

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:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange 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: New Jersey Housing and Mortgage Finance Agency

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	Yes	Yes
Hospital(s)	No	No
EMT/Crisis Response Team(s)	No	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No
LGBT Service Organizations	No	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The Homeless Prevention and Assistance Coalition (HPAC), the CoC meets bimonthly with monthly subcommittee meetings. HPAC includes 30 member organizations and advocates. Full membership and subcommittee meetings are open to all interested parties. Meeting notices are sent via email to various list serves and posted on the CoC website. The Executive Board approves all subcommittees with input from the CoC membership.

The subcommittees do targeted outreach to gain participation from key stakeholders around specific discussions. The Youth and Families committee reached out to local universities and secured participation from university staff to assist in the discussion of reaching homeless youth and identifying services available.

The Executive committee does targeted outreach to key stakeholders. During the selection process for the coordinated assessment agency, the committee secured participation from local funders and food pantries in the review and selection process.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

The CoC sent a few letters to potential new members to invite them to be a part of the CoC. The Youth and Family Committee especially did some special outreach to encourage new members to the committee that focus on serving youth age children including a partnership with Monmouth University to do a special study to look at the youths affected by homelessness in Ocean County. As a result, we added a new member from the Rutgers Youth Success Network of Ocean County. In addition, the CoC meets often with other several existing and potential stakeholders to solicit their input and participation in our efforts.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)

The CoC announced a request for proposal on April 25, 2017. The request went out via various list serves and was posted on the CoC website. Applications are accepted from both funded and non-funded CoC agencies and technical assistance is provided by the CoC Lead Agency to interested agencies via email and phone for any questions related to eligible funding activities, the local selection process, and criteria for submitting applications. The request for proposals included the application, scoring tool and local funding priorities. The scoring tool evaluates agency experience, project design, leveraging and program goals. New and renewal projects are ranked based on the percentage of points awarded for the project according to the appropriate scoring tool. The CoC also evaluates the efficacy of funding low scoring renewal projects, and unspent funds in renewals to determine the level of funding available for higher scoring new projects through bonus and reallocation funding.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient’s in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

The State of New Jersey Department of Community Affairs is the ESG recipient covering the Ocean CoC region. DCA hosts conference calls and provides an opportunity for community stakeholders to submit written comments related to

their funding priorities and anticipated allocations per eligible activities. In addition, DCA requires all applicants for ESG funds to submit a letter of support from the CoC as evidence that the project is in line with local policies and planning. The CoC participates in the DCA public comment opportunities and provides letters of support to projects seeking funding through the ESG program after careful evaluation of the agency and program. The CoC does not currently have any ESG funded programs within its region. However, should local programs receive ESG funding, the CoC shall apply local performance standards to those programs and review project progress in accordance with the CoC approved standards that are also applied to CoC funded programs.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

Catholic Charities Providence House and Homes Now Dottie's House operate the DV programs in the CoC. The agencies receive funding for shelter, transitional housing, and services from the Dept of Justice and private sources, and is a member of the CoC. All DV victims are referred to the DV hotline, and assessed for their level of safety risk and needs for DV specific services. Households without an immediate DV issue may be referred back to the general homeless system for shelter and other services. When the local DV shelter is full and a client's safety is at risk, there are reciprocal relationships with other DV programs in the region & clients may be placed there. The DV providers maintain internal databases in which they collect client information but does not contain identifiable client information. The agencies provides aggregate reports to the CoC regarding the needs of the community at bi-monthly CoC meetings.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

The CoC will embark on regularly training with the new coordinated assessment agency to ensure best practices in serving survivors of Domestic violence.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
State of NJ Department of Community Affairs		Yes-HCV
Lakewood Township Residential Assistance Program		No
Housing Authority of the Township of Lakewood		No
Brick Housing Authority		No
Berkeley Housing Authority		No

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

The CoC has worked through the PH committee to secure homeless preferences from local housing authorities. The PH committee had several meetings with the director of the Lakewood Housing Authority to discuss the options that would be feasible with regards to a homeless preference. After several meetings, the PH Committee did a presentation before the Lakewood Housing Authority Board of Commissioners. While the Board did not immediately approve a full homeless preference, the board did approve a limited preference for homeless households through the Family Unification Program in coordination with the State of NJ Child Welfare Agency.

