

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2015 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions for assistance with completing the application in e-snaps.
- Answering all questions in the CoC Application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing so, please keep in mind that:
 - This year, CoCs will see that a few responses have been imported from the FY 2013/FY 2014 CoC Application. Due to significant changes to the CoC Application questions, most of the responses from the FY 2013/FY 2014 CoC Application could not be imported.
 - For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applicants in their Project Applications.
 - Some questions require that the Collaborative Applicant attach a document to receive credit. This will be identified in the question.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1A-1. CoC Name and Number: NJ-510 - Lakewood Township/Ocean County CoC

1A-2. Collaborative Applicant Name: Ending Homelessness Group

1A-3. CoC Designation: CA

1A-4. HMIS Lead: NJ Housing Mortgage Finance Agency

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	No
Law Enforcement	No	No	No
Local Jail(s)	Yes	Yes	Yes
Hospital(s)	No	No	No
EMT/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	No
Substance Abuse Service Organizations	Yes	Yes	No
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	No	No	No
CoC Funded Youth Homeless Organizations	Not Applicable	Not Applicable	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	Not Applicable	Not Applicable	Not Applicable
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	No
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Not Applicable	Not Applicable	Not Applicable
Other homeless subpopulation advocates	Yes	Yes	No
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness in the geographic area or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question. (limit 1000 characters)

CoC meetings are open to all interested persons. Meeting notices are distributed via email and posted on the CoC website. The CoC members and Lead Agency do targeted outreach to community members to encourage participation on committees.

The advocacy committee was created based on service organizations expressing their concerns with accessing mainstream benefits for clients at a CoC meeting. The mental health association and habitat for humanity expressed the need for a committee to develop recommendations to improve procedures and communication as a way of increasing accessibility. The Executive Committee approved the committee & the group meets monthly

The Board approves all subcommittees and their areas of focus. The Board includes: the Ocean County Jail, a shelter – Interfaith Hospitality Network, prevention organizations – Salvation Army, Habitat for Humanity, Catholic Charities the Ocean County Workforce Investment Agency, and a formerly homeless person.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on the CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
Ocean's Harbor House	Yes	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
Catholic Charities - Providence House	Yes	Yes

1B-2. Does the CoC intend to meet the timelines for ending homelessness as defined in Opening Doors?

Opening Doors Goal	CoC has established timeline?
End Veteran Homelessness by 2015	No
End Chronic Homelessness by 2017	No
End Family and Youth Homelessness by 2020	No
Set a Path to End All Homelessness by 2020	No

**1B-3. How does the CoC identify and assign the individuals, committees, or organizations responsible for overseeing implementation of specific strategies to prevent and end homelessness in order to meet the goals of Opening Doors?
 (limit 1000 characters)**

The CoC committees are authorized through the by-laws or approval of the CoC Board. The CoC Board and committee membership may assign additional tasks to subcommittees as it sees appropriate.

The Permanent Housing Committee is identifying permanent housing opportunities for special populations (chronically homeless, families, youth, veterans) and general housing.

The data committee sets the system performance standards and reviews HMIS reports on system and program performance. This will assist in monitoring progress towards implementing strategies and meeting goals.

The Community mapping committee is defining the current homeless system structure and making recommendations for improvements to increase accessibility and develop a coordinated process. This will set a path for ending all homelessness.

All committees report work completed to the full membership and the Board. The Board is responsible for oversight and reviews committee progress.

1B-4. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for any new projects in 2015. (limit 1000 characters)

The CoC local selection process is open to all interested agencies that meet the minimum HUD requirements for funding as described in the HEARTH regulations and FY2015 NOFA. The local request for proposals is distributed via email listservs and announcements at a variety of local planning meetings. The CoC Lead Agency was available to answer any questions about the eligible uses of HUD funding and the local selection criteria for any agencies interested in applying for funds. Several new agencies communicated via email and phone to understand the funding available and minimum requirements. The scoring tool used to evaluate proposals took into consideration an agencies capacity to operate the program as well as their experience with providing the particular service indicated in the application, serving the population identified and/or past experience with HUD funding.

1B-5. How often does the CoC invite new members to join the CoC through a publicly available invitation?

Bi-Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1C-1. Does the CoC coordinate with other Federal, State, local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	No
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
HeadStart Program	Yes
Other housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, as amended, requires CoCs to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program interim rule at 24 CFR 578.7(c)(4) requires that the CoC provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110(b)(1) requires that the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number	Percentage
Number of Con Plan jurisdictions with whom the CoC geography overlaps	4	
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1	25.00%
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1	25.00%
How many of the Con Plan jurisdictions are also ESG recipients?	1	
How many ESG recipients did the CoC participate with to make ESG funding decisions?	0	0.00%
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	0	0.00%

**1C-2a. Based on the responses selected in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency, extent, and type of interactions between the CoC and the Consolidated Plan jurisdiction(s).
(limit 1000 characters)**

The Ocean County Division of Planning is responsible for the Ocean County ConPlan jurisdiction. The Division of planning is an active member of the CoC and participates in bi-monthly planning meetings for about 2 hours per every two months.

Through phone calls, emails and meetings the CoC provided information for the consolidated planning process from PIT and HMIS data. In addition, the CoC provided detailed information about the current strategies and plans being developed to address and end homelessness in the CoC region.

**1C-2b. Based on the responses selected in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities.
(limit 1000 characters)**

The State of New Jersey Department of Community Affairs is the ESG recipient that covers the Ocean county region. NJ DCA provides limited opportunity for input into ESG funding from CoCs across the state. The CoC participated in the DCA public comment period and comments were submitted by CoC member organizations during the review of the State Action Plan.

The CoC does not currently have any ESG funded programs within its region. However, should a local program receive ESG funding, the CoC shall apply local performance standards to that project and review project progress in accordance with the local standards.

**1C-3. Describe the how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld.
(limit 1000 characters)**

Catholic Charities Providence House operates the Domestic Violence Agency. Providence House is an active member of the CoC and a former CoC funded program. The CoC has established a process in which all victims of domestic violence are referred to the DV hotline operated by Providence House and assessed for their level of safety risk and needs for DV specific services. Households without an immediate DV need may be referred back to the general homeless system for services. In the event that the local DV safe house is full and a client's safety is at risk, clients are referred/placed in other safe houses located in other CoC/county regions. Providence House maintains a database in which they collect client information, however that database is internal to the agency and identifiable client information is not shared. The agency provides aggregate reports to the CoC when discussing the needs in the community and the prevalence of domestic violence cases encountered.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between October 1, 2014 and March 31, 2015, and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. (Full credit consideration may be given for the relevant excerpt from the PHA's administrative planning document(s) clearly showing the PHA's homeless preference, e.g. Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate).

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 10/1/14 to 3/31/15 who were homeless at entry	PHA has General or Limited Homeless Preference
Lakewood Township Residential Assistance Program	0.00%	No
Lakewood Housing Authority	0.00%	No
Brick Housing Authority	0.00%	No
Berkeley Housing Authority	0.00%	No

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Within the Ocean County CoC region there are several mental health service providers that receive funding through state programs for housing and services targeted towards those at risk of hospitalization in state mental health institutions. The "At Risk" vouchers have been used in the community to serve the homeless population with mental health issues.

In New Jersey LIHTC projects are incentivized to set aside at least 5 units for homeless and/or special needs populations. Since the development of this incentive 11 new tax credit projects have been funded creating 55 new units set aside for the homeless and special needs populations.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply. For "Other," you must provide a description (2000 character limit)

Engaged/educated local policymakers:	<input type="checkbox"/>
Engaged/educated law enforcement:	<input type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1D-1. Select the systems of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	<input type="checkbox"/> X <input type="checkbox"/>
Health Care:	<input type="checkbox"/> X <input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/> X <input type="checkbox"/>
Correctional Facilities	<input type="checkbox"/> X <input type="checkbox"/>
None:	<input type="checkbox"/> <input type="checkbox"/>

1D-2. Select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	<input type="checkbox"/> X <input type="checkbox"/>
Health Care:	<input type="checkbox"/> X <input type="checkbox"/>
Mental Health Care:	<input type="checkbox"/> X <input type="checkbox"/>
Correctional Facilities:	<input type="checkbox"/> X <input type="checkbox"/>
None:	<input type="checkbox"/> <input type="checkbox"/>

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness.
(limit 1000 characters)**

not applicable

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

CoCs are required by the CoC Program interim rule to establish a Centralized or Coordinated Assessment system – also referred to as Coordinated Entry. Based on the recent Coordinated Entry Policy Brief, HUD’s primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible regardless of where or how people present for assistance. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of a well-developed coordinated entry processes can result in severe hardships for persons experiencing homelessness who often face long wait times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

**1E-1. Explain how the CoC’s coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

Ocean County is working towards developing a coordinated assessment process. The CoC is in the planning phase and intends to develop a system within the next year.

Currently in Ocean County all persons seeking assistance for homeless needs are screened by the Board of Social Services for eligibility in mainstream benefits programs. The majority of the shelter beds within the community are provided through the Board of Social Services Emergency Assistance program. A few additional beds are available through local churches and rotating shelters. All of these programs connect their clients with the Board of Social Services to ensure they access all of the benefits for which they are eligible. There are several outreach programs operating in the county that work to identify unsheltered households and connect them to the Board of Social Services and shelter where possible.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If the organization or person does not exist in the CoC's geographic area, select "Not Applicable." If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participates in Ongoing Planning and Evaluation	Makes Referrals to the Coordinated Entry Process	Receives Referrals from the Coordinated Entry Process	Operates Access Point for Coordinated Entry Process	Participates in Case Conferencing	Not Applicable
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Administrators/Homeless Liaisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2015 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2015 CoC Program Competition?	9
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	1
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2015 CoC Program Competition?	8
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2015 CoC Competition?	100.00%

1F-2. In the sections below, check the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2015 CoC Program Competition. (Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.)

Type of Project or Program (PH, TH, HMIS, SSO, RRH, etc.)	<input checked="" type="checkbox"/>
Performance outcomes from APR reports/HMIS	
Length of stay	<input checked="" type="checkbox"/>
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Monitoring criteria	
Participant Eligibility	<input checked="" type="checkbox"/>
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
Need for specialized population services	
Youth	<input type="checkbox"/>
Victims of Domestic Violence	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>
	<input type="checkbox"/>
None	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

In the local selection process the CoC assigned bonus points to projects serving the chronically homeless. In order to receive bonus points renewal projects had to demonstrate that they were serving chronically homeless households through HMIS information. Up to 5 bonus points were assigned based on the ratio of chronically homeless participants served.

In accordance with the HUD NOFA, all new permanent supportive housing projects were required to serve 100% chronically homeless households.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. In addition, describe how the CoC made this information available to all stakeholders. (Evidence of the public posting must be attached) (limit 750 characters)

The CoC announced the local application process at community meetings. In addition, the announcement was sent out via email and posted on the CoC website. The announcement included the CoC funding priorities, application, and scoring criteria. Renewal projects were also informed of the desk monitoring process that would factor into their score for the local selection process.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2015 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached.) 11/17/2015

1F-5. Did the CoC use the reallocation process in the FY 2015 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) No

1F-5a. If the CoC rejected project application(s) on what date did the CoC and Collaborative Applicant notify those project applicants their project application was rejected in the local CoC competition process? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 10/14/2015

1F-6. Is the Annual Renewal Demand (ARD) in the CoC's FY 2015 CoC Priority Listing equal to or less than the ARD on the final HUD-approved FY 2015 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

Monitoring includes performance review, compliance & agency participation in planning. Every other year the CoC Lead Agency conducts an on-site monitoring and in the off years there is an off-site desk monitoring.

For performance the CoC reviews HMIS records for stability in permanent housing, movement to permanent housing, connection and increase in income and benefits.

For compliance the CoC reviews HMIS records and APRs, close-out certifications, eLOCCS screen shots and other material to evaluate timely submission of APRs, whether the project serves eligible participants, the amount of funds returned to HUD, program utilization rates, data quality, regular drawdown of funding, use of funds for eligible activities, appropriate inspection process, participation of homeless or formerly homeless persons in policy making body, appropriate records maintained and length of record retention.

For participation the CoC evaluates attendance at CoC meetings and sub-committees.

1G-2. Did the Collaborative Applicant review and confirm that all project applicants attached accurately completed and current dated form HUD 50070 and form HUD-2880 to the Project Applicant Profile in e-snaps? Yes

1G-3. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2A-1. Does the CoC have a governance charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the charter itself or by reference to a separate document like an MOU? In all cases, the CoC's governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or the attached MOU. ALT, 3-6

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)? AWARDS
Applicant will enter the HMIS software name (e.g., ABC Software).

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Foothold Technology, Inc.
Applicant will enter the name of the vendor (e.g., ABC Systems).

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Multiple CoCs

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$0
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$0

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
City	\$0
County	\$6,000
State	\$0
State and Local - Total Amount	\$6,000

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$9,000
Other - Total Amount	\$9,000

2B-2.6 Total Budget for Operating Year	\$15,000
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy): 05/15/2015

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

Project Type	Total Beds in 2015 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter beds	64	27	0	0.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	51	39	12	100.00%
Rapid Re-Housing (RRH) beds	2	0	2	100.00%
Permanent Supportive Housing (PSH) beds	134	0	94	70.15%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months. (limit 1000 characters)

Within Emergency Shelter bed, there are a number of faith based programs that shelter the homeless that are not currently on HMIS. There is also a youth program that has recently begun entering information in the system. The majority of the Emergency Shelter beds are provided through emergency assistance administered by the local welfare agency.

For Permanent Housing programs, there are a number of HUD VASH beds that are not currently entered in HMIS and will not be for the foreseeable future. There is one program that was not previously entering information in HMIS that has since begun entering information since the submission of the HIC.

The CoC Data subcommittee reviews HMIS coverage rates and has begun to address the low coverage rates in emergency shelter beds. The committee has begun conversations with homeless service agencies to identify the primary barriers to HMIS data entry.

**2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below.
(limit 1000 characters)**

VA Domiciliary (VA DOM):	<input type="checkbox"/>
VA Grant per diem (VA GPD):	<input type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Quarterly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period of October 1, 2013 through September 30, 2014.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	2%	36%
3.3 Date of birth	0%	1%
3.4 Race	1%	4%
3.5 Ethnicity	4%	3%
3.6 Gender	0%	0%
3.7 Veteran status	7%	3%
3.8 Disabling condition	2%	4%
3.9 Residence prior to project entry	10%	9%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	2%	2%
3.15 Relationship to Head of Household	1%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	12%	1%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>

	<input type="checkbox"/>
None	<input type="checkbox"/>

2D-3. If you submitted the 2015 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 12

2D-4. How frequently does the CoC review data quality in the HMIS? Bi-Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both? Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the federal partner program and the anticipated start date. (limit 750 characters)

There are no VA Grant and Per Diem programs within the CoC region
There is one SSVF provider that is not currently participating in the CoC HMIS although the agency does record information in their own HMIS database from another CoC. The agency is currently working with the HMIS Lead Agency to determine the data upload possibilities and anticipates entering data in the system by

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. This information helps inform Congress' funding decisions, and it is vital that the data reported is accurate and of high quality.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy): 02/04/2015

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Yes

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX, (mm/dd/yyyy): 05/15/2015

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

The CoC utilized a complete census count of the sheltered population using client level surveys and HMIS data to complete the count. Each shelter provider completed a program level survey to identify the total number of people served on the night of the count. The number of client level surveys submitted was compared to the program level survey to ensure accuracy of the client level survey coverage.

Both HMIS and the client level surveys contained identifying information that allowed for comparison of surveys and de-duplication.

The CoC selected this method as it provided the most accurate way of collecting information about the total number of people served and the population characteristics.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the PIT count). (limit 1000 characters)

Not Applicable

2F-5. Did your CoC change its provider coverage in the 2015 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2015 sheltered count. (limit 750 characters)

There are several churches throughout the county that shelter individuals in settings that are not established shelters. The churches offering this service change from year to year according to the needs they see in their local area. A few of the churches that sheltered homeless individuals in 2014 did not offer the same service in 2015 and did not participate in the count. In addition there was a new sheltering program that opened up in the community that participated in the 2015 PIT count.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input type="checkbox"/>
Provider follow-up:	<input type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2014 to 2015 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

The CoC coordinated an increased number of volunteers for the Point in Time Count. With this increase in volunteers, the CoC provided extensive training to ensure all sheltering agencies understood the purpose of the survey and the process for completing it.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 02/04/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Yes

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/15/2015

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 PIT count:

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology. (limit 1000 characters)

The unsheltered count was completed through administration of client level surveys to all persons encountered in known locations on the night of the count. In addition the CoC completed service based counts at local project homeless connect events, soup kitchens and drop-in centers.

The methodology of known locations and service based counts was selected because of the suburban nature of the region. This method allowed for the best use of the limited number of volunteers available and the most effective coverage of the region.

A client level survey was completed with every unsheltered person in order to accurately identify the total population and collect population characteristics. In addition, the survey contained identifying information to allow for accurate de-duplication.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count). (limit 1000 characters)

Not Applicable

2I-4. Does your CoC plan on conducting an unsheltered PIT count in 2016? Yes

(If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey question:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

The CoC expanded the use of project homeless connect events and survey sites to increase the coverage of the unsheltered PIT count. New service agencies and volunteers were engaged in the planning and implementation of the PIT count and extensive training was provided to ensure all volunteers were prepared to administer the PIT survey.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2014 and 2015 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2014 PIT (for unsheltered count, most recent year conducted)	2015 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	627	605	-22
Emergency Shelter Total	523	561	38
Safe Haven Total	0	0	0
Transitional Housing Total	46	27	-19
Total Sheltered Count	569	588	19
Total Unsheltered Count	58	17	-41

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, CoCs must use the table below to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2013 and September 30, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Unduplicated Total sheltered homeless persons	614
Emergency Shelter Total	620
Safe Haven Total	0
Transitional Housing Total	28

3A-2. Performance Measure: First Time Homeless.

Describe the CoC’s efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time.

(limit 1000 characters)

The data committee runs an annual report of the first time homeless population from HMIS. The report looks at residency prior to homelessness, income & benefits, family make-up and disabling conditions. This information is used to build a profile of first time homeless households. This profile is compared to that of households receiving prevention assistance from HMIS entering programs. The data committee builds the profiles and discusses data accuracy. This information is shared with the larger CoC for discussion with prevention programs to determine accuracy.

The CoC and exec committee are working to identify potential priorities that can be put in place for prevention funds. The CoC will explore the development of a diversion process to help ensure those with resources are assisted in maintaining their housing.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

The CoC reviews data reports from HMIS regarding the length of program stay. This information is looked at closely in relation to emergency shelter and transitional housing programs. With the recent changes in HMIS, the data committee will review information regarding number of months homeless in the previous 3 years in conjunction with length of program stay information to develop a comprehensive look at the average lengths of homelessness.

The CoC intends to work with permanent housing providers in the community to create a priority for the long-term homeless.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

In the chart below, CoCs must indicate the number of persons in CoC funded supportive services only (SSO), transitional housing (TH), and rapid re-housing (RRH) project types who exited into permanent housing destinations between October 1, 2013 and September 30, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Persons in SSO, TH and PH-RRH who exited	0
Of the persons in the Universe above, how many of those exited to permanent destinations?	0
% Successful Exits	0.00%

3A-4b. Exit To or Retention Of Permanent Housing:

In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2013 and September 31, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Persons in all PH projects except PH-RRH	101
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	93
% Successful Retentions/Exits	92.08%

3A-5. Performance Measure: Returns to Homelessness:

Describe the CoC’s efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe at least three strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

The HMIS lead agency is working with the HMIS vendor to develop a process to track returns to homelessness within the HMIS system. The CoC works to ensure target populations do not return to homelessness once permanently housed. In the winter of 2013/2014 a municipality provided 1 year of temporary rental assistance to house about 80 persons living in an encampment that was due to close. The CoC worked with the community agency responsible for connecting those individuals to housing. The CoC assisted the primary service agency in connecting those household identified as at risk for becoming homeless again with additional supportive service providers to help build stability in housing.

3A-6. Performance Measure: Job and Income Growth.

Describe specific strategies implemented by CoC Program-funded projects to increase the rate by which homeless individuals and families increase income from employment and non-employment sources (include at least one specific strategy for employment income and one for non-employment related income, and name the organization responsible for carrying out each strategy). (limit 1000 characters)

The CoC monitors participant connection to employment and benefits. The Board of Social Services (BSS) is responsible for connecting eligible households with mainstream benefits such as TANF and GA. The BSS is an active member of the CoC and provides information to all providers at CoC meetings about the programs and how clients access benefits. The CoC requires all programs to connect clients to the BSS to ensure households are maximizing the resources for which they are eligible. The BSS recently implemented a strategy of including navigators in the general waiting rooms to help households better understand the program which they may be eligible for, understand the paperwork required and answer general questions about the process. The BSS has also partnered with the mental health association which offers client advocate services to anyone needing additional assistance in the process of connecting to benefits.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income. (limit 1000 characters)

The Ocean County Workforce Investment Board is managed through the Ocean County Department of Human Services. The Department is a strong member of the CoC Executive Board. In addition the Ocean County PIC Job Training and Employment Information is a member of the CoC Executive Committee. Additionally, there are several mental health service providers active in the CoC that provide supported employment services to their clients. Currently about 18% of households served in CoC funded programs are connected to employment income.

The CoC encourages programs to connect their participants to income and employment services wherever possible and makes information about those services available at each CoC meeting.

3A-7. Performance Measure: Thoroughness of Outreach.

How does the CoC ensure that all people living unsheltered in the CoC's geographic area are known to and engaged by providers and outreach teams? (limit 1000 characters)

There are 3 outreach teams that serve the CoC geographic region. These outreach teams cover 3 different geographic areas in the community and conduct outreach through service based connections and known/suspected street & encampment locations. The street outreach teams routinely connect clients to the Board of Social Services so that those living on the street can be connected to benefits for which they are eligible and possible hotel placements as part of the Emergency Assistance program which is the largest sheltering program in the CoC. Outreach programs work closely with community providers and also have access to limited rental assistance vouchers enabling them to house eligible unsheltered households. Encounters with unsheltered households are tracked in HMIS.

3A-7a. Did the CoC exclude geographic areas from the 2015 unsheltered PIT count where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)? No

3A-7b. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count? (limit 1000 characters)

Not Applicable

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors, Federal Strategic Plan to Prevent and End Homelessness (as amended in 2015) establishes the national goal of ending chronic homelessness. Although the original goal was to end chronic homelessness by the end of 2015, that goal timeline has been extended to 2017. HUD is hopeful that communities that are participating in the Zero: 2016 technical assistance initiative will continue to be able to reach the goal by the end of 2016. The questions in this section focus on the strategies and resources available within a community to help meet this goal.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	120	172	52
Sheltered Count of chronically homeless persons	96	165	69
Unsheltered Count of chronically homeless persons	24	7	-17

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, decrease, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2015 compared to 2014. To possibly receive full credit, both the overall total and unsheltered changes must be addressed. (limit 1000 characters)

The CoC experienced 70% decrease in the unsheltered chronically homeless population. This is directly related to the closing of two known encampments. Through a settlement with the municipality, persons living in the encampment were placed in permanent housing with 1 year of rental assistance provided.

The CoC experienced a 71% increase in the sheltered chronically homeless population. This increase is a result of the limited housing and long term rental assistance in Ocean County. The majority of the chronically homeless population is sheltered in local hotels and motels paid for by the Board of Social Services. Although eligible to move to an apartment, the housing stock in Ocean County has been severely impacted by Hurricane Sandy and has not yet recovered. As a result, the chronically homeless are the least able to access the limited permanent housing options.

3B-1.2. From the FY 2013/FY 2014 CoC Application: Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015. (read only)

Over the next 2 years the CoC will take the following actions to increase permanent housing for the chronically homeless:

1. New CoC funds will be prioritized for the Chronically Homeless. During the FY2013 process funding has been reallocated to create 3 new units of permanent housing. In FY2014 the CoC anticipates creating additional new units of housing through the CoC funding
2. The CoC is working with all permanent housing providers to secure a commitment to prioritize chronically homeless individuals and families at turnover. In FY2014 the CoC will work to secure additional units at turnover by working to have programs prioritize 50% of their beds to the chronically homeless.
3. The CoC will monitor the rapid lease up of 17 recently awarded vouchers dedicated to the chronically homeless

3B-1.2a. Of the strategies listed in the FY 2013/FY 2014 CoC Application represented in 3B-1.2, which of these strategies and actions were accomplished? (limit 1000 characters)

1. The CoC received HUD funding for 3 new units of permanent housing for chronically homeless persons during the FY2014 application cycle. The agency awarded funds has leased up those units as of August 2015.
2. The CoC has not secured a priority for the chronically homeless in the non-dedicated CoC funded beds
3. The CoC has monitored the lease up of the new units of housing funded through the CoC. Currently all CoC funded units that have signed grant agreements are leased up.

3B-1.3. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count, as compared to those identified on the 2014 Housing Inventory Count.

	2014	2015	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	19	22	3

3B-1.3a. Explain the reason(s) for any increase, decrease or no change in the total number of PSH beds (CoC Program and non CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count compared to those identified on the 2014 Housing Inventory Count. (limit 1000 characters)

The CoC was awarded new project funding through the FY2014 CoC application. This project provided 3 additional beds of permanent housing to chronically homeless households in the CoC.

3B-1.4. Did the CoC adopt the orders of priority in all CoC Program-funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status ? No

3B-1.4a. If “Yes”, attach the CoC’s written standards that were updated to incorporate the order of priority in Notice CPD-14-012 and indicate the page(s) that contain the CoC’s update.

3B-1.5. CoC Program funded Permanent Supportive Housing Project Beds prioritized for serving people experiencing chronic homelessness in FY2015 operating year.

Percentage of CoC Program funded PSH beds prioritized for chronic homelessness	FY2015 Project Application
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Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness.

42

Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness that will be made available through turnover in the FY 2015 operating year.

0

Based on all of the renewal project applications for PSH, enter the estimated number of PSH beds made available through turnover that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.

0

This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.

0.00%

3B-1.6. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.6a. If “Yes,” what are the strategies implemented by the CoC to maximize current resources to meet this goal? If “No,” what resources or technical assistance will be implemented by the CoC to reach the goal of ending chronically homeless by 2017? (limit 1000 characters)

The CoC will implement the following strategies to accomplish the goal of ending chronic homelessness.

1. The CoC will build relationships with local housing authorities to introduce them to the goals of the CoC and encourage them to create a preference for homeless households with a prioritization for chronically homeless households.
2. The CoC will work with housing developers (for-profit and non-profit) to encourage the creation of housing for the homeless with a preference for chronically homeless.
3. The CoC will provide technical assistance to service providers to introduce/encourage the use of housing first program models.
4. The CoC will work with local providers to ensure they secure resources from state funding sources that provide opportunities for housing and services for the homeless.

3B. Continuum of Care (CoC) Strategic Planning Objectives

Objective 2: Ending Homelessness Among Households with Children and Ending Youth Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending family (Households with Children) and youth homelessness by 2020. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2015 Operating year? (Check all that apply).

Vulnerability to victimization:	<input type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter. (limit 1000 characters)

The CoC will create a coordinated assessment process that identifies the housing barriers of all households and provides the basis for a housing plan that will facilitate movement to permanent housing as quickly.

The CoC will work with local providers to develop a rapid re-housing program that targets homeless families.

3B-2.3. Compare the number of RRH units available to serve families from the 2014 and 2015 HIC.

	2014	2015	Difference
RRH units available to serve families in the HIC:	5	0	-5

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input checked="" type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

PIT Count of Homelessness Among Households With Children

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	97	120	23
Sheltered Count of homeless households with children:	97	119	22
Unsheltered Count of homeless households with children:	0	1	1

3B-2.5a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless households with children in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

The CoC experienced an increase in the number of homeless families between 2014 and 2015.

The homeless family population has increase in the community due to the shrinking rental market. After Hurricane Sandy, many owner and rental units were destroyed. The destruction of homeowner units forced an increased number of households into the renter market driving up rental prices. The recovery in the region has been slow and there are still many homeowners that are displaced and in rental units as they continue to wait for their homes to be repaired. This has resulted in few rental units available for the working poor and those at risk of homelessness pushing more households into homelessness. In addition, many households in the southern part of the region have been impacted by the closure of casinos in Atlantic County eliminating their income base and pushing them into homelessness.

3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth (under age 18, and ages 18-24), including the following:

Human trafficking and other forms of exploitation?	No
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth (under age 18, and ages 18-24) for housing and services during the FY2015 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth (under age 18, and ages 18-24) served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2013 (October 1, 2012 - September 30, 2013) and FY 2014 (October 1, 2013 - September 30, 2014).

