



Governor

Philip Murphy

Commissioner

Jacquelyn Suárez

OMNIBUS EVICTION & HOMELESSNESS
PREVENTION (OEHP)

REQUEST FOR PROPOSALS - SFY26

RFP Due Completed in DCA SAGE: No later than 11:59 p.m. EST on December 2, 2025

I. Executive Summary

The New Jersey Department of Community Affairs (DCA), through the Office of Eviction Prevention (OEP) and the Office of Homelessness Prevention (OHP), hereby announces the Request for Proposals (RFP) for the **Omnibus Eviction & Homelessness Prevention (OEHP) program** for State Fiscal Year 2026 (SFY26).

This program consolidates two critical state appropriations:

- the **Comprehensive Eviction Defense and Diversion (CEDD) program**, and
- the **Homelessness Prevention Program (HPP)**, authorized pursuant to **N.J.A.C. 5:41**.

The integration of these funding streams under OEHP establishes a comprehensive omnibus grant model that streamlines prevention services across the state. The program is designed to address New Jersey's housing instability crisis by providing **timely financial assistance, legal support, resource navigation, and case management** to households at imminent risk of eviction or homelessness.

OEHP adopts a **Housing First framework**, ensuring that assistance is delivered with minimal barriers, rapid turnaround times, and a commitment to preserving housing whenever possible. The program emphasizes **intervention at the earliest possible stage of eviction proceedings**, supporting households not only through rental arrears coverage but also through relocation assistance, flexible financial support, and access to legal counsel.

The dual goals of OEHP are:

1. To **prevent displacement and eviction** at scale through legal intervention, mediation, arrears assistance, and resource navigation.
2. To **reduce inflows into homelessness** by ensuring that households experiencing eviction or eviction-like proceedings have access to comprehensive services that stabilize or relocate them into safe, permanent housing.

To achieve these goals, OEHP builds upon the lessons of prior initiatives, including the **Homelessness Diversion Pilot**, the **Bringing Veterans Home initiative**, and the longstanding **HPP program**. OEHP incorporates best practices such as rapid financial disbursement, close coordination with legal services providers, integration of feedback from persons with lived experience and expertise (PWLEE), and rigorous data reporting through the NJ Homeless Management Information System (NJ HMIS).

This RFP sets forth the requirements for nonprofit organizations, legal services providers, and collaborative entities to apply for funding to administer OEHP across all 21 counties of New Jersey. Successful applicants will demonstrate both **capacity and innovation**: the ability to administer rapid, compliant, and accountable services while also leveraging partnerships, technology, and creative problem-solving approaches to strengthen the eviction and homelessness prevention ecosystem.

Awardees under OEHP are expected to:

- Ensure that **85% of case management households remain stably housed or are permanently relocated** within 12 months.
- Implement services within **30 days of award notification** and fully staff all positions within 60 days.
- Participate actively in statewide data reporting, peer-to-peer learning sessions, and NJ Counts (Point-in-Time) efforts.
- Maintain compliance with **all state and federal regulations**, including fiscal, data, and monitoring requirements.

Through this initiative, DCA seeks to partner with providers committed to ensuring that eviction and homelessness are **rare, brief, and non-recurring** across the State of New Jersey.

II. Background & Legislative Authority

A. Legislative History and Statutory Framework

The State of New Jersey has long recognized the critical role that homelessness prevention plays in protecting households, stabilizing communities, and reducing public expenditures on emergency shelter and crisis services. The Homelessness Prevention Program (HPP) is governed through N.J.A.C. 5:41, providing temporary assistance to individuals and families who were homeless or at imminent risk of losing housing due to eviction or foreclosure. HPP established a regulatory framework for short-term rental arrears assistance, relocation support, and stabilization services, with the goal of preventing homelessness when financial hardship occurred for reasons beyond a household's control.

In 2021, the State appropriated additional resources to launch the **Comprehensive Eviction Defense and Diversion (CEDD) program**, designed to expand access to legal services, mediation, and flexible funding for households facing eviction. The CEDD program was developed in response to rising eviction filings, particularly following the COVID-19 pandemic, when the expiration of federal and state moratoria exposed tens of thousands of households to potential displacement.

The **Omnibus Eviction and Homelessness Prevention (OEHP) program** consolidates these two funding streams—CEDD and HPP—into a **single, omnibus grant model**. By integrating regulatory authority under N.J.A.C. 5:41 with new programmatic structures developed through CEDD, OEHP creates a unified statewide approach to eviction and homelessness prevention.

B. Policy Context and Need for Integration

Over the past decade, eviction filings in New Jersey have averaged more than **150,000 annually**, disproportionately impacting low-income households, women-led households, and communities of color. Data from the Office of Homelessness Prevention (OHP) indicate that more than **58% of households entering homelessness statewide identify eviction or eviction-like displacement as the primary cause of their housing loss**.

The legacy design of HPP provided critical financial assistance but lacked structural integration with legal services and case management supports. Conversely, CEDD emphasized legal intervention but did not always have sufficient resources for rental arrears or relocation. Without a **single-entry, coordinated program**, tenants often encountered fragmented pathways to assistance—resulting in delays, duplicative processes, and missed opportunities to prevent homelessness.

OEHP resolves these gaps by:

- Creating **one-stop access points** through Resource and HPP Navigators.
- Mandating **screening across all applicable assistance programs** before denial or duplication of services.
- Ensuring **rapid financial disbursement within 72 hours** of application completion.

- Embedding **legal review of pleadings and arrears verification** into the prevention workflow.
- Aligning service delivery with **Continuum of Care (CoC) coordination** to track and sustain outcomes.

This integration directly responds to feedback from service providers, advocates, and persons with lived experience, who consistently identified the need for a **comprehensive and streamlined prevention system**.

C. Alignment with Statewide Housing and Homelessness Goals

OEHP advances the **State of New Jersey's strategic vision** to make homelessness rare, brief, and non-recurring. The program aligns with the following statewide goals:

- **Housing First Commitment:** Ensuring that all households receive low-barrier, client-centered assistance that prioritizes rapid stabilization over preconditions or eligibility hurdles.
- **Vision Zero for Homelessness:** Supporting DCA's and OHP's broader commitment to ending homelessness among targeted subpopulations, including veterans, families, and youth, through integrated prevention pipelines.
- **Eviction Diversion & Legal Access:** Reinforcing the principle that no household should lose housing solely due to lack of legal representation or inability to pay small arrears.
- **Equity and Inclusion:** Addressing structural disparities in eviction and homelessness outcomes by ensuring equitable access to services for households most impacted by systemic discrimination.

D. Integration with Federal and Local Systems

OEHP is designed to complement, not duplicate, existing federal, county, and local programs. Resource Navigators and HPP Navigators are required to screen applicants for eligibility across other funding streams, including:

- Temporary Rental Assistance (TRA)
- Emergency Solutions Grant (ESG)
- CDBG Prevention (CDBG)
- Local rapid rehousing or diversion initiatives

In addition, OEHP requires active coordination with:

- **Continuums of Care (CoCs)**, to ensure alignment with local homelessness response systems.
- **Legal Services of New Jersey and regional legal aid providers**, to guarantee consistent access to housing-related legal expertise.
- **Municipal governments and housing authorities**, particularly where administrative actions or subsidy terminations threaten household stability.

E. Data-Driven Program Evolution

Both HPP and CEDD have generated significant administrative and performance data that inform the design of OEHP. For example:

- Under CEDD in 2024, 86% of households who received intensive services (case management, rental arrears assistance or relocation assistance) remained housed and/or were permanently relocated.
- Under CEDD, 90% of households that received full legal representation achieved pre-judgment dismissals or settlements preserving tenancy; 73% of post judgment cases resulted in settlements or motions preserving tenancy.
- However, evaluation also revealed **service duplication, inconsistent processing times**, and **lack of statewide standards** for navigator salaries, benefits, and reporting.

OEHP codifies statewide standards, including:

- Minimum salary of **\$65,000 + 35% fringe** for Resource Navigators and HPP Navigators.
- Processing timelines of **72 hours for funds disbursement** and **24 hours for NJ HMIS entry**.
- Data reporting requirements that ensure **100% of service encounters** are captured in NJ HMIS or AWARDS.

