New Jersey Department of Community Affairs
APPLICATION FOR GRANT FUNDS

STANDARD GRANT COVER SHEET

2024-05388-1275

1. DCA Program to Which Applicant is Applying: Elizabeth Coalition 2024			
2. Name of Applicant Agency Elizabeth Coalition to House the Homeless			
3. Street Address 118 Division Street			
City Elizabeth	State New Jersey	Zip Code 07201	County Union
4. Official Contact Person Ms. Linda M. Flores-Tober	Title Executive Director		Phone number (908) 355-2060
5. Program Contact Person Mr. Jim Lordi	Title Property Developer Specia		Phone Number (201) 936-8497
6. Proposed Project/Grant Title Elizabeth Coalition House the Homeless Operational Support			
Program Type Elizabeth Coalition: Elizabeth Coalition to House the Homeless			
7. Total Cost of the Project $1,000,000	8. Requested Amount $1,000,000	9. Funds from Other Sources $0	
10. Project Location (if Different from Applicant Agency)			
Street Address 118 Division Street			
City Elizabeth	State New Jersey	Zip 07201-2874	Room Number
11. Vendor Number V00051725	12. Employer ID 222305176	13. Tax Exempt ID 222305176	
14. Area(s) Benefiting: Union County,			
15. Briefly describe the project for which you are seeking funds. for the project known as Elizabeth Coalition House the Homeless Operational Support which will consist of operational and program needs.			

16. a. Will any member of the Board of Directors/Trustees receive any direct or indirect personal or monetary gain from the funding of this grant?

☐ Yes ☒ No

b. Does any member of the Board of Directors/Trustees serve on any board, council commission, committee or task force which has regulatory or advising influence on the funding program? ☐ Yes ☒ No

If yes, please describe:

17. Fiscal Contact Person	Title	Phone Number
Ms. Linda M. Flores-Tober	Executive Director	(908) 355-2060

18. Agency Fiscal Year	19. Name of CPA Firm Appointed by Grantee
01/01 to 12/31	Brunhofer & Balise, LLP

20. **Certification:** The applicant certifies that to the best of his/her knowledge and belief all data supplied in this application and attachments are true and correct. The document has been duly authorized by the governing body of the applicant and further understands and agrees that any grant received as a result of this application shall be subject to the grant conditions and other policies, regulation, and rules issued by the New Jersey Department of Community Affairs which include provisions described in grant applications instructions.

Name and Title of Applicant (Print)	Signature of Applicant	Date of Application

OBJECTIVES

Objective Number: 1

Short Description: Operational Support

Detailed Description
day to day needs to run vital programs of the agency

Methods
Social services housing programs

Evaluation
Numbers served Housing created

Application Program Component: Elizabeth Coalition to House the Homeless

Scope of Services

Elizabeth Coalition to House the Homeless is a non-profit social services agency that has been working with homeless families in the Union County area since 1982 helping them survive the state of homelessness and become independent and self-sufficient. The organization provides a full array of services, including intensive case management, help in finding and securing apartments, rental assistance, sheltering, and Outreach services. It operates an after-school program and summer camp that includes tutoring, and a wide range of educational and recreational events. Additionally, the Coalition operates a transitional housing program and the Permanent Housing Initiative that provides permanent housing to 9 low-income families. The Elizabeth Coalition budget this year is $2,200,000 and staffing includes 15 people plus over 150 volunteers.

The Elizabeth Coalition to House the Homeless (The Coalition) takes a leadership role in addressing homelessness and homeless prevention. For decades, The Coalition's programs center on long-term, systematic change as a core objective. From rental assistance to educational enrichment, Coalition services not only address the most urgent needs of our clients but also treat the root causes of homelessness to help end the cycle of poverty in our communities. We receive over 6,000 requests for help between in-person and online contacts and have provided a safety net to more than 1,100 Union County, NJ households (3,300 individuals) each year with emergency shelter, homelessness prevention, and comprehensive services that help families work toward self-sufficiency.

Our program highlights include:

• Project Gatekeeper (PG): PG is an emergency community walk-in center that includes emergency shelter, housing search, rental assistance, counseling, health/social referrals, and help to obtain public assistance. Further our Intensive Outreach program is housed in this office and includes street outreach, case management, and emergency sheltering. We also provide Community Education Workshops through this office, covering topics such as Tenant Rights, Tenant Responsibilities, Navigating the system and how to find and keep an apartment.