The PH committee will continue working with other PHAs in the region to secure a homeless set aside. The committee intends to have meetings and presentations before all PHAs in the CoC and work to develop collaborative relationships with the coordinated assessment agency.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)

The CoC has an anti discrimination policy with fair housing & equal access requirements in the code of conduct signed by all CoC member. The review committee monitors programs reviewing adherence to fair housing and equal access regulations. Ocean ResourceNet, managed by an Exec Committee member, serves as a clearinghouse for information about events and trainings. The ResourceNet is the web-based resource guide in which all CoC members are encouraged to participate. Trainings on equal access & serving the LGBT community have been provided by local universities & have been made

available to CoC agencies through the ResourceNet notification system. The Fair Housing Officer (FHO) works within the County Dept. of planning which is an active member of the CoC. The FHO attends CoC meetings & provides updates of activities from the planning dept. Legal Services is an active member of the CoC & provides information & resources for individuals & community agencies regarding fair housing.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

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

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

1D-2. Discharge Planning: Select the system(s) of care within the CoC’s geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

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

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

The CoC assigned bonus points to projects serving the chronically homeless. Renewals demonstrated they were serving the chronically homeless through HMIS information. Up to 5 bonus points were assigned based on the ratio of chronically homeless participants served. New projects could receive up to 8 points for serving a priority population. Projects had to identify the target population and any prioritization used in the program narrative. Points were also awarded to programs with low barriers and using a housing first model. Renewals got up to 28 points and new projects got up to 8 points. Low barrier, housing first projects received more points as they are better poised to serve a high needs population. When evaluating performance for renewals, adjustments were made to the income measures to account for participants with SSI/SSDI. Participants with SSI/SSDI were not included in the earned income performance measures for all renewal projects.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/07/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 08/07/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No		

Attachment Details

Document Description:

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Yes

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. MOU 3-7

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual. Yes

2A-3. What is the name of the HMIS software vendor? Foothold Technologies

2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area. Regional (multiple CoC)

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	67	27	12	30.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	60	39	12	57.14%
Rapid Re-Housing (RRH) beds	4	0	1	25.00%
Permanent Supportive Housing (PSH) beds	152	0	107	70.39%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.
(limit 1000 characters)**

The CoC Data committee is working to identify ways of assisting agencies in overcoming barriers inhibiting HMIS usage. The committee met with all agencies not currently entering data in HMIS to determine the barriers to HMIS participation. For those agencies that are not in the system due to the financial burden of the system, the committee is exploring several options including: establishment of a collaborative where multiple agencies share the cost of the user fee and enter the system as a single agency with multiple programs, developing a pilot project with the HMIS Lead Agency to waive the user fee for one agency, apply to local banks for grants to cover the costs associated with the user fee.

For agencies where inadequate staffing is a barrier to HMIS data entry the committee is exploring strategies that include special partnerships with the coordinated assessment agency.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 10

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 05/05/2017

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/24/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/05/2017

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

There were no changes in the PIT count methodology. The CoC begins planning for the PIT 4-5 months in advance of the event. The CoC reaches out to each sheltering program to secure their participation in the count. For those programs entering information in HMIS, the PIT data is pulled directly from the system. For programs that do not participate in HMIS, the information is collected through client level surveys. The CoC made efforts to improve the PIT training for all agencies to ensure a full understanding of key definitions, the associated questions and how to complete the process through HMIS and the client level survey. The enhanced training enabled the CoC to capture more accurate data about the chronic homeless population.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? No

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? Yes

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

There were no changes in the unsheltered count methodology. The CoC collects data for the unsheltered count through outreach teams that conduct a street count in coordination with Project Homeless Connect Events. The Project homeless connect along with outreach to targeted service based locations frequented by homeless persons enable the CoC to cover the region for the PIT count. The CoC worked to enhance training for the unsheltered count to ensure all volunteers completing the client level surveys understood key definitions, the associated questions and how to fill out the survey. This resulted in an accurate reflection of the unsheltered subpopulations. In addition the CoC conducted extensive outreach to various community stakeholders in the planning process to identify known locations on the streets and at various services to improve the opportunities to connect with the unsheltered population.

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

The CoC began the planning process for the PIT count 4-5 months prior to the event. As part of that process, the CoC reached out to the Regional director of the homeless liaisons to identify appropriate ways of informing the local school districts of the upcoming count. The school homeless liaisons were invited to the PIT planning meetings and trainings. A special training was done for all the

homeless liaisons in the region informing them about the upcoming count and CoC definitions of homeless. The PIT committee included a formerly homeless youth who assisted the group in connecting with local colleges/universities to secure volunteers for the count and identify ways of reaching homeless youth attending school. The formerly homeless committee member also assisted the group in identifying locations where homeless youth gather for targeted outreach prior to and during the PIT count.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

The PIT subcommittee include participation from a wide variety of agencies including mental health providers, family sheltering programs and veteran's service providers. The committee members worked together to develop strategies to best target the sub populations and discussed the best methods of posing the survey questions to obtain accurate subpopulation information. The training process for the PIT survey was enhanced to ensure all surveyors understood the definitions, associated questions and how to complete the survey. These strategies enabled the CoC to reach multiple homeless populations and obtain accurate sub-population data.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

The rate of first time homelessness decreased from 96% in 2015 to 90% in 2016. The CoC reviews PIT data to identify common causes of homelessness, incomes, and disability information for the first time homeless. Shelter providers share information about households served to help the community develop a better understanding of first time homeless households. The Youth & Families committee is spearheading the updating of a community resource guide to assist agencies in appropriately connecting at-risk households to available resources. The Coordinated Assessment Agency is in the process of developing MOUs with prevention programs to better coordinate referrals for at-risk households they divert/assess.