F. Authority and Administration

OEHP is administered jointly by:

- The **Office of Eviction Prevention (OEP)**, responsible for statewide oversight of eviction prevention policies, legal coordination, and landlord-tenant court engagement.
- The **Office of Homelessness Prevention (OHP)**, responsible for integration with the homelessness prevention ecosystem, NJ HMIS reporting, and statewide policy alignment.

Both offices reside within the Department of Community Affairs (DCA) and will conduct joint program monitoring, training, and compliance reviews. All awards are contingent on legislative appropriation, compliance with state regulations, and adherence to the requirements set forth in this RFP.

III. Purpose & Goals of OEHP

A. Purpose of the Program

The **Omnibus Eviction and Homelessness Prevention (OEHP) program** is designed to **prevent displacement and reduce homelessness inflows** through a coordinated system of financial assistance, legal intervention, case management, and navigation services. OEHP acknowledges that eviction is the single greatest driver of homelessness in New Jersey, responsible for more than **58 percent of all homelessness admissions** in the state each year.

This program consolidates two distinct but complementary funding streams—the **Homelessness Prevention Program (HPP)** and the **Comprehensive Eviction Defense and Diversion (CEDD)** program—into a **single, omnibus-grant model** that provides comprehensive, one-stop assistance for households at imminent risk of eviction or eviction-like displacement.

The purpose of OEHP is not simply to issue financial support; rather, it is to establish a **systematic prevention pipeline** that stabilizes households before homelessness occurs, leverages partnerships with legal services providers, and ensures that every tenant has access to a **navigator, legal counsel, and financial assistance pathway**.

B. Core Goals

OEHP advances the following **core goals**, each of which is tied to specific measurable outcomes:

1. Prevent Evictions at Scale

- Intervene in landlord-tenant proceedings to prevent judgments for possession and displacement where possible, by verifying legal pleadings, ensuring informed settlements, pursuing legal defenses, and or post-judgment relief.
- Ensure that **no household is evicted solely due to lack of legal representation or inability to cover modest arrears**.

2. Stabilize Households through Timely Assistance

- Disburse rental arrears, relocation support, or flexible funds within **72 hours** of application completion.
- Ensure **24-hour NJ HMIS entry** for all intakes to improve system accountability and transparency.

- Maintain consistent support through **Resource and HPP Navigators** who guide households across all available programs.

3. **Expand Access to Legal Services**

- Expanding access to **legal advice or representation** for households facing eviction, ejectment, subsidy termination, or other housing-related administrative actions.
- Require legal service partners to **attend landlord-tenant court proceedings** in all vicinages where OEHP operates.
- Track legal outcomes statewide, including dismissals, settlements, negotiated arrear reductions, and preserved tenancies.

4. **Ensure Housing First Delivery**

- Adopt **low-barrier eligibility and access standards**, ensuring that assistance is available regardless of income history, credit score, or the presence of behavioral health or substance use challenges.
- Resolve housing crises **before addressing non-housing related needs**, emphasizing speed, dignity, and client choice.
- Prioritize **permanent housing outcomes** over temporary or institutional placements.

5. **Incorporate Equity and Lived Experience**

- Center the voices of **persons with lived experience and expertise (PWLEE)** in program evaluation and design.
- Require agencies to demonstrate policies, practices, and outcomes that advance **equity, diversity, inclusion, and access**.
- Track and disaggregate outcomes data to ensure **fair access and reduced disparities** among populations historically most affected by eviction and homelessness.

6. **Strengthen System Coordination**

- Require OEHP grantees to participate actively in **Continuum of Care (CoC) meetings and coordination processes**.
- Ensure that OEHP funds complement, rather than duplicate, federal and county homelessness prevention programs.
- Build formal linkages with public agencies, courts, and community-based partners to expand the prevention pipeline.

C. Program Objectives

The specific **program objectives** of OEHP are as follows:

- To provide **financial stabilization assistance** to households through rental arrears coverage (up to three months), relocation assistance, and flexible funds for crisis resolution.
- To ensure **legal advocacy** is available statewide for tenants in eviction or eviction-like proceedings, including administrative subsidy terminations and housing authority actions.
- To employ **Resource Navigators and HPP Navigators** who act as the central point of contact for households, ensuring intake, screening, and case management are timely and seamless.
- To build **county and regional prevention networks** that integrate social services providers, legal aid organizations, housing authorities, and courts.
- To mandate **rapid, transparent data entry and reporting** through HMIS and state reporting platforms, ensuring that 100 percent of encounters and outcomes are captured.
- To hold grantees accountable for **performance outcomes**, including maintaining **at least 85 percent housing retention** or successful permanent relocation for enrolled case management households.
- To establish **uniform statewide standards** for navigator salaries, disbursement timelines, data entry, and compliance, eliminating variation across counties.

D. Long-Term Vision

While OEHP is authorized on an annual basis, its **long-term vision** is to establish a **permanent statewide infrastructure for eviction prevention and homelessness diversion**. Over time, OEHP is expected to:

- Contribute to reducing overall homelessness inflows, ensuring that **inflow-to-outflow ratios decline statewide**.
- Reduce reliance on emergency shelters by **shifting resources upstream** into prevention.
- Strengthen tenant protections, landlord accountability, and fair housing practices by **embedding legal services in prevention pipelines**.
- Foster innovation in prevention, including creative use of flexible funding, landlord mediation programs, and partnerships with healthcare and educational institutions.

By integrating prevention services into the broader housing and homelessness ecosystem, OEHP represents the **state's most comprehensive tool** to break the cycle of eviction and homelessness before it begins.

IV. Available Funding & Regional Allocations

A. Total Funding for FY25

For State Fiscal Year 2025 (SFY25), the Department of Community Affairs (DCA) has appropriated a total of **\$7,041,000** to support the Omnibus Eviction and Homelessness Prevention (OEHP) program.

This total funding pool consolidates prior appropriations for the **Homelessness Prevention Program (HPP)** and the **Comprehensive Eviction Defense and Diversion (CEDD)** program, ensuring that eviction prevention and homelessness diversion services are administered under a unified program grant model.

The funding breakdown is as follows:

- **HPP Allocation:** \$2,541,000
- **CEDD Allocation:** \$4,500,000
- **Total OEHP Funding:** \$7,041,000

Of this amount, **\$1,000,000 is reserved for statewide nonprofit legal services providers**, while the remaining funds are allocated by region and county for direct program implementation.

B. Funding Categories

Each regional allocation is distributed across three categories:

1. **Flexible Client Assistance Funds (Flex Funds)**
 - Direct financial support for arrears, relocation, and flexible assistance.
2. **Navigator Staffing Funds**
 - Salaries and fringe for Resource Navigators and HPP Navigators who serve as case managers.
3. **Administrative Funds**
 - Administrative costs, capped at 10% of the total allocation, supporting compliance, oversight, and operational infrastructure.

C. Regional Allocations

Allocations have been determined based on historic need, eviction filing trends, population size, and homelessness inflow patterns. Each region must fund the specified number of Resource Navigators and HPP Navigators, with salaries and benefits set at **\$65,000 + 35% fringe minimum per navigator**.

Region / County Group	Flex Funds (\$)	Admin (\$)	Staffing Funds (\$)	Total (\$)	Resource Navigators	HPP Navigators	Total Households Served
Region 1: Burlington, Monmouth, Ocean	300,492.00	72,388.10	351,000.00	723,881.00	3	1	960
Region 2: Atlantic, Cape May, Cumberland, Gloucester, Salem	81,761.40	57,834.60	438,750.00	578,346.00	4	1	1200
Region 3: Hunterdon, Morris, Somerset, Sussex, Warren	46,890.90	44,210.10	351,000.00	442,101.00	3	1	960
Bergen	202,100.40	41,995.60	175,500.00	419,556.00	1	1	480
Camden	183,367.80	49,624.20	263,250.00	496,242.00	2	1	720
Essex	412,332.30	114,064.70	614,250.00	1,140,647. 00	5	2	1680
Hudson	212,031.90	52,809.10	263,250.00	528,091.00	2	1	720
Mercer	127,063.80	33,618.20	175,500.00	336,182.00	1	1	480
Middlesex	209,268.00	62,252.00	351,000.00	622,520.00	3	1	960