• The Hospitality House (HH): The HH program gives working homeless families a place to live when they don't qualify for public shelters or other assistance. This is transitional, supportive housing which means it is temporary and includes close supervision and required programming. More than 225 families have completed the program since it began in 1987 and at least one family has gone on to buy their own home after graduating from the program.

• Bernice's Place (BP): BP is our children's program that provides after-school and summertime tutoring, educational enrichment, and recreation for children ages 6-13 living in shelters, hotels, and low-income situations. Many of our children are living doubled and tripled up in units intended for one household. We transport children from school or "home" and bring them back.

Budget Detail

Elizabeth Coalition: Elizabeth Coalition to House the Homeless

Elizabeth Coalition to House the Homeless

Budget Category	State Funds	Other Funds	Total
ADM - Personnel			
Salaries/Wages			
salaries	$391,276.00		$391,276.00
Minor Category Sub-Total	$391,276.00		$391,276.00
Fringe Benefits			
Fringe	$117,530.00		$117,530.00
Minor Category Sub-Total	$117,530.00		$117,530.00
Major Category Sub-Total	$508,806.00		$508,806.00
ADM - Operating			
Equipment			
FFE	$30,000.00		$30,000.00
Minor Category Sub-Total	$30,000.00		$30,000.00
Utilities			
Phone/Internet	$1,203.00		$1,203.00
Minor Category Sub-Total	$1,203.00		$1,203.00
Insurance			
Liability/property	$63,530.00		$63,530.00
Minor Category Sub-Total	$63,530.00		$63,530.00
Audit			
Audit	$43,356.00		$43,356.00
Minor Category Sub-Total	$43,356.00		$43,356.00
Computer Services			
Computer Services	$1,387.00		$1,387.00
Minor Category Sub-Total	$1,387.00		$1,387.00

Budget Detail

Elizabeth Coalition: Elizabeth Coalition to House the Homeless

Elizabeth Coalition to House the Homeless

Budget Category	State Funds	Other Funds	Total
Payroll Services			
Payroll provider	$4,490.00		$4,490.00
Minor Category Sub-Total	$4,490.00		$4,490.00
Advertising			
Advertising	$10,523.00		$10,523.00
Minor Category Sub-Total	$10,523.00		$10,523.00
Space Cost			
Rent for office space	$18,000.00		$18,000.00
Minor Category Sub-Total	$18,000.00		$18,000.00
Major Category Sub-Total	$172,489.00		$172,489.00
PROGRAM - Personnel			
Salaries/Wages			
Staffing for programs	$84,220.00		$84,220.00
Minor Category Sub-Total	$84,220.00		$84,220.00
Fringe Benefits			
Fringe	$2,334.00		$2,334.00
Minor Category Sub-Total	$2,334.00		$2,334.00
Major Category Sub-Total	$86,554.00		$86,554.00
PROGRAM - Operating Cost			
Office Supplies			
Office supplies	$45,172.00		$45,172.00
Minor Category Sub-Total	$45,172.00		$45,172.00
Project Supplies			

Budget Detail

Elizabeth Coalition: Elizabeth Coalition to House the Homeless

Elizabeth Coalition to House the Homeless

Budget Category	State Funds	Other Funds	Total
Project supplies	$37,331.00		$37,331.00
Minor Category Sub-Total	$37,331.00		$37,331.00
Internet			
Internet	$8,654.00		$8,654.00
Minor Category Sub-Total	$8,654.00		$8,654.00
Other			
Other costs	$74,510.00		$74,510.00
Minor Category Sub-Total	$74,510.00		$74,510.00
Major Category Sub-Total	$165,667.00		$165,667.00
PROGRAM - Purchased Services			
Architect			
Architect for properties	$20,791.00		$20,791.00
Minor Category Sub-Total	$20,791.00		$20,791.00
Attorney			
attorney for property purchase and contruction permits/	$7,206.00		$7,206.00
Minor Category Sub-Total	$7,206.00		$7,206.00
Engineering			
Engineer for property construction/renovation	$12,912.00		$12,912.00
Minor Category Sub-Total	$12,912.00		$12,912.00
Major Category Sub-Total	$40,909.00		$40,909.00
PROGRAM - Carrying & Financing			
Other			
Carry and Financing for property purchases	$25,575.00		$25,575.00