The Youth & Families Committee will develop and implement additional strategies to coordinate prevention resources, the Coordinated Assessment Agency shall implement assessment and referral to prevention programs. The Exec Board shall oversee the process and examine outcomes.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

There was no change in the average length of time for persons in ES& SH and a slight increase in the length of time for those in ES, SH & TH. The CoC performance standard is a 5% reduction in length of time homeless from the

previous year. The system is evaluated quarterly.

The CoC has a prioritization policy targeting those with the longest history of homelessness and most severe needs. The Coordinated Assessment Agency uses the prioritization tool to place those with the longest histories of homelessness at the top of the prioritization list. Those households are referred to the permanent housing vacancies. All CoC funded beds are filling vacancies with those that have the longest histories of homelessness.

The CoC has secured 7 new PSH beds through the 2016 CoC competition that will enable the CoC to better serve those with the longest histories of homelessness

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing. (limit 1000 characters)

There was a 9% reduction in exits to permanent housing but a 12% increase in stability in permanent housing. The data committee reviews program performance quarterly. The PH committee developed a policies, approved by the Executive Committee, designed to increase stability. These include: requiring CoC funded programs to use a Housing First model and to remove all barriers to program entry and program retention. All programs are also required to connect participants to mainstream benefits.

The Coordinated Assessment Agency is completes prioritization assessments on all homeless individuals (both sheltered and unsheltered) and connects them with appropriate housing opportunities. The CAA assists households in need with completing housing applications and negotiating leases to ensure successful transition to housing.

The PH committee is responsible for overseeing PH placement and retention strategies, progress & performance.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness. (limit 1000 characters)

The rate of returns to homelessness decreased from 4% in 2015 to 2% in 2016. The CoC adopted a standard of a 5% decrease in the rate of returns to homelessness annually. The Data committee reviews system performance quarterly and reports information to the Executive committee and full

membership committee.

The Coordinated Assessment Agency (CAA) completes a prioritization assessment and identifies the appropriate housing opportunities for homeless households based on their eligibility and need. The targeted referrals to appropriate housing options will help ensure families remain stable in the PH opportunities they exit to. The CAA connects all households to the services necessary to help them remain stable in housing.

The Permanent Housing Committee is responsible for developing strategies to decrease returns to homelessness. The Data Committee reviews performance quarterly and the Executive Committee is responsible for overseeing successful implementation and outcomes.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)

All community agencies connect participants with the mainstream benefits agency, the Board of Social Services (OCBSS) to ensure connection to eligible benefits. There was a 1% increase in adults who increased non-employment cash income for stayers and 7% of leavers. The Coordinated Assessment agency and CoC funded agencies will assist participants with applying for benefits and work with all participants on increasing income and benefits. Ocean County Workforce Investment Board and the Ocean County PIC which jointly operate the One Stop Career Center offering training and employment for economically disadvantaged, displaced or dislocated workers, on-the job training, welfare recipients and youth employment training. The OC PIC offers programs for youth, including homeless youth, that provide intensive case management to assist youth in developing a career pathway to self-sufficiency. The OC PIC partners with community agencies serving the homeless.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). No

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific

**geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)**

3A-7. Enter the date the CoC submitted the 06/05/2017
System Performance Measures data in HDX,
which included the data quality section for FY
2016.
(mm/dd/yyyy)

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. 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 in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	28	23	-5

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	14
Total number of beds dedicated to individuals and families experiencing chronic homelessness	31
Total	45

3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

The CoC has implemented a Coordinated Assessment System designed to assist families experiencing homelessness with accessing housing. The Coordinated Assessment Agency has developed relationships with landlords, supportive housing providers and agencies managing affordable housing units to streamline the process of helping people access the housing. The CAA completes assessments for all families experiencing homelessness and works with those families to complete applications, identify appropriate units and negotiate leases with landlords. The CoC is working to expand partnerships with housing providers in the community and through the permanent housing committee is developing a CoC-wide list of landlords that work well with the homeless population. In addition, the CoC is exploring avenues to collect private donations that would be used to help set up and stabilize families in housing once they have been placed.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	3	1	-2

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)

The CoC has adopted a policy prohibiting all programs serving the homeless population from separating families or denying entry based on family composition. In addition, the CoC requires all funded programs to adhere to the affirmatively furthering fair housing standards and equal access. Non-discrimination language is included in the code of conduct signed by all CoC

members. The review committee monitors funded programs' compliance with fair housing and equal access. The Ocean ResourceNet shares information on community trainings, workshops and events related to fair housing and equal access that all CoC members are encouraged to attend. The CoC has developed the training schedule for the 2017-2018 year and fair housing and equal access will be covered during upcoming CoC meeting trainings.