	FY 2013 (October 1, 2012 - September 30, 2013)	FY 2014 (October 1, 2013 - September 30, 2014)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	1	0	-1

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 is lower than FY 2013, explain why. (limit 1000 characters)

The Ocean CoC has a very small population of unsheltered youth. The majority of youth in the community are couch surfing or in shelters paid for through Emergency Assistance. Harbor House, the youth service provider in the community, works to connect with homeless and at risk youth. The outreach efforts of the organization attempt to reach the youth before they are homeless on the street and connect them with the appropriate shelter and services needed to stabilize them.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2015 to projected funding for CY 2016.

	Calendar Year 2015	Calendar Year 2016	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$980,000.00	\$980,000.00	\$0.00
CoC Program funding for youth homelessness dedicated projects:	\$0.00	\$0.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$980,000.00	\$980,000.00	\$0.00

3B-2.10. To what extent have youth housing and service providers and/or State or Local educational representatives, and CoC representatives participated in each other's meetings over the past 12 months?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	1
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	0
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	6

3B-2.10a. Given the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local education liaisons and State educational coordinators. (limit 1000 characters)

The CoC is working to build stronger relationships with the local education liaisons. The LEA attended a CoC subcommittee within the last 12 months. During this meeting information was exchanged regarding services available in the local system and services available for homeless students. The CoC has invited the LEA to present at an upcoming CoC meeting in CY2016.

During the PIT preparation timeframe, the CoC conducts outreach to all the schools and homeless liaisons in the region to encourage participation in the Count. The CoC offers training and additional information to the schools in order to enhance their participation in the count.

Harbor House, the primary youth service provider, is an active member of the CoC and participates in the bi-monthly meetings as well as the sub-committee meetings.

3B-2.11. How does the CoC make sure that homeless participants are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. In addition, include how the CoC, together with its youth and educational partners (e.g. RHY, schools, juvenile justice and children welfare agencies), identifies participants who are eligible for CoC or ESG programs. (limit 2000 characters)

All programs serving school-aged youth complete a preliminary educational assessment upon family/youth enrollment in their programs. Youth in need of educational services or assistance with connecting to their home school district are connected to the homeless liaisons in their home district and provided with the services necessary to stabilize their education.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2015. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	6	7	1
Sheltered count of homeless veterans:	5	6	1
Unsheltered count of homeless veterans:	1	1	0

3B-3.1a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless veterans in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

There was an overall increase in the number of homeless veterans in the region. The unsheltered veteran population did not change. This is likely due to the limited shelter resources available in the community. Those ineligible for Emergency Assistance through the mainstream benefits programs are unable to access emergency shelter placement. The sheltered veterans population increased along with the family population due to the limited rental housing market in the area.

3B-3.2. How is the CoC ensuring that Veterans that are eligible for VA services are identified, assessed and referred to appropriate resources, i.e. HUD-VASH and SSVF? (limit 1000 characters)

There are two veteran's organizations in the community that conduct outreach among homeless and at-risk veterans. Vet group has long served the Ocean County region connecting homeless veterans to VA benefits and domiciliary programs. When necessary, and provided resources are available, Vetgroup has temporarily sheltered veterans as they work to connect them with programs.

Soldier On is the SSVF provider in the community and works closely with VETgroup and other homeless service providers to identify veterans and connect them with SSVF and HUD VASH resources.

All veterans are referred to Vetgroup and Soldier On where they are connected to eligibility specialist that determine the eligibility for VA programs. Both Vetgroup and Soldier On provide transportation and case management as necessary to assist homeless veterans in accessing the programs.

3B-3.3. For Veterans who are not eligible for homeless assistance through the U.S Department of Veterans Affairs Programs, how is the CoC prioritizing CoC Program-funded resources to serve this population? (limit 1000 characters)

Vet group works with veterans to help them determine their eligibility for VA programs. When possible, Vetgroup assists veterans in addressing less than honorable discharge issues that prevent their eligibility and work to help them change their record in order to gain access to VA programs.

For veterans ineligible for VA programs, they are connected with local resources provided through veterans organizations.

One of the local housing developers is in the process of developing tiny homes that will include a priority for homeless veterans. These units will target those veterans ineligible for HUD VASH or SSVF services.

3B-3.4. Compare the total number of homeless Veterans in the CoC AND the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2015 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2015	% Difference
Total PIT count of sheltered and unsheltered homeless veterans:	10	7	-30.00%

Unsheltered count of homeless veterans:	1	1	0.00%
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3B-3.5. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2015. No

This question will not be scored.

3B-3.5a. If “Yes,” what are the strategies being used to maximize your current resources to meet this goal? If “No,” what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2015? (limit 1000 characters)

The CoC is on target to end veteran homelessness, however this will likely occur in 2016/2017.

OCEAN Inc, a non-profit housing developer in the community, is developing affordable housing throughout Ocean County, including tiny homes that will target homeless veterans. The tiny homes project will create 36 new units for special needs populations. OCEAN Inc has applied for state funded rental assistance vouchers dedicated to homeless veterans. If awarded, there will be increased opportunities to serve homeless and at risk veterans in the community.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and mainstream program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2015 new and renewal project applications, what percentage of projects have demonstrated that the project is assisting project participants to obtain mainstream benefits, which includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2015 Assistance with Mainstream Benefits

Total number of project applications in the FY 2015 competition (new and renewal):	11
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 3a, 3b, 3c, 4, and 4a on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	0
Percentage of renewal and new project applications in the FY 2015 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	0%

4A-3. List the healthcare organizations you are collaborating with to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act options) for program participants. For each healthcare partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants. (limit 1000 characters)

New Jersey is a Medicaid expansion state. All hospitals enroll the uninsured in temporary medicaid. Upon discharge, households are referred to the local welfare agency and are enrolled in Medicaid and other mainstream benefits.

Ocean Health Initiatives operates 4 FQHC sites in the region and has staff responsible for fully enrolling all uninsured households in Medicaid.

Coastal Volunteers in Medicine is a free clinic in the southern portion of the region that provides medical services to the uninsured. They have a certified application counselor who assists households with health insurance enrollment. Coastal Volunteers has provided information at CoC meetings and participates in the annual project homeless connect events tied to the PIT count.

The Family Resource Network and Food Bank of Monmouth and Ocean County are the Healthcare Navigator organizations responsible for enrolling the uninsured in Medicaid or other insurance.

4A-4. What are the primary ways that the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

4B-1. Based on the CoC's FY 2015 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH) and SSO (non-Coordinated Entry) projects in the CoC are low barrier? Meaning that they do not screen out potential participants based on those clients possessing a) too little or little income, b) active or history of substance use, c) criminal record, with exceptions for state-mandated restrictions, and d) history of domestic violence.

FY 2015 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2015 competition (new and renewal):	11
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2015 competition:	10
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2015 competition that will be designated as "low barrier":	91%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), RRH, SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2015 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2015 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2015 competition (new and renewal):	11
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2015 competition:	9
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2015 competition that will be designated as Housing First:	82%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<input type="checkbox"/>
Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve any population from the 2014 and 2015 HIC.

	2014	2015	Difference
RRH units available to serve any population in the HIC:	17	2	-15

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?
(limit 1000 characters)**

not applicable

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes" in Question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

not applicable

4B-8. Has the project been affected by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2015 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

not applicable

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD in the past two years (since the submission of the FY 2012 application)? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. If TA was received, indicate the type(s) of TA received, using the categories listed in 4B-9a, the month and year it was received and then indicate the value of the TA to the CoC/recipient/subrecipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

This response does not affect the scoring of this application.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDEXchange Ask A Question.

For required attachments related to rejected projects, if the CoC did not reject any projects then attach a document that says "Does Not Apply".

Document Type	Required?	Document Description	Date Attached
01. 2015 CoC Consolidated Application: Evidence of the CoC's Communication to Rejected Projects	Yes	2015 CoC Consolid...	11/17/2015
02. 2015 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure	Yes	CoC Rating and Re...	11/17/2015
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Re...	11/17/2015
05. CoCs Process for Reallocating	Yes	CoC Process for R...	11/17/2015
06. CoC's Governance Charter	Yes	CoC Governance Ch...	11/17/2015
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	11/17/2015
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes		
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	11/17/2015
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes	No		
13. Other	No		
14. Other	No		
15. Other	No		

Attachment Details

Document Description: 2015 CoC Consolidated Application: Evidence of CoC Communication to Rejected Projects

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: CoC Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: CoC Process for Reallocating

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

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Submission Summary

Page	Last Updated
1A. Identification	11/13/2015
1B. CoC Engagement	11/13/2015
1C. Coordination	11/17/2015
1D. CoC Discharge Planning	11/13/2015
1E. Coordinated Assessment	11/16/2015
1F. Project Review	11/16/2015
1G. Addressing Project Capacity	11/13/2015
2A. HMIS Implementation	11/13/2015
2B. HMIS Funding Sources	11/13/2015
2C. HMIS Beds	11/13/2015
2D. HMIS Data Quality	11/16/2015
2E. Sheltered PIT	11/13/2015
2F. Sheltered Data - Methods	11/13/2015
2G. Sheltered Data - Quality	11/13/2015
2H. Unsheltered PIT	11/13/2015
2I. Unsheltered Data - Methods	11/13/2015
2J. Unsheltered Data - Quality	11/13/2015
3A. System Performance	11/13/2015
3B. Objective 1	11/17/2015
3B. Objective 2	11/17/2015
3B. Objective 3	11/16/2015
4A. Benefits	11/17/2015
4B. Additional Policies	11/17/2015
4C. Attachments	Please Complete
Submission Summary	No Input Required

Subject: Ocean HPAC - FY2015 CoC Application

Date: Wednesday, October 14, 2015 at 3:31:13 PM Eastern Daylight Time

From: Kelly, Taiisa

To: Connie Fahim

Priority: High

Connie Fahim,
Ocean Inc.:

The Ocean County Homelessness Prevention and Advocacy Coalition (HPAC) issued a request for proposals from projects interested in receiving funding through the FY2015 HUD Continuum of Care Program for projects providing housing and services to homeless individuals and families. The HPAC Executive Committee has received your application requesting funding for a new project under the HUD Continuum of Care program.

The HPAC Executive Committee has reviewed the project proposal submitted for Tucker's Walk. The HPAC Executive Committee regrets to inform you that your project has not been selected for funding. The following factors impacted the Executive Committee decision not to support your request for funding:

1. The project proposes to construct 6 tiny homes on a parcel of land in Tuckerton. While your agency has site control of the property, the agency does not have planning board approval for this type of project on the parcel of land. Given the uncertainty in the local approval process, the committee does not wish to commit funds to a project that may or may not get approval from the local planning board.
2. There are currently unresolved issues with spending rates of existing CoC funded programs. The executive committee would like to see that the agency has successfully implemented a financial management plan that enables the timely drawdown of grant funds and oversight of program administration.

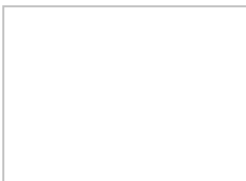
It is the goal of the HPAC Executive Committee to see successful implementation of all projects supported for funding. It is our hope that in the future you will continue to work with HPAC on future planning efforts to address and end homelessness in our community.

If you have any questions about the process or wish to appeal, a letter must be submitted in writing by October 19, 2015.

Appeals may be sent via email or fax to:

Taiisa Kelly
ehg@oceanhpac.org
fax - 908-382-6323

Very Truly Yours,



Taiisa Kelly | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 223 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



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Ocean County Homeless Prevention and Assistance Coalition

Appeals Policy

Appeals Committee Membership

The appeals committee shall be made up of at least 3 and not more than 5 non-conflicted individuals in Ocean County. The Ocean HPAC full membership committee shall appoint one member to the Appeals committee. The Ocean HPAC Executive Board shall appoint one member to the Appeals Committee. The HPAC Lead Agency shall appoint one member to the Appeals committee. Appeals committee members must be appointed during the November or December Executive Committee and Full Membership Committee meetings in each calendar year.

Types of Appeals

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. Agencies may submit appeals under the following circumstances:

- Participation in planning process – applicants may submit an appeal if they were denied the ability to fully participate in the HPAC Planning process
- Compliance with local selection procedures – applicants may submit an appeal if the local review committee failed to comply with the local selection procedures as identified in the HPAC policies and procedures document
- Compliance with rating & ranking tool – applicants may submit an appeal if the local review committee failed to comply with the review and ranking process approved for the HPAC selection process
- Notification – applicants may submit an appeal if the review committee fails to properly notify the applicant during each phase of the local selection and review process

Appeals process

An appeal letter must be received by the HPAC Lead Agency within 3 business days from the delivery of the notification letter by the HPAC Lead Agency. The appeals letter must include the following information:

- Project name and requested amount
- Type of appeal
- Justification and/or evidence supporting the appeals request

Appeals letters may be submitted by email, fax or by mail to the HPAC Lead Agency. Letters must be received by the HPAC Lead Agency

The HPAC Lead Agency will have 3 business days to notify the appeals committee and the HPAC review committee of the submission of an appeal letter. The appeals committee must receive notification and copies of the initial appeals letter within 6 business days of the A copy of the appeals letter will be sent to both the Appeals committee and the review committee.

Ocean County Homeless Prevention and Assistance Coalition

The HPAC review committee shall have 3 business days to draft a letter in response to the applicant appeals letter. The HPAC response letter will be submitted to the HPAC Lead Agency. The response letter shall include the following:

- Copy of the local selection policy and procedures
- Copy of the effective review & rank tool
- Copies of all correspondence during the selection process
- Response to applicant appeals letter
- Additional evidence determined necessary to support the review committee decision

The Appeal Committee shall have up to 5 business days to review the letters submitted upon receipt of the response letter from the HPAC review committee. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the HPAC review committee. If deemed necessary, the Appeal Committee shall set a date for a hearing which shall be held within 14 business days of the receipt of the HPAC response letter. The Appeal hearing shall include Appeal Committee members, one representative from the HPAC Review Committee, and one representative from the agency submitting an appeal. Upon hearing from both the review committee and the agency, the Appeal Committee shall make a final determination regarding funding decisions. Final notification shall be sent to the appealing Agency and the HPAC Executive Committee in writing no more than 5 business days after the Appeals hearing. Determinations by the Appeals Committee shall be final.

All documents related to any appeals proceedings must be kept for a minimum of 5 years by the CoC Lead Agency.

Subject: FY2015 CoC Application

Date: Wednesday, October 14, 2015 at 3:30:28 PM Eastern Daylight Time

From: Kelly, Taiisa

To: Robert Margulski, agsalsa@yahoo.com

Priority: High

Robert Margulski & Alexander Gotay,
All Saints Community Center:

The Ocean County Homelessness Prevention and Advocacy Coalition (HPAC) issued a request for proposals from projects interested in receiving funding through the FY2015 HUD Continuum of Care Program for projects providing housing and services to homeless individuals and families. The HPAC Executive Committee has received your application requesting funding for a new project under the HUD Continuum of Care program.

The HPAC Executive Committee has reviewed the submitted project proposal for Samaritan House. Based on information provided by HUD through the FY2015 NOFA, new projects must provide permanent housing through permanent supportive housing for chronically homeless individuals and families, or rapid rehousing for homeless individuals and families. After careful review of the project application, the Executive Committee is unable to support the project for funding as it does not meet the criteria for new funding established by HUD. Specifically, it has been determined that the application is requesting funding for transitional housing which is not an allowable activity with HUD Continuum of Care funds. The HPAC Executive Committee will not support this project for funding through the HUD Continuum of Care and this project is not eligible to submit an application through the FY2015 CoC process.

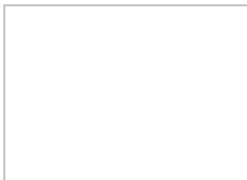
If you have any questions about the process or wish to appeal, a letter must be submitted in writing by October 19, 2015.

Appeals may be sent via email or fax to:

Taiisa Kelly
Tkelly@monarchhousing.org

or
ehg@oceanhpac.org
fax - 908-382-6323

Very Truly Yours,



Taiisa Kelly | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 223 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



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Ocean County Homeless Prevention and Assistance Coalition

Appeals Policy

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Ocean County Homeless Prevention and Assistance Coalition

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All documents related to any appeals proceedings must be kept for a minimum of 5 years by the CoC Lead Agency.

Subject: Ocean HPAC - FY2015 CoC Funding

Date: Tuesday, May 12, 2015 at 4:50:32 PM Eastern Daylight Time

From: Kelly, Taiisa

To: adelaney@gmail.com, alharris@xbp.dhs.state.nj.us, annaeric1@comcast.net, artdelaney@gmail.com, barbshafy@aol.com, bha@berkeleytwphousing.org, bholmes@oceancountytrg.org, bmalley@oceanmhs.org, bscholz@foodbankmoc.org, candryan@comcast.net, carolburns@optonline.net, cecraft@stfrancisbi.org, cduffy@homes-now.org, celeste.smith@ladacin.org, cfahim@oceaninc.org, cgaetano@oceanmhs.org, chacat@optonline.net, christine.hughes2@va.gov, christopher.acker@va.gov, clight@triplehousing.org, cobrien@preferredbehavioral.org, cpagan@cctrenton.org, cwolfe@homes-now.org, d.f.lundy@comcast.net, dacg141@aol.com, danbrown@acrescuemission.org, dangelopringle@yahoo.com, davidj@pctr.org, dellis@njceh.org, diane.dorazio@comop.org, dstellhorn@cctrenton.org, dswierz@cctrenton.org, dtwconsulting@gmail.com, ealuciano@cctrenton.org, eberfond@xbp.dhs.state.nj.us, edwardcrum@verizon.net, familypromisesoc@gmail.com, heather.copeman@va.gov, jackie.edwards@cctrenton.org, jameselohimsboy@aol.com, jane.lee@uhsinc.com, jbusch@co.ocean.nj.us, jdorrity@co.ocean.nj.us, jen@usahometownheroes.org, jfinn26@comcast.net, jknutson@vetnetwork.org, jkulesza@cspnj.org, jlynch@tomsrivertownship.com, joanc15@aol.com, joseph.legaspi@comop.org, jtwwomey@foodbankmoc.org, judy.cruz@ladacin.org, kbright@barnabashealth.org, kdelorme@triplehousing.org, kdurante@oceanfirstfdn.org, kgore@wesoldieron.org, kim.liguori@dol.state.nj.us, kimclass@oceanmhs.org, kkelly@cqinc.org, kmaier@habcore.org, kveith@oceanmhs.org, lhanj@optonline.net, lindagyimoty@unitedwayofocean.org, lloomorgan@cctrenton.org, lmurtagh@xbp.dhs.state.nj.us, mariel.harrison.yprnj@gmail.com, mblauser@xbp.dhs.state.nj.us, mbyrd@piners.org, mesheehan@xbp.dhs.state.nj.us, mjones@ohinj.org, mkay@stpaulsbrick.org, mlaface@lsnj.org, mlangelle@cctrenton.org, mlawrence@chsofnj.org, mligato@xbp.dhs.state.nj.us, mmattaliano@dhs.state.nj.us, msodeikes@co.ocean.nj.us, mysaviorandking@yahoo.com, nancy.mccorrey@use.salvationarmy.org, narnone@homes-now.org, ncoa.ddeluca@yahoo.com, ncoajel@yahoo.com, nhagen@co.ocean.nj.us, ntham@ohinj.org, oceanihn@gmail.com, ochomeless@gmail.com, ochrelief@yahoo.com, ograsso@ohinj.org, PalmerSteps@aol.com, pastor@stpaul-lutheranchurch.com, patrick.stmarys19@hotmail.com, pda-salesexcel@juno.com, pkozak@vetnetwork.org, pmonticelli@homes-now.org, pvalese@co.ocean.nj.us, rcalhoun@oceanmhs.org, RebeccaKolas@gmail.com, rerosfjord@verizon.net, ricbutl@xbp.dhs.state.nj.us, richardbiolsi@yahoo.com, rlandolfi@co.ocean.nj.us, robertscove@verizon.net, ronald.morgan4@va.gov, ronsusan2@msn.com, rosina1683@aol.com, rwesler@brickschools.org, ryan.moser@csh.org, SamaritanLakewood@gmail.com, sarah.johnston@comop.org, sfichtnered@comcast.net, sgrebel@preferredbehavioral.org, Shabsi@njchaplainsassociation.com, shansen@preferredbehavioral.org, sheisman@habcore.org, steps3671640@aol.com, stmsrector@verizon.net, tagliata@co.ocean.nj.us, tfinnerty@oceanmhs.org, tgooding@oceaninc.org, Kelly, Taiisa, tmaksel@co.ocean.nj.us, tmatthews@hatb.comcastbiz.net, tmikes@wesoldieron.org, vgerena@njhmfa.state.nj.us,

william.garrett@use.salvationarmy.org, wwood@preferredbehavioral.org,
mroussos@co.ocean.nj.us, merxleben@cspnj.org, Christie@visitationreliefcenter.org,
rbulbach@co.ocean.nj.us, Nicola.Burnett@va.gov, afwilliams@lsnj.org, agsalsa@yahoo.com,
mdelcorpo@gmail.com, carl.robinson@ssa.gov, ksantora@houseofhopeocean.org, Pamela
McCrory, Joan Farkas

Priority: High

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2015 Continuum of Care funding administered by the U.S. Department of Housing and Urban Development. Agencies interested in HUD CoC funding must submit an Application for each project (new and renewal) which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **June 5, 2015** to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Taiisa Kelly, Ending Homelessness Group, 29 Alden Street, Suite 1B, Cranford, NJ 07016

Attached please find the following documents:

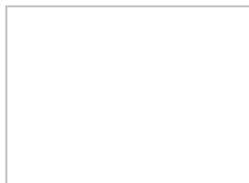
- FY2015 HUD funding priorities
- FY2015 New Project Application
- FY2015 HPAC New Project Scoring Tool
- FY2015 Renewal Project Application
- Renewal Project Desk Monitoring Tool (renewal projects will be scored based on desk monitoring results.)
- FY2015 Grant Inventory Worksheet (inventory of all renewal projects for the FY2015 competition)

We strongly encourage all agencies interested in CoC funding to review the CoC registration notice released by HUD which explains the 2015 funding priorities and eligible projects at the link below:

<https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/>

If you have any questions please feel free to contact me.

Very Truly Yours,



Taiisa Kelly | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 223 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

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any such renewals so that HUD can add it to the list. HUD Headquarters will work with the local HUD CPD field office to identify any additional grants not identified by the Collaborative Applicant.

IV. HUD'S HOMELESS POLICY AND PROGRAM PRIORITIES

A. Policy Priorities. CoC and project applications submitted to HUD for the FY 2015 CoC Program Competition will be evaluated in part based on the extent to which they further HUD's goals as articulated in HUD's Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (Opening Doors)*.

1. Strategic Resource Allocation. Using performance and outcome data, CoCs should decide how to best use the resources available to end homelessness within the community, including CoC and ESG Program funds, state and local funds, public and assisted housing units, mainstream service resources such as Medicaid, and philanthropic efforts. Decisions about resource allocation should include the following:

- a. Comprehensive Review of projects.** CoCs should reallocate funds to new projects whenever reallocation would reduce homelessness. Communities should use CoC-approved scoring criteria and selection priorities to determine the extent to which each project is still necessary and addresses the policy priorities listed in this Notice.
- b. Maximizing the use of mainstream resources.** HUD strongly encourages CoCs and project applicants to ensure that they are maximizing the use of all mainstream services available. While 24 CFR part 578 allows for the payment of certain supportive service costs, it is more efficient for CoCs to use mainstream resources where possible. CoCs should proactively seek and provide information to all stakeholders within the geographic area about mainstream resources and funding opportunities, particularly new opportunities made available under the Affordable Care Act and related technical assistance initiatives. Additionally, where homeless assistance projects are providing specialized services, such as employment services, mental health services, or substance abuse recovery services, they should be coordinating with state or local agencies responsible for overseeing those services to ensure that they are using best practices and that there is appropriate oversight of their programs.
- c. Partnerships.** CoCs should partner with other stakeholders within the community such as Public Housing Agencies (PHAs), philanthropic organizations, and other entities that have resources that could be used to serve persons experiencing homelessness.
- d. Transitional Housing.** Recent research shows that transitional housing is generally more expensive than other housing models serving similar populations with similar outcomes. HUD also recognizes that transitional housing can be an effective tool for addressing certain needs—such as housing for homeless youth who are unable to sign a lease, safety for persons fleeing domestic violence, and assistance with recovery from addiction. HUD strongly encourages CoCs and

recipients to carefully review the transitional housing projects within the CoC's geographic area for cost-effectiveness, performance, and for the number and type of eligibility criteria to determine if rapid re-housing might be a better model for the CoC's geographic area.

2. Ending chronic homelessness.

- a. *Increasing Units:* In order to increase the number of units for chronically homeless individuals and families and work towards the goal of ending chronic homelessness, HUD encourages CoCs to create new projects through reallocation that exclusively serve chronically homeless individuals, including unaccompanied youth, and families. Chronically homeless and permanent supportive housing are defined in 24 CFR 578.3. Projects cannot discriminate against chronically homeless families with children.
- b. *Targeting:* Chronically homeless individuals and families should be given priority for PSH beds not currently dedicated to this population as vacancies become available through turnover. PSH renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance abuse issues) must continue to serve those groups as required in their current grant agreement. However, chronically homeless individuals and families within the specified subpopulation should be prioritized for entry. CoCs are encouraged to implement a process for prioritizing persons experiencing chronic homelessness consistent with Notice CPD-14-012: [Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.](#)

3. **Ending family homelessness.** Most families experiencing homelessness can be housed quickly and stably using rapid re-housing, although some will need the long-term support provided by a permanent housing subsidy or permanent supportive housing. CoCs should adjust the homeless services system for families to ensure that families can easily access rapid re-housing and other housing assistance tailored to their needs. CoCs should also be working with their affordable housing community to facilitate access to affordable housing units. CoCs should also ensure that their projects address the safety needs of people fleeing domestic violence.

Rapid re-housing is designed to assist homeless individuals and families, with or without disabilities, to move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible, and should complement and enhance homeless system performance. HUD encourages CoCs to use reallocation to create new rapid re-housing projects for families.

4. **Ending Youth Homelessness.** CoCs should understand the unique needs of homeless youth and should be reaching out to youth-serving organizations to help them fully participate in the CoC. CoCs and youth serving organizations should work together to develop resources and programs that better end youth homelessness and meet the needs of homeless youth, including Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) youth. When evaluating the performance of youth programs, CoCs should

take into account the specific challenges faced by homeless youth. When CoCs identify lower performing youth-serving projects, they should seek to reallocate funds from those projects to better projects serving youth.

5. Ending Veteran Homelessness. Ending veteran homelessness is within reach for many communities, and CoCs should take specific steps to reach this goal including:

- a. CoC Program-funded projects should, to the extent possible, prioritize veterans and their families who are ineligible for Department of Veterans Affairs (VA) services. When it is determined that a veteran, and their family, is ineligible for VA housing and services has the same level of need as a non-veteran as determined using a standardized assessment tool, the veteran should receive priority.
- b. CoCs should work closely with the local VA and other veteran-serving organizations and coordinate CoC resources with VA-funded housing and services including HUD-VASH and Supportive Services for Veteran Families (SSVF).

6. Using a Housing First Approach. *Housing First* is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a housing first approach often have supportive services; however, participation in these services is based on the needs and desires of the program participant. HUD encourages all types of projects to adopt a Housing First approach. Specific steps to support a community-wide housing first approach include the following.

- a. *Removing Barriers:* CoCs should review system- and project-level eligibility criteria to identify and remove barriers to accessing services and housing that are experienced by homeless individuals and families. Many projects currently have barriers to entry.
- b. *Centralized or Coordinated Assessment System:* Centralized or coordinated assessment is a key step in assessing the needs of homeless individuals and families requesting assistance and prioritizing those households for assistance. The establishment and operation of a centralized or coordinated assessment system is a requirement of 24 CFR part 578.
- c. *Client-centered service delivery:* Housing and service options should be tailored to meet the unique needs of each individual or family presenting for services. Participants should not be required to participate in services that they do not believe will help them to achieve their goals
- d. *Prioritizing Households Most in Need:* CoCs should prioritize persons who are identified as most in need (e.g., those who have been living on the street the longest, homeless households with children living in unsheltered situations, those who are considered most medically vulnerable) for placement into appropriate housing.

- e. *Inclusive Decisionmaking*: CoCs should ensure that the needs of all individuals and families experiencing homelessness are represented within the CoC structure by including providers serving groups such as domestic violence survivors, the LGBTQ community, victims of human trafficking, unaccompanied youth, and other relevant populations. Including these groups in the decisionmaking structure of the CoC ensures that service delivery is both client-centered and culturally competent.