Budget Detail

Elizabeth Coalition: Elizabeth Coalition to House the Homeless

Elizabeth Coalition to House the Homeless

Budget Category	State Funds	Other Funds	Total
Minor Category Sub-Total	$25,575.00		$25,575.00
Major Category Sub-Total	$25,575.00		$25,575.00
Total	$1,000,000.00		$1,000,000.00

Budget Summary
Elizabeth Coalition House the Homeless Operational Support
Elizabeth Coalition to House the Homeless

Budget Category	State Funds	Other Funds	Total
ADM - Personnel			
Salaries/Wages	$391,276.00		$391,276.00
Fringe Benefits	$117,530.00		$117,530.00
Sub-Total	$508,806.00		$508,806.00
ADM - Operating			
Equipment	$30,000.00		$30,000.00
Utilities	$1,203.00		$1,203.00
Insurance	$63,530.00		$63,530.00
Audit	$43,356.00		$43,356.00
Computer Services	$1,387.00		$1,387.00
Payroll Services	$4,490.00		$4,490.00
Advertising	$10,523.00		$10,523.00
Space Cost	$18,000.00		$18,000.00
Sub-Total	$172,489.00		$172,489.00
PROGRAM - Personnel			
Salaries/Wages	$84,220.00		$84,220.00
Fringe Benefits	$2,334.00		$2,334.00
Sub-Total	$86,554.00		$86,554.00
PROGRAM - Operating Cost			
Office Supplies	$45,172.00		$45,172.00
Project Supplies	$37,331.00		$37,331.00
Internet	$8,654.00		$8,654.00

Budget Summary
Elizabeth Coalition House the Homeless Operational Support
Elizabeth Coalition to House the Homeless

Budget Category	State Funds	Other Funds	Total
Other	$74,510.00		$74,510.00
Sub-Total	$165,667.00		$165,667.00
PROGRAM - Purchased Service			
Architect	$20,791.00		$20,791.00
Attorney	$7,206.00		$7,206.00
Engineering	$12,912.00		$12,912.00
Sub-Total	$40,909.00		$40,909.00
PROGRAM - Carrying & Financi			
Other	$25,575.00		$25,575.00
Sub-Total	$25,575.00		$25,575.00
Total	$1,000,000.00		$1,000,000.00

Elizabeth Coalition 2024
STATEMENT OF BOARD PRESIDENT

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:	
☒	I am in support of this application

COMMENTS

none

AGENCY DESCRIPTION

Briefly describe your agency and qualifications for implementing the proposed program project. Please include your agency's mission statement.

The Elizabeth Coalition to House the Homeless has provided services to the homeless and housing insecure for 42 years. Our work includes the construction/purchase/management of 4 permanent supportive homes for homeless residents, the provision of emergency services to the Union County community, the purchase and management of 2 transitional houses for working families, and an afterschool program/summer day camp for unhoused youth.

Signature of President of the Board of Treasury/Directors

Name of Board President:	Jeff Crum
Title of Board President:	Board President
Address:	118 Division Street
Address 2:	
City:	Elizabeth
Zip:	07201
President of the Board:	

Elizabeth Coalition 2024

STATEMENT OF MAYOR/COUNTY OFFICIAL

I have reviewed and/or discussed the above proposed grant application with the Named Applicant and make the following statement:	
☒	I am in support of this application and will work to integrate this service with others in this community, county and/or region.

COMMENTS

Character space limited. Original mailed. Copy sent via email

Signature of Mayor or County Official

Name:	J. Christian Bollwage
Title:	Mayor
Address:	50 Winfield Scott Plaza, Elizabeth
Zip	07201
Mayor or County Officer	Mayor

☒	I will/have mailed this attachment	☐	I will/have hand delivered this attachment

Elizabeth Coalition 2024
PROJECT NARRATIVE

Provide an estimate of the number of people your program will serve whose incomes are at or below 125% of the federal poverty level.	2165

LIST THE NEED(S) WHICH ILLUSTRATE THE REASON FOR THE PROJECT.

The Elizabeth Coalition to House the Homeless provides emergency services to Union County residents who are experiencing homelessness and housing insecure. In 2023, we served more than 2000 people and anticipate even more requests for assistance in 2024. The Coalition is also trying to address the shortage of affordable housing by creating new affordable units as the shortage is now beyond a crisis as the FMR is $1914 for a two bedroom, market rate is $2500 and luxury housing topping $3000 in the city of Elizabeth.