The Coordinated Assessment Agency adheres to these policies and will be the source of all referrals for permanent housing beds dedicated to the homeless.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

Human trafficking and other forms of exploitation?	Yes
LGBT 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

3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

The CoC is committed to ending youth homelessness. The Youth and Families committee has been exploring strategies to identify and improve services for homeless youth. The committee is working to gain a better understanding of the scope of homelessness among youth and their needs. A youth specific addendum will be included in the point in time survey to help better understand

the needs of homeless youth. The committee is supporting a local church that is developing permanent housing for homeless youth based on the Oxford House Model. The churches are exploring funding and are cultivating a relationship with the Dave Thomas Foundation to connect employment opportunities to the program. The Youth Shelter provider is exploring the development of a rapid re-housing program for youth.

The CoC will use HMIS to evaluate program success based on retention in permanent housing, exits to permanent housing, family reunification, engagement in treatment, connection to employment and education

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

The CoC presented information on the homeless system and the point in time count to the quarterly homeless liaison committee meeting in the CoC region. Over 100 homeless liaisons participated. The CoC encouraged participation in the 2017 PIT and informed the homeless liaisons about the services available in the community and how to access services.

The director of the homeless liaisons for the CoC region attends CoC meetings and makes presentation at the full membership CoC meetings to inform the CoC of services available through the McKinney Vento program and how to work with schools.

The Coordinator of the Youth Success Network, an education and employment training program for youth 16-24 run by Rutgers University, is an active member of the Youth and Families Committee.

The CoC has adopted a policy requiring all programs serving homeless children to develop protocols for addressing their educational needs and connecting them to services available in the community

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No

Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
 (limit 1000 characters)**

There are three 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 and Community Hope are the SSVF provider in the community and work 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 the Vet providers who connect them to eligibility specialist that determine the eligibility for VA programs. The vet groups provide transportation and case management as necessary to assist homeless veterans in accessing the programs. These agencies have formed a vet sub committee and conduct case conferencing to address the needs of those on the by-name list of homeless veterans

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach? Yes

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

The CoC protocol requires agencies to connect clients with the Ocean County Board of Social Services (OCBSS), local welfare agency, prior to the provision of assistance or while assistance is being provided. Agencies provide transportation to OCBSS offices and some organizations make navigators available to assist clients in applying for benefits. Agencies follow up with the OCBSS to ensure clients are and assist clients in collecting the required documentation to maintain eligibility.

OCBSS is a member of the CoC attending subcommittee & full membership meetings. At the bi-monthly full membership meetings the OCBSS is included in the agenda & makes presentations about the benefits available, data about clients served, & information about any program changes.

The data committee reviews system performance in connecting people to mainstream benefits. The Executive Committee oversees program success in connecting people with the mainstream benefits for which they are eligible.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	10.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	10.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	10.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	10.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

There are 3 outreach teams operating in the CoC as well as several service based drop in programs that are accessible to the unsheltered homeless. The outreach teams cover specific regions in the county (north, central & southern) to ensure full coverage of the CoC geographic area. The teams conduct outreach in known locations and target service based locations where the unsheltered are known to access. The teams work closely with law enforcement and hospitals to respond to calls for assistance when unsheltered persons are identified by other community stakeholders.

The outreach teams and service based drop-in centers access translation services to assist those with limited English proficiency. The teams and service based programs conduct outreach to community organizations serving specific populations to make them aware of available services and encourage communities that don't traditionally access services to connect with the outreach teams when assistance is needed.

4A-5. Affirmative Outreach

Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The CoC prohibits discrimination and requires equal access to housing and services. All CoC agencies sign a code of conduct agreeing to abide by these requirements. The CoC policies for PH programs require low barriers to program entry, low barrier to increase program retention and a housing first orientation. PH programs are monitored annually on their adherence to these policies.

The Coordinated Assessment Agency adheres to the non-discrimination policies and is responsible for referrals into PH. The CAA staff are bi-lingual in Spanish and have access to translation services to assist those with limited English proficiency speaking other languages. The CAA does outreach to community agencies and targets organizations serving populations that don't traditionally engage in services. The CAA is mobile and can meet clients where they are, increasing access. Program materials are printed in English and Spanish with the capacity for translation into other languages as needed.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	12	4	-8

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Rejections-Reduct...	09/26/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Ra...	09/26/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Ra...	09/26/2017
05. CoCs Process for Reallocating	Yes	CoC Process for R...	09/26/2017
06. CoC's Governance Charter	Yes	Governance Charter	09/26/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/26/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No	Applicable Sectio...	09/26/2017
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/26/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC - HMIS MOU	09/26/2017
11. CoC Written Standards for Order of Priority	No	CoC Written Stand...	09/26/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No	Project List to S...	09/26/2017
13. HDX-system Performance Measures	Yes	FY 2017 CoC Compe...	09/26/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Rejections-Reductions

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description: CoC Rating and Ranking Procedure - Public Posting

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description: Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Federal Statutes

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description: CoC - HMIS MOU

Attachment Details

Document Description: CoC Written Standards for Order of Priority

Attachment Details

Document Description: Project List to Serve Persons defined as Homeless under Other Federal Statutes