B. CoC Program Implementation. The following list highlights important information that applicants should consider to prepare for FY 2015 CoC Registration and the remainder of the FY 2015 CoC Program Competition. This is not an exhaustive list of considerations or requirements—all applicants and CoC stakeholders should carefully review the CoC Program interim rule.

1. Projects and activities that were eligible under SHP and S+C but are no longer eligible under the CoC Program (e.g., safe havens, projects limited to persons with specific disabilities or diagnoses), will continue to be eligible for renewal under the original grant terms as long as the recipient does not significantly change the project after submission of the FY 2015 project application.
2. The difference between costs used for leasing and those used for rental assistance are described at 24 CFR 578.49 and 578.51. Recipients with grants that include a leasing budget line item should carefully review the nature of the project to determine if a change should be made from leasing to rental assistance for the project. In accordance with 24 CFR 578.49(b)(8), leasing funds will be renewed as rental assistance if the funds are used to pay rent on units where the lease is between the program participant and the landowner or sublessor. Eligible first-time renewal grants formerly funded under the SHP program that include a leasing budget line item will have the opportunity to change the budget funding type from leasing to rental assistance in FY 2015. Under this type of agreement, the project applicant may change the budget line item information from leasing to rental assistance and use the area(s) Fair Market Rent (FMR) amount to determine the budget line item amount. Project applicants that are eligible to change the budget line item from leasing to rental assistance must provide copies of the lease to the local HUD CPD field office prior to the close of the FY 2015 CoC Program Registration process and the change from leasing to rental assistance should be reflected on the CoC's GIW.

A project application is prohibited from including both leasing and rental assistance unless the project is paying for a structure to provide supportive services (i.e., leasing a structure for a case management office) in addition to units in a different structure in which the program participants hold the lease with the landlord. The only other exception is when a project has leased units in a structure and within the same structure separate units utilizing rental assistance funds. In this case, both leasing and rental assistance funds cannot be used in the same unit. HUD provided training materials and conducted a broadcast on September 4, 2012, to specifically address how current leasing projects will determine eligibility that will result in the change from leasing to rental assistance.

Ocean County HPAC

2015 New Project Scoring Tool

	Agency Experience			Project Design			Leveraging		Performance Targets				Total
	Success with HUD projects	Experience serving target population	Experience providing identified service	PSH or RRH	Housing First	target populations: Chronically Homeless, Families, Youth, Veterans	Partnerships with community services	% of program funds leveraged	at least 80% of participants remain stable in housing	at least 20% of participants connected to/increase employment income	at least 54% of participants connected to/increase cash benefits income	at least 56% of participants connected to non-cash benefits	
Score													
Weight	2	2	2	4	4	4	2	1	1	1	1	1	1
Project Total													
Max Score	4	4	4	8	8	8	4	if leveraging is 200% then a max score of 2	2	2	2	2	50

1. Projects will be scored in each area based on a pass/fail scoring. The scoring is as follows for each category:

- 0 - project does not adequately meet criteria
- 1 - project partially meets criteria
- 2 - project adequately meets criteria

2. For the leveraging category, the percent leveraging identified will be converted into a numeric score. For example if a project shows 80% leveraging, they will receive a leveraging score of .8. If a project show 150% leveraging, they will receive a leveraging score of 1.5, etc.

3. In order to calculate the project total, the criteria score will be multiplied by the criteria weight.

Ocean County Homeless Prevention and Assistance Coalition

HUD Continuum of Care FY2015 Funding Competition Local Selection Process

Executive
Committee

Linda Gyimoty
United Way

**Mariel
Harrison**
National Council
on Alcoholism &
Drug
Dependency NJ

Pat Cash
Interfaith
Hospitality
Network

Nina Hagen
Ocean County Jail

Rebecca Kolas
Community
Advocate

Kim Liguori
Ocean County
PIC

**Nancy
McCorry**
Salvation Army

**Barbara
Shafer**
Habitat for
Humanity

Jamie Busch
Ocean County
Department of
Human Services

**Ralph
Autorino**
Community
Advocate

In anticipation of the FY2015 Continuum of Care (CoC) federal funding competition, the Ocean County Homelessness Prevention and Assistance Coalition (HPAC) hereby invites applications for new and renewal projects from community based organizations.

New project proposals must be either permanent housing projects for 100% chronically homeless individuals and/or families, rapid re-housing projects for individuals and/or families, or supportive services only projects for coordinated assessment/ centralized intake. Eligible project types have been limited to align with HUD's project selection priorities from the FY2015 funding competition (please see the HUD FY2015 registration notice for more information).

Projects will be rated as follows:

- New projects will be rated based on a thorough narrative, clear and appropriate budget, hard-to-serve subpopulation priority, coordination with mainstream resources, adequate performance standards, success with other HUD projects, and agency reputation in the community.
- Renewal projects will be rated based on the Desk Monitoring results and relevant project information provided through the renewal application

Proposals are due no later than Friday, June 5, 2015. Submit proposals electronically, via, fax, or regular mail to:

Homelessness Prevention and Assistance Coalition (HPAC)
c/o Taiisa Kelly - Ending Homelessness Group
29 Alden Street, Suite 1B, Cranford, NJ 07016
Fax: 908-382-6323
Email: tkelly@monarchhousing.org

Ocean County Homeless Prevention and Assistance Coalition

Executive
Committee

Linda Gyimoty
United Way

**Mariel
Harrison**
National Council
on Alcoholism &
Drug
Dependency NJ

Pat Cash
Interfaith
Hospitality
Network

Nina Hagen
Ocean County Jail

Rebecca Kolas
Community
Advocate

Kim Liguori
Ocean County
PIC

**Nancy
McCorry**
Salvation Army

**Barbara
Shafer**
Habitat for
Humanity

Jamie Busch
Ocean County
Department of
Human Services

**Ralph
Autorino**
Community
Advocate

Applicant Information

1. Applicant Legal Name:
2. Employer/ Taxpayer Identification number:
3. Address:
4. Name of an authorized representative and contact information:
5. Type of applicant (Nonprofit, for-profit, consortium, etc):
6. Is the applicant delinquent on any federal debt? Yes / No
7. Will this project engage any subrecipients of funds? Yes / No
8. If yes, please provide the name, address, and contact information for all subrecipients
9. Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. Describe why the applicant, subrecipients, and partner organizations are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in working with and addressing the target population's identified housing and supportive service needs; developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation; identifying and securing matching funds from a variety of sources; and managing basic organization operations including financial accounting systems.
10. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds.
11. Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
12. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?

Project Description

1. Proposed project name:
2. Type of project: Permanent Supportive Housing, Rapid Re-Housing, Coordinated Assessment, Other
3. Will Energy Star be used at one or more of the proposed properties?
4. Will this project use one or more properties that have been conveyed through the Title V process?
5. Provide a description that addresses the entire scope of the proposed project. The project description should address the entire scope of the project, including a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the CoC target population(s), projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.
6. Will your project have a specific population focus? Yes / No
7. If yes, please identify the specific population(s) of focus: Chronic Homeless, Veterans, Youth under 25, families, domestic violence, substance abuse, mental illness, HIV/AIDS, other
8. Will the project follow a Housing First model? Yes / No
9. If the proposed project is a permanent housing project, will it provide permanent supportive housing or rapid re-housing?
10. If providing rental assistance, the length of assistance must be unlimited. Select sponsor-based rental assistance (SRA), project-based (PRA), or tenant-based (TRA).
11. If providing rapid re-housing, how long will assistance be provided (3, 12, 18 or 24 months)?
12. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
13. Will the project use an existing homeless facility or incorporate activities provided by an existing project?

Supportive Services for Participants

1. Describe how participants will be assisted to obtain and remain in permanent housing. How will the applicant take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers how those will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the

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Ralph Autorino
Community
Advocate

- project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative.
2. Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.
 3. Are the proposed project policies and practices consistent with the laws related to providing education services to individuals and families? Only projects that do not serve families with children or unaccompanied youth should select "N/A."
 4. Will the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate? Only projects that do not serve families with children or unaccompanied youth should select "N/A."

5. For all supportive services available to participants, indicate who will provide them, how they will be accessed, and how often they will be provided in the following chart.

Eligible Supportive Services	Provider (Applicant/ Partner/ Non Partner)	Access (Onsite/ short walk/ public or private regional transportation)	Frequency (As needed/ Annually/ Weekly/ Daily)
Assessment of service needs			
Assistance with moving costs			
Case management			
Child care			
Education services			
Employment assistance and job training			
Food			
Housing search and counseling services			
Legal services			
Life skills training			
Mental health services			
Outpatient health services			
Outreach services			
Substance abuse treatment services			
Transportation			
Utility deposits			

6. Describe how accessible are most community amenities to project participants (schools, libraries, houses of worship, grocery stores, Laundromats, doctors, dentists, parks, recreation facilities)?

Permanent Housing Projects: Housing Type and Location

1. Housing type: scattered sites, single family home(s), apartments, etc.
2. Indicate the maximum number of units and beds available for project participants at the selected housing site
3. How many of the total beds will be dedicated to the chronically homeless?
4. How many of the total beds will not be dedicated solely to the chronically homeless but will still be used to assist the chronically homeless?
5. If known, indicate the address(es) of the housing that will be provided through this project.

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Projected Number of Project Participants

	Households with at least one adult and one child	Adult households with no children	Households of only children	Total
Total maximum to be served				
Disabled adults over age 24				
Non disabled adults over age 24				
Disabled adults 18-24				
Non disabled adults 18-24				
Accompanied disabled children under age 18				
Accompanied non disabled children under age 18				
Unaccompanied disabled children under age 18				
Unaccompanied non disabled children under age 18				

Projected Number of Project Participants by Subpopulations

CH= Chronically Homeless S/a = Substance Abuse MI = Mentally Ill
 DV = Domestic Violence DD = Developmentally Disabled

Of households with at least one adult and one child,	CH, non Vets	CH Vets	Non-CH Vets	Chronic S/a	HIV/AIDS	Severely MI	DV	Physical Disability	DD	Other/None
Disabled adults over age 24										
Non disabled adults over age 24										
Disabled adults 18-24										
Non disabled adults 18-24										
Disabled children under age 18										
Non disabled children under age 18										

Of households without children	CH, non Vets	CH Vets	Non-CH Vets	Chronic S/a	HIV/AIDS	Severely MI	DV	Physical Disability	DD	Other/None
Disabled adults over age 24										
Non disabled adults over age 24										
Disabled adults 18-24										
Non disabled adults 18-24										

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Of households with only children	CH, non Vets	CH Vets	Non-CH Vets	Chronic S/a	HIV/AIDS	Severely MI	DV	Physical Disability	DD	Other/None
Accompanied Disabled children under age 18										
Accompanied Non disabled children under age 18										
Unaccompanied Disabled children under age 18										
Unaccompanied Non disabled children under age 18										

Outreach to Participants

1. Enter the anticipated percentage of project participants that will be coming from each of the following locations. Must total 100%.

- _____ Directly from the street or other locations not meant for human habitation
- _____ Directly from emergency shelters
- _____ Directly from safe havens
- _____ From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.
- _____ Persons at imminent risk of losing their night time residence within 14 days, have no subsequent housing identified, and lack the resources to obtain other housing
- _____ Homeless persons as defined under other federal statutes
- _____ Persons fleeing domestic violence

Standard Performance Measures

1. Enter the target (number of applicable clients who are expected to achieve this measure) and the universe (number of persons about whom the measure is expected to be reported) for the following standard performance measures:

- _____ of _____ Persons will remain in permanent housing as of the end of the operating year, or exit to permanent housing during the operating year
- _____ of _____ Persons aged 18 or older will maintain or increase their total income from all sources as of the end of the operating year or at exit
- _____ of _____ Persons age 18 through 61 will maintain or increase their earned income as of the end of the operating year or at exit

2. Indicate any additional performance measures that will be tracked for the proposed project, along with the target number and percentage of applicable clients who are expected to achieve each measure.

Funding Request

1. Do any of the properties in this project have an active restrictive covenant?
2. Does this project propose to allocate funds according to an indirect cost rate?
3. Select a grant term (maximum of 5 years):
4. Select the cost categories for which funding is being requested (Acquisition/ Rehabilitation/ New Construction, Leased units, Leased structures, Long term rental assistance, Supportive services, Operations, HMIS):

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Leased or Rental Assistance Units Budget (if applicable)

Size of Units	# of Units	FY15 Fair Market Rent (FMR)	Annual Request (# units x FMR x 12 months)	Total Request (Annual request x grant term)
SRO/ 0 bedroom		\$936		
1 Bedroom		\$1,106		
2 Bedrooms		\$1,373		
3 Bedrooms		\$1,903		
4 Bedrooms		\$2,239		
Total				

Supportive Services Budget (if applicable)

Eligible Supportive Services	quantity and description	annual request
Assessment of service needs		
Assistance with moving costs		
Case management		
Child care		
Education services		
Employment assistance and job training		
Food		
Housing search and counseling services		
Legal services		
Life skills training		
Mental health services		
Outpatient health services		
Outreach services		
Substance abuse treatment services		
Transportation		
Utility deposits		
Total annual assistance requested		
Total assistance requested (total annual x grant term)		

Operating Budget (if applicable)

Eligible Operating Costs	quantity and description	annual request
maintenance/ repair		
property taxes and insurance		
replacement reserve		
building security		
electricity, gas, water		
furniture		
equipment		
Total annual assistance requested		
Total assistance requested (total annual x grant term)		

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Sources of Match and Leverage

	Match	Leverage
Total value of cash commitments		
Total value of in-kind commitments		
Total value of all commitments		

Match or Leverage	Cash or In-kind	Source	Contributor	Date of Commitment	Value of Commitment

Summary Budget

	Annual Assistance Requested	Grant Term	Total Assistance Requested for Grant Term
Acquisition			
Rehabilitation			
New Construction			
Leased units			
Leased structures			
Short or medium term assistance			
Long term rental assistance			
Supportive services			
Operating			
HMIS			
Subtotal			
Admin (up to 10%)			
Total Funding Request			
Cash match			
In kind match			
Total budget			

Ocean County Homeless Prevention and Assistance Coalition

HUD Continuum of Care FY2015 Funding Competition Local Selection Process

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United Way

Mariel Harrison
National Council on
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Interfaith Hospitality
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Ocean County Jail

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Services

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In anticipation of the FY2015 Continuum of Care (CoC) federal funding competition, the Ocean County Homelessness Prevention and Assistance Coalition (HPAC) hereby invites applications for new and renewal projects from community based organizations.

New project proposals must be either permanent housing projects for 100% chronically homeless individuals and/or families, rapid re-housing projects for homeless individuals and/or families coming from the streets or emergency shelter, or supportive services only projects for coordinated assessment/centralized intake. Eligible project types have been limited to align with HUD's project selection priorities from the FY2015 funding competition (please see the HUD FY2015 registration notice for more information).

Projects will be rated as follows:

- New projects will be rated based on a thorough narrative, clear and appropriate budget, hard-to-serve subpopulation priority, coordination with mainstream resources, adequate performance standards, success with other HUD projects, and agency reputation in the community.
- Renewal projects will be rated based on the Desk Monitoring results and relevant project information provided through the renewal application

Proposals are due no later than Friday, June 5, 2015. Submit proposals electronically, via, fax, or regular mail to:

Homelessness Prevention and Assistance Coalition (HPAC)
c/o Taiisa Kelly - Ending Homelessness Group
29 Alden Street, Suite 1B, Cranford, NJ 07016
Fax: 908-382-6323
Email: tkelly@monarchhousing.org

Ocean County Homeless Prevention and Assistance Coalition

FY2015 CoC Renewal Project Application

Executive Committee

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United Way

Mariel Harrison
National Council on
Alcoholism & Drug
Dependency NJ

Pat Cash
Interfaith Hospitality
Network

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Ocean County Jail

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Community Advocate

Applicant Agency Name:

Sponsor Agency Name:

Project Name:

HUD Component Type (RRH, PSH, TH, SSO):

Total HUD request:

Agency Contact Name (person completing request):

Job Title:

Email Address:

Mailing Address:

Telephone Number:

Agency representative Authorized to sign grant documents:

Job Title:

Email Address:

Telephone Number:

Please check one box below:

Agency will apply for renewal of CoC funding	<input type="checkbox"/>
Agency will not apply for renewal CoC funding	<input type="checkbox"/>

Please identify if your project incorporates any of the following changes:

Change in budget	<input type="checkbox"/>	Change in sponsor agency	<input type="checkbox"/>	Change in applicant agency	<input type="checkbox"/>
Change in component type	<input type="checkbox"/>	Change in number of clients served	<input type="checkbox"/>	Change in target population	<input type="checkbox"/>

Please provide a brief description of your project. If you have identified any changes above, please explain.

Ocean County Homeless Prevention and Assistance Coalition

Desk Monitoring Questionnaire

Project Name:
 Project Number:
 Project Operating Year:

1. Do you work with partner agencies in the implementation of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If so, are there agreements in place that identify the roles and responsibilities of participating agencies? Please provide a copy of any agreements currently in place for this program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Please explain how you meet the HUD CoC program requirement mandating a homeless or formerly homeless person to participate on the board of directors or other equivalent policy-making entity for your agency or identified sponsor agencies	
3. Please provide a copy of the report from your most recent HMIS Audit	
4. Please provide a budget narrative explaining how the HUD money is used for this project. Please include information about the type of documentation kept on file to support drawdown request from HUD funding	
Please provide a copy of the most recent HUD closeout certification and a screenshot from eLOCCS displaying grant summary and drawdown summary.	
5. How long are program records retained within the agency?	
6. Please list the types of documents that are kept in client files	
7. Please identify your program goals and how you track progress in achieving those goals. Please discuss your current program performance in relation to the project goals identified.	
8. Please describe the unit inspection process (frequency, persons/agency responsible, steps in the process).	

Ocean County Homeless Prevention and Assistance Coalition

The following information will be monitored from HMIS via the program APR:

1. Participant Eligibility
 - a. Homeless Status of participant at program entry
 - b. Disability Status of participant at program entry
2. Data Quality (% of missing info for Universal Data Elements)
3. Program utilization
4. Target population – is the project serving the subpopulations identified in grant application
5. Stability in Permanent Housing – 80% remain in PH through operating year
6. Destination at program exit – 80% of exits to PH
7. Connection to income & benefits – 20% increase employment income, 54% increase cash benefits income, 56% connected to non-cash benefits

Project
Grantee
Sponsor
Grant Number

Project Performance Review

Goal	Performance Standard	Evaluation Method	Max Points	Data	Points Earned
Project serves hardest to serve populations	Serves or prioritizes chronically homeless (85%)	# Chronically Homeless head of households served during reporting period, divided by total	Bonus up to 5 pts.	0 CH households / 4 households served = 0%	
Reduce length of homelessness and/or promotes stability in permanent housing	80% of clients in PSH remain in program through end of operating year or exit to PH	# of leaver to PH and # of stayers divided by total served	20	19 stably housed /19 persons served = 100%	
Increase jobs, income and self-sufficiency	20% of clients connected to earned income	# of households with income divided by total number of households	4	3 households / 4 households =75%	
	54% of clients connected to cash benefits	# of households with cash benefits divided by total number of households	4	4 households / 4 households = 100%	
	56% of clients connected to non-cash benefits	# of households with non-cash benefits divided by total number of households	4	4 households /4 households =100%	
	20% of clients increase earned income	# of households with increase in earned income divided by total number of households	4	0 households /4 households = 0%	
	54% of clients increase cash benefits income	# of households with increase in cash benefits divided by total number of households	4	0 household / 4 households =0%	

Program Compliance Review

Goal	Performance Standard	Evaluation Method	Max Points	Data	Points Earned	
Effective Use of Federal Funds	Program draws down HUD funds at least quarterly	4 drawdowns in 12 month period from eLOCCS screenshot	2	no draws for current grant		
	Less than 5% of program funds returned on annual basis	Funds returned divided by funds awarded from HUD closeout certification	3	100% of previous grant expended but no draws of current grant. HUD documents indicate 100% of funds returned		
	APR submitted in a timely fashion (within 3 months of operating year end date)	APR submission date in relation to program operating year end date	3			
	Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants		3	2 households / 4 households = 50%	
		# of households with disabling condition divided by total number of households		1	4 disabled /4 households	
	Program serves appropriate target population	subpopulation mix of clients served as compared to mix identified in application		4	2 targets met /2 targets proposed = 100%	
	Program uses funds for eligible activities	budget narrative indicates eligible funding categories		2	fully meets criteria	

	Program utilization rates at 86% or higher	# of persons served divided by proposed number of persons from most recent application & HMIS bed utilization rate	2	4 households & 19 persons served / 4 households & 18 persons proposed	
Program meets HUD regulations	Housing units inspected prior to lease up and annually thereafter	Desk Monitoring Questionnaire (Q8)	4	inspection done by agency staff. Owners of units cannot complete their own inspection. Therefore partially meets criteria.	
	Homeless or formerly homeless participate in policy making body	Desk Monitoring Questionnaire (Q2)	4	program collects client feedback but no participation of homeless on policy making body	
	Program records retained for at least 5 years after client discharge or	Desk Monitoring Questionnaire (Q5)	3	fully meets criteria	
	Program record keeping meets HUD requirements: Client files contain	Desk Monitoring Questionnaire (Q6)	4	fully meets criteria	

HMIS Participation Review

Goal	Performance Standard	Evaluation Method	Max Points	Data	Points Earned
Full participation in HMIS	HMIS data quality measure – less than 5% of Universal Data Elements are missing	APR Q7	5	no missing data	
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit	5	audit provided	

HPAC Participation Review

Goal	Performance Standard	Evaluation Method	Max Points	Data	Points Earned
Full participation in HPAC	Agency will be represented at 2/3 of all regularly scheduled CoC meetings	CoC Meeting attendance divided by total number of meetings held	10	full participation in HPAC	

Summary Performance

	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40		0%
Program Compliance Points	32		0%
HMIS Participation Points	10		0%
HPAC Participation Points	10		0%
Bonus Points	5		0%
Total Monitoring Score	97		0.00%

Ocean County Homeless Prevention and Assistance Coalition

2015 Desk Monitoring Review Guide

Program Performance

Goal	Performance Standard	Evaluation Method	Type of program	Max Points
Project serves hardest to serve populations	Serves or prioritizes chronically homeless (85%)	# of Chronically Homeless head of households, divided by all new intakes (HMIS) # Chronically Homeless head of households served during reporting period, divided by total	All program types	Bonus up to 5 pts.
Reduce length of homelessness and/or promotes stability in permanent housing	Reduce Length of homelessness	Average length of stay for program participants (HMIS)	ES & TH programs	20 pts.
	80% of clients in PSH remain in program through end of operating year or exit to PH	# "181 days or more - leavers & stayers", divided by total number of clients served (APR Q27) #Leavers Destination PH divided by total number of Leavers (APR Q29)	PH ES, TH, PH, RRH	
Increase jobs, income and self-sufficiency	20% of clients increase employment income at exit or annual update OR 54% of clients increase in cash benefits at exit or annual update		All program types	20 pts.
	20% of clients gain or maintain employment income at exit or annual update OR 54% of clients gain or maintain cash benefits at exit or annual update		All program types	
	56% of clients connected to non-cash benefits at exit or update		All program types	
Achieve APR Goals	Additional Performance Measures in APR (Section 6B of application)	Desk Monitoring Questionnaire (Q7)	All CoC funded programs	5 pts.

Ocean County Homeless Prevention and Assistance Coalition

Program Compliance				
Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Effective Use of Federal Funds	Program draws down HUD funds at least quarterly	eLOCCS screenshot	All CoC funded programs	20 pts.
	Less than 5% of program funds returned on annual basis	HUD Closeout certification	All CoC funded programs	
	APR submitted in a timely fashion	APR submission date no more than 3 months after operating year end	All CoC funded programs	
	Program uses funds for eligible population – homeless & disabled by HUD definition AND Program serves appropriate target population	Residence prior to program entry and Disability status of participants (APR) Disability, DV and Vet status of participants (APR) compared to target population (application)	All CoC funded programs	
	Program uses funds for eligible activities	Comparison of Budget narrative, budget application submitted (Exhibit 2) and eligible program activities (HUD regulations)	All CoC funded programs	
	Program utilization rates at 86% or higher	Total number of people served (APR) divided by total number of people proposed (Exhibit 2)	All CoC funded programs	
Program meets HUD regulations	Housing units inspected prior to lease up and annually thereafter	Desk Monitoring Questionnaire (Q8)	PH, RRH	15 pts
	Homeless or formerly homeless participate in policy making body	Desk Monitoring Questionnaire (Q2)	All CoC funded programs	
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Desk Monitoring Questionnaire (Q5)	All CoC funded programs	
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided,	Desk Monitoring Questionnaire (Q6)	All CoC funded programs	

Ocean County Homeless Prevention and Assistance Coalition

	unit inspection, rent reasonableness, rent calculation		
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HMIS Participation

Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Full participation in HMIS	HMIS data quality measure – less than 5% of Universal Data Elements are missing	APR Q7	All Project Types	10 pts
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit		

HPAC Participation

Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Full participation in HPAC	Agency will be represented at 2/3 of all regularly scheduled CoC meetings	CoC Meeting attendance divided by total number of meetings held	All project types	10 pts

Summary of Performance

% of Applicable Standards Achieved	
Applicable Goals Achieved	
Points Earned	
Points Earned plus Bonus Points	
Maximum Applicable Points	
% of Applicable Points Earned	

Ocean County Homelessness Prevention and Assistance Coalition

Addressing Homelessness in Ocean County

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Continuum of Care ▶

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Resources

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Calendar of Events

November 2015

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

« Mar

Announcements

Local Selection Process

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2015 Continuum of Care funding administered by the U.S. Department of Housing and Urban Development. Agencies interested in HUD CoC funding must submit an Application for each project (new and renewal) which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **June 5, 2015** to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Taiisa Kelly, Ending Homelessness Group, 29 Alden Street, Suite 1B, Cranford, NJ 07016

Attached please find the following documents:

- [FY2015 HUD funding priorities](#)
- [FY2015 New Project Application](#)
- [FY2015 HPAC New Project Scoring Tool](#)
- [FY2015 Renewal Project Application](#)
- [Renewal Project Desk Monitoring Tool](#) (renewal projects will be scored based on desk monitoring results.)
- [Desk Monitoring Review Guide](#)
- [FY2015 Grant Inventory Worksheet](#) (inventory of all renewal projects for the FY2015 competition)

We strongly encourage all agencies interested in CoC funding to review the CoC registration notice released by HUD which explains the 2015 funding priorities and eligible projects at the link below:

<https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/>

Ocean County Homeless Prevention and Assistance Coalition

Local Selection Process

All agencies and programs interested in applying for new or renewal funding through the Continuum of Care program must submit a notice of intent within the deadlines established by the Executive Committee. All agencies submitting a request for funding may be required to present their project before the Review Committee prior to final determination of funding according to the criteria established by the Executive Committee for each funding year. Late applications will not be accepted in the local selection process unless an extension has been approved. Renewal projects and new projects will be required to submit an application by the identified deadline in order to be considered for funding.

The Ocean HPAC Executive Committee shall be responsible for selecting the projects eligible to apply for funding through the HUD continuum of care application process. The Executive Committee shall evaluate all projects seeking funding through the HUD Continuum of Care and determine the level of funding each project is eligible to apply for. In order to complete the local selection process for the annual HUD Continuum of Care application, the Executive Committee shall undertake the following activities.

Establish funding priorities – the Executive Committee shall establish the funding priorities that will be applied to the local selection process on an annual basis. The committee may use information from HUD, HMIS and local community agencies to determine the appropriate funding priorities for a given funding cycle. The funding priorities shall be used to ensure the appropriate types of projects are supported for funding and may be used to identify the types of projects eligible to apply for funding or adjust project scores for applications submitted through the local selection process. The Executive Committee shall determine how the funding priorities will be applied to the local selection process on an annual basis prior to the release of the request for applications.

Approve Review Committee – the Review Committee for the local selection process shall be composed of non-conflicted individuals who are members of the the HPAC Executive Committee or the HPAC full membership committee. The Review Committee shall be made up of at least 5 members approved by the Executive Committee. The Review Committee shall review applications submitted by interested agencies and hear project presentations. Committee members will be responsible for scoring each project that has submitted an application and identifying which projects have been approved for funding and the level of their funding award. Funding recommendations must be submitted to the Executive Committee for approval unless the committee has otherwise been empowered by the Executive committee to make final decisions. The Review Committee shall also be responsible for providing feedback on the local selection process and application tools in order to improve the review and scoring process.

Local Application Form and Content – The Executive Committee shall approve the application used for the local selection process each year. The application shall be designed to collect project information necessary to assist the Review Committee in making determinations about

Ocean County Homeless Prevention and Assistance Coalition

funding. The Review Committee shall evaluate the application tool on an annual basis following the completion of the local selection process and provide feedback to improve the tool as necessary.