Passaic	181,098.90	39,622.10	175,500.00	396,182.00	1	1	480
Union	145,991.70	35,721.30	175,500.00	357,213.00	1	1	480
Subtotal	2,102,400.00	604,100.00	3,334,500.00	6,041,000.00	26	12	9120
Statewide Legal Services	---	100,000.00	900,000.00	1,000,000.00	—	—	5746 (all intensive supports households)
TOTAL	2,102,400.00	704,100.00	3,334,500.00	7,041,000.00	26	12	9120

Table 1: FY25 OEHP Regional Allocations by Category

D. Notes on Allocations

1. **Navigator (Resource Navigators and HPP Navigator) salaries:** All allocations assume navigator salaries of at least \$65,000 plus 35% fringe benefits. Agencies may not budget below this threshold.
2. **Administrative Caps:** Administrative funds may not exceed 10% of the total award, inclusive of indirect costs.
3. **Legal Services Funding:** The \$1,000,000 set-aside for nonprofit legal services providers is intended to ensure statewide coverage of eviction-related legal matters, including representation in landlord-tenant court, administrative subsidy termination hearings, and habitability actions.
4. **Regional Coverage:** Applicants must demonstrate the ability to serve **all counties within their designated region**. Collaborative applications are permitted but must designate a lead agency.
5. **Funding Adjustments:** DCA reserves the right to adjust allocations based on demand, provider performance, or emergent statewide need.

E. Multi-Year Planning

While this RFP covers the grant term of **February 1, 2026 – March 31, 2027**, DCA anticipates that OEHP will continue as a core prevention program in subsequent years. Agencies are strongly encouraged to develop **multi-year sustainability plans** that demonstrate:

- Leveraging of OEHP funds with other public or private resources.
- Integration with municipal or county prevention initiatives.
- Building capacity to respond to fluctuating eviction trends, economic conditions, or emergency housing needs.

V. Eligible Entities

A. General Eligibility

Eligible applicants for OEHP funding are **nonprofit organizations** and, where explicitly noted, **municipal governments** that can demonstrate a minimum of **three (3) years of experience** administering housing stability, homelessness prevention, eviction diversion, rapid re-housing, or comparable housing programs.

Agencies may apply individually or in collaboration with partner organizations. For collaborative applications:

- A **Memorandum of Understanding (MOU)** must define roles and responsibilities.
- Only one agency may be designated as the **lead agency**, serving as the fiscal and administrative entity for the award.
- The total grant amount will not exceed the maximum allocation for the service area.

B. Required Experience

Applicants must demonstrate experience in one or more of the following service domains:

1. **Eviction Prevention & Rental Arrears Assistance**
 - Demonstrated ability to process payments rapidly, with financial management capacity to issue payments within 72 hours of approval.
2. **Legal Services Coordination**
 - Either in-house or through partnership, the ability to provide brief advice, full representation, and attendance at landlord-tenant court proceedings.
3. **Homelessness Diversion & Rapid Re-Housing**
 - Experience in supporting households with housing relocation, flexible financial assistance, or

diversion case management.

4. **Case Management & Resource Navigation**
 - Operation of programs that employ staff in navigation, housing stabilization, or case management roles.
5. **Data Reporting & Compliance**
 - Evidence of accurate and timely reporting through HMIS or equivalent data platforms.

C. Demonstrated Organizational Capacity

Applications must include evidence of the following:

1. **Organizational Portfolio Alignment**
 - A housing and homelessness program portfolio that clearly aligns with OEHP's goals. Agencies must demonstrate prior success serving households experiencing eviction, imminent homelessness, or housing instability.
2. **Resource Network**
 - A comprehensive inventory of partnerships and resources to support stabilization. Acceptable resources include emergency shelter, legal aid, case management, job training, mental health counseling, domestic violence services, and landlord networks. Applicants should describe **how these partnerships are operationalized** (e.g., MOU, referral pathways, co-location of services).
3. **Commitment to Housing First**
 - Applicants must publicly affirm Housing First principles. Proof may include a **board resolution, organizational policy, or public statement**. Housing First requires:
 - Low-barrier, easily accessible assistance for all persons, including those with no income or active behavioral health challenges.
 - Rapid focus on resolving the housing crisis before other non-housing needs.
 - Client choice in housing and services, within program limitations.
 - Connection to community-based services for long-term stability.
4. **Commitment to Persons with Lived Experience and Expertise (PWLEE)**
 - Applicants must demonstrate policies and practices for incorporating feedback from PWLEE in program design and evaluation. Examples include:
 - Establishing advisory committees inclusive of PWLEE.
 - Documenting how PWLEE input has informed program adjustments.
 - Using inclusive, trauma-informed, and accessible communication practices.

5. **CoC Membership**

– All applicants must be active members of their regional Continuum of Care (CoC). Letters of support or membership verification must be included in the application.

6. **Financial Management Capacity**

– Evidence of internal controls, fiscal stability, and the ability to comply with state grant requirements. Agencies must maintain systems capable of processing payments to landlords, utility companies, and vendors rapidly.

D. Documentation Requirements

To verify eligibility, applicants must submit:

- **Organizational Chart**, showing the structure of the proposed OEHP team.
- **Resumes of Key Staff**, including program directors, all navigators, and fiscal officers.
- **Board Resolution Affirming Housing First Commitment.**
- **PWLEE Inclusion Policy** or equivalent demonstration of alignment.
- **MOUs/Partnership Agreements**, especially with legal services, CoC partners, and housing authorities.
- **Audit or Financial Statements**, covering the past two fiscal years.
- **Debarment and Suspension Certifications.**
- **Proof of Nonprofit Status** (IRS determination letter).

E. Minimum Service Standards

All eligible entities must commit to meeting the following minimum standards:

- Ability to issue client financial assistance within **72 hours** of application completion.
- **Minimum of 20 households served per month per Navigator (RN and HPP)**
- Capacity to provide **navigator coverage across the entire service area.**
- Entry of all service encounters into **HMIS within 24 hours.**
- Attendance at landlord-tenant court hearings
- Participation in **state-required trainings and technical assistance** sessions.

VI. Target Populations

A. General Eligibility

The OEHP program serves households that are:

1. **At imminent risk of eviction or eviction-like displacement**, or
2. **At imminent risk of homelessness**, as defined by federal and state regulations.

Households must reside in rental dwellings within the State of New Jersey and demonstrate that, without OEHP intervention, they would likely lose their housing and enter homelessness.

B. Income Limitations

For purposes of OEHP:

- **Household income must be at or below 80% of Area Median Income (AMI)**, as published annually by the U.S. Department of Housing and Urban Development (HUD).
- Providers must maintain documentation of household income determination in each client file.
 - Flexibility is allowed in cases where extenuating circumstances (e.g., domestic violence, disability, identity theft, death of an income earner, or pending litigation) create imminent housing instability even where household income slightly exceeds 80% AMI.

Table 2: 2025 HUD Income Limits – Example (Trenton MSA)

Household Size	30% AMI	50% AMI	80% AMI
1 Person	\$27,000	\$45,000	\$72,000
2 Person	\$30,850	\$51,400	\$82,200
3 Person	\$34,700	\$57,850	\$92,400

4 Person	\$38,550	\$64,250	\$102,600
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Note: Providers must use current HUD-published AMI tables for their region.

C. Asset Screening

- Applicants must be screened for liquid assets (cash, stocks, bonds, other securities).
- Asset screening should not become a barrier when assets are unavailable, inaccessible, or illiquid due to:
 - Domestic violence
 - Identity theft
 - Death of a household member
 - Pending litigation
 - Other circumstances approved in writing by DCA/OHP

Where there is a **reasonable prospect of repayment**, providers may structure assistance as a loan, consistent with **N.J.A.C. § 5:41-2.3**.

D. Eviction and Eviction-Like Proceedings

Households are eligible if they are subject to:

1. **Landlord-Tenant Court Filings** – Formal eviction complaints for nonpayment of rent, holdover tenancy, or other causes of action.
2. **Ejectment Actions** – Civil actions seeking removal of occupants not covered by landlord-tenant statutes (e.g., after foreclosure or in informal tenancies).
3. **Administrative Termination of Rental Subsidies** – Proceedings initiated by public housing authorities (PHAs) or voucher administrators to terminate Section 8/HCV, SRAP, or other subsidies.
4. **Termination of Occupancy Rights in Federally Subsidized Housing** – Including but not limited to project-based Section 8, LIHTC, or public housing units.
5. **Constructive Evictions** – Cases where habitability issues, harassment, or illegal lockouts have forced a household to vacate.