Attachment Details

Document Description: FY 2017 CoC Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/08/2017
1B. Engagement	09/21/2017
1C. Coordination	09/21/2017
1D. Discharge Planning	09/08/2017
1E. Project Review	09/21/2017
1F. Reallocation Supporting Documentation	No Input Required
2A. HMIS Implementation	09/21/2017
2B. PIT Count	09/21/2017
2C. Sheltered Data - Methods	09/21/2017
3A. System Performance	09/25/2017
3B. Performance and Strategic Planning	09/25/2017

4A. Mainstream Benefits and Additional Policies	09/21/2017
4B. Attachments	Please Complete
Submission Summary	No Input Required

01. 2017 CoC Consolidated Application: Evidence of the
CoC's Communication to rejected participants

E-mail Notification to rejected applicants

Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:53:51 PM Eastern Daylight Time
From: Oyedele, Olu
To: bha@berkeleytwphousing.org
CC: Grace Dekker, Kelly, Taiisa, Steve Heisman
Attachments: Appeals Policy updated.pdf, HPAC Response - BHA.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hello,

Please find attached notice of CoC project awards and appeals policy.

Please let me know if you have any questions.

Thank you,

Very truly yours,



Olu A. Oyedele | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 233 | fax (908) 547-6683
[website](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

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The Ocean County Homelessness Prevention and Advocacy Coalition (HPAC) issued a request for proposals from projects interested in receiving funding through the FY2017 HUD Continuum of Care Program for projects providing housing and services to homeless individuals and families on April 25, 2017. Renewal projects were provided with a deadline of May 26, 2017 to submit renewal applications for consideration in the FY 2017 selection process.

The HPAC Executive Committee has reviewed the project monitoring results as well as took into consideration information provided through the project presentation. The HPAC Executive Committee regrets to inform you that your project has not been selected for funding and will not be included as a renewal application in the FY2017 CoC application.

The HPAC sent an email on April 25, 2017 directly to all renewal agencies with information about the FY2017 process including a description of the scoring criteria for the local selection process, a copy of the renewal application and information about the monitoring process. Within that email, the renewal submission deadline of May 26th was identified.

The sponsor agency HABcore, submitted the required program application however it was missing relevant project administration and financial management information, that you as the grantee were to provide. An attempt was made to reach you to obtain this information. The committee allowed all programs to present during the project presentations scheduled on August 1, 2017 however, your organization, as the grantee, did not have a representative present to discuss the project administration and financial management parts of the program. As a result, the committee has elected not to renew the HABcore Capstain S+C program.

Further information about the appeals process is attached.

If you have any questions about the process or wish to appeal, a letter must be submitted in writing by August 11, 2017.

Appeals may be sent via email or fax to:

Taiisa Kelly

Tkelly@monarchhousing.org

or

ehg@oceanhpac.org

fax - 908-382-6323

Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:54:20 PM Eastern Daylight Time
From: Oyedele, Olu
To: Colin Lewis
CC: Kelly, Taiisa
Attachments: Appeals Policy updated.pdf, HPAC Response - Community Compass.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hi Colin,

Please find attached notice of CoC project awards and appeals policy.

Please let me know if you have any questions.

Thank you,

Very truly yours,



Olu A. Oyedele | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 233 | fax (908) 547-6683
[website](#) | [vCard](#) | [map](#) | [email](#)



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Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2017 Continuum of Care funding for projects providing housing and services to homeless individuals and families.

The HPAC Executive Committee has reviewed the application as well as took into consideration information provided through the project presentation. The HPAC Executive Committee regrets to inform you that your project has not been selected for funding in the FY2017 COC Application. The application does not meet program requirements as it requires participation in faith-based services and requires tenants pay rent not calculated based on 30% of their income. As a result, the committee has elected not to approve this project for funding in the FY2017 COC Application.

Further information about the appeals process is attached.

If you have any questions about the process or wish to appeal, a letter must be submitted in writing by August 11, 2017.

Appeals may be sent via email or fax to:

Taiisa Kelly

Tkelly@monarchhousing.org

or

ehg@oceanhpac.org

fax - 908-382-6323

Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:29:14 PM Eastern Daylight Time
From: Oyedele, Olu
To: Connie Fahim
CC: Kelly, Taiisa
Attachments: Appeals Policy updated.pdf, HPAC Response - OCEAN INC.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hi Connie,

Please find attached notice of CoC project awards and appeals policy.

Please let me know if you have any questions.

Thank you,

Very truly yours,



Olu A. Oyedele | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 233 | fax (908) 547-6683
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Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2017 Continuum of Care funding. The review committee has evaluated your proposal as well as information from the on-site monitoring process and project presentation, your project scores are listed below. The chart below provides information about the amount of funding awarded for each of the projects submitted by your agency. You may begin the process of completing your application through the on-line e-snaps system for those projects that have been awarded funds. Please see below for the funding levels for your approved projects.

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0	Tuckers Walk (New)	\$106,000	\$-	Project has not been recommended for inclusion in the FY2017 COC Application. Proposed timeline does not fit with anticipated funding availability, high cost per unit, construction, rehab & acquisition not a priority for CoC funds.