Elizabeth Coalition 2024
AGENCY CAPACITY

DESCRIBE YOUR AGENCY'S CAPACITY TO SUCCESSFULLY EXECUTE THE PROJECT.

The Elizabeth Coalition has successfully provided social services to an ever growing number of homeless and housing insecure Union County residents . We have risen funds, created, and continue to manage 4 properties of affordable supportive housing. We are currently developing a 5th property. for 42 years,the agency has continued to manage 4 emergency programs: after-school/summer day camp for homeless youth, an emergency drop in center that offers case management, homeless prevention rental assistance, rapid rehousing rent and sheltering in the local hotels. The agency manages a budget of $2.2 million.

Elizabeth Coalition 2024
SCHEDULE A: PERSONNEL

Name of Employee: Linda M. Flores-Tober

Position/Title: Executive Director

New Position: Yes X No

Vacant Position: Yes X No

Annual Salary: $80,000.00

Annual Salary Requested from State: $80,000.00

Standard Weekly Work Hours: 40

Weekly Hours on this Project: 40

% of Hours on this Project: 100

% of salary from State: 100

Responsibilities/Duties:

• Collaborate with the board of Directors to identify, create and implement strategic plans to actualize business objectives.
• Identify, recruit, train and develop a talented team of employees who lead critical departments and manage strategic business functions.
• Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
• Develop the organizational culture and promote transparency and collaboration throughout the organization.

Elizabeth Coalition 2024

OTHER SOURCES OF FUNDING RELATED TO THIS APPLICATION

Source	Amount	Code
Private Grants from Foundations and Funds	$466,000.00	(PF)
Rental Income	$123,000.00	(PF)
Fundraising Events	$230,000.00	(PF)
Unsolicited Contributions	$154,000.00	(PF)
Total Funds From Other Sources Related To This Application Only	$973,000.00	

Elizabeth Coalition 2024

CERTIFICATION SHEETS

If your Agency type is not required to answer any of the questions below, click the N/A radio button				
1.	I certify that this agency is not delinquent on any Federal or State debt.	☑ Yes	☐ No	☐ N/A
2.	I understand that payments from NJDCA will depend on our submission of all required grant reports.	☑ Yes	☐ No	☐ N/A
3.	I certify that neither members of our organization's governing body nor members of their families will receive any direct or indirect personal or monetary gain from the funding of this grant.	☑ Yes	☐ No	☐ N/A
4.	I certify that our organization's Certification of System for Award Management(SAM) is valid and current.	☑ Yes	☐ No	☐ N/A
5.	I certify that neither members of our organization's governing body nor members of their families serve on any board, council, commission, committee, or task force that has regulatory authority or advising influence on the funding program.	☑ Yes	☐ No	☐ N/A
	If no, please explain:			
Non-government Agencies only—				
6.	If our agency has **not** received funds from NJDCA for the current State Fiscal Year, I will submit our organization's most recent audit.	☑ Yes	☐ No	☐ N/A
7.	The information contained in the Board of Directors list in our Agency Information is adequate and up-to-date at the time of this application.	☑ Yes	☐ No	☐ N/A

Elizabeth Coalition 2024

CERTIFICATION SHEETS

ATTACHMENTS			
Certification Regarding Debarment and Suspension - Schedule G			
I will upload this attachment ☑	Not applicable ☐	433349-319008-schedule g.pdf	
Certification Regarding Lobbying - Schedule H			
I will upload this attachment ☑	Not applicable ☐	433349-319010-scheduleh_2010 true 2.pdf	
Resolution - Schedule I Or Local Match Only - Schedule I			
I will upload this attachment ☑	Not applicable ☐	433349-319012-20240118_141844.pdf	
IRS Determination Letter (New Applicants, Non-profit, Non-government only)			
I will upload this attachment ☑	Not applicable ☐		
433349-319042-501c3 documents.pdf			
Organizational Chart (Non-government only)			
I will upload this attachment ☑	Not applicable ☐		
433349-319020-organizational chart.doc			
Application Cover Page			
I will upload this attachment ☑	Not applicable ☐	433349-319014-application cover sheet.pdf	
Please upload any third party agreement(s) that may be pertinent to this grant. (see application instructions for specific details)			