E. Definitions of “At-Risk” and “Homelessness”

OEHP adopts definitions consistent with **24 CFR § 576.2** and **§ 578.3**, while expanding categories to **capture New Jersey-specific risks**.

At Risk of Homelessness includes households who:

- Have received written notice of eviction or ejection.
- Have moved twice or more in the past 60 days due to economic reasons.
- Are living in doubled-up or overcrowded arrangements due to hardship.
- Are exiting institutions (healthcare, correctional, foster care) without stable housing identified.
- Are facing subsidy termination or administrative displacement.

Homelessness, for purposes of OEHP diversion services, includes households who:

- Are living in hotels/motels not paid for by charitable or government programs.
- Are living in units with more than 1.5 persons per room (per U.S. Census Bureau definition).
- Are fleeing domestic violence, sexual assault, trafficking, or other life-threatening conditions.
- Are otherwise in housing situations with characteristics of instability and imminent risk of unsheltered homelessness.

F. Immigration Status

Consistent with state policy and federal guidance on life-safety programs, **OEHP services are not restricted by immigration status**. Providers may not deny services based on immigration status, documentation, or nationality.

G. Prioritization Framework

OEHP prioritizes assistance to households that:

1. Are at **highest risk of imminent homelessness** absent intervention.
2. Include **vulnerable subpopulations**, such as families with children, older adults, veterans, survivors of domestic violence, or persons with disabling conditions.
3. Have no other viable resources or support networks (family, friends, community supports).

Providers must document prioritization decisions in client files and demonstrate equitable access across race, ethnicity, gender, and geographic subregions.

VII. Eligible Activities

The Omnibus Eviction and Homelessness Prevention (OEHP) program authorizes funding across **seven integrated activity components**. Each component is required, though regional demand and organizational capacity may result in differing levels of emphasis. Together, these activities form a **comprehensive eviction and homelessness prevention pipeline** that moves households from crisis through stabilization.

Applicants must demonstrate the ability to implement all seven components, either directly or through documented partnerships. All expenditures must fall within the eligible cost categories described below, and must be reported in the NJ Homeless Management Information System (NJ HMIS) or AWARDS platform.

Component 1: Resource Navigation, Screening & Intake

Purpose

To ensure that each household has a dedicated **Resource Navigator** and **HPP Navigator** who provides low-barrier, trauma-informed assistance from intake through discharge.

Objectives

- Serve as the primary point of contact for clients.
- Assist a minimum of 20 households per Navigator per month
- Screen for eligibility across OEHP, HPP, SRAP, TRA, and local/county programs.
- Prevent duplication and denial of assistance by documenting all screenings.
- Guide households through financial assistance, legal referral, and stabilization.
- Process households for HPP arrears assistance and flexible funds

Eligible Costs

- Navigator salaries (**minimum \$65,000 + 35% fringe**).
- Technology (laptops, cell phones, secure data systems).
- Office and administrative support for navigators.
- Transportation for client meetings and court attendance.

Performance Requirements

- Intake completed within **48 hours** of client contact.
- HMIS entry within **24 hours**.

Component 2: HPP Assistance (Rental Arrears & Relocation)

Purpose

To provide **statutorily authorized assistance under N.J.A.C. 5:41**, covering rental arrears or relocation costs to prevent eviction and homelessness.

Objectives

- Prevent eviction judgments for nonpayment.
- Stabilize households by paying arrears or facilitating relocation.
- Serve as the **first line of financial support** before flex funds are deployed.

Eligible Costs (per N.J.A.C. 5:41-2.2 to 2.6)

- Up to **three months of rental arrears**.
- Court, legal, and late fees, when verified.
- Relocation:
 - Security deposit (up to **1.5x monthly rent**).
 - First and second month's rent.

Restrictions

- Assistance to any one person or household shall not exceed the minimum amount necessary to obtain habitable lodging or to avoid imminent eviction or foreclosure (§ 5:41-2.3).
- No person who has become eligible for permanent rental assistance under the Housing Choice Voucher Program of the United States Housing Act of 1937, 42 U.S.C. § 1437(f) (24 CFR §§ 982.01 et seq.) or for any subsidized housing, which the household can afford shall continue to receive assistance under the Homelessness Prevention Program once the permanent rental assistance or subsidized housing becomes available (§ 5:41-2.4a).
- No person shall continue to receive assistance under the Homelessness Prevention Program for more than six months, nor shall any person receive assistance to pay more

than three months' rental arrears, unless the Department of Community Affairs finds there to be sufficient extenuating circumstances to justify an extension (§ 5:41-2.4b)

- A household shall be eligible for assistance under the Homelessness Prevention Program more than once only if the problem causing the situation is not chronic or repetitive in nature. Any assistance given after the first award shall be in the form of a loan (§ 5:41-2.4c).
- In as much as all households that apply and are found eligible may not be able to receive assistance due to lack of funds, first consideration shall be given to those most vulnerable in the event of homelessness (§ 5:41-2.5). Priorities for consideration for assistance among otherwise qualified applicants in the same applicant pool shall be assigned in the following order. However, no person shall be deemed to be entitled to assistance solely by virtue of being in one of the following categories:
 - 1. Households with a person who is found to be disabled or handicapped by a government agency physician or other health professional at time of application.
 - 2. Households with a person who is at least 62 years of age;
 - 3. Victims of domestic violence (A referral from the Department of Children and Families, emergency shelter agency, county welfare agency, or other social agency shall be required.);
 - 4. Households with children, which have broken up or face imminent breakup due to homelessness. (A recommendation from the Department of Children and Families, emergency shelter agency, county welfare agency or other social agency shall be required.);
 - 5. Single parent households;
 - 6. Other households with children;
 - 7. All other households. (b) Preference will be given to households already in sustainable housing.
- Requires documentation (lease, summons, landlord verification).
- Available only for households ≤ **80% AMI**, unless OHP/OEP approves exceptions.
- Compliance with H.U.D. Housing Quality Standards (§ 5:41-3.1):
 - a) Any rental housing unit, the rental for which is paid, in whole or in part, with rental assistance received under the Homelessness Prevention Program, shall be in compliance with the Housing Quality Standards of the United States Department of Housing and Urban Development.
 - b) The Department of Community Affairs, through written approval of the Office of Homelessness Prevention, may allow payment of rental assistance for a unit if the unit can be occupied without any imminent hazard to health or safety and the owner of the unit is proceeding in a reasonable manner to abate any violation of the H.U.D. Housing Quality Standards.

Performance Requirements

- Payments disbursed within **72 hours**.
- Written agreements from landlords to preserve tenancy or confirmation of relocation.
- Must be reported under **HPP Assistance** in HMIS.

Component 3: Relocation Assistance (Supplemental)

Purpose

To support households who cannot remain in their current unit but can be **rapidly rehoused elsewhere**.

Objectives

- Prevent shelter entry by enabling immediate moves.
- Ensure relocated units are habitable and stable.

Eligible Costs

- Security deposit (up to 1.5x rent).
- First and second month's rent.
- Utility deposits.
- Moving expenses (trucks, movers, storage).

Performance Requirements

- Relocation must result in signed lease and proof of occupancy within **14 days**.
- Units must meet **habitability standards**.
- Reported separately from arrears in HMIS.

Component 4: OEHP Flexible Funds for Crisis Stabilization

Purpose

To provide **low-barrier, rapid-response funds** for crises not covered by HPP, ensuring households avoid homelessness when statutory limits are insufficient.

Objectives

- Fill program gaps that HPP cannot address.
- Resolve short-term crises with creative, rapid interventions.

Eligible Costs

- Rental arrears assistance gaps
- Utility arrears or shutoff prevention.
- Emergency habitability items (furniture, appliances).
- Transportation (bus passes, gas cards).
- Short term hotel/motel stays in emergencies.
- Lock changes and domestic violence-related safety needs.

Restrictions

- Capped at **\$5,000 per household**, unless OHP/OEP approves more.
- Must be used in compliment to HPP funds or when HPP has been found ineligible— **all households must be screened for HPP eligibility first.**
- Requires case notes justification and receipts/invoices.
- Full balance must be covered in compliment to another funding source or in full by flex funds

Performance Requirements

- Same-day or ≤72-hour disbursement.
- Recorded under **OEHP Flex Fund** in HMIS.
- Must demonstrate complementarity, not duplication, with HPP.