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- Applicants may only hit the submit button once the application has been reviewed and approved by Monarch

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All applicants must submit PDF copies of their application to Taiisa Kelly by **Friday, August 25, 2017.**

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E-snaps project applicant instructions:

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If you wish to file an appeal for any of the above identified projects please see attached appeals letter.

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

01. 2017 CoC Consolidated Application:
Evidence of the CoC's Communication to
reduced projects

E-mail notification to reduced project applicants

Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:28:59 PM Eastern Daylight Time
From: Oyedele, Olu
To: Joan Farkas, Joan Farkas
CC: Kelly, Taiisa
Attachments: Appeals Policy updated.pdf, HPAC Response - CSPNJ.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hi Joan,

Please find attached notice of CoC project awards and appeals policy.

Please let me know if you have any questions.

Thank you,

Very truly yours,



Olu A. Oyedele | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 233 | fax (908) 547-6683
[website](#) | [vCard](#) | [map](#) | [email](#)



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Score	Project	Requested	Awarded	Comments
92	Ocean Leasing 2009 CSPNJ	\$13,949	\$13,949	Project has been approved for inclusion in the FY2017 COC Application.
86	Ocean County Jay S+C	\$42,836	\$22,154	Project has not been approved to receive the full amount of funding. This is due to a history of the program having substantial portions of funding's being returned to HUD. The updated budget approved is indicated.
71	Ocean County OMHS S+C 2009 CSPNJ	\$133,416	\$118,416	Project has not been approved to receive the full amount of funding. This is due to a history of the program having substantial portions of funding's being returned to HUD. The updated budget approved is indicated.

Please be aware that the following requirements and deadlines will be in effect for the FY2017 application cycle:

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E-snaps project applicant instructions:

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If you wish to file an appeal for any of the above identified projects please see attached appeals letter.

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

01. 2017 CoC Consolidated Application: Evidence of the
CoC's Communication to rejected participants

E-mail notification to selected applicants

Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:28:59 PM Eastern Daylight Time
From: Oyedele, Olu
To: Joan Farkas, Joan Farkas
CC: Kelly, Taiisa
Attachments: Appeals Policy updated.pdf, HPAC Response - CSPNJ.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hi Joan,

Please find attached notice of CoC project awards and appeals policy.

Please let me know if you have any questions.

Thank you,

Very truly yours,



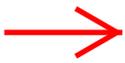
Olu A. Oyedele | Associate
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29 Alden Street, Suite 1B | Cranford, NJ 07016
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[website](#) | [vCard](#) | [map](#) | [email](#)



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

Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:29:14 PM Eastern Daylight Time
From: Oyedele, Olu
To: Connie Fahim
CC: Kelly, Taiisa
Attachments: Appeals Policy updated.pdf, HPAC Response - OCEAN INC.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hi Connie,

Please find attached notice of CoC project awards and appeals policy.

Please let me know if you have any questions.

Thank you,

Very truly yours,



Olu A. Oyedele | Associate
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Subject: FY2017 CoC Projects - Local Selection Announcements
Date: Monday, August 7, 2017 at 4:40:32 PM Eastern Daylight Time
From: Oyedele, Olu
To: Steve Heisman
CC: Kelly, Taiisa
Attachments: Appeals Policy updated.pdf, HPAC Response - HABcore.pdf, image001.gif, image002.gif, image003.gif, image004.gif, image005.gif, image006.gif

Hi Steve,

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Please let me know if you have any questions.

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91	HABcore Ocean Leasing AP14OC	\$26,689	\$26,689	Project has been approved for inclusion in the FY2017 COC Application.
90	HABcore Capstan II	\$34,907	\$34,449	Project has been approved for inclusion in the FY2017 COC Application.
90	Capstan II Expansion		\$23,384	Project has been approved for inclusion in the FY2017 COC Application.
89	HABcore Ocean Leasing AP17OC	\$62,463	\$62,463	Project has been approved for inclusion in the FY2017 COC Application.
89	HABcore Ocean Leasing AP18OC	\$43,904	\$76,552	Project has been approved for inclusion in the FY2017 COC Application at a higher request than requested.
86	HABcore Ocean RRH 17	\$81,016	\$81,016	Project has been approved for inclusion in the FY2017 COC Application.

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01. 2017 CoC Consolidated Application: Evidence of the
CoC's Communication to rejected participants

Appeals process linked in e-mail notification

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.