Renewal projects shall be evaluated based on their monitoring score along with additional criteria identified by the Executive Committee which shall be collected during the application process. The renewal application must at a minimum include the following items:

- Project name
- Target population
- Indication of intent to apply for funding
- Budget
- Identification of major changes to the project

Additional items may be added to the renewal project application as determined by the Executive Committee to effectively evaluate the project according to the established funding priorities.

New projects shall be evaluated based on their application and additional information gathered during the project presentation process if such a process is approved for the funding year. The application form for new projects shall include the following items:

- Project name
- Type of project
- Target population
- Detailed budget
- Project description
- Agency background, experience and capacity

Scoring Criteria – the Executive Committee shall approve the scoring criteria that shall be used to select projects on an annual basis prior to release of the local selection process. Each project that submits an application through the local selection process will be scored and ranked based on the Project Application, Project Performance and Monitoring results where applicable.

Renewal project scoring shall be based primarily on the monitoring results. The score may be adjusted according to the project presentation (if applicable) or additional information provided through the application process.

New Projects will be scored according to the information provided through the local application and project presentation. The scoring criteria for new projects will cover the following at a minimum:

- How the project fits the local priorities
- Agency experience
- How the project leverages community resources

Ocean County Homeless Prevention and Assistance Coalition

Local Selection Process

The Executive Committee shall authorize the release of the local project application after approval of the Application form, scoring criteria and establishment of the local selection timeline. The availability of the application process shall be announced through publication on the CoC website, distribution via email through the CoC listserv and other community listservs, and through announcement made at the CoC meetings and other community meetings. The announcement of the application process shall include the following information:

- Funding Priorities
- Application Forms (new and renewal projects)
- Scoring Criteria
- Submission Deadline

All agencies interested in receiving funding through the HUD continuum of care must submit an application by the identified deadline. A separate application must be completed for each project seeking funding except in cases where the agency has completed or is seeking consolidation of two or more programs. Projects that fail to submit an application by the identified deadline will not be considered for funding.

Agencies that have extenuating circumstances that impact their ability to submit the application by the identified deadline may request an extension for submission of the application. The extension request must be submitted to the CoC Lead Agency (via email or hard copy letter) at least 5 business days prior to the submission deadline. The extension request must indicate the reason for the request and the anticipated date when the completed application can be submitted. The CoC Lead Agency will share the request with the Executive Board Chair and make a determination about whether to grant an extension. Extension request will be reviewed on a case by case basis.

Agencies submitting applications may be requested to participate in a project presentation before the local Review Committee. Project presentations will be scheduled according to the timeline established by the Executive Committee for each funding cycle. During project presentations applicants may share basic project information as well as additional clarifying information to assist the Review Committee in making funding determinations. The Review Committee may request additional information seeking clarification of information contained in the application or based on information highlighted through the monitoring process or provided directly from HUD.

The Review Committee shall score each project application using the approved scoring criteria based on information provided through the application, project presentations and monitoring process (as applicable). Projects will be ranked according to the score received.

The Review Committee will make funding determinations based on the established funding priorities in conjunction with the projects' rank and score. The Review Committee shall set the level of funding available for those projects that have been selected. The committee has the power to reduce, reallocate or deny funding for renewal and new projects if significant issues

Ocean County Homeless Prevention and Assistance Coalition

are identified with the project or agency requesting funding. The committee shall also have the power to increase the amount awarded to new projects, as compared to the initial request, within the limits of the overall budget provided that the requesting agency agrees to the proposed increase.

The Review Committee will submit the project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants unless otherwise authorized by the Executive Committee. The Executive Committee may approve the funding recommendations of the Review Committee through a special meeting, via email, or conference call if timing is an issue in the local selection process according to the deadlines established in the HUD NOFA for the funding cycle.

The Executive Committee may request further clarification from the Review Committee or particular programs prior to making a final determination on funding recommendations submitted by the Review Committee. Upon approval of the funding recommendations, the CoC Lead Agency shall send notification letters to all agencies who submitted applications through the local selection process. The Notification letter shall identify whether the project has been approved for funding. The letter shall include the maximum level of funding approved and any additional requirements identified by the Executive Committee, as well as the appeals process.

Projects selected for funding must submit an exhibit 2 application to HUD through the e-snaps system within the timeframe specified in the Notification letter. Exhibit 2 applications must reflect the same project information and total budget amount as approved by the Executive Committee. Approved projects requesting a budget amount different from that approved by the Executive Committee shall be required to adjust the budget. Projects failing to make adjustments within the requested timeframe may be subject to the CoC Lead Agency changing the budget request or rejection of the project and denial of funding.

Projects that have been denied funding may not submit an Exhibit 2 application in e-snaps. Projects that submit an Exhibit 2 application after being denied funding will be automatically rejected in the e-snaps system and will not be included in the Continuum of Care application submitted by the Ocean County HPAC.

Agencies that have submitted a proposal through the local review process may appeal the final recommendations of the Executive Committee. All appeals must be in accordance with the Appeals Process as laid out in the CoC Policies and Procedures Manual.

Ocean County Homelessness Prevention and Assistance Coalition (HPAC)

Bylaws

Table of Contents

Article I: Organization

- Section 1. Name
- Section 2. Service Area
- Section 3. Address
- Section 4. Description

Article II: Mission and Purposes

- Section 1. Mission
- Section 2. Purposes
- Section 3. Limitations

Article III: Participation and Membership

- Section 1. Open Participation
- Section 2. Membership
- Section 3. Membership Terms
- Section 4. Meetings
- Section 5. Attendance
- Section 6. Representation and Voting
- Section 7. Minutes
- Section 8. Code of Conduct

Article IV: Executive Board

- Section 1. Executive Board
- Section 2. Members of the Executive Board
- Section 3. Term of Office
- Section 4. Officers
- Section 5. Executive Board Appointments
- Section 6. Executive Board Meetings
- Section 7. Duties of the Executive Board
- Section 8. Quorum and Voting

Article V. HPAC Officers

- Section 1. HPAC Officers
- Section 2. Duties of the HPAC Officers
- Section 3. Resignation and Removal

Article VI: HPAC Committees

- Section 1. Committees
- Section 2. Limitations on Committee, Workgroup, and Advisory Committee Authority

Article VII: CoC Lead Agency

- Section 1. CoC Lead Agency
- Section 2. Duties of the CoC Lead Agency
- Section 3. CoC Lead Agency Appointment
- Section 4. Limitations on the CoC Lead Agency

Article VIII: Policies and Procedures

- Section 1. Policies and Procedures
- Section 2. Maintenance of Policies and Procedures

Article IX: Adoption and Amendments

Ocean County Continuum of Care (HPAC)

Bylaws

Article I: Organization

Section 1. Name: The name of this organization shall be the Ocean County Homelessness Prevention and Assistance Coalition, hereinafter referred to as the HPAC,

Section 2. Service Area: The HPAC shall enable organizations to serve the homeless and those at risk of homelessness in the County of Ocean, New Jersey.

Section 3. Address: The principal office of the HPAC shall be the office of the CoC Lead agency defined in Article VII of these bylaws; currently the Ocean County Department of Human Services, 1027 Hooper Avenue, Building 2, 3rd Floor, Toms River, New Jersey, 08753, unless changed by the HPAC.

Section 4. Description: The HPAC is a voluntary association that provides information, services, and advocacy for and on behalf of Ocean County's homeless population.

Article II: Mission and Purposes

Section 1. Mission: The HPAC works to ensure that people who experience homelessness or are at imminent risk of homelessness will have access to community resources to resolve their immediate housing crisis and facilitate transition from homelessness to stability in permanent housing as rapidly as possible.

Section 2. Purposes: The purposes of the HPAC are:

- To provide information and engage with the homeless population of Ocean County to enhance their knowledge of available services and service providers.
- To serve as a forum to analyze and discuss emerging housing needs of the homeless population and those at imminent risk of homelessness in Ocean County.
- To support planning and development of services to meet prioritized needs of homeless individuals and those at-risk for homeless in Ocean County.
- To develop and implement a coordinated community-based strategy for preventing homelessness when possible and rapidly rehousing those who become homeless in Ocean County through permanent supportive housing solutions, stabilization of at risk households, educational and

economic opportunities to promote self-sufficiency, and other mainstream and social services.

- To coordinate Ocean County's resources to effectively identify and address the needs of the county's homeless population.
- To create and maintain systemic approaches to addressing homelessness through collaboration with community and government organizations and liaison relations with statutorily created and other administrative or advisory boards, which are concerned with homeless services.
- To create and use data and performance measurement tools to evaluate and improve the county's response to homelessness, particularly projects funding through the US Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program.
- To apply for funding from the US Department of Housing and Urban Development (HUD) under the Continuum of Care (CoC) Program and other funding programs for the homeless.

Section 3. Limitations: No part of the activities of the HPAC shall consist of lobbying or participation in any political campaign on behalf of or in opposition to any candidate for public office.

Article III: Participation and Membership

Section 1. Open Participation: Meetings are open to the general public pursuant to the State of New Jersey Open Public Meetings Act, chapter 231, P.L. 1975. Interested persons may attend and participate in discussion. Anyone who attends any meeting will be considered a "participant," but will not have voting rights. Participants may submit a written request for HPAC membership after attending at least three (3) consecutive HPAC meetings. The Executive Board of the HPAC will confirm membership on an annual basis.

Section 2. Membership: Members of the HPAC represent and may include service providers, local businesses and developers, faith-based organizations, homeless or formerly homeless persons, nonprofit organizations, representatives from public agencies, and other interested individuals who reside in or do business in Ocean County. The HPAC shall strive to be representative of all subpopulations of homeless persons in Ocean County. An invitation for new members to join will be made publicly available at least annually, in accordance with the HPAC Member Recruitment Policy.

Section 3. Membership Terms: Members will serve without compensation in one-year terms to begin January 1 and terminate on December 31, as appointed by the Executive Board. Membership may be renewed as long as the member remains in good standing: participates actively on the HPAC in accordance to its mission and purposes, regularly attends meetings, and continues to reside in or do business in Ocean County.

Section 4. Meetings: The HPAC shall meet bimonthly, as scheduled by the HPAC as a whole pursuant to the State of New Jersey Open Public Meetings Act, chapter 231, P.L. 1975. All meeting dates shall be announced, and posted on the CoC Lead Agency's website, and at other sites as determined by the HPAC. Special meetings of the members may be called by a majority of the HPAC.

Section 5. Attendance: Attendance will be recorded at each HPAC and Committee meeting. Members of the HPAC are expected to be present and active participants in HPAC and Committee meetings. Specific attendance requirements to maintain good standing are as follows:

- A. Continuum of Care Recipients and Subrecipients: All CoC recipients and subrecipients are required to participate (or in the case of an agency, have at least one representative participate) on a working Committee and attend at least two-thirds of the regularly scheduled meetings in order to be considered for funding through the Continuum of Care or other funding of the HPAC. In addition, Recipients and Subrecipients must participate in any mandatory grantee meeting(s) convened by the Executive Board or CoC Lead Agency.
- B. Other Members: All other HPAC members are required to attend at least one-half (1/2) of all meetings in a calendar year or, in the case of an agency, have at least one representative participate.

Section 6. Representation and Voting: Agencies and organizations should be represented by no more than one (1) member each, unless it is determined by the Executive Board that multiple program components within a larger umbrella organization may be represented separately on the HPAC to best serve its mission. Each member is entitled to one (1) vote on matters considered by the HPAC.

Section 7. Minutes: Minutes shall be kept of every meeting of the HPAC, Executive Board, and Committees by the CoC Lead agency. The minutes of the HPAC shall be distributed to the entire HPAC following each meeting for comments and corrections and shall be approved by a majority vote of the membership.

Section 8. Code of Conduct: Individuals participating in or influencing the HPAC decision making must disclose any actual or perceived conflict of interest as early as possible, in accordance with the HPAC Code of Conduct and Conflict of Interest Policy. Any member with a conflict shall abstain from voting on a matter for which he/she or his/her organization has a financial or other vested interest. Any participation in discussion must be in compliance with the HPAC Code of Conduct. If the HPAC Chair or a Committee Chair has a conflict, that individual shall designate a temporary chair for the discussion of that particular agenda item.

Article IV: Executive Board

Section 1. Executive Board: The Executive Board of the HPAC shall govern, control, and manage the HPAC and each of its activities. The purpose of the Executive Board is to provide leadership, policy direction, and strategic planning for the entire HPAC.

Section 2. Members of the Executive Board: The Executive Board shall be comprised of not less than five (5) and not more than ten (10) members who reside in or do business in Ocean County. Members will serve without compensation. One-third (1/3) of the membership shall represent public agencies and two-thirds (2/3) of the membership shall represent private entities. At least one seat on the Executive Board shall be filled by a homeless and/or formerly homeless individual. Executive Board members may appoint a designee to act in their stead, which will be filed with the Chair and CoC Lead agency on an annual basis. The HPAC shall make a concerted effort to include on the Executive Board representatives from the following groups:

- Government agencies throughout Ocean County
- Faith-based and other community-based organizations
- Nonprofit homelessness assistance providers
- Social service providers
- Nonprofit and for-profit housing developers
- Local businesses and law firms
- Local universities or colleges
- Law enforcement and correctional facilities
- County Superintendent's office and/or school district homeless liaisons
- Hospitals and health care providers
- Victim services providers
- Advocates
- Public housing agencies
- Behavioral health care providers
- Organizations serving veterans
- Funders

Section 3. Term of Office: Members of the Executive Board shall be appointed for three (3) year terms. Terms will be based on a calendar year. Members may not be re-appointed after serving two (2) full three (3) year terms, until one (1) year shall has elapsed since the expiration of such terms.

Section 4. Officers: On an annual basis, the Executive Board shall appoint a Chair and Vice Chair, who will serve both the HPAC and Executive Board.

Section 5. Executive Board Appointments: The Executive Board members shall be appointed by the Governance Committee of the HPAC, in accordance with the HPAC Member Recruitment Policy. Members of the Executive Board

must agree to uphold the mission and purposes of the HPAC, as defined by Article II of these bylaws.

On an annual basis and when a vacancy or unexpired term is to be filled, the following applies: New members will be solicited by the HPAC and CoC Lead Agency, in accordance to the HPAC Member Recruitment Policy. The Governance Committee shall review letters of interest from candidates and make a recommendation to the Executive Board. The full HPAC will have an opportunity to review and provide endorsement for the Governance Committee's recommendation(s) regarding membership prior to submission to the Executive Board for final approval.

Section 6. Executive Board Meetings: The Executive Board shall meet as often as deemed necessary, but no fewer than four (4) times per calendar year. Notice of meetings and any applicable documents shall be provided to all members of the Executive Board at least five (5) days in advance of a meeting.

Section 7. Duties of the Executive Board: The responsibilities of the Executive Board shall include, but not be limited to:

- Attend at least two-thirds (2/3) of all meetings of the Executive Board
- Attend an annual HPAC meeting to be determined by the Chair and Vice Chair
- Review and comment on local legislation affecting homelessness
- Monitor the implementation of Ocean County's Homeless Services Plan (the "Ten Year Plan")
- Revise and update the Ten Year Plan upon recommendation from the HPAC
- Gather and report community input on homelessness
- Set program performance standards and monitoring policies for projects receiving funding through the HPAC
- Establish policies for prioritizing projects to be funded by the HPAC
- Review and approve applications for funding on behalf of the HPAC, including but not limited to the HUD CoC Program
- Review and approve recommendations for funding from the Monitoring Team and Rank and Review Committee
- Review funding decision appeals, in accordance with the HPAC Right to Appeal Funding Decisions Policy.
- Establish a CoC Lead agency every five (5) years, as defined by Article VII of these bylaws.
- Abide by the HPAC Code of Conduct and Conflict of Interest Policy.
- The Executive Board may also be responsible for other duties that may arise from time to time.

Section 8. Quorum and Voting: A majority of members of the Executive Board (50% plus one(1)) shall constitute a quorum. Although the Executive Board shall strive to achieve consensus, the affirmative vote of a majority of its membership shall be required for the approval of any matter. With the exception of financial

matters that will require a roll call vote, motions may be considered via voice vote. Members shall be entitled to one (1) vote per matter. A vote by phone or email may be taken and recorded for non-financial matters at the discretion of the Chair and Vice-Chair of the Executive Board.

Article V – HPAC Officers

Section 1. HPAC Officers: On an annual basis, the Executive Board shall appoint a Chair and Vice Chair from its membership, who will serve both the HPAC and Executive Board. Other officers may be instituted as the Executive Board deems necessary for the implementation of the Executive Board and HPAC.

Section 2. Duties of the HPAC Officers: The Chair and Vice Chair of the HPAC shall:

- Preside at all HPAC meetings
- Serve as Chair and Vice of the Executive Board and attend all meetings of the Executive Board
- Provide reports to the entire HPAC from the Executive Board as needed
Call special meetings of the HPAC as needed
- Publicly represent the HPAC
- Design and coordinate the HUD Continuum of Care grant application process in partnership with the CoC Lead agency
- Draft letters of support on behalf of the HPAC
- Perform any other duties on behalf of the HPAC as determined by the Executive Board

Section 3. Resignation and Removal: The Chair and Vice Chair may resign by tendering written notice to the Executive Board and HPAC. Any officer may be removed whenever, in the judgment of the Executive Board, the best interest of the HPAC will be served thereby. An affirmative majority vote of the Executive Board shall be required to remove an Officer. This action will be taken at a duly called meeting of the Executive Committee.

Article VI – HPAC Committees

Section 1. Committees: The HPAC shall convene Committees, Workgroups, and/or advisory committees to address specific needs or projects of the HPAC. These Committees may be formed and disbanded as needed by a vote of the Executive Board. Each Committee shall designate a Chair or the Executive Board may appoint a Chairperson if needed. Assessments regarding the need for a particular Committee, appointments, and Chair designations shall be made at least annually. Committees shall meet as needed, shall keep the Executive Board informed of their progress, and shall provide findings and recommendations to the Executive Board as needed. Committees may include, but shall not be limited to:

- Monitoring Team
- Rank and Review Committee
- Project Homeless Connect Planning Team
- Education and Youth Committee
- Membership Committee
- Community Outreach and Participation Team
- Policies and Procedures Committee

Section 2. Limitations on Committee, Workgroup, and Advisory Committee

Authority: All committees, workgroups, and advisory committees of the HPAC shall provide findings and recommendations to the entire HPAC and Executive Board in writing, prior to the meeting at which the recommendation shall be discussed. The Executive Board must approve any recommendations before any action may be taken.

Article VII – CoC Lead Agency

Section 1. CoC Lead Agency: The CoC Lead agency shall be responsible for carrying out the administrative duties required by the HPAC, Executive Board, and applications for funding.

Section 2. Duties of the CoC Lead Agency:

- Apply for funding from the US Department of Housing and Urban Development (HUD) under the Continuum of Care (CoC) Program and other funding programs for the homeless.
- Design and coordinate the HUD Continuum of Care grant application process in partnership with the HPAC Officers.
- Publicly represent the HPAC.
- Maintain HPAC Policies and Procedures Manual.
- Maintain the HPAC membership email distribution list.
- Provide support to the HPAC Chairs and CoC Executive Board by preparing agendas and scheduling meetings.
- Record meeting minutes and prepare information for meetings.
- Develop, follow, and update a governance charter to comply with HMIS requirements as prescribed by HUD.
- Facilitate coordination between the HPAC and identified HMIS Lead agency.
- Facilitate any consultation services required by the HPAC.
- At the desire of the HPAC, may serve as a Unified Funding Agency and carry out all planning, fiscal, and monitoring duties required therein.

Section 3. CoC Lead Agency Appointment: Every five (5) years, the Governance Committee of the HPAC shall seek letters of intent to serve as CoC Lead Agency for the HPAC from nonprofit community based organizations that are based in and/or serve the Ocean County geographic area. Only

organizations that meet requirements set forth by HUD shall be eligible to serve as the CoC Lead Agency, in addition to any requirements agreed upon by HPAC as a whole. The Governance Committee shall review letters of intent and submit recommendation(s) to the Executive Board. The CoC Lead Agency shall be appointed by a majority affirmative vote of the Executive Board of the HPAC. The CoC Lead Agency must agree to uphold the mission and purposes of the HPAC, as defined by Article II of these bylaws.

Section 4. Limitations on the CoC Lead Agency: By virtue of this role, the CoC Lead Agency is excluded from direct service funding through the HPAC, with the exception of eligible general and administrative costs associated with the HPAC. Staff members of the CoC Lead Agency shall have no voting privileges at meetings of the HPAC or Executive Board. Staff members of the CoC Lead Agency shall not be eligible to serve as elected officers of the HPAC.

Article VIII – Policies and Procedures

Section 1. Policies and Procedures: The HPAC shall maintain and follow a written Policy and Procedure Manual that elucidates its compliance with governing requirements and specific activities to address its mission and purposes as defined in Article II of these bylaws. Whenever possible, policies and procedures developed by the HPAC shall be designed to meet or exceed the expectations for a High Performing CoC Community.

The HPAC and Executive Board shall develop written policies and procedures to address the following:

- Member Recruitment
- Code of Conduct and Conflict of Interest
- Right to Appeal Funding Decisions
- Compliance with Applicable Confidentiality Requirements
- HPAC Planning Process, including annual Point-in-Time Count, annual gaps analysis, determination of priorities for funding projects and coordination with other planning bodies or processes such as the Human Services Advisory Council, Consolidated Plan, and Emergency Solutions Grant
- Funding Application Process, including development and approval of an application to HUD under the CoC program, rank and review of projects, selection of type of applicant, and the development and approval of applications for any other relevant funding streams with the purpose to address homelessness or individuals at risk for homelessness that would fall under the purview of the HPAC
- HMIS Lead Agency, including selection of the HMIS lead agency and governance charter that addresses privacy, security, and data quality plans
- Recipient and Subrecipient Oversight, including the determination of performance targets per program component and recipient, evaluation of programmatic integrity, oversight of data quality and other HMIS requirements, evaluation of outcomes, and corrective action planning

- Coordinated Assessment System, including standards for determining eligibility for funded projects, standards for assistance provided through the CoC by program component, and other operational guidelines for a coordinated assessment of housing needs for individuals and families seeking services in Ocean County.

Section 2. Maintenance of Policies and Procedures: The Policies and Procedures Committee of the HPAC shall review policies and procedures every five (5) years or more frequently if necessitated by HUD Notice. The Policies and Procedures Committee shall review each policy and procedure and provide recommendations to the Executive Board. The Committee will have the authority to design and recommend new policies and procedures as deemed necessary. The full HPAC will have an opportunity to review and provide endorsement for the Committee's recommendation(s) prior to submission to the Executive Board for final approval. Policies and procedures shall be adopted by a majority affirmative vote of the Executive Board of the HPAC. The CoC Lead Agency is charged with maintaining digital and print copies of the HPAC Policies and Procedures Manual.

Article IX – Adoption and Amendments

These bylaws may be amended at a regular or special meeting of the HPAC by a majority affirmative vote of members present and voting, and with final approval by the Executive Board. Amendments must be in written form and distributed to the members of the entire HPAC and Executive Board at least two (2) weeks prior to presentation and vote.

The foregoing bylaws were adopted by action of the HPAC on January 13, 2014.

Homeless Prevention and Assistance Coalition



Ocean County Homeless Prevention and Assistance Coalition

Ocean County HPAC Membership Policy

Membership Overview

Goals - Broad based community participation in addressing homelessness through collaboration, strategy, resources and coordinated services.

Types of Participation

Voting

- Primary Members are those current standing members with voting privileges.

Non-voting

- Participants are those who attend general meetings and may participate but have no voting privileges. A participant who attends three consecutive meetings may submit a request for becoming a primary member. (see New Member Application Process). If an organization or group is requesting membership one vote by one of the organizations representatives would constitute that groups voting privilege.
- Community Participants are those participants who may comprise subcommittees and/or ad hoc committees but may not necessarily attend the general meetings. Community participants would consist of those people in the field who have first-hand experience with issues discussed and can contribute to identifying current challenges and participate in possible solutions.

Membership targets - Members of the HPAC represent and may include service providers, local businesses and developers, faith-based organizations, homeless or formerly homeless persons, nonprofit organizations, representatives from public agencies, and other interested individuals who reside in or do business in Ocean County. The HPAC shall strive to be representative of all subpopulations of homeless persons in Ocean County. An invitation for new members to join will be made publicly available at least annually, in accordance with the HPAC Member Recruitment Policy.

(* denotes current gaps in member representation)

- a. Government agencies throughout Ocean County
- b. Faith-based and community-based organizations
- c. Advocates
- d. *Public housing agencies
- e. Non-profit homeless-assistance providers
- f. *Local business and law firms
- g. Law enforcement and correctional facilities
- h. Social service providers
- i. *Homeless or formerly homeless representatives

Ocean County Homeless Prevention and Assistance Coalition

- j. *Hospital and health care providers
- k. Victim service providers
- l. Behavioral health care providers
- m. *For-profit and non-profit housing developers
- n. Organizations serving veterans
- o. *Funders
- p. *Local school representatives
- q. *Local colleges, universities, trade schools

Recruitment and Outreach

Recruitment Process - An invitation for new members to join will be made publicly at least once a year. HPAC committee members will identify and address membership gaps in essential sectors from key providers and other vital stakeholders. Recruitment of new members will be made to ensure all membership requirements set forth in the by-laws are met.

Recruitment outreach by way of written or verbal invitation to prospective members may be an ongoing process. Invitation to attend a general meeting or committee meeting, to familiarize prospective new members with HPAC, would be required.

Outreach in the community could also extend to HPAC Primary Members attending meetings of local civic groups to inform them of HPAC and possible future collaboration to address solutions for the homeless in our community.

Recruitment Materials - Prospective members should be supplied with the following packet to include:

- a. Copy of HPAC by-laws
- b. Goals and mission statement
- c. Flow chart depicting the process of HPAC executive board, lead agency, committees and membership
- d. Ocean County's Homeless Services Plan(2013-2023)

New Members

Application Process - new participants are considered participatory members and do not have voting rights. After attendance at three consecutive HPAC general or committee meetings, participatory members may apply to become a primary member which would include voting rights.

- a. Submit a written request for primary membership
- b. Submit a bio
- c. Submit reason for wanting to become a primary member

Review and Approval – The Executive Board shall review all membership applications submitted and shall approve any new members to the Ocean County Homeless Prevention and Assistance Coalition.

Ocean County Homeless Prevention and Assistance Coalition

Timelines for submission and notification – Those interested in becoming a new member of Ocean HPAC may submit the required membership documents at anytime. The Executive Board will have 60 days to review and notify applicants of the final membership decision.

Orientation – An orientation will be conducted by the lead agency, in a timely manner, after notification of acceptance to the new member.

Member Responsibilities

Membership Terms - Members will serve without compensation in one-year terms to begin January 1 and terminate on December 31, as appointed by the Executive Board. Membership may be renewed as long as the member remains in good standing: participates actively on the HPAC in accordance to its mission and purposes, regularly attends meetings, and continues to reside in or do business in Ocean County.

Meetings - The HPAC shall meet bimonthly, as scheduled by the HPAC as a whole pursuant to the State of New Jersey Open Public Meetings Act, chapter 231, P.L. 1975. All meeting dates shall be announced, and posted on the CoC Lead Agency's website, and at other sites as determined by the HPAC. Special meetings of the members may be called by a majority of the HPAC.

Attendance - Attendance will be recorded at each HPAC and Committee meeting. Members of the HPAC are expected to be present and active participants in HPAC and Committee meetings. Specific attendance requirements to maintain good standing are as follows:

- A. Continuum of Care Recipients and Subrecipients: All CoC recipients and subrecipients are required to participate (or in the case of an agency, have at least one representative participate) on a working Committee and attend at least two-thirds of the regularly scheduled meetings in order to be considered for funding through the Continuum of Care or other funding of the HPAC. In addition, Recipients and Subrecipients must participate in any mandatory grantee meeting(s) convened by the Executive Board or CoC Lead Agency.
- B. Other Members: All other HPAC members are required to attend at least one-half (1/2) of all meetings in a calendar year or, in the case of an agency, have at least one representative participate.

Representation and Voting - : Agencies and organizations should be represented by no more than one (1) member each, unless it is determined by the Executive Board that multiple program components within a larger umbrella organization may be represented separately on the HPAC to best serve its mission. Each member is entitled to one (1) vote on matters considered by the HPAC.

Addressing Membership Issues

Ocean County Homeless Prevention and Assistance Coalition

Changing Membership Status

Removal of member

Review/Update of Membership Policies

Responsible entity

Frequency of Review

Process for amendments

Ocean County Homeless Prevention and Assistance Coalition

HPAC Code of Conduct

The following Code of Conduct provides a foundation of ethics for The Ocean County Homelessness Prevention and Assistance Coalition (HPAC).