Comparison Note: HPP vs. Flex Funds

Feature	HPP Assistance	CEDD Flex Funds
Authority	Statutory (N.J.A.C. 5:41)	OEHP policy (non-statutory)
Use	Rental arrears OR relocation	Crisis stabilization gaps
Cap	3 mo. arrears; 1.5x deposit + 2 mo. rent	\$5,000/HH (unless approved)
Docs	Lease, summons, landlord cert.	Case notes, receipts
Restriction	No arrears + relocation combo	Must screen HPP first
Timeline	≤72 hrs	≤72 hrs (same-day preferred)
Reporting	HMIS – HPP Assistance	HMIS – OEHP Flex Fund

Component 5: Legal Services

Purpose

To ensure that all households receiving intensive support have access to legal review, advice, and or representation through weekly collaborative case conferencing or escalated individual case conferencing, as appropriate.

Objectives

- Provide legal advice, full representation, and court attendance – see chart on pg. 11 for Minimum Service Delivery Statewide.
- Preserve tenancies.
- Conduct know-your-rights training for tenants.

Eligible Costs

- Attorney salaries, in part.
- Outreach and education materials.

Performance Requirements

- Mandatory attendance at all landlord-tenant court sessions.
- Coordinate with social services providers in respective vicinage through mandatory weekly case conferencing.
- Legal review of all case management households.
- Track and report legal outcomes monthly.
- HMIS entry for all legal engagements.

Component 6: Data Entry, NJ HMIS & Reporting

Purpose

To maintain consistent, transparent statewide data on prevention services.

Objectives

- Ensure 100% of intakes, disbursements, and legal cases are logged.
- Provide timely reports to OHP/OEP for monitoring.

Eligible Costs

- NJ HMIS licenses and fees.
- Data quality staff.
- Technology for mobile data entry.

Performance Requirements

- Intakes entered within 24 hours.
- Monthly reconciliation of financials with HMIS records.

- Quarterly data quality reviews.

Component 7: Court Attendance & Systems Coordination

Purpose

To embed navigators and legal staff in the **landlord-tenant court ecosystem** to prevent displacement in real time.

Objectives

- Maintain visible OEHP presence in court.
- Coordinate with judges, mediators, and staff to connect tenants to resources.

Eligible Costs

- Travel for navigators/attorneys to court.
- Portable tech for real-time HMIS entry.
- Outreach materials for tenants.

Performance Requirements

- Coverage for **every landlord-tenant session** in the county.
- Court engagement logged in HMIS.
- Monthly schedules submitted to OEP.

Summary Table of Components

Component	Purpose	Max Funding per HH	Key Performance Standard
1. Resource Navigation	Intake & screening	N/A	Intake ≤48 hrs, HMIS ≤24 hrs

2. HPP Assistance	Prevent eviction via arrears/relocation	3 mo. arrears; 1.5x deposit + 2 mo. rent	Payment ≤72 hrs
3. Relocation	Rapid rehousing	2 mo. rent + deposit	Lease & occupancy ≤14 days
4. Flex Funds	Crisis stabilization/gap funding	\$5,000/HH (unless approved)	Same-day/≤72 hrs
5. Legal Services	Expanded access to counsel	N/A	Mandatory court attendance
6. Data & HMIS	Reporting & compliance	N/A	100% encounter capture
7. Court Attendance	Systems coordination	N/A	Full coverage of LT sessions

VIII. Ineligible Activities

The following costs and activities are **strictly prohibited** under the Omnibus Eviction and Homelessness Prevention (OEHP) program. Applicants are expected to budget only for eligible uses identified in **Section VII: Eligible Activities**. Failure to comply with these restrictions may result in repayment of funds, grant suspension, or termination.

A. Housing Costs Outside Program Scope

- **Mortgage payments** for owner-occupied homes are not eligible. OEHP funds are designed to prevent eviction of tenants in rental dwellings, not to subsidize homeowners or mortgage holders.
- **Foreclosure prevention activities** for homeowners are not covered, as these are addressed by separate state and federal programs.
- **Property taxes, homeowner association fees, or insurance premiums** may not be paid with OEHP resources.

B. Duplication of Benefits

- **Assistance with both arrears and relocation simultaneously** for the same household is prohibited under **HPP regulations (N.J.A.C. 5:41-2.3)**. Applicants must choose one form of assistance, except where OHP/OEP grants written approval.
- **Payments already covered by other federal, state, or local programs** (e.g., ERA, SRAP, TRA) are not eligible. All applicants must be screened for other resources first to avoid duplication.

C. Non-Housing Expenses

OEHP funds are limited to direct housing stabilization costs. The following are not permitted:

- **Medical expenses**, including hospital bills, prescription costs, or medical insurance premiums.
- **Educational expenses**, including tuition, fees, or school supplies.
- **Consumer debt repayment**, including credit cards, car loans, payday loans, or personal loans.
- **Luxury goods or services**, including furniture outside of habitability needs, entertainment, or non-essential electronics.

D. Long-Term Subsidies

OEHP is a **short-term prevention program** and cannot be used as an ongoing rent subsidy. Therefore:

- Providers may not obligate more than **three months of arrears** under HPP or with flexible fund
- Providers may not use flex funds to establish **ongoing monthly rent payments** beyond the initial relocation assistance or crisis stabilization period.
- Long-term rent subsidies are the responsibility of federal housing programs such as Section 8/HCV, SRAP, or public housing.

E. Organizational Costs Beyond Administrative Cap

- **Administrative expenses** beyond the 10% cap are not eligible.
- **Indirect costs** exceeding the allowed administrative percentage may not be billed to OEHP.
- **Capital expenses**, such as office renovations or building acquisitions, are not permitted.

F. Activities Not Explicitly Authorized

Unless expressly approved in writing by DCA (OHP/OEP), any activities not listed as eligible in Section VII are considered ineligible. Examples include:

- Housing construction or rehabilitation projects.
- Direct landlord incentive payments (outside of arrears or relocation assistance).
- General case management for non-housing programs unrelated to eviction prevention.

G. Prohibited Practices

- **Discrimination:** Funds may not be used in any manner inconsistent with federal and state fair housing laws.
- **Immigration status screening:** OEHP funds may not be conditioned on proof of citizenship or immigration status.
- **Fee-for-service arrangements with clients:** Households may not be charged any fee to access OEHP services.

In short, OEHP funds must be used exclusively for **housing stabilization, prevention, legal services, and direct client assistance** as outlined in Section VII. Applicants should implement internal safeguards to ensure that prohibited expenditures are avoided. Any questionable or unusual costs must be submitted in writing to OHP/OEP for pre-approval.

IX. Application Process

All applications must be submitted electronically through the **System for Administering Grants Electronically (SAGE)** by the deadline specified on the cover page of this RFP. Proposals received after the deadline will not be considered. No paper applications will be accepted.

Applications must be **complete at the time of submission**. Incomplete applications will not be scored unless corrected within the limited cure period described in Section XIII (Threshold Requirements).

A. Required Narrative

The written narrative is the centerpiece of the application. It must address the following areas in detail:

1. Agency Mission & Organizational Overview

- Description of the agency's mission, history, and current portfolio of housing, legal, and homelessness programs.
- Explanation of how the agency's mission aligns with OEHP's goals.

2. Experience and Outcomes

- Evidence of at least three years of experience operating housing stabilization, legal services, prevention, homelessness prevention, or rapid re-housing programs.
- Outcomes achieved in the past three years, including number of households served, recidivism rates, removal rates, eviction prevention success rates, and housing and legal outcomes.

3. Staffing Capacity

- Organizational chart identifying all staff proposed for OEHP.
- Resumes and qualifications of key staff (navigators, attorneys, program directors, fiscal officers).
- Description of staff training and supervision.

4. Program Design & Service Delivery

- Detailed description of how OEHP components (see Section VII) will be implemented.
- Identification of service area(s) and target population(s).
- Explanation of intake process, client flow, and cross-program screening.

- Description of partnerships with legal aid, housing authorities, landlords, and other providers.