03. CoC Rating and Review Procedures

E-mail notification of local selection process:
Request for new project applications

Subject: Ocean HPAC - FY2017 CoC Funding - New Project Applications
Date: Tuesday, April 25, 2017 at 1:45:46 PM Eastern Daylight Time
From: Kelly, Taiisa <tkelly@monarchhousing.org>
To: adelaney@gmail.com <adelaney@gmail.com>, aeksfclakewood2@gmail.com <aeksfclakewood2@gmail.com>, afaone@piners.org <afaone@piners.org>, agsalsa@yahoo.com <agsalsa@yahoo.com>, ahowlett@preferredbehavioral.org <ahowlett@preferredbehavioral.org>, alharris@xbp.dhs.state.nj.us <alharris@xbp.dhs.state.nj.us>, alynch@oceanmhs.org <alynch@oceanmhs.org>, amysvan@verizon.net <amysvan@verizon.net>, anicolosi@oceanmhs.org <anicolosi@oceanmhs.org>, annaeric1@comcast.net <annaeric1@comcast.net>, artdelaney@gmail.com <artdelaney@gmail.com>, barbshafy@aol.com <barbshafy@aol.com>, bha@berkeleytwphousing.org <bha@berkeleytwphousing.org>, bholmes@oceancountyltrg.org <bholmes@oceancountyltrg.org>, bmalley@oceanmhs.org <bmalley@oceanmhs.org>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, candsryan@comcast.net <candsryan@comcast.net>, carolburns@optonline.net <carolburns@optonline.net>, cbecraft@stfrancisbi.org <cbecraft@stfrancisbi.org>, ccohen@barnabashealth.org <ccohen@barnabashealth.org>, cduffy@homes-now.org <cduffy@homes-now.org>, celeste.smith@ladacin.org <celeste.smith@ladacin.org>, cfahim@oceaninc.org <cfahim@oceaninc.org>, Cheryl Fuller <cfuller@stfrancisbi.org>, Christie@visitationreliefcenter.org <Christie@visitationreliefcenter.org>, christine.hughes2@va.gov <christine.hughes2@va.gov>, christopher.acker@va.gov <christopher.acker@va.gov>, lstivale@triplechousing.org <lstivale@triplechousing.org>, clynch@xbp.dhs.state.nj.us <clynch@xbp.dhs.state.nj.us>, cmccormack@preferredbehavioral.org <cmccormack@preferredbehavioral.org>, cobrien@preferredbehavioral.org <cobrien@preferredbehavioral.org>, cpagan@cctrenton.org <cpagan@cctrenton.org>, crhodes@preferredbehavioral.org <crhodes@preferredbehavioral.org>, cwolfe@homes-now.org <cwolfe@homes-now.org>, d.f.lundy@comcast.net <d.f.lundy@comcast.net>, dacg141@aol.com <dacg141@aol.com>, danabarr4@aol.com <danabarr4@aol.com>, danbrown@acrescuemission.org <danbrown@acrescuemission.org>, dandbsouthrey@aol.com <dandbsouthrey@aol.com>, dangelopringle@yahoo.com <dangelopringle@yahoo.com>, dcomerford@preferredbehavioral.org <dcomerford@preferredbehavioral.org>, dgalletta@homes-now.org <dgalletta@homes-now.org>, diane.dorazio@comop.org <diane.dorazio@comop.org>, director@nohfh.com <director@nohfh.com>, dleonard@co.ocean.nj.us <dleonard@co.ocean.nj.us>, dpavan@chsofnj.org <dpavan@chsofnj.org>, dstellhorn@cctrenton.org <dstellhorn@cctrenton.org>, dswierz@cctrenton.org <dswierz@cctrenton.org>, dtwconsulting@gmail.com <dtwconsulting@gmail.com>, ealuciano@cctrenton.org <ealuciano@cctrenton.org>, eberfond@xbp.dhs.state.nj.us <eberfond@xbp.dhs.state.nj.us>, edwardcrum@verizon.net <edwardcrum@verizon.net>, eskinner@legacytreatment.org <eskinner@legacytreatment.org>, familypromisesoc@gmail.com <familypromisesoc@gmail.com>, glen.hfa@gmail.com <glen.hfa@gmail.com>, gratefulheart7@msn.com <gratefulheart7@msn.com>, heather.copeman@va.gov <heather.copeman@va.gov>, hhartmann@oceansharborhouse.org <hhartmann@oceansharborhouse.org>, ihn@eclipse.net <ihn@eclipse.net>, info@newbeginnings.org <info@newbeginnings.org>, jackie.edwards@cctrenton.org <jackie.edwards@cctrenton.org>, jameselohimsboy@aol.com <jameselohimsboy@aol.com>, jane.lee@uhsinc.com <jane.lee@uhsinc.com>, jasonjennings52012@gmail.com <jasonjennings52012@gmail.com>, jbuckley@mhanj.org <jbuckley@mhanj.org>, jbusch@co.ocean.nj.us <jbusch@co.ocean.nj.us>, jdorrity@co.ocean.nj.us

