time Count data statistics from the Homeless Management Information Systems (HMIS) or the Annual Homeless Assessment Report (AHAR). (Maximum 20 points)

**Scoring Criteria**

<b>Marginal Response 1-5 Points</b>	<b>Acceptable Response Maximum 10 Points</b>	<b>Excellent Response Maximum 20 Points</b>
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.

4. **Data Collection:** The organization is actively participating in the Homeless Management Information System (HMIS). (Maximum 5 points)

**Scoring Criteria**

<b>Unacceptable Response 0 Points</b>	<b>Acceptable Response 5 Points</b>
The applicant is not actively participating in the Homeless Management Information System (HMIS).	The applicant is actively participating in the Homeless Management Information System (HMIS) – entering data on a weekly basis.

5. **Other:** Did the agency demonstrate that the proposed project is ready to proceed and will be completed within a two-year period? (Maximum 5 points)

**Scoring Criteria**

<b>Unacceptable Response 0 Points</b>	<b>Acceptable Response 5 Points</b>
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.