5. Housing First Commitment

- Statement affirming the agency's adherence to Housing First principles.
- Description of how services will be delivered with minimal barriers, client choice, and low-threshold eligibility.

6. Inclusion of Persons with Lived Experience & Expertise (PWLEE)

- Policies and practices for incorporating feedback from PWLEE into program design and evaluation.
- Examples of prior engagement with PWLEE.
- Planned advisory or feedback mechanisms under OEHP.

7. Equity and Access

- Description of how the agency ensures equitable access across race, ethnicity, gender, disability, and geography.
- Data on prior service populations and equity outcomes.

8. Data Collection and Reporting

- Description of data systems used for reporting.
- Processes for ensuring timeliness, accuracy, and completeness.
- Methods for reconciling financial disbursements with HMIS entries. (for social services providers)

9. Performance and Evaluation

- Specific outcomes the agency commits to achieve under OEHP.
- Internal performance monitoring tools.
- Use of outcome data to guide program adjustments.

B. Service Area Designation

Applicants must identify the **region(s) or county(ies)** they propose to serve. If applying as part of a collaborative, the lead agency must clearly describe the roles of each partner and submit signed MOUs.

No applicant may apply for partial coverage of a county. Coverage must be county-wide, or regional where specified in Section IV.

C. Budget Proposal

Applicants must submit a **detailed line-item budget** using the SAGE budget forms, consistent with the regional allocations provided in Section IV. Budgets must include:

- Navigator salaries (minimum \$65,000 + 35% fringe).
- For legal services providers, or those working with a legal service provider: Legal salaries (in part)
- Administrative costs ($\leq 10\%$ of total).
- Direct program assistance broken out by HPP Assistance, Flex Funds, Relocation, and Legal Services.
- HMIS/data costs.
- Match funding sources (if applicable).

Applicants are encouraged to include **budget narratives** that explain assumptions, justify costs, and demonstrate cost-effectiveness.

D. Required Attachments

All proposals must include the following attachments:

1. Signed Application Cover Page.
2. Organizational Chart.
3. Board Resolution affirming Housing First principles.
4. Process Map of project (from intake through discharge).
5. Resumes of all OEHP-funded staff.
6. Job Descriptions for proposed new hires.
7. By-Laws of the agency.
8. Board Meeting Schedule.
9. Certifications Regarding Debarment, Lobbying, and SAM.gov registration.

10. IRS Determination Letter (if applicable).
11. Most recent Audit or Financial Statements.
12. MOUs/Partnership Agreements with legal services, CoC, and housing authorities.
13. PWLEE Inclusion Policy or equivalent documentation.
14. Data Collection & Management Plan.
15. Letter of Intent acknowledgement from local Continuum of Care (CoC). (for social services agencies)

E. Scoring Criteria

Applications will be scored on a **100-point scale** (with additional bonuses up to a maximum of 20 points) as follows:

Criteria	Point Value
Section 1: Organizational Capacity and Experience • Mission alignment with RFP goals (15 points) • Mission focuses on serving those experiencing or at-risk of eviction / homelessness and emphasizes rapid resolution of housing crises (social services and legal) (5 points) – <i>place in Agency History/Capacity</i> • Describes creative problem solving that aligns with principles of prevention and Housing First (3 points) – <i>place in Agency History/Capacity</i> • Describes experience implementing prevention techniques (2 points) – <i>place in Agency History/Capacity</i> • Provides data/outcomes demonstrating prevention program efficacy (2 points) – <i>place in Previous Program Performance</i> • Discusses incorporation of no/low-barrier approaches (3 points) – <i>place in Agency History/Capacity</i> • Years of experience in homeless/eviction services (social services and legal) (5 points) – <i>place in Agency History/Capacity</i> • 3 years of experience (2 points) • 4-5 years of experience (3 points) • 5+ years of experience (5 points) • Experience providing rental assistance, supportive services, or legal services (5 points)	25 Points

• Types of rental assistance, supportive services, or legal services provided (2 points) - <i>place in Agency History/Capacity, Previous Program Performance</i> • Data on households served through these interventions (2 points) - <i>place in Agency History/Capacity, Previous Program Performance</i> • Examples of successful housing placements/stabilization or legal outcomes (1 point) - <i>place in Agency History/Capacity, Previous Program Performance</i>	
Section 2: Proposed Approach • Clearly defined project type and service area (5 points) – <i>place in Application Program Description and Service Areas</i> • Indicates project type (diversion services and/or flexible funding, legal services) (2 points) • Specifies county/counties that will be served (3 points) • Detailed project process description and map (10 points) – <i>place description in Scope of Services, submit process map with Certification Sheets 3rd party uploads</i> • Step-by-step description of service delivery process (5 points) • Roles and hand-offs between staff and partners clearly defined (2 points) • Process aligns with HUD definitions and eligibility criteria (3 points) • Qualifications of project staff (10 points) – <i>submit resumes with schedule A uploads</i> • Resumes demonstrate capabilities matched to assigned roles (5 points) • Key positions filled with qualified candidates (2 points) • Sufficient staff roles/positions for project implementation (2 points) • Staff retention rate/turnover metrics (1 point) • Data collection, management, and reporting processes (10 points) – <i>submit with Certification Sheets 3rd party uploads</i> • Methods for timely and accurate data collection described (5 points) • Process for recording data in HMIS/AWARDS (or internal system for legal services) explained (2 points) • Capacity for generating required reports demonstrated – please provide two years of program outcome data utilizing NJ HMIS or another carrier (3 points) • Partnerships with CoC, healthcare, legal services, and other entities (5 points) – <i>submit with Certification Sheets 3rd party uploads</i>	50 Points

• Strength of partnership with CoC/other legal service providers evidenced through MOU and/or letter of support (2 points) • Additional partnerships documented through MOUs/letters of support (2 points) • Leverages partnerships for client referrals and resources (1 point) • Marketing/outreach plan (5 points) - <i>submit with 3rd party uploads</i> • Targets relevant stakeholders for program awareness (2 points) • Uses appropriate communication channels and materials (2 points) • Promotes program alignment with Coordinated Entry (1 point) • Reasonable and allowable budget (5 points) • Costs limited to eligible expenses (2 points) • Budget aligned with program design (2 points) • Leverages other resources where possible (1 point)	
Section 3: Commitment to Best Practices • Embraces Housing First principles (10 points) - <i>submit with Certification Sheets 3rd party uploads</i> • Documentation of board resolution/policy adopting Housing First (3 points) • Low barriers, client-driven approach described in application (4 points) • Willingness to accept clients regardless of income, assets, household composition, etc. (3 points) • Centers voice of those with lived expertise (5 points) - <i>submit with Certification Sheets 3rd party uploads</i> • Policies/process for including lived expertise feedback (2 points) • Examples of incorporating feedback provided (2 points) • Lived expertise inclusion in organizational leadership (1 point) • Pursues diversity, equity, inclusion, belonging, and access (5 points) - <i>submit with Certification Sheets 3rd party uploads</i> • Policies for equitable treatment of clients (2 points) • Staff training on implicit bias, cultural competence, etc. (2 points) • Accessibility of program and materials to disabilities (1 point)	25 Points

• Participates in HMIS, PIT, and other COC activities or legal know-your-rights trainings (for legal service providers) (5 points) - <i>submit with Certification Sheets 3rd party uploads</i> • Confirms HMIS participation and training requirements met via NJHMFA Certificate of completion/ (2 points) • Demonstrates PIT Count participation and actively engages in COC meetings and coordinates with partners (3 point) Letter from COC/Demonstrates community involvement through know-your-rights trainings	
Section 4: Threshold Requirements (Pass/Fail) • Meets all threshold criteria listed in RFP	Application is Eligible/Ineligible
Section 5: Commitment to 72-hour payment delivery of flexible funds • Letter signed by the board committing to payment delivery of no more than 72-hours post approval of financial assistance (electronic, credit card, delivery service, etc.) (10 bonus points)	Max 10 Point Bonus
FOR PREVIOUS DCA GRANTEES ONLY- Section 6: Past Performance (Bonus) Bonus points for the following categories: • timely and complete FSR submissions (2 points) • timely monthly performance report submissions (1 point) • regular communication with DCA about referrals (2 points) • housing stability housing outcomes above 80% (2 points) • compliance with DCA data requests (1 point) • data quality (2 points)	Max 10 Point Bonus

Applicants must score at least **70 points overall** and meet **all threshold requirements** to be considered for funding.