The HPAC prohibits the solicitation and acceptance of gifts or gratuities (anything of monetary value) by any member of the HPAC for his/her personal benefit or the benefit of the agency that he/she represents.

- A. The HPAC promotes impartiality in performing official duties, and prohibits any activity representing a Conflict of Interest.
- B. The HPAC prohibits the misuse of position. No member can use his/her position with HPAC for personal gain or the benefit of family or friends.
- C. Members shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the HPAC without previous Executive Board approval.
- D. Any member of the HPAC who is aware of any waste, fraud, abuse, or corruption will report same to the Executive Board as soon as the negative conduct is identified.
- E. All members of HPAC will adhere to all laws and regulations that provide equal opportunity for everyone, regardless of race, color, religion, sex, national origin, age, sexual orientation, or handicap.
- F. All members of the HPAC will be required to sign a Conflict of Interest Member Statement on an annual basis.

Violation of any portion of this code will be subject to disciplinary action which could include immediate removal from the HPAC.

Ocean County Homeless Prevention and Assistance Coalition

CONFLICT OF INTEREST MEMBER STATEMENT

Any individual participating in or influencing decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. A financial conflict of interest is defined to include the employment, affiliation, or board membership of the HPAC member or the member's immediate family, i.e. spouse, child, parent, grandparent, grandchild, uncle, aunt, brother, sister, in-law, or significant other, of any funding source, related agency, or vendor. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict. An individual with a conflict who is the HPAC chair shall yield that position during discussion and abstain from voting on the item. Decisions by the HPAC Executive Board must be justifiable as being in the best interests of the HPAC. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.

Any member may raise the question of a perceived conflict of interest on the part of another member. This question should be decided on by a majority vote of the then-present members of the HPAC.

HPAC members will be asked to submit a Conflict of Interest Member Statement on an annual or as-needed basis.

CONFLICT OF INTEREST MEMBER STATEMENT

Having read the HPAC conflict of Interest Policy, I hereby submit that I (or my immediate family) have a direct or indirect financial interest in the following agencies/organizations:

IF NO CONFLICTS, PLEASE WRITE "NONE" ACROSS THE LINES ABOVE

I am aware that I must remove myself from any discussion or vote regarding the awarding of monies or any contract or budget modifications concerning the agencies/organizations listed above.

Signature of member

Date

Agency Name (if applicable)

Please note: This policy was prepared according to HUD rule at 24 CFR 578.95.

CONFLICT OF INTEREST POLICY AND ANNUAL STATEMENT

Ocean County Homeless Prevention and Assistance Coalition

Article 1 – Purpose

1. The purpose of this policy is to protect the HPAC interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of any member or family member of the HPAC.
2. This policy is intended to supplement any applicable state and federal laws covering conflicts of interest applicable to nonprofit and charitable organizations.

Article 2 – Definitions

1. Interested person(s) – Any member who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest – A person has a financial interest if the person had, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the HPAC had a transaction or arrangement, or
 - b. A compensation arrangement with the HPAC or with any entity or individual with which the HPAC has a transaction arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the HPAC is negotiating a transaction or arrangement.
3. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Board decides that a conflict of interest exists, in accordance with this policy.

Article 3 – Procedures

1. Duty to Disclose – in connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board.
2. Recusal of Self – any member may recuse himself or herself at any time from involvement in any decision or discussion in which the member believes that he or she has or may have a conflict of interest, without going through the process of determining whether a conflict of interest exists.
3. Determining whether a Conflict of Interest exists – after disclosure of the financial interest and all material facts, and after any discussion with the interested person(s), he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The Board will then decide if a conflict of interest exists.
4. Procedures for addressing Conflicts of Interest
 - a. Once an interested person has identified a possible conflict of interest, the Chair of the HPAC may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

Ocean County Homeless Prevention and Assistance Coalition

- b. After exercising due diligence, the Board shall determine whether the HPAC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not present a conflict.
 - c. If such an alternative is not a feasible option, the Board shall determine by a majority vote of the disinterested member(s) whether the transaction or arrangement is in the HPAC's best interest, for its own benefit, and whether it is fair and reasonable. Based on the Board's determination, it shall make its decision as to whether to enter into the transaction or arrangement.
5. Violation of the Conflicts of Interest Policy
- a. If any member of the HPAC has reasonable cause to believe that another member has failed to disclose actual or possible conflicts of interest, he/she shall inform a member of the Board of the basis of such belief and the Board will discuss same with the member in question.
 - b. The member in question will be given an opportunity to explain the alleged failure to disclose to the Board.
 - c. If, after further investigation, the Board determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
 - d. Records of the Board proceedings shall include the name(s) of the parties involved, the determination of the Board, and the action(s) taken, if any. A full roster of members involved in the proceedings must be maintained.

Article 4 – Compensation

1. A voting member of the Board who receives compensation, directly or indirectly, from the HPAC for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the HPAC for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the HPAC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Ocean County Homeless Prevention and Assistance Coalition

HUD Rule:

578.95 Conflicts of interest.

- a. *Procurement.* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR [85.36](#) (for governments) and 24 CFR [84.42](#) (for private nonprofit organizations).
- b. *Continuum of Care board members.* No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- c. *Organizational conflict.* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § [578.49\(b\)\(2\)](#) and § [578.51\(g\)](#) and housing quality inspections of property under § [578.75\(b\)](#) that the recipient, subrecipient, or related entity owns.
- d. *Other conflicts.* For all other transactions and activities, the following restrictions apply:
 1. No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.
 2. *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.
 - i. *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:
 - A. Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and

Ocean County Homeless Prevention and Assistance Coalition

- B. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.
- ii. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:
 - A. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 - B. Whether an opportunity was provided for open competitive bidding or negotiation;
 - C. Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;
 - D. Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;
 - E. Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;
 - F. Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and
 - G. Any other relevant considerations.

Ocean County Homeless Prevention and Assistance Coalition

Local Selection Process

All agencies and programs interested in applying for new or renewal funding through the Continuum of Care program must submit a notice of intent within the deadlines established by the Executive Committee. All agencies submitting a request for funding may be required to present their project before the Review Committee prior to final determination of funding according to the criteria established by the Executive Committee for each funding year. Late applications will not be accepted in the local selection process unless an extension has been approved. Renewal projects and new projects will be required to submit an application by the identified deadline in order to be considered for funding.

The Ocean HPAC Executive Committee shall be responsible for selecting the projects eligible to apply for funding through the HUD continuum of care application process. The Executive Committee shall evaluate all projects seeking funding through the HUD Continuum of Care and determine the level of funding each project is eligible to apply for. In order to complete the local selection process for the annual HUD Continuum of Care application, the Executive Committee shall undertake the following activities.

Establish funding priorities – the Executive Committee shall establish the funding priorities that will be applied to the local selection process on an annual basis. The committee may use information from HUD, HMIS and local community agencies to determine the appropriate funding priorities for a given funding cycle. The funding priorities shall be used to ensure the appropriate types of projects are supported for funding and may be used to identify the types of projects eligible to apply for funding or adjust project scores for applications submitted through the local selection process. The Executive Committee shall determine how the funding priorities will be applied to the local selection process on an annual basis prior to the release of the request for applications.

Approve Review Committee – the Review Committee for the local selection process shall be composed of non-conflicted individuals who are members of the the HPAC Executive Committee or the HPAC full membership committee. The Review Committee shall be made up of at least 5 members approved by the Executive Committee. The Review Committee shall review applications submitted by interested agencies and hear project presentations. Committee members will be responsible for scoring each project that has submitted an application and identifying which projects have been approved for funding and the level of their funding award. Funding recommendations must be submitted to the Executive Committee for approval unless the committee has otherwise been empowered by the Executive committee to make final decisions. The Review Committee shall also be responsible for providing feedback on the local selection process and application tools in order to improve the review and scoring process.

Local Application Form and Content – The Executive Committee shall approve the application used for the local selection process each year. The application shall be designed to collect project information necessary to assist the Review Committee in making determinations about

Ocean County Homeless Prevention and Assistance Coalition

funding. The Review Committee shall evaluate the application tool on an annual basis following the completion of the local selection process and provide feedback to improve the tool as necessary.

Renewal projects shall be evaluated based on their monitoring score along with additional criteria identified by the Executive Committee which shall be collected during the application process. The renewal application must at a minimum include the following items:

- Project name
- Target population
- Indication of intent to apply for funding
- Budget
- Identification of major changes to the project

Additional items may be added to the renewal project application as determined by the Executive Committee to effectively evaluate the project according to the established funding priorities.

New projects shall be evaluated based on their application and additional information gathered during the project presentation process if such a process is approved for the funding year. The application form for new projects shall include the following items:

- Project name
- Type of project
- Target population
- Detailed budget
- Project description
- Agency background, experience and capacity

Scoring Criteria – the Executive Committee shall approve the scoring criteria that shall be used to select projects on an annual basis prior to release of the local selection process. Each project that submits an application through the local selection process will be scored and ranked based on the Project Application, Project Performance and Monitoring results where applicable.

Renewal project scoring shall be based primarily on the monitoring results. The score may be adjusted according to the project presentation (if applicable) or additional information provided through the application process.

New Projects will be scored according to the information provided through the local application and project presentation. The scoring criteria for new projects will cover the following at a minimum:

- How the project fits the local priorities
- Agency experience
- How the project leverages community resources

Ocean County Homeless Prevention and Assistance Coalition

Local Selection Process

The Executive Committee shall authorize the release of the local project application after approval of the Application form, scoring criteria and establishment of the local selection timeline. The availability of the application process shall be announced through publication on the CoC website, distribution via email through the CoC listserv and other community listservs, and through announcement made at the CoC meetings and other community meetings. The announcement of the application process shall include the following information:

- Funding Priorities
- Application Forms (new and renewal projects)
- Scoring Criteria
- Submission Deadline

All agencies interested in receiving funding through the HUD continuum of care must submit an application by the identified deadline. A separate application must be completed for each project seeking funding except in cases where the agency has completed or is seeking consolidation of two or more programs. Projects that fail to submit an application by the identified deadline will not be considered for funding.

Agencies that have extenuating circumstances that impact their ability to submit the application by the identified deadline may request an extension for submission of the application. The extension request must be submitted to the CoC Lead Agency (via email or hard copy letter) at least 5 business days prior to the submission deadline. The extension request must indicate the reason for the request and the anticipated date when the completed application can be submitted. The CoC Lead Agency will share the request with the Executive Board Chair and make a determination about whether to grant an extension. Extension request will be reviewed on a case by case basis.

Agencies submitting applications may be requested to participate in a project presentation before the local Review Committee. Project presentations will be scheduled according to the timeline established by the Executive Committee for each funding cycle. During project presentations applicants may share basic project information as well as additional clarifying information to assist the Review Committee in making funding determinations. The Review Committee may request additional information seeking clarification of information contained in the application or based on information highlighted through the monitoring process or provided directly from HUD.

The Review Committee shall score each project application using the approved scoring criteria based on information provided through the application, project presentations and monitoring process (as applicable). Projects will be ranked according to the score received.

The Review Committee will make funding determinations based on the established funding priorities in conjunction with the projects' rank and score. The Review Committee shall set the level of funding available for those projects that have been selected. The committee has the power to reduce, reallocate or deny funding for renewal and new projects if significant issues

Ocean County Homeless Prevention and Assistance Coalition

are identified with the project or agency requesting funding. The committee shall also have the power to increase the amount awarded to new projects, as compared to the initial request, within the limits of the overall budget provided that the requesting agency agrees to the proposed increase.

The Review Committee will submit the project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants unless otherwise authorized by the Executive Committee. The Executive Committee may approve the funding recommendations of the Review Committee through a special meeting, via email, or conference call if timing is an issue in the local selection process according to the deadlines established in the HUD NOFA for the funding cycle.

The Executive Committee may request further clarification from the Review Committee or particular programs prior to making a final determination on funding recommendations submitted by the Review Committee. Upon approval of the funding recommendations, the CoC Lead Agency shall send notification letters to all agencies who submitted applications through the local selection process. The Notification letter shall identify whether the project has been approved for funding. The letter shall include the maximum level of funding approved and any additional requirements identified by the Executive Committee, as well as the appeals process.

Projects selected for funding must submit an exhibit 2 application to HUD through the e-snaps system within the timeframe specified in the Notification letter. Exhibit 2 applications must reflect the same project information and total budget amount as approved by the Executive Committee. Approved projects requesting a budget amount different from that approved by the Executive Committee shall be required to adjust the budget. Projects failing to make adjustments within the requested timeframe may be subject to the CoC Lead Agency changing the budget request or rejection of the project and denial of funding.

Projects that have been denied funding may not submit an Exhibit 2 application in e-snaps. Projects that submit an Exhibit 2 application after being denied funding will be automatically rejected in the e-snaps system and will not be included in the Continuum of Care application submitted by the Ocean County HPAC.

Agencies that have submitted a proposal through the local review process may appeal the final recommendations of the Executive Committee. All appeals must be in accordance with the Appeals Process as laid out in the CoC Policies and Procedures Manual.

Ocean County Homeless Prevention and Assistance Coalition

Monitoring Policy

Background

The According to the U.S. Department of Housing and Urban Development (HUD), the purpose of the homeless assistance continuum of care system is to reduce the incidence of homelessness in communities by assisting homeless individuals and families to quickly transition to permanent housing and self-sufficiency.

The Ocean HPAC is responsible for overseeing and managing the homeless service system and in this role must ensure that programs providing housing and services to the homeless population of Ocean County meet federal and local goals of addressing and ending homelessness. The Ocean HPAC shall create program performance objectives designed to assist the community in meeting federal and local goals of ending homelessness. The objectives established shall reflect compliance with funding source regulations to ensure resources remain available in the community, and achievement of outcomes signifying stability of households served in order to achieve the goal of quickly moving households to permanent housing.

Applicable Programs

The Ocean HPAC Executive Committee shall identify the programs that will be monitored in a given year. At a minimum, all projects receiving funding through the HUD CoC program and ESG program will be subject to monitoring according to the Ocean HPAC standards.

Monitoring Team

An HPAC Monitoring Team shall be established to monitor the identified programs within the community. The Monitoring Team will consist of the CoC Lead Agency staff, and at least two non-provider members of HPAC. The Monitoring Team will be selected by the HPAC Chair or the Vice Chair.

Timeframe

Program performance will be assessed once a year. For CoC funded programs, the monitoring schedule will be coordinated with the local selection process in preparation for the annual Continuum of Care grant application to HUD. CoC funded program monitoring shall be completed prior to final project selection so as to inform the local selection process during the Continuum of Care competitive grant cycle.

The monitoring schedule for all other programs identified for monitoring will be established by the Monitoring Team in accordance with local planning needs and activities.

Monitoring Tool

A Program Performance Report (PPR) will be created for each monitored program as well as a Continuum-wide report of all programs within the region. The reports will act as a performance evaluation tool and will indicate program achievement in each of the performance standards outlined in the monitoring tool. Achievement of the established performance standards may vary according to program type. Performance standards will be marked as either, "achieved",

Ocean County Homeless Prevention and Assistance Coalition

“partially achieved”, “not achieved”, or “not applicable”. Overall program achievement will be assessed based on the percent of all goals achieved.

Monitoring Response

Programs that do not achieve any one of the applicable performance standard areas will be requested to provide a brief, written explanation to the HPAC Monitoring Team. The explanation should describe why the program did not achieve the applicable performance standard(s) for the reporting period and any plans to improve performance on that standard(s) in the future. The explanation will be reviewed by the Monitoring team and presented to the HPAC as an addendum to the program’s PPR.

Programs which meet less than half of the performance standards will be considered “programs of concern” and will be required to develop a 12-month corrective action plan for improving program performance in the area(s) identified as “not achieved”. Programs of concern will be required to participate in quarterly progress meetings with the HPAC Monitoring Team. The meetings are intended to establish and routinely assess the progress of the 12-month action plan and ensure that the programs are taking steps needed to implement their action plan. The HPAC Monitoring Team will assess the program performance at the end of the 12-month period and determine if the program is improving in the areas identified and meeting federal and local goals. If the program performance has not improved significantly, as determined by the HPAC Monitoring Team, then the program will be recommended for possible funding reallocation or program re-purposing.

The Monitoring team will update the relevant performance standards on the Program Performance Report no later than 90 days after the release of each CoC Notice of Funding Available (NOFA) cycle from HUD. The updated form will be shared with the HPAC Executive and full membership committee as well as with all providers. Additional updates to the Program Performance Report will be considered at any time so long as those updates are made prior to the Monitoring Timeframe and allow for community notification of the updated standards at least 2 weeks prior to implementation of the updated process.

Peer Learning

The CoC will create opportunities for providers to be team up with similar programs in order to facilitate the sharing of ideas and best practices in order to improve project performance.

Ocean County Homeless Prevention and Assistance Coalition

Desk Monitoring Questionnaire

Project Name:
 Project Number:
 Project Operating Year:

1. Do you work with partner agencies in the implementation of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If so, are there agreements in place that identify the roles and responsibilities of participating agencies? Please provide a copy of any agreements currently in place for this program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Please explain how you meet the HUD CoC program requirement mandating a homeless or formerly homeless person to participate on the board of directors or other equivalent policy-making entity for your agency or identified sponsor agencies	
3. Please provide a copy of the report from your most recent HMIS Audit	
4. Please provide a budget narrative explaining how the HUD money is used for this project. Please include information about the type of documentation kept on file to support drawdown request from HUD funding	
Please provide a copy of the most recent HUD closeout certification and a screenshot from eLOCCS displaying grant summary and drawdown summary.	
5. How long are program records retained within the agency?	
6. Please list the types of documents that are kept in client files	
7. Please identify your program goals and how you track progress in achieving those goals. Please discuss your current program performance in relation to the project goals identified.	
8. Please describe the unit inspection process (frequency, persons/agency responsible, steps in the process).	

Ocean County Homeless Prevention and Assistance Coalition

The following information will be monitored from HMIS via the program APR:

1. Participant Eligibility
 - a. Homeless Status of participant at program entry
 - b. Disability Status of participant at program entry
2. Data Quality (% of missing info for Universal Data Elements)
3. Program utilization
4. Target population – is the project serving the subpopulations identified in grant application
5. Stability in Permanent Housing – 80% remain in PH through operating year
6. Destination at program exit – 80% of exits to PH
7. Connection to income & benefits – 20% increase employment income, 54% increase cash benefits income, 56% connected to non-cash benefits

Ocean County Homeless Prevention and Assistance Coalition

2015 Desk Monitoring Review Guide

Program Performance

Goal	Performance Standard	Evaluation Method	Type of program	Max Points
Project serves hardest to serve populations	Serves or prioritizes chronically homeless (85%)	# of Chronically Homeless head of households, divided by all new intakes (HMIS) # Chronically Homeless head of households served during reporting period, divided by total	All program types	Bonus up to 5 pts.
Reduce length of homelessness and/or promotes stability in permanent housing	Reduce Length of homelessness	Average length of stay for program participants (HMIS)	ES & TH programs	20 pts.
	80% of clients in PSH remain in program through end of operating year or exit to PH	# "181 days or more - leavers & stayers", divided by total number of clients served (APR Q27) #Leavers Destination PH divided by total number of Leavers (APR Q29)	PH ES, TH, PH, RRH	
Increase jobs, income and self-sufficiency	20% of clients increase employment income at exit or annual update OR 54% of clients increase in cash benefits at exit or annual update		All program types	20 pts.
	20% of clients gain or maintain employment income at exit or annual update OR 54% of clients gain or maintain cash benefits at exit or annual update		All program types	
	56% of clients connected to non-cash benefits at exit or update		All program types	
Achieve APR Goals	Additional Performance Measures in APR (Section 6B of application)	Desk Monitoring Questionnaire (Q7)	All CoC funded programs	5 pts.

Ocean County Homeless Prevention and Assistance Coalition

Program Compliance				
Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Effective Use of Federal Funds	Program draws down HUD funds at least quarterly	eLOCCS screenshot	All CoC funded programs	20 pts.
	Less than 5% of program funds returned on annual basis	HUD Closeout certification	All CoC funded programs	
	APR submitted in a timely fashion	APR submission date no more than 3 months after operating year end	All CoC funded programs	
	Program uses funds for eligible population – homeless & disabled by HUD definition AND Program serves appropriate target population	Residence prior to program entry and Disability status of participants (APR) Disability, DV and Vet status of participants (APR) compared to target population (application)	All CoC funded programs	
	Program uses funds for eligible activities	Comparison of Budget narrative, budget application submitted (Exhibit 2) and eligible program activities (HUD regulations)	All CoC funded programs	
	Program utilization rates at 86% or higher	Total number of people served (APR) divided by total number of people proposed (Exhibit 2)	All CoC funded programs	
Program meets HUD regulations	Housing units inspected prior to lease up and annually thereafter	Desk Monitoring Questionnaire (Q8)	PH, RRH	15 pts
	Homeless or formerly homeless participate in policy making body	Desk Monitoring Questionnaire (Q2)	All CoC funded programs	
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Desk Monitoring Questionnaire (Q5)	All CoC funded programs	
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided,	Desk Monitoring Questionnaire (Q6)	All CoC funded programs	

Ocean County Homeless Prevention and Assistance Coalition

	unit inspection, rent reasonableness, rent calculation		
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HMIS Participation

Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Full participation in HMIS	HMIS data quality measure – less than 5% of Universal Data Elements are missing	APR Q7	All Project Types	10 pts
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit		

HPAC Participation

Goal	Performance Standard	Evaluation Method	Type of Program	Max Points
Full participation in HPAC	Agency will be represented at 2/3 of all regularly scheduled CoC meetings	CoC Meeting attendance divided by total number of meetings held	All project types	10 pts

Summary of Performance

% of Applicable Standards Achieved	
Applicable Goals Achieved	
Points Earned	
Points Earned plus Bonus Points	
Maximum Applicable Points	
% of Applicable Points Earned	

Ocean County Homeless Prevention and Assistance Coalition

Appeals Policy

Appeals Committee Membership

The appeals committee shall be made up of at least 3 and not more than 5 non-conflicted individuals in Ocean County. The Ocean HPAC full membership committee shall appoint one member to the Appeals committee. The Ocean HPAC Executive Board shall appoint one member to the Appeals Committee. The HPAC Lead Agency shall appoint one member to the Appeals committee. Appeals committee members must be appointed during the November or December Executive Committee and Full Membership Committee meetings in each calendar year.

Types of Appeals

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. Agencies may submit appeals under the following circumstances:

- Participation in planning process – applicants may submit an appeal if they were denied the ability to fully participate in the HPAC Planning process
- Compliance with local selection procedures – applicants may submit an appeal if the local review committee failed to comply with the local selection procedures as identified in the HPAC policies and procedures document
- Compliance with rating & ranking tool – applicants may submit an appeal if the local review committee failed to comply with the review and ranking process approved for the HPAC selection process
- Notification – applicants may submit an appeal if the review committee fails to properly notify the applicant during each phase of the local selection and review process

Appeals process

An appeal letter must be received by the HPAC Lead Agency within 3 business days from the delivery of the notification letter by the HPAC Lead Agency. The appeals letter must include the following information:

- Project name and requested amount
- Type of appeal
- Justification and/or evidence supporting the appeals request

Appeals letters may be submitted by email, fax or by mail to the HPAC Lead Agency. Letters must be received by the HPAC Lead Agency

The HPAC Lead Agency will have 3 business days to notify the appeals committee and the HPAC review committee of the submission of an appeal letter. The appeals committee must receive notification and copies of the initial appeals letter within 6 business days of the A copy of the appeals letter will be sent to both the Appeals committee and the review committee.

Ocean County Homeless Prevention and Assistance Coalition

The HPAC review committee shall have 3 business days to draft a letter in response to the applicant appeals letter. The HPAC response letter will be submitted to the HPAC Lead Agency. The response letter shall include the following:

- Copy of the local selection policy and procedures
- Copy of the effective review & rank tool
- Copies of all correspondence during the selection process
- Response to applicant appeals letter
- Additional evidence determined necessary to support the review committee decision

The Appeal Committee shall have up to 5 business days to review the letters submitted upon receipt of the response letter from the HPAC review committee. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the HPAC review committee. If deemed necessary, the Appeal Committee shall set a date for a hearing which shall be held within 14 business days of the receipt of the HPAC response letter. The Appeal hearing shall include Appeal Committee members, one representative from the HPAC Review Committee, and one representative from the agency submitting an appeal. Upon hearing from both the review committee and the agency, the Appeal Committee shall make a final determination regarding funding decisions. Final notification shall be sent to the appealing Agency and the HPAC Executive Committee in writing no more than 5 business days after the Appeals hearing. Determinations by the Appeals Committee shall be final.

All documents related to any appeals proceedings must be kept for a minimum of 5 years by the CoC Lead Agency.



**NEW JERSEY HOMELESS MANAGEMENT
INFORMATION SYSTEM
Policies & Procedures Manual**

Table of Contents

Confidentiality, Privacy, and Security	1
Access to HMIS	17
Hardware	22
NJ HMIS Minimum Data Set.....	26
Quality Control	38
Data Retrieval	41
User Licenses.....	45
Data Loading	47
Training	50
Roles and Responsibilities.....	54

Introduction

New Jersey's HMIS is a collaborative effort between the New Jersey Housing Mortgage Finance Agency (HMFA), the dedicated lead agency, and seventeen of New Jersey's Continuums of Care. The Continuums of Care, individually or as a group, have an ongoing role in giving input into HMIS policy decisions within the parameters established by the U.S. Department of Housing and Urban Development (HUD). The Continuums of Care retain the right to withhold support for HMIS.

New Jersey's HMIS project is governed by a HMIS Steering Committee, which will include representatives from NJ HMFA, New Jersey's Department of Community Affairs, and New Jersey's Department of Human Services.

A New Jersey HMIS Advisory Council will meet quarterly to review recommendations for system-wide changes in functionality and system-flow. The Advisory Council consists of a maximum of two representatives from each participating Continuum of Care, as well as representatives from NJ HMFA. All Continuum of Care representatives will participate in the Advisory Council on a voluntary basis, and representatives will be selected by their home CoC. The CoC's are responsible for communicating the identities of their Advisory Council representatives to NJ HMFA.

All organizations participate in the HMIS Advisory Council on a voluntary basis and select their own representatives. Organizations are responsible for communicating with NJ HMFA about the identity of their respective representatives.

The methods of communication between the System Administrator and the participating agencies will be via electronic mail or telephone.

This manual contains all of the most current operational policies and procedures related to New Jersey's Homeless Management Information System (NJHMIS). It is expected that Policies and Procedures will be removed, added, and modified as circumstances dictate. That is why this manual is designed to be modular. Because the *HMIS Policies and Procedures Manual* is contained in a loose-leaf notebook, outdated policies and procedures can easily be removed, and updated policies and procedures can easily be inserted.

For more information regarding NJHMIS Policies and Procedures, please contact Abram Hillson, New Jersey Housing Mortgage Finance Agency, at 609-278-7567 or ahillson@njhmf.state.nj.us.