F. Timeline

- RFP Release Date: **November 10, 2025**
- Mandatory Technical Assistance Session: **November 21, 2025**
- Proposal Submission Deadline (via SAGE): **11:59 p.m. EST, December 2, 2025**
- Award Notification Date: **On or about February 1, 2026**
- Grant Term: **February 1, 2026 – March 31, 2027**

X. Budget Guidance

All applicants must submit a **line-item budget** through SAGE that is consistent with the allocations for their designated region (see Section IV). Budgets must reflect program priorities, statutory requirements, and OEHP standards.

A. Budget Structure

Budgets must be presented in the following categories:

1. Administration

- Up to 10% of total award.
- May include indirect costs, fiscal and data staff time, rent/overhead, insurance, office supplies, technology, and audit fees.

2. Personnel & Fringe

- Salaries and benefits for OEHP-funded staff, including Resource Navigators, program directors, legal staff (in part), fiscal officers, and data/reporting staff.
- Must include fringe benefits of at least **35% of salary**.

3. Program Services

- Direct client assistance (HPP arrears/relocation, Flex Funds, relocation, legal services).
- Costs for HMIS licenses, data staff, court coverage, outreach, and training.

B. Personnel Standards

- **Resource Navigator and HPP Navigator Salary:** At least **\$65,000 annually + 35% fringe**. Lower salaries will not be accepted.
- **Attorney/Legal Staff:** Must be budgeted at competitive rates consistent with nonprofit legal services pay scales, cannot pay for 100% of salary
- **Fiscal/Data Staff:** Agencies may budget staff time for HMIS entry, financial reconciliation, and reporting.

All staff funded by OEHP must be **employees of the grantee or subgrantee** — contractors or consultants may only be used with prior DCA approval.

C. Administrative Costs

- Administrative costs are capped at **10% of the total award**.
- This includes both direct administrative costs (e.g., office rent, office supplies, technology, utilities, travel) and indirect costs.
- Agencies may not shift program funds to administration without prior written approval.

D. Allowable Direct Costs

Direct program costs may include:

- Rental arrears, relocation, and flex fund payments.
- Staff salaries
- Outreach and educational materials.

E. Unallowable Costs

Budgets may not include:

- Mortgage payments, property taxes, or homeownership expenses.
- Long-term rental subsidies beyond relocation assistance.
- Non-housing expenses (medical, educational, consumer debt).
- Administrative costs above 10%.
- Construction, rehabilitation, or capital improvements.
- **Technology expenses for grantees from the last grant cycle**

(See Section VIII for a full list of ineligible activities.)

F. Match Funding

Applicants are encouraged, though not required, to identify **match funding** to supplement OEHP resources. Match funding may include:

- Private philanthropic contributions.

- County or municipal prevention funds.
- Volunteer services (documented with standard valuation).
- In-kind legal services contributions.

G. Example Budget

Table 3: Sample OEHP Budget – Mercer County Social Services Provider Award (\$299,013.37)

Category	DCA Funds (\$)	Match (\$)	Total (\$)
Administration HMIS- \$1,000.00 Fiscal Staff Salary- \$30,000.00 Office Rent- \$2,618.00	33,618.20	18,200.00	51,818.2
Personnel (Navigators + Fringe) Resource Navigator- \$65,000.00 Salary, \$22,750.00 Benefits HPP Navigator- \$65,000.00 Salary, \$22,750.00 Benefits	175,500.00	8,000.00	183,500.00
Direct Client Assistance	127,063.80	4,000.00	154,000.00
Totals	336,182.00	30,200.00	366,382.00

H. Budget Narrative Requirements

Each budget must be accompanied by a **budget narrative** that:

- Explains the rationale for all costs.
- Demonstrates alignment with OEHP standards (navigator salaries, admin cap).

XI. Reporting & Monitoring Requirements

Grantees are expected to maintain rigorous fiscal and program reporting systems to ensure that OEHP funds are used efficiently, effectively, and in compliance with state requirements. Reporting and monitoring will be conducted jointly by the **Office of Eviction Prevention (OEP)** and the **Office of Homelessness Prevention (OHP)** within the Department of Community Affairs (DCA).

A. Financial Reporting

1. Monthly Financial Status Reports (FSRs)

- Grantees must submit FSRs through SAGE no later than the **15th of each month**.
- Reports must include expenditures by budget category (administration, personnel, program assistance, HMIS).
- Applicants and subgrantees under the OEHP programs must submit budgets and FSRs that clearly itemize both salaries and fringe benefits by staff position.
- Identify each individual staff role separately under the Salaries/Wages section.
- Assign a distinct dollar amount to each role, matching the original budget submission or approved budget modification.
- Itemize fringe benefits by percentage or fixed amount for each corresponding staff member.
- Ensure consistency between approved budgets and financial submissions (FSRs), with no deviations unless formally approved through a budget modification request.
- Expenditures must be reconciled against household-level HMIS data to prevent duplication.

2. Supporting Documentation

- Agencies must retain receipts, invoices, and disbursement records for all OEHP expenditures.
- Landlord agreements and client payment authorizations must be kept on file.
- Documentation must be available upon request during monitoring visits.

3. Drawdowns and Advances

- Funds are disbursed on a reimbursement basis, unless DCA authorizes advances.
- Agencies receiving advances must reconcile balances within 60 days.

B. Program Reporting

1. Monthly Program Reports

- Grantees must submit monthly reports capturing:
 - Number of intakes completed.
 - Number and type of households assisted.
 - Amount and type of financial assistance disbursed (HPP arrears, relocation, flex funds).
 - Legal cases opened, resolved, and outcomes achieved.
 - Court sessions attended.

2. Quarterly Performance Reports

- In addition to monthly reports, grantees must submit quarterly summaries detailing:
 - Progress against outcome benchmarks (see Section XIII).
 - Success stories and qualitative feedback.
 - Identification of emerging trends or challenges.

3. Annual Program Evaluation

- At the close of the grant term, each grantee must submit an evaluation analyzing performance against the RFP's goals.

C. HMIS and Data Reporting

- **HMIS Entry:** All intakes must be entered into HMIS within **24 hours** of client contact.
- **Categorization:** All financial assistance must be coded by funding stream (HPP vs. OEHP Flex Funds).
- **Data Quality:** Agencies must meet statewide data quality standards (completeness, accuracy, timeliness).
- **Reconciliation:** Financial disbursements must be reconciled with HMIS data monthly.

D. Compliance Monitoring

OEP and OHP will conduct oversight to ensure adherence to fiscal, program, and data standards. Monitoring will include:

1. **Desk Reviews**

- Monthly desk reviews of FSRs and HMIS submissions.
- Identification of inconsistencies between reported expenditures and HMIS entries.

2. **Site Visits**

- At least one annual on-site monitoring visit per grantee.
- Review of case files, financial records, and internal controls.
- Interviews with program staff and clients (as appropriate).

3. **Corrective Action**

- Agencies with findings will receive a written corrective action plan (CAP).
- CAPs must be implemented within 30–60 days.
- Failure to comply may result in suspension, deobligation, or termination of funds.

E. Consequences of Non-Compliance

- **Delinquent Reporting:** Grantees that are more than 90 days delinquent in required reports may have funds deobligated.
- **Improper Expenditures:** Grantees may be required to repay funds used for ineligible activities.
- **Persistent Non-Compliance:** May result in termination of award and ineligibility for future funding.

F. Continuous Improvement

OEHP recognizes that prevention systems evolve. To strengthen statewide performance, DCA will:

- Host quarterly **peer-to-peer learning sessions** for grantees.
- Provide **technical assistance (TA)** on program design, compliance, and data quality.
- Regularly share statewide outcome data to inform practice improvements.

XII. Training Requirements

Participation in **mandatory training and technical assistance (TA)** is a condition of OEHP funding. The Office of Eviction Prevention (OEP) and the Office of Homelessness Prevention (OHP), in collaboration with DCA's Division of Housing and Community Resources, will provide or coordinate trainings for all grantees.

A. Mandatory Initial Trainings

All funded agencies must ensure that relevant staff attend the following **initial trainings** within 60 days of award notification:

1. OEHP Orientation

- Comprehensive overview of OEHP goals, requirements, and compliance standards.
- Roles of OEP and OHP, reporting expectations, and statewide performance benchmarks.