Confidentiality, Privacy, and Security

HMIS Privacy & Security Standards

Federal Register – July 30, 2004

Section 4

- Based on principles of fair information practices & security standards recognized by the information privacy & technology communities
- Developed after careful review of the HIPAA standards
- Baseline standards required by any organization that records, uses or processes PPI on homeless clients for a HMIS.
- Additional protocols or policies to enhance further privacy & security for individual agencies, as deem appropriate
- Organizations must comply with federal, state and local laws re: confidentiality protections
- Two-tiered approach: minimum must meet the baseline privacy & security requirements/Some agencies may adopt higher levels of security due to nature of homeless population

Section 4.1.1 Definition of Terms

- Definitions:
 - Protected Personal Information (PPI)** – any information maintained about a living homeless client or individual that identifies/manipulated/linked to a specific individual
 - Covered Homeless Organization (CHO)**-any organization that records, uses or processes PPI on homeless clients for a HMIS
 - Processing**-any operation or set of operations performed on PPI for collection, maintenance, use, disclosure, transmission & destruction of information
 - HMIS Uses and disclosures** – uses and disclosures allowed by these standards

Section 4.1.2 Applying HMIS Privacy & Security Standards

- Any CHO covered under HIPAA, is not required to comply with privacy/security standards, if, a substantial portion of its PPI is protected health information as defined in HIPAA. (See Exemptions) HMIS standards give precedence to the HIPAA rules: 1) HIPAA rules more finely attuned to requirements of health care system; 2) important privacy & security protections; 3) unreasonable burden to follow two sets of rules
- IF PPI does not fall under standards in this section; must be described in privacy notice with explanation of reason not covered. Disclosure requirement necessary if other standards are being used other than the HMIS standards

Section 4.1.3 Allowable HMIS uses & disclosures of PPI

- Allowable uses: 1) provide or coordinate services; 2) services related to payment or reimbursement; 3) carry out administrative functions; 4) creating de-identified PPI
- Uses/disclosures required by law-must comply & be limited to the requirements of the law
- Uses and disclosures to avert a serious threat to health or safety
- Uses and disclosures about victims of abuse, neglect or domestic violence
 - Required by law and complies with and limited to requirements of law
 - If client agrees to disclosure
 - Authorized by statute or regulation; necessary to prevent serious harm or if individual is incapacitated and not intended to be used against individual
 - Must inform individual that a report has been made; See Exception
- Uses and disclosures for academic research; must be formal relationship-See section for further discussion
- Disclosures for law enforcement purposes; court order, warrant, subpoena or summons. **See section for further discussion**

Section 4.2 Privacy Requirements

- Must comply with baseline privacy requirements
 - Data collection limitations
 - Data quality
 - Purpose use limitations
 - Openness
 - Access & correction
 - Accountability
- May adopt additional substantive & procedural privacy protections that exceed baseline standards
- Comply with federal, state and local laws
- Must be described in privacy notice
- Maintain a common data storage medium with another organization for sharing of PPI; responsibility for privacy & security by both organizations; must comply with HMIS standards and allow for un-duplication of homeless clients at CoC level

Section 4.2.1 Collection Limitation

- Collection of PPI only when appropriate to the purposes for which information is obtained or required by law
- Collect by lawful and fair means with knowledge and consent of individual
- Post a sign at each intake desk, which explains reasons for collection
- Additional Privacy Protections – In Privacy Notice commit to additional privacy protections consistent with HMIS requirements; 1) restricting collection of PPI; 2) collection PPI only with express knowledge; 3) oral/written consent from individual/third party

Section 4.2.2 Data Quality

- PPI collected must be relevant to the purpose for which it is to be used
 - Accurate, complete and timely
- Develop & implement plan to dispose of or, remove identifiers seven (7) years after creation or last changed See **Section 4.3 for further discussion**

Section 4.2.3 Purpose Specification/Use Limitation

- Specify in Privacy notice purposes for collecting PPI and describe all uses and disclosures
- If not disclosed in Privacy notice must have consent of individual
- Additional Privacy Protections
 - Must be consistent with HMIS requirements
 - Seek oral/written consent for some or all processing
 - Agree to additional restrictions at request of individual
 - Limiting uses/disclosures as stated in privacy notice
 - No disclosure of PPI unless required by statute
 - Maintain audit trail containing date, purpose & recipient
 - Make audit trails available to homeless individual
 - Limit disclosure of PPI to minimum necessary for purpose

Section 4.2.4 Openness

- Publish Privacy Notice, describe policies & practices, provide copy upon request
- Current version on web page
- Must post sign stating availability of privacy notice
- Privacy notice must state may be amended at any time; amendments may affect information obtained prior to change, unless otherwise stated
- Amendments must adhere to HMIS privacy standards
- Must maintain permanent documentation of all amendments
- Provide accommodations for persons with disabilities throughout data collection process See **Section for further discussion**
- Provide required information in other languages other than English, common to community
- Additional Privacy protections-See **section for further discussion**

Section 4.2.5 Access and Correction

- Must allow client to inspect and obtain copy of any PPI about client
- Must offer explanation of any questions
- Must consider any request by client for correction of inaccurate or incomplete PPI pertaining to client
- A CHO is not required to remove PPI information, may mark information as inaccurate or incomplete and may make additions
- Privacy Notice may reserve the ability to deny client to inspect and obtain copy

- Litigation or comparable proceedings
- Information about another individual
- Promise of confidentiality, if disclosure would reveal source of information
- Information that would endanger the life or physical safety of individual
- Upon denial to inspect or obtain copy, CHO must explain reason for the denial, include request documentation as part of PPI
- Additional Privacy Protections-CHO may in its privacy notice, commit to additional privacy protections consistent with HMIS requirements
 - Adopt own appeal procedure and describe within privacy notice
 - Limit grounds for denial, by not stating specific basis for denial
 - Allow client to add disagreement to PPI and allow to share disputed information to another person
 - Provide written explanation of reason for denial

Section 4.2.6 Accountability

- Establish procedure for accepting/considering questions/complaints about privacy and security policies and practices
- A CHO must require all staff members to sign a confidentiality agreement acknowledging receipt of a copy of privacy notice and pledges to comply with privacy notice
- Additional Privacy Protections- 1) may request staff to undergo formal training in privacy requirements; 2) Establish method for regularly reviewing compliance with privacy notice; 3) Establish internal/external appeal process for appeal of privacy complaint; 4) Designate a chief privacy officer for implementation of privacy standards

Section 4.3 Security Standards

- All CHOs must comply with baseline security requirements

Section 4.3.1 System Security

- Must apply system security provisions to all systems where PPI is stored
 - System Networks
 - Desktops
 - Laptops
 - Mini-computers
 - Mainframes
 - Servers
- Additional Security Protections-1) apply system security provisions to electronic and hard copy information that is not collected for HMIS; 2) May seek outside collaboration for performing internal security audit and certify system security
- HMIS systems must have a user authentication system consisting of a username and a password; passwords must be at least eight characters long and meet reasonable industry standard requirements

- At least one number and one letter
 - Not using the username, the HMIS name or the HMIS vendors name
 - Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards
 - Default passwords on initial entry, must be changed upon first use
 - Written user access may not be stored or displayed in public access area
 - Individual users must not have access to more than one workstation or long on to the network at more than one location at a time
 - Additional Security Protections- 1) upper and lower case letters; 2) numbers; 3) symbols
 - Complex passwords-Use phrases, not individual words; capitalize each new word; substitute numbers and symbols for letters; eliminate spaces between words
- CHOs must protect HMIS systems by using commercial virus protection software
 - Must include automated scanning of files, as accessed by users
 - Must regularly update virus definitions from software vendor
 - May commit to automatically scanning all files for viruses when system turned on, shut down or not actively being used
 - Must have secure firewall between workstation and any systems
 - Modem access must have own firewall
 - Central server access, server must have firewall
 - Older operating systems may need to be equipped with secure firewalls
 - Additional security protections-Apply firewall to all workstations
 - Public Access-Public forums for data collection or reporting must be secured to allow connections from pre-approved computers and systems through Public Key Infrastructure (PKI) certificates; or extranets that limit access **See Section for further discussion**
 - Physical Access to Systems with HMIS Data-Computers must be staffed at all times when located in public areas
 - Steps to ensure that the computers and data is secured at all times
 - Workstations should automatically turn on a password protected screensaver when workstation temporarily not in use; time for password protection can be regulated by CHO
 - Staff should log off and shut down data entry system when gone for an extended period of time
 - **See section on additional security protections**
 - All HMIS data must be copied to another medium on a regular basis and store in a secure of-site location
 - Central server must be stored in a secure room with appropriate temperature control and fire suppression systems
 - Surge protectors must be used
 - CHOs must reformat storage medium when deleting all HMIS data; reformat storage medium more than once before reusing or disposing the medium

- Appropriate methods in place to monitor security systems
- HMIS data must maintain a user access log; logs must be checked routinely

Section 4.3.2 Application Security

- Apply application security provisions to software during data entry, storage and review or any other processing function
- All HMIS data must be encrypted when electronically transmitted
- Current standard is 128-bit encryption
- **See section regarding unencrypted data**
- All HMIS data must be stored in a binary, not text, format
- All paper or other hard copy containing PPI for HMIS must be secured
 - Reports
 - Data entry forms
 - Signed consent forms
- All paper or other hard copy containing PPI must be supervised at all times when in public area

a. Protected Personal Information

Any information that can be used to identify a particular individual is protected personal information. HMIS users and developers must consider the following as protected personal information of an individual and his or her relatives, employers, or household members:

- Names
- All geographic subdivisions smaller than a state, including street address, city, county, precinct, zip code, and their equivalent geo codes.
- All elements of dates (except year) directly related to an individual, including birth date, admission date, discharge date, and date of death.
- Telephone numbers
- Social Security numbers
- Medical record numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Any other unique identifying number, characteristic, or code

b. Unidentifiable Data

Agency data will always be extracted and published at the non-identifiable level. The AWARDS ID will be used to link clients across agencies and, by linking clients at the non-identifiable level, will preserve client anonymity. In addition, the Common Index provides a method of developing unduplicated client counts across agencies.

- All client data retrieved for custom reports will be individual, yet non-identifiable data. (For example, a client name “Mary Smith” will never show up in a report as “Mary Smith,” but as “SD123FGH”.)
- All HMIS data that are electronically transmitted over publicly accessible networks or phone lines will have at least 128-bit encryption, which is the industry standard. Unencrypted data may be transmitted over secure direct connections. A secure direct connection is one that can only be accessed by users who have been authenticated on at least one of the systems involved and does not utilize any tertiary systems to transmit data.
- All HMIS protected data must be stored in a binary, not text, format. Protected personal information shall be stored in an encrypted format using at least a 128-bit key.

c. Release of Information

Explicit authority and permission from clients is required before basic identifiable client information can be released. Client information may also be released as permitted under Medicaid, state, and federal statutes. In addition, the clients have the right to have access to their own data.

- A Client Consent-Release of Information for Data Sharing form must be signed by a client upon intake (even to low-barrier shelters) before any information can be shared.
- If a client receives financial assistance that information will become visible to all of the partner agencies, except public (county, state or federal) that does cash disbursements on behalf of clients.
- All HMIS Participating Agencies will be required to follow all current data security practices detailed in the Policies and Procedures manual, and adhere to the ethical data use standards, regardless of the location where agency users connect to HMIS.
- The client will have access on demand to view, or keep a printed copy of, his or her own records contained in the HMIS.
- A privacy notice shall be prominently displayed in the program offices where intake occurs. The content of this privacy notice shall be in accordance with *HMIS Data and Technical Standards Notice* of July 30, 2004.
- An individual has the right to receive an accounting of disclosures of protected personal information made by a HMIS user or developer in the six years prior to the date in which the accounting is requested, except for disclosures for national security or intelligence purposes or to correctional institutions or law enforcement officials.
- Each Continuum of Care is required to have a written policy governing its use and disclosure of information collected by HMIS.

d. Client Consent to Share Data

Clients must be informed about the intended use of personal client information at the time the information is collected. Agencies are responsible for having the proper procedures in place to ensure the consent to use the information in the intended manner is understood by the client.

- A verbal explanation should include a description of NJ HMIS, how the information will be used, how it will be protected, and the advantages of providing accurate information.
- The consent procedure should document the information being shared and with whom it is being shared. After the consent procedure has been explained, the provider should request client to sign the Consent form.
- It is critical that every agency post at the intake area the NJ HMIS Collaborative's "Reason for collecting Protected Personal Information" Poster.
- The user is then responsible for checking the appropriate box on the intake form within the AWARDS system indicating which option of sharing the client has chosen.

e. HMIS Security

System Administrators and Site Administrators are responsible for validating, establishing, and granting security permissions and making sure security procedures are followed.

- Each agency is responsible for administering its own users (e.g., setting up user IDs, passwords, etc.).
- The System Administrator will provide a user ID and temporary password for each Site Administrator.
- The Site Administrators will provide a user ID and temporary password for each agency user.
- User names will be unique for each user.
- The System Administrator will have access to the complete list of users.
- The Site Administrator is responsible for terminating former employees.
- Any paper or other hard copy generated by or for HMIS that contains identifiable information must be under constant supervision by an HMIS user or developer when in a public area. When staff members are not present, the information shall be secured in areas that are not publicly accessible.
- Written information, specifically pertaining to user access (user name and password) shall not be stored or displayed in any publicly accessible location.

User IDs and Passwords

Password protection has been used for many years to control access to computer information. Your computer password is your personal key to a computer system. Passwords help to ensure that only authorized individuals access computer systems. Passwords also help to determine accountability for all transactions and other changes made to system resources, including data. If you share your password with a colleague or friend, you will be giving an unauthorized individual access to the system.

The relevant authorized user(s) will be held responsible if an unauthorized individual uses their access privileges to damage the information on the system or to make unauthorized changes to the data.

Simple rules for passwords

- Passwords should be kept confidential and should never be shared.
- Passwords should not be written down.
- Never use the same password twice. When you are selecting a new password, choose one that is quite different from your previous password.
- AWARD\$ passwords must be a minimum of eight characters.
- Passwords should not be trivial, predictable, or obvious.
- *Obvious* passwords include names of persons, pets, relatives, cities, streets, your user ID, your birth date, car license plate, and so on.
- *Predictable* passwords include days of the week, months, or a new password that has only one or two characters different from the previous one.
- *Trivial* passwords include common words like 'secret', 'password', 'computer', etc.
- Your password should not be the same as your user ID.

Rules for User IDs and Passwords

- DO NOT share your password with anyone else.
- DO NOT use someone else's ID or password. If you need more access than you presently have or if you are having problems with your access, contact your Site Administrator for help.
- DO NOT use obvious, trivial, or predictable passwords. Obvious, predictable and trivial passwords include: names of relatives or pets; street names; days and months; repetitive characters; dictionary words; and common words such as PASSWORD, SECURITY, SECRET, etc.
- BEWARE of "shoulder surfers". These are people who stand behind you and look over your shoulder while you are keying in your password or PIN, or while you are working with confidential information.
- DO NOT use your access level to enable other individuals to access information that they are not authorized to access, or to submit transactions that they are not authorized to submit.
- NEVER write down your passwords or post them on your terminal or other obvious places.
- ALWAYS change the initial password assigned to you by your administrator as soon as you receive it.
- LOG OFF when you are finished using your terminal or workstation, or if you are stepping away from your desk, even momentarily.
- If you are going to be away from the office for an extended period

- (e.g., maternity leave or vacation), ask your Site Administrator to get your ID temporarily suspended. Your ID will be reactivated when you return.

f. Data Access Location

Users should use precautions when accessing NJHMIS via the Web from public locations where the potential exists for viewing of client information by unauthorized persons.

g. Ethical Data Use

Every user bears primary responsibility for the material he or she chooses to access, store, print, send, display, or make available to others.

Appropriate use of the NJ HMIS modules includes, for example:

- Respect for the rights of others
- Respect for the property of others
- Consideration of other persons using shared systems
- Confidentiality in use of passwords and personal identification numbers
- A presumption of the right to privacy
- Use of tools for the purpose for which they are intended
- Adherence to the etiquette and culture as defined in systems that you use

Inappropriate use of the HMIS modules includes, for example:

- Unauthorized access, alteration, destruction, removal, and/or disclosure of data and/or information
- Disclosure of confidential passwords or personal identification numbers
- Malicious or unethical use, and use that violates federal laws

h. Security Audits

The NJHMIS Technical Assistants will perform regular security audits to ensure the security of HMIS data.

Access to HMIS

On your Web browser type:

<https://njhmis.footholdtechnology.com>

a. HMIS Customization

- Agencies may request more user licenses, custom reports, and interagency data integration products.
- Agencies will not be able to customize HMIS itself. However, agencies will be able to request additional reports, provide changes to the reports, and request software changes.
- If an agency chooses a system(s) other than the AWARDS system to collect HMIS data, that agency is responsible for customizing and maintaining that system(s).

b. Agency Participation Fee

- Each Participant will be charged an annual participation fee to be involved in the NJHMIS Collaborative. The annual fee will be invoiced and payable to the NJHMFA. The initial annual fee in the amount of five hundred (\$750.00) dollars is due prior to the Participant's activation in the NJHMIS system. The annual fee is subject to change, and is the sole discretion of the NJHMFA.

c. User Activation

- Each user will be provided with a user ID and temporary password by the System Administrator or Site Administrator.
- The Site Administrator will take full responsibility for ensuring that their respective agency users are trained on the use of the HMIS modules, and that the user has knowledge of all HMIS policies and procedures.

d. Breach of System or Client Confidentiality Penalty

- Any Agency that is found to have had breaches of system security and/or client confidentiality shall enter a period of probation, during which time technical assistance shall be provided to help the Agency prevent further breaches.
- Probation shall remain in effect until the NJHMIS Assistant Director has evaluated the Agency's security and confidentiality measures and found them compliant with the policies stated in this Agreement and the User Policy, Responsibility Statement, and Code of Ethics Agreement.
- Subsequent violations of system security will result in suspension from the system.

Hardware

NJ HMIS Collaborative Hardware Technical Specifications

The following information are for those agencies looking to purchase new hardware. These are not hardware requirements for using AWARDS. The AWARDS application is a web base system, which does not load any software onto your local machines. If your current system has Internet access you will be able to access AWARDS.

1. Minimum Recommendations for computer equipment/software.

PIII w/256k RAM

Microsoft Windows 98 or above with IE Browser
Communication

Ethernet RJ45 connection - Cable/DSL

Or

Phone Line - RJ11 connection

10 Gig Hard drive (not required for AWARDS, for agency use only)

CD-ROM Drive

2. Recommended software for your local desktop computers.

This software is not required for AWARDS, but would help protect your local computers.

Antivirus

Spy ware or Spam Blocker

3. Recommended software for your local servers.

This software is not required for AWARDS, but would help protect your servers.

Antivirus

Firewall

Spy ware or Spam Blocker

(Look to Techsoup.com for non-profit costs on software.)

a. Participating Agency Hardware/Software Requirements

New Jersey's HMIS implementation will require agencies to have a minimum of one Personal Computer ("PC hardware") with Internet connectivity, preferably high-speed – cable, broadband, etc. ("communication hardware"); and one printer ("print hardware"). For the purposes of this document, "HMIS Hardware" refers to all of the above three categories of hardware.

b. Participating Agency Technical Support Requirements

Participating agencies are responsible for providing their own technical support for all hardware and software systems used to connect to HMIS.

- Ongoing maintenance and support of Personal Computer and Printer hardware will also be the responsibility of the agency.
- Personal Computer and Printer hardware support will be limited to product warranty directly from the manufacturer. Agencies agree to deal directly with manufacturer(s) during product warranty periods.
- New Jersey's HMIS Implementation is not responsible for any hardware or software upgrades, replacements, or warranty. Agencies will be required to ensure that the supplied hardware continue to meet the minimum standards prescribed by the HMIS application vendor.
- Communication and Internet connection difficulties will be managed between the agencies and the appropriate Internet Service Provider selected by that agency.
- The HMIS Help Desk will provide troubleshooting and problem analysis/triage related to HMIS application usage. If any difficulty is traced to agency hardware or agency Internet connection, the HMIS Help Desk will not be obligated to interface directly with any hardware manufacturer and/or ISP. The HMIS Help Desk will attempt to continue to support and assist the agencies until resolution of the issue/problem, but the primary responsible entity for resolving hardware and Internet communication problems will be the agency. The HMIS Help Desk will be the primary responsible entity for resolving application-specific HMIS problems.

New Jersey HMIS Required Data Elements

a. Required Data Collection

Each agency will be required to collect all data elements as listed below. An agency is responsible for what data they enter into HMIS beyond the HUD HMIS Required Data Elements.

UNIVERSAL DATA ELEMENTS

- * Name
- * Social Security number
- * Date of birth
- * Ethnicity and race
- * Gender
- * Veteran status
- * Disabling condition
- * Residence prior to program entry
- * Zip code of last permanent address
- * Program entry date
- * Program exit date

Program-Specific Data Elements:

- * Income and sources
- * Non-cash benefits
- * Physical disability
- * Developmental disability
- * HIV/AIDS
- * Mental health
- * Substance abuse
- * Domestic violence
- * Services received
- * Destination
- * Reasons for leaving
- * Employment
- * Education
- * General health status
- * Pregnancy status
- * Veterans' information
- * Children's education

Details about each of these categories may be read in HUD's Federal Register Final Notice FR 4848-N-02 dated July 30, 2004. The relevant pages are 45905-45927.

**LISTING OF AWARDS INTAKE SCREEN ELEMENTS AND THEIR
REQUIRED RESPONSES:**

(All required elements have an Asterisk next to them)

Intake Date: (MM/DD/YY)

Shelter Bed:

Primary Worker

Referred by:

First Name*:

Middle Name:

Last Name*:

Suffix:

Alias:

Birth Date*: (MM/DD/YY)

Social Security #*: (999-99-9999 if unknown)

SSN Data Quality*:

1 = Full SSN reported.

2 = Partial SSN reported.

3 = Don't know or don't have SSN.

4 = Refused.

Gender*:

Male

Female

Trans-Male

Trans-Female

Ethnicity*:

0 = Non-Hispanic/Latino.

1 = Hispanic/Latino.

Race*: (multiple choices)

1 = American Indian or Alaska Native.

2 = Asian.

3 = Black or African-American.

4 = Native Hawaiian or Other Pacific Islander

5 = White

Chronically Homeless*:

Yes

No

Date Left Last Permanent Residence:

Zip Code of Last Permanent Address*:

Zip Code Data Quality*:

1 = Full Zip Code Recorded.

8 = Don't Know.

9 = Refused.

Residence Prior to Program Entry*:

1 = Emergency shelter (including a youth shelter, or hotel, motel, or campground paid for with emergency shelter voucher).

2 = Transitional housing for homeless persons (including homeless youth).

3 = Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab).

4 = Psychiatric hospital or other psychiatric facility.

- 5 = Substance abuse treatment facility or detox center.
- 6 = Hospital (non-psychiatric).
- 7 = Jail, prison or juvenile detention facility.
- 8 = Room, apartment, or house that you rent.
- 9 = Apartment or house that you own.
- 10 = Staying or living in a family member's room, apartment, or house.
- 11 = Staying or living in a friend's room, apartment, or house.
- 12 = Hotel or motel paid for without emergency shelter voucher.
- 13 = Foster care home or foster care group home.
- 14 = Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside).
- 15 = Other.
- 16 = Don't Know.
- 17 = Refused.

Length of Stay at Previous Residence*:

- 1 = One week or less.
- 2 = More than one week, but less than one month.
- 3 = One to three months.
- 4 = More than three months, but less than one year.
- 5 = One year or longer.

Marital Status*:

- Single
- Married
- Common Law
- Divorced
- Separated
- Remarried
- Widow(er)

Individual/family Type*:

- Individual Male
- Individual Female
- Individual Male Youth (< 18)
- Individual Female Youth (< 18)
- Single Parent Family - Male Head
- Single Parent Family - Female Head
- Single Parent Family - Youth Head
- Two Parent Family - Adult
- Two Parent Family - Youth
- Adult Couple without Children

of Children*: 0-9 (if greater than zero, age and gender for each child)

Income Sources*: (check all appropriate sources and enter dollar amount)

- 1 = Earned Income
- 2 = Unemployment Insurance
- 3 = Supplemental Security Income or SSI
- 4 = Social Security Disability Income (SSDI).
- 5 = A veteran's disability payment
- 6 = Private disability insurance
- 7 = Worker's compensation
- 8 = Temporary Assistance for Needy Families (TANF)
- 9 = General Assistance (GA) (or use local program name).
- 10 = Retirement income from Social Security
- 11 = Veteran's pension
- 12 = Pension from a former job
- 13 = Child support
- 14 = Alimony or other spousal support

- 15 = Other source
- 16 = No financial resources.

Non-Cash Benefits:

- 1 = Food stamps or money for food on a benefits card
- 2 = MEDICAID health insurance program (or use local name)
- 3 = MEDICARE health insurance program (or use local name)
- 4 = State Children's Health Insurance Program (or use local name)
- 5 = Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- 6 = Veteran's Administration (VA) Medical Services
- 7 = TANF Child Care services (or use local name)
- 8 = TANF transportation services (or use local name)
- 9 = Other TANF-funded services (or use local name)
- 10 = Section 8, public housing, or other rental assistance
- 11 = Other source

Disabling Condition*:

- Yes
- No
- Don't Know

General Health:

- 1 = Excellent
- 2 = Very good
- 3 = Good
- 4 = Fair
- 5 = Poor
- 8 = Don't Know

Currently Pregnant*:

- Yes
- No
- (If Yes, Due date: MM/DD/YY)

Special Needs: (Check all that apply)

- Mental Illness
- Alcohol Abuse
- Drug Abuse
- HIV/AIDS
- Mental Retardation/Development Disability
- Domestic Violence
- Other: (specify)

If Yes to Mental Illness:

Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:

- Yes
- No

If Yes to Drug/Alcohol Abuse:

Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:

- Yes
- No

If Yes to Domestic Violence, when did experience occur:

- 1 = Within the past three months
- 2 = Three to six months ago

- 3 = From six to twelve months ago
- 4 = More than a year ago
- 8 = Don't know
- 9 = Refused

Employment Status*:

- Yes
- No

of Hours worked in the past week: (#)

Employment Tenure:

- 1 = Permanent
- 2 = Temporary
- 3 = Seasonal

Looking for Work (if not currently employed):

- Yes
- No

Highest Level of School Completed*:

- 0 = No schooling completed
- 1 = Nursery school to 4th grade

INTAKE SCREEN ELEMENTS continued

- 2 = 5th grade or 6th grade
- 3 = 7th grade or 8th grade
- 4 = 9th grade
- 5 = 10th grade
- 6 = 11th grade
- 7 = 12th grade, No diploma
- 8 = High school diploma
- 9 = GED
- 10 = Post-secondary school

Current Student*:

- Yes
- No

Post-Secondary Degree *:

- None
- Bachelors
- Associates
- Masters
- Doctorate
- Other graduate/professional degree

Received vocational training or apprenticeship certificate*:

- Yes
- No

Veteran's Status*:

- Yes
- No
- Don't Know
- Refused

Birth Place:

Citizen:

- US Citizen

Registered Alien
Undocumented Alien

Alien Registration:

Homeless Cause

Homeless Duration:

Previous Living Situation*:

Rental Housing
Streets
Correctional
Psychiatric Facility
Emergency Shelter
Transitional Housing
With Family or Friends
Treatment Facility
Others
Own Home

Primary Language:

English
Spanish
French
Chinese
Arabic
Hebrew
Hindi
Russian
Sign Language
Other
Creole
Greek
Italian
Japanese
Vietnamese
Braille

Services Sought: (check all that apply)

Shelter/Housing

Drug Treatment

Mental Health Care

Medical Care

Legal Aid - CRJS/Civil

Legal Aid – immigration

Emergency Contact

Address

Relation:

Grandparent

Parent

Stepparent

Sibling

Guardian

Uncle

Aunt

Spouse

In-Law
Cousin
Friend
Provider

Phone:

LISTING OF AWARDS DISCHARGE SCREEN ELEMENTS AND THEIR REQUIRED RESPONSES:

(All required elements have an Asterisk next to them)

Resident: (displayed)

Gender: (displayed)

Birth Date: (displayed)

Admission: (displayed)

Address: (displayed)

Referral Source: (displayed)

Discharge Date*: (MM/DD/YY)

Reason for Discharge*:

- Left for a housing opportunity before completing the program.
- Completed program.
- Non-payment of rent/occupancy charge
- Non-compliance with project
- Criminal activity / destruction of property / violence
- Reach maximum time allowed in project
- Needs could not be met by project
- Disagreement with rules/persons
- Death
- Other
- Unknown/disappeared

Monthly Income At Discharges: (Displayed from income choices below)

Income Sources*: (check all appropriate sources and enter dollar amount)

- 1 = Earned Income
- 2 = Unemployment Insurance
- 3 = Supplemental Security Income or SSI
- 4 = Social Security Disability Income (SSDI).
- 5 = A veteran's disability payment
- 6 = Private disability insurance
- 7 = Worker's compensation
- 8 = Temporary Assistance for Needy Families (TANF)
- 9 = General Assistance (GA) (or use local program name).
- 10 = Retirement income from Social Security
- 11 = Veteran's pension
- 12 = Pension from a former job
- 13 = Child support
- 14 = Alimony or other spousal support
- 15 = Other source
- 16 = None.

Non-Cash Benefits:

- 1 = Food stamps or money for food on a benefits card
- 2 = MEDICAID health insurance program (or use local name)
- 3 = MEDICARE health insurance program (or use local name)
- 4 = State Children's Health Insurance Program (or use local name)
- 5 = Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- 6 = Veteran's Administration (VA) Medical Services
- 7 = TANF Child Care services (or use local name)
- 8 = TANF transportation services (or use local name)
- 9 = Other TANF-funded services (or use local name)
- 10 = Section 8, public housing, or other rental assistance

11 = Other source

New Residence Setting*:

- 1 = Emergency shelter (including a youth shelter, or hotel, motel, or campground paid for with emergency shelter voucher).
- 2 = Transitional housing for homeless persons (including homeless youth).
- 3 = Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab).
- 4 = Psychiatric hospital or other psychiatric facility.
- 5 = Substance abuse treatment facility or detox center.
- 6 = Hospital (non-psychiatric).
- 7 = Jail, prison or juvenile detention facility.
- 8 = Room, apartment, or house that you rent.
- 9 = Apartment or house that you own.
- 10 = Staying or living in a family member's room, apartment, or house.
- 11 = Staying or living in a friend's room, apartment, or house.
- 12 = Hotel or motel paid for without emergency shelter voucher.
- 13 = Foster care home or foster care group home.
- 14 = Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside).
- 15 = Other.
- 16 = Don't Know.
- 17 = Refused.