2. HMIS Training

- Hands-on training on intake, service entry, data quality standards, and reconciliation.
- Required for all staff with HMIS access.

3. E-Courts Training

- Training on accessing and interpreting court data.
- Coordination with the Judiciary for landlord-tenant court schedules.

4. Legal Services Training

- Training for navigators and case managers on working with legal partners.
- Includes eviction law basics, subsidy terminations, and client rights.

B. Ongoing Trainings

Grantees must participate in additional trainings throughout the grant period as scheduled by DCA. These may include:

- **Peer-to-Peer Learning Sessions**
 - Quarterly forums for grantees to share practices, troubleshoot challenges, and review performance data.

- **Specialized Trainings**
 - Trainings on topics such as trauma-informed care, domestic violence response, housing authority hearings, or landlord mediation.
- **Technology and Data Trainings**
 - Updates on HMIS enhancements, SimpliGov reporting, and data reconciliation processes.
- **Equity and PWLEE Engagement**
 - Training on integrating persons with lived experience and expertise into program design and evaluation.

C. Staff Attendance and Certification

- Agencies must ensure that **all OEHP-funded staff** attend trainings relevant to their roles.
- Attendance logs will be maintained by DCA and must be confirmed by the agency.
- Staff who cannot attend live sessions must complete **recorded or make-up trainings**.
- Certificates of completion must be retained in personnel files and may be requested during monitoring visits.

D. Consequences of Non-Compliance

Failure to participate in required trainings may result in:

- Delayed reimbursements.
- Withholding of funds until compliance is achieved.
- Corrective action requirements during monitoring.

E. Technical Assistance (TA)

In addition to trainings, DCA will provide individualized **technical assistance** as needed, including:

- Program design support.
- Financial management guidance.
- Data quality and reporting improvement.
- Compliance remediation.

Agencies are expected to **actively engage with TA** and implement recommendations promptly.

XIII. Grantee Performance Expectations

The Department of Community Affairs (DCA), through the Office of Eviction Prevention (OEP) and the Office of Homelessness Prevention (OHP), requires all OEHP grantees to meet minimum performance benchmarks. These expectations ensure that state resources are used effectively, equitably, and with measurable impact.

A. Core Performance Benchmarks

1. Housing Stability

- At least **85% of households assisted** must remain stably housed or be permanently relocated within 12 months of assistance.
- Stability is defined as continued occupancy of the original unit, permanent relocation to a new unit, or documented transition to another permanent housing program (e.g., SRAP, Section 8).

2. Program Implementation

- Programs must be fully operational within **30 days of award notification**.
- All required OEHP-funded positions (e.g., Resource Navigators, attorneys) must be filled within **60 days**.

3. Disbursement Timeliness

- Financial assistance (arrears, relocation, flex funds) must be issued within **72 hours of application approval**.
- Flex funds should be disbursed on a **same-day basis** whenever feasible.

4. Court Coverage

- Agencies must provide navigator/legal presence at **100% of scheduled landlord-tenant court sessions** in their jurisdiction.
- All engagements must be logged in HMIS.

5. Data Entry and Quality

- All intakes must be entered into HMIS within **24 hours**.
- 100% of service encounters and financial disbursements must be logged.

- Agencies must maintain **≥95% data accuracy** and **≥98% completeness** in quarterly data reviews.

B. Outcome Tracking

Grantees will be evaluated based on both **quantitative and qualitative outcomes**, including:

- Number of households served (by funding stream: HPP vs. Flex Funds).
- Amount of rental arrears covered and average per-household assistance.
- Number of households successfully diverted from homelessness.
- Legal outcomes: dismissals, settlements, stayed evictions, or judgments avoided.
- Client satisfaction and feedback from PWLEE advisory processes.

OEP and OHP will provide templates for outcome tracking to ensure consistency across grantees.

C. Equity Benchmarks

OEHP seeks to reduce disparities in eviction and homelessness outcomes across race, ethnicity, gender, disability, and geography. Therefore, grantees must:

- Collect and report disaggregated data on households served.
- Demonstrate equitable access to OEHP services.
- Identify and mitigate any barriers that disproportionately affect protected groups.
- Participate in statewide equity audits and corrective action plans, if disparities are identified.

D. Participation in Statewide Initiatives

Grantees are expected to participate in the following activities as part of OEHP:

1. NJ Counts / Point-in-Time (PIT) Census

- Full participation in the annual PIT count of persons experiencing homelessness.

2. Peer-to-Peer Learning Sessions

- Attendance at quarterly peer sessions hosted by OEP/OHP to share lessons, troubleshoot challenges, and highlight innovation.

3. Technical Assistance Engagement

- Agencies must actively engage with technical assistance (TA) offered by DCA and demonstrate timely implementation of TA recommendations.

E. Corrective Action and Consequences

If grantees fail to meet performance benchmarks, DCA will initiate corrective action:

1. Written Notice of Deficiency

- Issued when benchmarks are missed or data quality concerns arise.

2. Corrective Action Plan (CAP)

- Grantees must submit a CAP within 30 days of notice.
- CAPs must include strategies, timelines, and responsible staff.

3. Monitoring and Follow-Up

- OEP/OHP will monitor CAP implementation within 60–90 days.

4. Deobligation of Funds

- If performance does not improve, DCA may deobligate unspent funds and reallocate them to higher-performing agencies.

5. Future Eligibility

- Persistent failure to meet expectations may result in ineligibility for future OEHP or related funding opportunities.

F. Continuous Improvement

While benchmarks set minimum expectations, OEHP also encourages grantees to strive for excellence through:

- Innovative landlord engagement strategies.
- Integration of healthcare, education, or workforce supports into prevention pipelines.
- Expansion of partnerships with municipal governments, courts, and community-based organizations.

- Testing and scaling of creative uses of flexible funds to resolve housing crises.

Agencies demonstrating exceptional performance may be invited to serve as **mentor organizations** in statewide peer networks or receive priority consideration in future funding rounds.

XIV. Threshold Requirements

In order to be considered for funding under the Omnibus Eviction and Homelessness Prevention (OEHP) program, applications must meet the following **threshold requirements**. Applications failing to meet these requirements will be deemed ineligible and will not proceed to scoring, unless corrected within the limited cure period described below.

A. Organizational Eligibility

- Applicant must be a **nonprofit organization** with at least three (3) years of experience administering housing stabilization, eviction prevention, or related programs.
- Lead agencies in collaborative applications must serve as the **fiscal and administrative entity** and must demonstrate financial capacity to manage state funds.
- Agencies must be in **good standing with the State of New Jersey**, with no unresolved audit findings, debarments, or suspensions.

B. Required Attachments

Applications must include all required attachments listed in **Section IX(D)**. At minimum, the following must be uploaded to SAGE at the time of submission:

1. Signed Application Cover Page.
2. Organizational Chart.
3. Resumes of key OEHP-funded staff.
4. Job Descriptions for proposed new hires.
5. Board Resolution affirming Housing First principles.
6. Most recent Audit or Financial Statements.
7. IRS Determination Letter (if applicable).
8. MOUs/Partnership Agreements with legal aid and CoC.
9. PWLEE Inclusion Policy or equivalent documentation.
10. Data Collection & Management Plan.

Failure to submit these attachments will result in an incomplete application.

C. Compliance with Budget Standards

- Budgets must adhere to the requirements of **Section X (Budget Guidance)**.
- Navigator salaries must be budgeted at **no less than \$65,000 + 35% fringe**.
- Administrative costs may not exceed **10% of total award**.

D. Submission Deadline

- Applications must be submitted electronically through **SAGE** by the deadline listed in Section IX(F).
- Late submissions will not be accepted under any circumstances.

E. Cure Period for Incomplete Applications

- Applications missing required attachments or minor technical elements will be notified within five (5) business days of submission.
- Applicants will then have **up to five (5) business days** to provide missing materials.
- Major omissions (e.g., missing budget, lack of organizational eligibility) cannot be cured and will result in disqualification.

F. Review of Threshold Compliance

All applications will undergo an **initial threshold review** by OEP and OHP staff before proceeding to scoring. Only applications meeting threshold requirements will be evaluated under the scoring rubric described in Section IX(E).