Destination Tenure*:

- 1 = Permanent
- 2 = Temporary
- 3 = Don't Know
- 4 = Refused.

Destination Subsidy Type*:

- 1 = None
- 2 = Public Housing
- 3 = Section 8
- 4 = S+C
- 5 = HOME Program
- 6 = HOPWA Program
- 7 = Other Housing Subsidy
- 8 = Don't Know
- 9 = Refused.

New Residence County*:

- 01 Atlantic
- 02 Bergen
- 03 Burlington
- 04 Camden
- 05 Cape May
- 06 Cumberland
- 07 Essex
- 08 Gloucester
- 09 Hudson
- 10 Hunterdon
- 11 Mercer
- 12 Middlesex
- 13 Monmouth
- 14 Morris
- 15 Ocean
- 16 Passaic
- 17 Salem
- 18 Somerset

19 Sussex
20 Union
21 Warren
70 NJ-Unknown
80 USA Not NJ
90 Non USA
99 Unkown

Discharge To:

Anonymous Summary:

Discharge Notes:

Service Charge:

Discharge Summary:

Alerts:

Known Medical Problems: (Displayed)

Counselor: (Displayed)

Supervisor: (Displayed)

b. Appropriate Data Collection

An agency is responsible for what data they enter into HMIS beyond the HUD HMIS Required Data Elements.

Quality Control

a. **Data Integrity**

HMIS users at the agencies are responsible for the accuracy, correctness, and timeliness of their data entry and are responsible for ensuring that the HUD HMIS Required Data Elements are being collected.

Site Administrators are responsible for monitoring the integrity of data being entered into the NJ HMIS system.

b. Data Integrity Expectations

Data entry into AWARDS must take place, at minimum, on a weekly basis.

- Data from across agencies will be synchronized on a weekly basis for reporting purposes.

Data Retrieval

a. Participating Agencies

- Interagency and inter-program data will be integrated under HMIS.
- While agencies are required to report a minimum data set on a regular basis, sharing of HMIS data among providers within the CoC is encouraged, but not required and is at the discretion of each client.
- Access to interagency identifiable information will only occur as authorized under state and/or federal statutes or via a Release of Information form signed by the client. Sharing data to determine service needs would therefore be facilitated.

b. HMIS Software Provider

The HMIS Software Provider does have access to individual and aggregate data contained within the HMIS. They will be responsible for addressing and resolving all issues that cannot be resolved at the local level.

c. General Public

The general public has a right to request non-identifiable aggregate data related to homelessness.

User Licenses

a. **Software Licenses**

- Each agency will receive one user license per user for users to access the NJ HMIS system via the Internet.
- The Site Administrator will be responsible for tracking and reporting on utilization of user licenses. Unused licenses must be reported to the System Administrator.

Data Loading

a. Client Data

- NJHMIS provides for the loading and sharing of client information.
- Historical client information, if possible and existing on a legacy MIS system, will initially be migrated to NJHMIS on a one time basis.
- Client data in Foothold Technology AWARDS will be available real-time, assuming that agency data is entered real-time.
- NJHMIS will provide a mechanism to load client data from existing agency MIS systems (i.e., any large scale third or fourth generation database systems) into the NJHMIS system.

b. Schedule of Data Loads

- NJHMIS data loads will take place weekly.
- NJHMIS users with data sources other than Foothold Technology AWARDS are encouraged to upload data weekly. However, every agency must upload their data by final business day of each month.
- Although data loads take place weekly, agencies can enter data into NJHMIS in real-time.

Training

a. HMIS Train-the-Trainer

- Train-the-Trainer is a concept whereby someone is trained on how to teach others to complete a certain task.
- The person charged with this responsibility of train the trainer for your facility will be given the security level of "HMIS Site Administrator".
- The HMIS Train-the-Trainer will be responsible for training all End Users for his/her respective agency.

b. Ongoing HMIS Training

- The HMIS Site Administrator will be provided with necessary training, a written course outline, and available training materials. NJ HMIS Collaborative will provide periodic refresher courses for Site Administrators.
- If an end user leaves an agency, the HMIS Site Administrator is responsible for ensuring that the new person will be trained.

c. Training Materials for Future Releases

The HMIS Site Administrator will be provided with necessary training, a written course outline and available training materials.

**APPENDIX:
Roles and Responsibilities**

a. System Administrator

- As the lead agency, the New Jersey Housing Mortgage Finance Agency (NJ HMFA) will employ the System Administrator for the purpose of coordinating access control requirements for all AWARDS users. The System Administrator will be a member of the Advisory Council, Steering Committee, and any subcommittees.
- NJ HMFA will ensure that a backup to the System Administrator is in place, in order to ensure that there is no interruption of service when the primary representative is away or unavailable to assist users.

Responsibilities

- Ensure that the Site Administrator has proper access level to the system.
- Chair the Advisory Council and reporting relevant issues to the Steering Committee.
- Implement decisions made by the Steering Committee.
- Assist Site Administrators with access problems, including:
 - Reissue passwords when the Site Administrator or user forgets their password.
 - Assist Site Administrators with questions and/or problems with the system.
- Delete access when Site Administrators are terminated or when they leave an agency.
- Ensure that users are aware of security requirements and policies and procedures.
- Inform Site Administrators when either the AWARDS data entry portal or the reporting portal is out of service.

b. HMIS Technical Assistant

- The lead agency (NJ HMFA) will employ the Technical Assistant.
- This person will report to the System Administrator / HMIS Project Manager.
- The Technical Assistant will be a member of the Advisory Council and will serve, as backup to the System Administrator to ensure that there is no interruption of service when the primary representative is away or unavailable to assist users.
- Will act as a liaison between NJ HMFA and the CoC HMIS subcommittees.

Responsibilities

- Ensure that the Site Administrator has proper access level to the system.
- Chair the Advisory Council and reporting relevant issues to the Steering Committee.
- Assist Site Administrators with access problems, including:
 - Reissue passwords when the Site Administrator or user forgets their password.
 - Assist Site Administrators with questions and/or problems with the system.
- Delete access when Site Administrators are terminated or when they leave an agency.
- Ensure that users are aware of security requirements and policies and procedures.
- Inform Site Administrators when either the AWARDS data entry portal or the reporting portal is out of service.
- Responsible for providing HMIS training to Site Administrators and end users.
- Provide second-level help desk support. If required, communicate issues to the AWARDS technical staff for resolution.

c. System Administrative Assistant

The lead agency (NJ HMFA) will employ the Program Administrative Assistant with the purpose of coordinating and disseminating information to all AWARDS users. This person will report to the System Administrator / HMIS Project Manager.

Responsibilities

- Take minutes at all NJ HMIS meetings and distributing the minutes to the appropriate people.
- First-level help desk support. This includes:
 - Answering the help desk 800 number
 - Documenting and distributing help desk related issues
 - Escalating help desk issues if unresolved
- Disseminate any NJ HMIS-related documents or information.
- Coordinate and scheduling meetings and trainings.
- Perform other duties as required.

d. Site Administrator

- A Site Administrator will be designated by each provider for the purpose of coordinating access control requirements for users within their agency only.
- It is recommended that a backup to the Site Administrator be designated in order to ensure that there is no interruption of service when the primary representative is away or unavailable to assist users.

Responsibilities

- Coordinate access control requirements for users within their agency.
- Assist users with access problems, including:
 - Contacting the System Administrator on behalf of users who forget their password
 - Helping new users with logon procedures
- Inform the System Administrator when any of their users leave the agency.
- Assign the user access level.
- Delete access when users are terminated or when they leave the agency.
- Train all users within their agency to use the A.W.A.R.D.S system. The training should include any manuals, guidelines and other documents provided to them at their Train-the-Trainer sessions.
- Ensure that users are aware of security requirements, policies, and procedures.
- Periodically run and review audit reports to ensure appropriate privacy and data access policies are being followed by staff. Site Administrators can produce audit reports that report AWARDS user activity by user ID, time, date, and what client records were added, changed, or deleted.

e. Participating Agencies

Participating Agencies agree to use the NJHMIS for the purpose of homeless client intake and agree to collect the HUD-mandated minimum data set and enter this information into the NJHMIS system. The NJHMIS system may also be used for case management.

Responsibilities

- All participating agencies agree to abide by all policies and procedures outlined in this manual.
- All participating agencies agree to keep abreast of all AWARDS updates and all policy changes.
- Each agency will be responsible for identifying and approving their respective agency users.
- Each participating agency will be responsible for entering client data, following up on referrals, and running reports.
- All participating agencies are responsible for payment of their annual user fee to NJ HMFA.

f. NJ HMIS Steering Committee

- The NJ HMIS Steering Committee is responsible for HMIS-related policies and procedures, and for reviewing recommendations for approval from the NJ HMIS Advisory Council.

g. NJ HMIS Advisory Council

The NJHMIS Advisory Council will meet quarterly to discuss recommendations for system-wide changes in HMIS functionality and system-flow. The NJHMIS Project Manager will chair the Advisory Council.

The Advisory Council includes the following standing committees:

- Support Fund
- Training
- Policies and Procedures
- Data, Quality Assurance, and Outcome Measures
- Technology

**Support Fund Committee-
Chair-
Purpose:**

To develop criteria for the request of technology support funds by service providers participating in the Collaborative.

This criteria, would include specifics pertaining to, for example but not limited to, organization size and budget, technical capacity, funding limits, type of technology eligible for funding, frequency of which funds can be requested, obligation to collaborative for assistance. In addition, this committee will be charged with researching and providing information on funding/charitable resources interested in building the technological capacity of non-profit organization, making this information accessible to ALL provider agencies within the Collaborative.

**Training Committee-
Chair-
Purpose:**

Develop and provide a training strategy using Beta implementation as a baseline, providing recommendations for amendments and improvements for the remaining phases of implementation.

To maintain a pulse on the training needs of end users at the local level. This committee could develop a mechanism by which to regularly assess end users and executive agency staff's satisfaction with training provisions and make recommendations based on findings. Should work in concert with TA staff.

Policy and Procedures Committee

Chair-

Purpose:

Assess policy and procedures applied during the Beta phase, provide qualitative feedback on issues raised by the community users, what worked, what didn't, recommendations for changes.

This committee's charge is to make sure the policies and procedures of the HMIS Collaborative are not in direct conflict with local service provider agency's protocols, policies, and/or practices and that the same holds true with those of participating agencies in respect to HMIS and the HMIS Collaborative. This committee shall identify such conflicts and bring them forward for review and recommend resolution. This committee may find a need to develop a mechanism to identify areas of possible conflict and how to monitor for those as time moves forward. Will work with HMIS staff in policy changes made at the federal level (HUD) on HMIS, specifically when the changes will impact the providers at the local level.

Data, Quality Assurance, and Outcome Measures

Chair-

Purpose:

To gather feedback from end users during pilot phase to establish a consensus for needed and/or desired customizations.

To keep abreast of data standards and changes required by HUD in regard to HMIS. To assess issues at the local level that impact data collection and quality. Make recommendations based on assessments. To review outcome measures being used by other HMIS communities to date, determine what outcomes the NJ State HMIS Collaborative would usefully measure.

Technology

Chair-

Purpose:

To develop technical specification criteria to be used in conjunction with the criteria for need (established by the Support Committee), to determine technical purchases by local agencies with funds granted by the Collaborative Support Fund.

Develop an assessment tool for the evaluation of HMIS technical infrastructure. Evaluate issues regarding the importation and exportation of data.

h. HMIS User

NJ HMIS users are those individuals who work in Participating Agencies.

Responsibilities

- Each user will be responsible for complying with all the policies and procedures outlined in this manual.
- Each user will be responsible for using the NJ HMIS in an appropriate and ethical manner.

i. HMIS User Access Levels

Determination of HMIS user access levels will be based on each user’s job function as it is related to AWARDS’s data entry and retrieval schema. The following access levels are available in AWARDS. All levels are not required. Levels should be used based on each agencies organization structure.

Access Level	Description
<p>HMIS Project Manager (CoC Executive Officer)</p>	<p>Access is generally limited to the de-identified database. This role allows the user to search the de-identified database of area agencies and programs to view or produce reports of the aggregated data. Sometimes the HMIS Project Manager may have to access the identifiable database for support purpose.</p>
<p>Technical Assistant/Trainer (CoC Executive Officer)</p>	<p>The same access rights as HMIS Project Manager, however, this person is considered a system-wide Support person and will have access to client level data to facilitate supporting agency problems.</p>
<p>Volunteer (Direct Care Staff)</p>	<p>Access is limited to service records within an agency. A volunteer can view or edit basic demographic information about clients (the profile screen), but is restricted from viewing detailed assessments. A volunteer can enter new client records; make referrals, or check-in/out a client from a shelter. Normally, this access level allows a volunteer to complete the intake and then refer the client to agency staff or a case manager.</p>
<p>Agency Clerical Staff (Direct Care Staff)</p>	<p>Agency staff has full access to service records and access to most functions in AWARDS. However, Agency Staff can only access basic demographic data on clients (profile screen). All other screens are restricted, including assessments and case plan records.</p>
<p>Case Manager (Direct Care Staff)</p>	<p>Case Managers have access to all features, excluding administrative functions. They have access to all screens within AWARDS, including assessments and service records. There is full reporting access.</p>

Site Administrator (Agency Executive)	Site Administrators have access to all features, including agency level administrative functions. This level can add/remove user for his/her agency and edit their agency and program data. They have full reporting access.
Executive Director (Agency Executive)	Same access rights as Site Administrator, but ranked above Site Administrator.

Access Level	Description
Regional or CoC Administrator (Agency Executive)	Regional or CoC Administrator will help to maintain the AWARDS system, but does not have access to client or service records, add/remove users, reset passwords, and access to other system-level options for agencies within their jurisdiction. They can search the de-identified database and produce reports of the aggregated data. They will not have access to client level data.

h. Communication with Participating Agencies

- Operational procedures will need to be enforced.
- Each agency is responsible for making sure that all necessary NJ HMIS-related communication occurs.

i. System Availability

- The AWARDS data entry portal will be available 24 hours a day, 7 days a week.
- Agency and System Administrators will be informed of any operational downtime.

j. Client Grievance

- NJ HMIS itself does not intend to create or establish any unique grievance management processes.
- All agencies are responsible for setting up an internal grievance process to handle client complaints related to HMIS, including grievances related to consent and release of information.

STATE OF NEW JERSEY
HOMELESS MANAGEMENT INFORMATION SYSTEM
COLLABORATIVE
Participation Agreement

This New Jersey Homeless Management Information System Collaborative (“**NJHMIS or HMIS**”) Participation Agreement (“**Agreement**”) by and between the **New Jersey Housing and Mortgage Finance Agency (“NJHMFA” or “Administrator”)**, a body politic and corporate and an instrumentality exercising public and essential governmental functions of the State of New Jersey with offices located at 637 South Clinton Avenue, PO Box 18550, Trenton, New Jersey 08625-2085, and **[insert agency name]**, a **[insert type of entity]**, (“**Participant**”) with principal offices located at **[insert address]**.

RECITALS

WHEREAS a New Jersey action plan was created for families and individuals who are homeless or at risk of homelessness; and

WHEREAS a Steering Committee prioritized the following activities: (1) development of a State Homeless Action Plan, (2) development of technical assistance programs to strengthen the New Jersey Continuum of Care SuperNOFA, and (3) development of a statewide plan to assist the Continuum of Care in meeting the United States Department of Housing and Urban Development’s (“HUD”) HMIS requirements; and

WHEREAS a statewide collaborative was created to address, among other things, HMIS planning and implementation issues; and

WHEREAS the purpose of the collaborative is to enable State agencies, service providers, homeless consumers and other stakeholders to understand the scope of homelessness in New Jersey, to improve service delivery to homeless persons and to evaluate the effectiveness of service interventions; and

WHEREAS The New Jersey Homeless Management Information System is a client information system that records the use of housing and services which can be used to determine the utilization of services of participating agencies, identify gaps in the local service continuum and develop outcome measurements; and

WHEREAS NJHMFA is the Administrator for the NJHMIS Collaborative;

NOW, THEREFORE in consideration of the mutual provisions contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, NJHMFA and Participant hereby agree as follows:

1. Definitions.

- a. Blind Service Providers are defined as agencies serving specific protected client populations. Those client populations typically have one or more of the following issues: (1) domestic violence; (2) HIV/AIDS; (3) Alcohol and/or substance abuse; or (4) mental health.
- b. Client is defined as a consumer of services.
- c. Client records are defined as Private Personal Information (PPI) collected and stored in a computer system.

- d. Close to real-time data entry is defined as within three (3) working days of seeing the Client.
 - e. Partner Agencies are a group of agencies working together to provide services to homeless and low-income individuals and families and they participate in the New Jersey HMIS.
 - f. Project Manager Person – An HMFA agency staff assigned to manage the NJ HMIS Collaborative Project.
 - g. Non-partner agencies are those agencies not participating in the New Jersey HMIS.
2. *Participation Fee.* Each Participant will be charged an annual participation fee to be involved in the NJHMIS Collaborative. The annual fee will be invoiced and payable to the NJHMFA. The initial annual fee in the amount of seven Hundred and fifty (\$0.00) dollars is due prior to the Participant's activation in the NJHMIS system. The annual fee is subject to change, in the sole discretion of the NJHMFA (**See Amendment "A"**).
3. *Confidentiality.* HMFA and Participant agree that the data, information and client records, related documentation, and data stored electronically relating to NJHMIS is confidential and shall be handled as follows:
- a. The Participant shall comply with all Federal, State and Local laws and regulations pertaining to confidentiality of information and records to ensure that client records are protected and not subject to disclosure. The Participant shall only release client records to Non-partner agencies with written consent by the client, unless otherwise provided in the relevant laws and regulations.
 - b. The Participant shall abide by all Federal, State and Local confidentiality laws and regulations pertaining to:
 - 1) all medical conditions, including, but not limited to, mental illness, alcohol and/or drug abuse, HIV/AIDS testing, diagnosis and treatment and other such covered conditions; and
 - 2) a person's status as a victim of domestic violence.A general authorization for the release of medical or other information is NOT sufficient for this purpose.
 - c. Federal, State and Local laws seek to protect the privacy of persons with physical and/or mental illness, who have been treated for alcohol and/or substance abuse, have been diagnosed with HIV/AIDS, and/or have been a victim of domestic violence. The Participant shall seek legal advice in the event that a Non-partner agency requests identifying confidential client information.
 - d. The Participant shall provide a verbal explanation of the NJHMIS database and the terms of consent to the Clients and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the Consent form.

- e. The Participant agrees not to release any individual client information obtained from the NJHMIS to any organization or individual without prior written Client consent. Such written Client consent shall specify exactly what information the Client allows to be released. Information that is not approved for disclosure, in writing, by the Client shall not be released. The Participant agrees to provide access (including a copy) of the client's own protected information to the client within thirty (30) days of the client's written request to the Participant.
- f. The Participant shall ensure that all staff, volunteers and other persons, who are issued a User ID and password for the NJHMIS, receive confidentiality training regarding client information and records and have signed a User Policy, Responsibility Statement, and Code of Ethics Agreement.
- g. Any staff, volunteer or other person who has been granted a User ID and password and is found to have willfully committed a breach of system security and/or client confidentiality shall have his or her access to the database revoked immediately, and will be subject to disciplinary action per the Participant's policies and procedures. The NJHMFA reserves the right to review Participant's policies and procedures, review discipline and seek remedies, in its sole discretion, against anyone found to have willfully committed a breach of system security and/or client confidentiality.
- h. In the event of a breach of system security or client confidentiality, the Participant Administrator shall notify the NJHMIS Project Manager within 24 hours. Any Participant that is found to have had breaches of system security and/or client confidentiality shall enter a period of probation, during which technical assistance shall be provided to help the Participant prevent further breaches. Probation shall remain in effect until the Project Manager has evaluated the Participant's security and confidentiality measures and found them compliant with the policies stated in this Agreement and the User Policy, Responsibility Statement, and Code of Ethics Agreement. Subsequent violations of system security may result in suspension from the system. The NJHMFA reserves the right to conduct routine and random audits to monitor security and client confidentiality.
- i. The Participant understands that the NJHMIS fileserver, which shall contain all HMIS-entered Client information, shall be located off-site in a physically secure and electronically monitored facility, and that the client information in the NJHMIS system is backed up and taken off-site daily. The Participant further understands that the fileserver containing all HMIS-entered Client information is maintained by vendor contracting with NJHMFA to provide said services. The contractor vendor has access to client information, said access being necessary to provide technical services to the NJHMFA. Further, the contractor has agreed to keep all

information confidential and maintained in accordance with HUD privacy standards.

- j. The Participant may have access to all Client data entered by the Participant. The Participant shall diligently record in the NJHMIS all service delivery information pertaining to individual clients served by the Participant. The Participant shall not, under any circumstances, knowingly enter false, misleading or biased data, including any data that would unfairly prejudice a client's ability to obtain services.
- k. If this Agreement is terminated, the remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Participant, subject to the guidelines specified in this Agreement.
- l. The Participant shall utilize the NJHMIS Client Consent—Release of Information form for all clients providing information to the NJHMIS. The Client Consent—Release of Information form, once agreed to and signed by the Client, authorizes Client data to be shared with Partner Agencies for the period of [REDACTED] year(s), subject to the restrictions defined by the Client Consent form. (See Exhibit A).
- m. Participants' utilizing their own HIPAA-compliant Consent to Release Information for Data Sharing form should incorporate the first two paragraphs from the NJHMIS Collaborative form titled "Client Consent – Release of Information for Data Sharing" into their form. Agencies not using HIPAA-complaint consent for release of information forms shall use the NJHMIS Collaborative Client Consent – Release of Information for Data Sharing form.
- n. All Participants are required to submit a copy of their consent form to the NJHMFA for review and confirmation that the form is in compliance with HUD requirements. Participants agree that the Participant is solely responsible for making sure their consent form meets HUD standards. Participants shall not rely upon the NJHMFA's review and shall hold the NJHMFA, its staff, officers, members and affiliates, harmless from and against any and all claims for damages, losses, liabilities, costs or reasonable expenses related to consent form and HUD requirements under this Agreement.
- o. The Participant shall keep original signed copies of the Client Consent -- Release of Information for Data Sharing form for a period of no less than five (5) years.
- p. In no way does the NJHMIS require or imply that services must be contingent upon a Client's participation in the NJHMIS database. Participant shall provide services to Clients regardless of Client's

participation in NJHMIS, provided the Clients would otherwise be eligible for the services.

1. The Participant shall have access to identifying and statistical data on all Clients who consent to have their information entered in the NJHMIS database, except for data input into the database by “Blind Service Providers”.
- q. A Participant that is a Blind Service Provider shall have access to identifying and statistical data that the Participant inputs into the NJHMIS database for clients served by that Participant.
- r. A Participant that is a Blind Service Provider shall not have access to identifying and statistical data input into the NJHMIS database for clients served by other Blind Service providers.
4. *NJHMIS Use, Data Entry and System Security*. The Participant agrees to use the NJHMIS, enter data into the NJHMIS and operate in a manner to protect the integrity of the NJHMIS in complying with the following guidelines:
 - a. The Participant shall follow, comply with and enforce the User Policy, Responsibility Statement and Code of Ethics. Modifications to the User Policy, Responsibility Statement and Code of Ethics shall be established in consultation with Partner Agencies and may be modified as needed for the purpose of the smooth and efficient operation of the NJHMIS. NJHMFA shall announce approved modifications in a timely manner.
 - b. The Participant shall only enter individuals in the NJHMIS database that exist as Clients under the Participant’s jurisdiction. The Participant shall not misrepresent its Client base in the NJHMIS database by knowingly entering inaccurate information. The Participant shall not use the NJHMIS database with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.
 - c. The Participant shall use Client information in the NJHMIS, as provided to the Participant or the Partner Agencies, to assist the Participant in providing adequate and appropriate services to the Client.
 - d. The Participant shall consistently enter information into the NJHMIS database and shall strive for real-time, or close to real-time data entry.
 - e. When a Client revokes his or her consent to share information in the NJHMIS database, the User shall immediately notify the Participant Site Administrator of the revocation. When the Participant Site Administrator is notified of a client revocation, the Participant Site Administrator shall remove access to all identifying information about that client within 24 hours.
 - f. The Participant shall not include profanity or offensive language in the NJHMIS database.

- g. The Participant shall utilize the NJHMIS for business purposes only.
- h. NJHMIS shall provide introductory training to Participant staff on the use of the NJHMIS software. NJHMIS shall provide supplemental training regularly to accommodate changes in Participant staff, and address modifications to the AWARDS software when needed.
- i. NJHMIS shall be available to provide technical assistance to Participant staff.
- j. The Participant shall ensure that all staff, volunteers and other persons who are issued a User ID and password for NJHMIS receive client and system security training that covers all items in the NJHMIS User Policy, Responsibility Statement and Code of Ethics.
- k. The Participant shall take the following additional steps to ensure the security of the NJHMIS database system and the confidentiality of Client data:
 - 1. Escort all visitors and Clients to ensure that they do not access staff areas, record storage areas, or other areas potentially containing Client information. Persons not recognized as staff, visitors and Clients will be challenged for identification.
 - 2. Store hard copies of Client records in locking filing cabinets or in rooms that can be locked.
 - 3. Locate photocopiers, printers and fax machines to minimize access by visitors and unauthorized persons.
 - 4. Make sure that directors and other management or supervisory personnel are familiar with security and confidentiality policies and enforce such policies to ensure the security and confidentiality of the NJHMIS database and of Client information.
 - 5. Create an atmosphere where the Participant staff feels comfortable and obligated to report security breaches and misuse of the NJHMIS database system.
 - 6. The Participant shall encourage clients to report any breaches of confidentiality that they observe in the Participant.

5. HUD HMIS – Privacy and Security Standards

- a. All Participants shall review and comply with all standards for privacy and security, appropriate for the Participant’s particular organization, as set forth in the *Department of Housing and Urban Development Homeless Management Information System (HMIS); Data and Technical Standards Final Notice*, as found in the Federal Register dated July 30, 2004 Volume 69, Number 146, paying particular attention to Section 4 of said notice.

- b. All Participants are required to submit a copy of their privacy notices and consent forms to the NJHMFA for review and confirmation that each is in compliance with HUD requirements.
- c. Participants agree that the Participant is solely responsible for making sure their notices, forms and other HMIS documentation meets HUD standards. Participants shall not rely upon the NJHMFA's review and shall hold the NJHMFA, its staff, officers, members and affiliates, harmless from and against any and all claims for damages, losses, liabilities, costs or reasonable expenses related to Privacy issues and HUD requirements under this Agreement.

6. Reports.

a. Participant Reports

- 1. The Participant shall be enabled to report on identifying and statistical data on the Clients it serves, subject to the terms of this Agreement regarding Client confidentiality.
- 2. The Participant shall not be enabled to report on identifying and statistical data on Clients it does not serve.

b. Area Reports

- 1. A Participant operating in an area shall be able to report on non-identifying and statistical data only for that area.
- 2. The NJHMIS Steering Committee shall develop protocols on customizing and releasing area reports.

c. The Participant may make aggregate data available to other entities outside of the system for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.

d. NJHMIS shall use only unidentified aggregate NJHMIS data for homeless policy and planning activities, in preparing federal, state or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs and to obtain a system-wide view of program utilization in the State.

7. Termination.

- a. NJHMFA may terminate this agreement, for cause, if it determines that the Participant has violated any material term.
- b. Upon termination of this agreement for any reason, the Participant shall return or destroy all protected information received from the NJHMIS Program, or created or received by the Participant on behalf of the NJHMIS Program. This provision shall apply to protected information that is in the possession of subcontractors or agents of the Participant. The Participant shall retain no copies of the protected health information.
- c. In the event that the Participant determines that returning or destroying the protected information is infeasible, the Participant

shall notify the NJHMFA of the conditions that make return or destruction infeasible within two weeks in writing to the NJHMIS Project Manager. Upon notification that the return or destruction of the protected information is infeasible, the Participant shall extend the protections of this Agreement to such protected information and limit further uses and disclosures of the information to those purposes that make the return or destruction infeasible, as long as the Participant maintains the information.

- d. This agreement may be terminated by either party upon thirty (30) days written notice.
8. Assignability. Participant may not assign this Agreement or any of its obligations hereunder without the prior written consent of the NJHMFA.
9. Modifications. NJHMFA reserves the right to modify this Agreement at any time. NJHMFA shall provide thirty (30) days prior written notice to Participant of any modification adopted by NJHMFA.
10. Availability of Funding. The NJHMFA's obligations hereunder shall cease immediately, without penalty, if funding is no longer available to meet such obligations.
11. Participant's Representations and Warranties. Participant represents and warrants as follows:
 - a. It has all necessary power and authority to enter this Agreement and to perform all of its obligations hereunder and to manage and control and ensure each individual or entity that Participant authorizes, permits or allows access to the NJHMIS or related services and equipment or facilities also complies with the terms of this Agreement in exercising such individual's access.
 - b. This Agreement has been duly and validly authorized, executed and delivered by Participant and constitutes its valid and binding obligation.
 - c. In performing its obligations hereunder, Participant will comply with all laws, rules and regulations of all governmental bodies having jurisdiction.
 - d. Participant holds all required regulatory authorizations to perform this Agreement according to its terms.
 - e. Participant's obligations under this Agreement do not conflict with any other agreement.
12. NJHMFA's Representations and Warranties. NJHMFA represents and warrants as follows:
 - a. NJHMFA has all the necessary power and authority to enter this Agreement and to perform all of its obligations hereunder.
 - b. This Agreement has been duly and validly authorized, executed and delivered by NJHMFA and constitutes its valid and binding obligation.
 - c. In performing its obligations hereunder, NJHMFA will comply with all laws, rules and regulations or all governmental bodies having jurisdiction.

- d. NJHMFA holds all required regulatory authorizations and permits to provide the Services identified herein.
 - e. NJHMFA obligations under this Agreement do not conflict with any other agreement.
13. Breach. NJHMFA shall notify Participant of any breaches of the terms of this Agreement by Participant, any sharing Participant or any individual acting directly or indirectly under color of authority of Participant. Participant shall have such time as NJHMFA, in its sole and absolute discretion specifies in its notice breach, to cure such breach. In event such breach is not cured within the notice period, this Agreement may be terminated by the NJHMFA without further notice, obligation or liability to Participant.
14. Interpretation. The construction of this Agreement shall not be construed against the Party causing its preparation but shall be interpreted on the basis of the plain meaning of the terms used which have been reviewed by both Parties in consultation with their respective counsel.
15. Choice of laws. This Agreement is governed by the laws of the State of New Jersey, and Federal law, as applicable, without regard to the choice of law provisions of those bodies of law. Any claims asserted against the NJHMFA shall be subject to the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. (except for N.J.S.A. 59:13-9 thereof). While this statute is not applicable by its terms to claims arising under contracts with the HMFA, Participant agrees that it shall be applicable to claims arising under this Agreement. The Parties acknowledge that the HMFA is a public entity covered by the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq.
16. Captions. Captions in this Agreement are asserted for convenience of reference only and do not define, describe or limit the scope or intent of this Agreement or any of the terms of this Agreement.
17. Entire Agreement. This Agreement contains the entire agreement between the Parties and supersedes all prior or contemporaneous agreements, understandings, representations, and statements, oral or written, between the Parties with respect to the subject matter of this Agreement and the transactions contemplated by this Agreement.
18. Successors and Assigns. All terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the Parties and their respective legal representatives, successors and assigns.
19. Further Assurances. The Parties shall cooperate with each other and execute any documents reasonably necessary to carry out the intent and purpose of this Agreement.
20. Severability. If any provision of this Agreement is declared or found to be illegal, unenforceable, or void by a court of competent jurisdiction, the provision shall in no way affect any other provision, covenant or condition of this Agreement.

HMIS Participation Fee Declaration of Intent

To all New Jersey Statewide Homeless Management Information System (HMIS) Collaborative participating Agencies and Continuum of Cares, This letter serves as a Declaration of Intent to adjust the Annual Agencies Participation Fee based on the total number of users per agency (per county) that have logins to the Foothold AWARDS application. It is understood that this letter serves as notification to the New Jersey HMIS Collaborative Agencies and Continuum of Cares that the Fee scales below have been put into place starting April 2009. All invoicing will be reflective of the number of user logins per Agency in AWARDS.

Fees are based on per Agency per Continuum of Care:

- 0 – 15 users: \$750 annual Fee
- 16 – 30 users: \$600 Monthly per Agency (\$7,200.00 Annually)
- 31 – 45 users: \$1,100 Monthly per Agency (\$13,200.00 Annually)
- 46 – 60 users: \$1,600 Monthly per Agency (\$19,200.00 Annually)
- 61 – 75 users: \$2,100 Monthly per Agency (\$25,200.00 Annually)

Abram L. Hillson
Assistant Director, Supportive Housing and Special Needs
HMIS Statewide Collaborative Assistant Director
For the New Jersey Housing and Mortgage Finance Agency

Exhibit A

**NJHMIS Collaborative
Client Consent – Release of Information for Data Sharing via NJHMIS**

The NJHMIS Collaborative Homeless Management Information System (HMIS) serves the New Jersey Continuums of Care communities and State agencies which include partner agencies working together to provide services to individuals and families in New Jersey who are homeless or at risk of becoming homeless. Information collected in the HMIS database is protected in compliance with the standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and the U.S. Department of Housing and Urban Development HMIS Data Standards. Every person and agency that is authorized to read or enter information into the database has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate their agreement may have their access rights terminated and may be subject to further penalties.

- **I UNDERSTAND THAT:** The partner agencies may share limited identifying information about the people they serve with other parties working to end homelessness.
- The release of my information does not guarantee that I will receive assistance. This release of information includes public funded cash disbursements received during the past 3 years.
- This authorization will remain in effect for a minimum of 18 months unless I revoke it in writing, and I may revoke authorization at any time by signing a written statement or Revocation form.
- The following personal information will not be shared with any NJHMIS partner agencies via the NJHMIS computer system.
 1. HIV/AIDS information, such as status, diagnostic test results, mode of transmission, sexuality.
 2. Domestic violence information, such as abuse history, abuser information, trauma information.
 3. Behavioral health information, such as substance and alcohol abuse and mental illness.
 4. Clients supportive services contacts, medication information and case notes.
- If I revoke my authorization, all information about me already in the database will remain, but will become invisible to all of the partner agencies, except public (county, state or federal) cash disbursements.

If I am applying for county, state or federal cash disbursements such as SSH, HPRP, and TANF Emergency Assistance, this information will be shared with NJHMIS Collaborative users and State agencies.

By signing this form, I agree to share the following level of information with other NJHMIS partner agencies via the NJHMIS computer system:

- 1) I agree to share my [name (First, Middle, Last), client gender, program enrollment and exit dates, and cash disbursements received] via the HMIS system with other NJHMIS partner agencies.
- 2) I agree to share my [name (First, Middle, Last), client gender, ancestry, program enrollment and exit dates, demographic information, miscellaneous information, contacts information, cash disbursements] information via the HMIS system with other NJHMIS partner agencies.
- 3) I do not agree to share any of my information via the HMIS system with other HMIS partner agencies via the NJHMIS computer system. Exception is cash disbursements as noted above.

Client Name (<i>please print</i>)	Client Signature	Date
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Guardian Name, if required (<i>please print</i>)	Guardian Signature (if required)	Date
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Agency Personnel Name (<i>please print</i>)	Agency Personnel Signature	Date
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NJHMIS Collaborative

User Policy, Responsibility Statement, and Code of Ethics

USER POLICY

Partner agencies shall share information for provision of services to homeless persons and those at risk of homelessness through a networked infrastructure that establishes electronic communication among the partner agencies.

The Client Consent/Release of Information form shall be signed by every client entered into the NJHMIS database system. Minimum data entry on each consenting client includes:

- General information identifying the Client by name, indicating family status and latest residential history;
- Data detailing the client's current housing situation and the cause of their housing crisis;
- Shelter and Transitional housing utilization information, when appropriate.

Data necessary for the development of aggregate reports of homelessness service includes services needs, services provided, referrals and Client goals and outcomes.

The NJHMIS database system is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff must use the Client information in NJHMIS only to target services to Clients' needs.

USER RESPONSIBILITY

Your username and password give you access to NJHMIS software. Initial each item below to indicate your understanding and acceptance of the proper use of your username and password. Failure to uphold the confidentiality standards set forth below is grounds for termination from NJHMIS database access, and may result in disciplinary action from the partner agency as defined in the partner agency's personnel policies.

I agree to maintain the confidentiality of client information in NJHMIS in the following manner:

- My username and password are for my use only and will not be shared with anyone.
- I will take reasonable means to keep my password physically secure.
- I will only view, obtain, disclose, or use the database information that is necessary to perform my job.
- I understand that the only individuals who may view or hear NJHMIS client information are authorized users, and I will take these steps to prevent casual observers from seeing or hearing NJHMIS client information:
- I will log off of NJHMIS before leaving my work area, or make sure that the NJHMIS database has "timed out" before leaving my work area.
- I will not leave unattended any computer that has NJHMIS "open and running".
- I will keep my computer monitor positioned so that persons not authorized to use NJHMIS cannot view it.
- I will store hard copies of NJHMIS information in a secure file and not leave such hard copy information in public view on my desk, or on a photocopier, printer or fax machine.
- I will properly destroy hard copies of NJHMIS information when they are no longer needed.
- I will not discuss confidential client information with staff, clients, or client family members in a public area.
- I will not discuss confidential client information on the telephone in any areas where the public might overhear my conversation.

- ___ I will not leave messages on my agency's answering machine or voicemail system that contain confidential client information.
- ___ I will keep answering machine volume low so that confidential information left by callers is not overheard by the public or unauthorized persons.
- ___ I understand that a failure to follow these security steps appropriately may result in a breach of client confidentiality and system security. If such a breach occurs, my access to NJHMIS will be terminated and I may be subject to further disciplinary action as defined in the partner agency's personnel policy.
- ___ If I notice or suspect a security breach, I will immediately notify the Agency Site Administrator.

USER CODE OF ETHICS

1. NJHMIS users will treat partner agencies with respect, fairness and good faith.
2. Each NJHMIS user will maintain high standards of professional conduct in his or her capacity as a NJHMIS user.
3. NJHMIS users will use NJHMIS in good faith to benefit Clients.
4. NJHMIS users have the responsibility to relate to the Clients of other partner agencies with full professional consideration.
5. Clients have the right to receive assistance even if they do not choose to provide their information to the NJHMIS.

I understand and agree to comply with all the statements listed above.

 NJHMIS User Name (please print)

 NJHMIS User Signature

 Date

 Agency or System Administrator Name (please print)

 Agency or System Administrator Signature

 Date

Homeless Management Information System (HMIS) Lead Agency

MEMORANDUM OF UNDERSTANDING

Between
Ocean County
And

The New Jersey Homeless Management Information System Collaborative

This memorandum of understanding establishes the governance and structures for the partnership between New Jersey Homeless Management Information System Collaborative (hereinafter called NJHMIS Collaborative) and the county-based Continuums of Care (CoC) throughout New Jersey, New Jersey Housing and Mortgage Finance Agency (NJHMFA) and the NJ Advisory Council with regard to understanding the roles and responsibilities of each stakeholder.

I. PURPOSE AND BACKGROUND

The purpose of this Memorandum of Understanding (“MOU”) is to confirm agreements between the **Ocean County CoC** serving the **County of Ocean Jurisdiction(S)** and the NJHMIS Collaborative, acting through the NJHMFA, related to management of the New Jersey Homeless Management Information System (NJHMIS). The participation cost share for your **County CoC** is \$6,000.00 annually. This MOU establishes NJHMFA as the HMIS Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party related to key aspects of the governance and operation of the HMIS Project. HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD CoC funds and Emergency Solutions Grant (ESG) funding. HMIS is essential to efforts to coordinate client services and inform community planning and public policy. Through HMIS, homeless households would benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in New Jersey, including required HUD reporting. The parties to this MOU recognize that thorough and accurate capture and analysis of data about homeless services and households is necessary to service and systems planning, effective resource allocation, and advocacy, and thus, share a mutual interest in successfully implementing and operating HMIS in New Jersey.

II. DURATION

Except as provided in Section VIII (Termination), the duration of this MOU shall be from Fiscal year November 1st through October 31st. It is anticipated that this MOU will not need to be renewed annually once agreed upon and signed.

III. GOVERNANCE AND PARTICIPATION

1. CoC Governance:

The CoC is the lead planning group for HUD-funded efforts to end homelessness and for implementing and operating a homeless CoC system in New Jersey. As such and per HUD policy, the CoC is responsible for HMIS Project oversight and implementation, which encompasses planning, administration, software selection, managing the HMIS Data Warehouse in compliance with HMIS Standards if one exists, and reviewing and approving all policies, procedures, and data management plans governing Contributing HMIS Organizations (described in section IV 4 below). The CoC’s oversight and governance responsibilities are carried out by a minimum of two representatives from each of the participating CoC’s to the Collaborative Advisory Council.

2. Purpose:

The purpose of the Advisory Council is to provide support and recommendations and directions to the HMIS Lead Agency and their CoC related to the HMIS regulations and standards as set forth by HUD and our State Partners.

3. Lead Agency Designation:

The CoC designates NJHMFA as the Lead Agency for the New Jersey Balance of State Homeless Management Information System Collaborative. The NJHMFA is charged with managing the HMIS Data System/Warehouse operations on its behalf and providing HMIS Project administrative functions at the direction of the CoC, through its Advisory Council Members.

4. Contributing HMIS Organizations (“CHO”):

A CHO is defined as an organization (inclusive of the HMIS Lead) that operates a provider program and a program-level, HMIS-compliant system (described in Section II(5) below), whether or not it is a member of the CoC, and that contributes Protected Personal Information or other client-level data to the HMIS Data System/Warehouse. CHOs must enter into Participation Agreements in order to contribute such data to the HMIS Data System/Warehouse. The authority to enter into Participation Agreements with CHOs for the purposes of ensuring compliance with all applicable HUD and CoC HMIS Project requirements, including the operation of a program-level HMIS-compliant system, rests with the HMIS Lead Agency.

5. Program-level HMIS-compliant System:

A program-level HMIS-compliant system is defined as a client management information system operated by a provider program that allows the provider program to collect the minimum required data elements and to meet other established minimum participation thresholds as set forth in a CHO HMIS Agency Participation Agreements. These systems may include CARES, AWARDS, and other data systems owned or operated by providers.

6. CHO HMIS Administrator (Agency Site Administrator):

A CHO HMIS Administrator is defined as a single point-of-contact established by each CHO who is responsible for day-to-day operation of the CHO’s data collection system, ensuring program-level data quality according to the terms of the Agency Participation Agreement and associated data quality plans. If applicable, managing the upload process from the CHO program-level HMIS-compliant system to the Lead Agency’s HMIS Data System/Warehouse.

7. End User:

An End User is defined as an employee, volunteer, affiliate, associate, or any other individual acting on behalf of a CHO or an HMIS Lead Agency who uses or enters data in the HMIS Data System/Warehouse or program-level HMIS-compliant system from which data are entered or periodically uploaded to the HMIS Data System/Warehouse.

8. Software and Hosting:

The participating CoC’s Advisory Council Members along with the HMIS Lead Agency have selected a single product—Foothold Technology Service (“FTS”)—to serve as the sole HMIS Data System/Warehouse for the New Jersey HMIS Collaborative. All CHOs are expected to regularly input or upload data, at intervals and through mechanisms specified by the HMIS Vendor or the HMIS Lead Agency, to the Data System/Warehouse. The authority to enter into contracts with FTS for the purposes of operating and overseeing the HMIS Data System/Warehouse is the responsibility of the HMIS Lead Agency.

IV GENERAL UNDERSTANDINGS

1. Funding:

- 1a. HUD Grant(s) - HMIS Project activities are funded in part by HUD CoC grants or direct payments from counties which do not have room under their HUD pro-rata share to offer a grant? The CoC authorizes NJHMFA, as the HMIS Lead Agency, to apply for and administer these funds. The terms and uses of HUD funds are governed by the HUD CoC grant agreement and applicable rules.
- 1b. Cash Match -The HUD CoC grants require a cash match. The match is made up of CHO Agency License fees and our state Partners (Department of Community Affairs and Department of Human Services) contributions.

2. Fees:

The HMIS Lead Agency annual participation license fees cover the fiscal year November 1st to October 31st. The CHOs are invoiced in November of each year. CHOs that upload HMIS data will be required to pay their own costs associated with establishing and operating their own program-level, HMIS-compliant system in accordance with the terms of the Agency Participation Agreement. At the discretion of the HMIS Lead Agency, with approval from the Advisory Council, a small annual increase can be provided to help offset costs to the HMIS Lead Agency.

3. Compliance with HMIS Standards:

It is the responsibility of the CoC to ensure that the HMIS Lead Agency is operating the HMIS Project in compliance with HUD HMIS Technical Standards (2004), HUD HMIS Data Standards (2010), other applicable laws, and any future standards HUD will release. The parties agree to update this MOU (as provided in section VII, Amendment/Notices), other HMIS Project operational documents, and HMIS Project practices and procedures in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

4. Local Operational Policies and Agreements:

The CoC charges the NJHMIS Collaborative, with the support of the Advisory Council, with developing and maintaining agreements, policies, and procedures. These agreements, policies and procedures include, but are not limited to, an operating policies and procedures manual for use and management of the data system/warehouse (including procedures for ensuring the security of data, disaster recovery, and data quality assurance), privacy policies and notices, data collection and technical standards for CHOs, Agency Participation Agreements, and End User Agreements. Once reviewed and approved, changes to the policies and procedures may be made from time to time at the request of NJHMFA or the CoC, through its Advisory Council Committee Members, to comply with HUD HMIS standards or otherwise improve HMIS operations. During any such modification periods, all existing HMIS policies and procedures will remain in effect until such time as the CoC Steering Committee approves the changes.

V. SPECIFIC RESPONSIBILITIES OF THE PARTIES

1. CoC Responsibilities:

The CoC shall select the representatives to the Advisory Council which serves as the lead HMIS Project governance body, providing oversight, project direction, policy setting, and guidance for the HMIS Project. The CoC exercises all its responsibilities for HMIS governance through its Advisory Council Members, with guidance from the CoC's Data Management Committee, effective as of the date of the authorization of this MOU. These responsibilities include:

- a) Ensuring and monitoring compliance with relevant HUD regulations and standards;
- b) Reviewing all official meeting minutes and all approvals, resolutions, and other key decisions of the Advisory Council that may be required by HUD rules related to the HMIS governing body;
- c) Reviewing all HMIS Lead Agency's Project policies, and procedures;
- d) Reviewing and approving all Local CHO's involvement in their CoC's HMIS;
- e) Reviewing all HMIS Lead Agency's Project policies, and procedures;
- f) Establishing data quality standards and benchmarks for all CHO's;
- g) Reviewing data quality standards and plans, and establishing protocols for addressing CHOs' compliance with those standards;
- h) Promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs;
- i) Using HMIS data to inform CoC programs and system design, and measuring progress toward implementation of the CoC Strategic Plan and other CoC-established goals ;
- j) Provide all local information as necessary for compilation of the annual Housing Inventory Count (HIC), the HMIS elements of the annual Point-in-Time (PIT) Count, Annual Homeless Assessment Report (AHAR), Federal and local reports;

- k) Coordinating participation in the HMIS (and broader CoC) by all homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness;
- l) Coordinate and producing the data quality and outcomes reports to present to CHO at monthly meetings;
- m) CoC will make the final decision on a CHO participation in their HMIS system.

2. NJHMIS Collaborative Responsibilities:

NJHMFA serves as the Lead Agency for the HMIS Project, managing and administering all HMIS operations and activities. NJHMFA exercises these responsibilities at the direction of the CoC with directions from its Advisory Council Members. These responsibilities are contingent on continued receipt of the appropriate HUD grant funding, our State Partners, User License Fees and are as follows:

a) Governance and Reporting

- Provide staffing for operation of the HMIS Project;
- Create system to generate data quality reports and analyses for review by the CoC and for submission to HUD;
- Provide, at least annually, a point-in-time unduplicated count of clients served in the HMIS (for sheltered PIT Count, AHAR, APR Pulse reports and/or other reports as required);
- Create annual report of unduplicated count of clients served in the HMIS over the course of one year (for AHAR);
- Create reports, at least annually, that can account for the lodging units in the HMIS (for HIC, AHAR, and Pulse reports, or as required); and an unduplicated count of newly homeless clients;
- Ensure the consistent contribution of data that meets all HUD-established data standards, at minimum, every program operating with funds authorized by the McKinney-Vento Act as amended by the HEARTH Act, including ESG funds;
- Work with the CoC to facilitate participation by all homeless prevention and assistance programs and other mainstream programs serving homeless people to participate in the HMIS;
- Facilitate the Collaborative Advisory Council Meetings.
- Attend local CoC and Data Committee meetings as often as possible;
- Determine the length of time that records must be maintained for inspection and monitoring purposes pursuant to HUD standards and ensure compliance with these standards;
- Respond to CoC Steering and Data Management Committee directives; and
- Provide data needed to inform CoC's progress toward achieving its Strategic Plan goals.

b) Planning and Policy Development

- Manage and maintain mechanisms for soliciting, collecting and analyzing feedback from end users, CHO HMIS Site administrators, CHO program managers, CHO Executive directors, and homeless persons;
- Identify general milestones for project management, including training and expanding system functionality, and ensure that the HMIS Action plan is carried out and regularly reviewed;
- Develop and, upon adoption by the CoC Advisory Council Members, implement written policies and procedures for the operation of the HMIS Project and HMIS Data Warehouse, including requirements and standards for any CHO, and provide for the regular update of these procedures as required by changes to policy;
- Provide assistance to the CoC adopted and implemented data quality plan consistent with requirements established by HUD, and review and update this plan annually and upon update to HUD regulations, notice, or guidance;
- Develop and, upon adoption by the CoC Advisory Council Members, implement a security plan consistent with requirements established by HUD, and review and update this plan annually and upon update to HUD regulations or guidance;
- Develop and, upon adoption by the CoC Advisory Council Members, implement a disaster recovery plan

consistent with requirements established by HUD, and review and update this plan annually according to the most current HUD regulations or guidance;

- Develop and, upon adoption by the CoC Advisory Council Members, implement a privacy policy specifying data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; and process and protections for victims of domestic violence, dating violence, sexual assault, and stalking included in the data warehouse;
- **Ensure privacy protection in project administration; and**
- Develop and, upon approval by the CoC Advisory Council Members, execute HMIS Participation Agreements with each CHO, including:
 - Obligations and authority of the HMIS Lead and the CHO;
 - Protocols for participation in HMIS Project;
 - Requirements of the policies and procedures by which the CHO must abide;
 - Sanctions for violating the HMIS Participation Agreement; and
 - Terms of sharing and processing Protected Identifying Information between the HMIS Lead and the CHO;
 - CHO's annual participation fees to be paid to the Lead HMIS Agency.

c) Grant Administration

- Prepare and submit NOFA Project Applications for HUD's HMIS grants for those counties that allowed grant funds to the Lead HMIS Agency via E-SNAPS;
- Create annual budgets outlining the most efficient resource allocation to meet HMIS Project requirements;
- Support HMIS by funding eligible HMIS activities with eligible matching sources to serve as the HUD-required match;
- Manage spending for both HUD grants and matching funds;
- Manage the reimbursement payment process and maintain records of all reimbursement documents, funds, approvals, denials, and other required or relevant records;
- Ensure accurate and regular (quarterly, at minimum) draw down of HUD grant funding; and
- Complete and submit APR for HUD grants.

d) System Administration

- Oversee the day-to-day administration of the HMIS system;
- Manage contracts for FTS, which includes training for CHOs and DHS staff, and licensing of HMIS Server;
- Ensure HMIS software meets the minimum data and technical functionality requirements established by HUD in rules or notices, including un-duplication, data collection, maintenance of historical data, reporting (including HUD-required reports, data quality and audit reports), and any other requirements established by HUD or our State Partners (Department of Community Affairs & Department of Human Services);
- Ensure HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission, and destruction of data and the maintenance of privacy, security, and confidentiality protections;
- Develop standard reports and queries of HMIS data (e.g., data quality report, CoC quarterly report, etc.);
- Oversee and relate small- and large-scale changes to the HMIS software through coordination with Staff, the CoC's Advisory Council Members, and CHO HMIS administrators, if applicable;
- Maintain continuous End users trainings and CHO User Group meetings to discuss implementation of policies and procedures and data entry and upload processes when and if feasible;
- Update contact list of HMIS administrators for all CHOs in conjunction;
- Maintain original copies of all CHO's Participation Agreements and other required documents the end users must sign in a fire proof cabinet; and
- Maintain original copies of all CoC's MOU's agreements in a fire proof cabinet;

e) End-User Administration

- Provide or coordinate technical assistance and support structure;
- Document technical issues experienced by providers;
- Develop and deliver a comprehensive training curriculum and protocol, including accompanying tools and resources, that:
 - o Includes, but is not limited to, data entry requirements and techniques, client confidentiality and privacy requirements, data security and data quality;

- Requires all CHO Site Administrators to participate in trainings; it is the responsibility of the CHO Site Administrator to ensure end users at the CHO receive training and HMIS information;
- Is encouraged for all HMIS end users, including intake staff, data entry staff and reporting staff at all CHOs;
- Is offered, at a minimum, monthly;
- Is offered in a manner that assures every new end user completes training prior to or shortly after collecting any HMIS data or using the HMIS; and
- Is conducted in a manner that assures every current end user completes a training update at least annually.

f) Data Quality and Compliance Monitoring

- Consistent with the CoC data quality plan, support the data quality plan by developing report tools needed;
- Consistent with the CoC data quality plan, develop reporting tools to allow monitoring of established data quality benchmarks for CHOs, including bed coverage rates, service-volume coverage rates, missing/unknown value rates, timeliness criteria, and consistency criteria;
- Consistent with the CoC's data quality plan, run and disseminate data quality reports on a quarterly basis to CHO programs indicating levels of data entry completion, consistency with CoC program models, and timeliness;
- Consistent with the CoC data quality plan, provide quarterly reports on HMIS participation rates, data quality and other analyses to the CoC and Data Management Committee; and
- Monitor compliance by all CHOs with HMIS participation requirements, policies and procedures, privacy standards, security requirements, and data quality standards through an annual review per the process outlined in the Agency Participation Agreement and approved by the CoC Advisory Council Members.

G) Examples of Data Quality:

The CoC in collaboration with the HMIS Lead Agency are jointly responsible for ensuring that the HMIS data processing capabilities, including the collection, disclosure, transmission, and destruction of data and the maintenance privacy, security, and confidentiality protections.

The CoC will set benchmarks that will measure the reliability and validity of the data collected in the AWARDS application. Timely and accurate data is considered to be within 3 days of a client's admission into your program.

Example:

Looking at a particular data element and assessing how many client records have blank or missing data helps analyze how reliable the data is. The more clients with missing or incomplete information, the less valid the data is.

Data Quality benchmark 5 % or less missing

Data Quality Plan

- Rationale behind its inclusion
- Factors to address for relevant component
- Special Issues and Exceptions to be considered
- Set benchmarks as a starting point for discussion, and make them based on the program types

Timeliness Criteria Benchmark

- Intake data should be entered in the HMIS AWARDS application within 3 days.
- Services and special issues data is to be entered into the HMIS system within 2 days of the client being serviced.
- A client must be discharged from the HMIS AWARDS system within 2 day after leaving a program.

Overall Goals

- No less than 5% of incomplete data for all HUD Universal and Program Specific Elements data
- Complete and accurate data for the month must be entered into the HMIS AWARDS system by the last Friday of the month.
- Uploading programs will not follow the above benchmarks and instead will upload their data in accordance to the guidelines setup with the CoC

VI. DATA ACCESS AND MANAGEMENT:

NJHMFA's authorized staff shall manage the data that is maintained in the FTS data system/warehouse and will have access to all data entered by CHOs. NJHMFA staff will only use the data for purposes having to do with the CoC. The CoC and State Partners will have access to aggregated and/or otherwise de-identified data that have met quality assurance standards as stipulated by NJHMFA HMIS staff.

VII. AMENDMENT/NOTICES:

This MOU may be amended in writing by either party once amendments have been approved by a majority of the Advisory Council Members. Notices shall be mailed or delivered to NJHMIS Collaborative, Assistant Director of HMIS at New Jersey Housing and Mortgage Finance Agency – 637 South Clinton Avenue – P.O. Box 18550 Trenton, New Jersey, 08650-2085

VIII. TERMINATION:-

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving sixty (60) days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within thirty (30) days by providing written notice to the other parties. The termination shall be effective on the date specified in the notice of termination.

This MOU will replace the current agreement between the Continuum of Care and the HMIS Lead Agency commencing upon the signature of the parties.

For the Ocean County Continuum of Care (CoC) serving the County of Ocean Jurisdiction(S)

Signed: Michelle Penante Date: 2/26/15
County and/or Continuum of Care Representative

Title: Board Chair Ending Homelessness Group

For the New Jersey Housing and Mortgage Finance Agency

Signed: Anthony M. ... Date: 4/24/15
Executive Director of HMFA or Designee.