<jdorrit@co.ocean.nj.us>, jeff.berwick@dhs.state.nj.us <jeff.berwick@dhs.state.nj.us>, jen@usahometownheroes.org <jen@usahometownheroes.org>, jessev@vetwork.org <jessev@vetwork.org>, jfinn26@comcast.net <jfinn26@comcast.net>, jhagendoorn@xbp.dhs.state.nj.us <jhagendoorn@xbp.dhs.state.nj.us>, jkulesza@cspnj.org <jkulesza@cspnj.org>, jlynch@tomsrivertownship.com <jlynch@tomsrivertownship.com>, joanc15@aol.com <joanc15@aol.com>, jpiscal@oceansharborhouse.org <jpiscal@oceansharborhouse.org>, jscaltrito@barnabashealth.org <jscaltrito@barnabashealth.org>, jtwomey@foodbankmoc.org <jtwomey@foodbankmoc.org>, judy.cruz@ladacin.org <judy.cruz@ladacin.org>, karen.asay@dcf.state.nj.us <karen.asay@dcf.state.nj.us>, kbright@barnabashealth.org <kbright@barnabashealth.org>, kcolhoun@oceanpartnership.org <kcolhoun@oceanpartnership.org>, kcongero@oceanmhs.org <kcongero@oceanmhs.org>, kdelorme@triplehousing.org <kdelorme@triplehousing.org>, kdurante@oceanfirstfdn.org <kdurante@oceanfirstfdn.org>, kgore@wesoldieron.org <kgore@wesoldieron.org>, kim.liguori@dol.state.nj.us <kim.liguori@dol.state.nj.us>, kimclass@oceanmhs.org <kimclass@oceanmhs.org>, kkelly@cqinc.org <kkelly@cqinc.org>, kmaier@habcore.org <kmaier@habcore.org>, ksantora@houseofhopeocean.org <ksantora@houseofhopeocean.org>, kveith@oceanmhs.org <kveith@oceanmhs.org>, lakewoodoutreach@gmail.com <lakewoodoutreach@gmail.com>, lbagwell@chlp.org <lbagwell@chlp.org>, lhanj@optonline.net <lhanj@optonline.net>, Lindsay Dunnells <ldunnells@njreentry.org>, lloo-morgan@cctrenton.org <lloo-morgan@cctrenton.org>, lmulhearn@oceanmhs.org <lmulhearn@oceanmhs.org>, lmurtagh@xbp.dhs.state.nj.us <lmurtagh@xbp.dhs.state.nj.us>, lscale@oceansharborhouse.org <lscale@oceansharborhouse.org>, mallacci@optonline.net <mallacci@optonline.net>, mblatt@co.ocean.nj.us <mblatt@co.ocean.nj.us>, mblauser@xbp.dhs.state.nj.us <mblauser@xbp.dhs.state.nj.us>, mbyrd@piners.org <mbyrd@piners.org>, mcoghlan@chlp.org <mcoghlan@chlp.org>, mdelcorpo@gmail.com <mdelcorpo@gmail.com>, merxleben@cspnj.org <merxleben@cspnj.org>, mesheehan@xbp.dhs.state.nj.us <mesheehan@xbp.dhs.state.nj.us>, mgreen@mhanj.org <mgreen@mhanj.org>, mharding@wesoldieron.org <mharding@wesoldieron.org>, mharrison@ncaddnj.org <mharrison@ncaddnj.org>, mjones@ohinj.org <mjones@ohinj.org>, mkay@stpaulsbrick.org <mkay@stpaulsbrick.org>, mlangelle@cctrenton.org <mlangelle@cctrenton.org>, mlawrence@chsofnj.org <mlawrence@chsofnj.org>, mligato@xbp.dhs.state.nj.us <mligato@xbp.dhs.state.nj.us>, mmattaliano@dhs.state.nj.us <mmattaliano@dhs.state.nj.us>, mroussos@co.ocean.nj.us <mroussos@co.ocean.nj.us>, msodeikes@co.ocean.nj.us <msodeikes@co.ocean.nj.us>, mupchurch@mhanj.org <mupchurch@mhanj.org>, mysaviorandking@yahoo.com <mysaviorandking@yahoo.com>, nancy.mccorry@use.salvationarmy.org <nancy.mccorry@use.salvationarmy.org>, narnone@homes-now.org <narnone@homes-now.org>, ncoa.ddeluca@yahoo.com <ncoa.ddeluca@yahoo.com>, ncoajel@yahoo.com <ncoajel@yahoo.com>, nhagen@co.ocean.nj.us <nhagen@co.ocean.nj.us>, Nicola.Burnett@va.gov <Nicola.Burnett@va.gov>, NMclaurin@lsnj.org <NMclaurin@lsnj.org>, ntham@ohinj.org <ntham@ohinj.org>, oceanihn@gmail.com <oceanihn@gmail.com>, ochomeless@gmail.com <ochomeless@gmail.com>, ochrelief@yahoo.com <ochrelief@yahoo.com>, ograsso@ohinj.org <ograsso@ohinj.org>, outreach@visitationreliefcenter.org <outreach@visitationreliefcenter.org>, PalmerSteps@aol.com <PalmerSteps@aol.com>, pastor@stpaul-lutheranchurch.com <pastor@stpaul-lutheranchurch.com>, pastormazer@verizon.net <pastormazer@verizon.net>, patricia@thepeoplespantry.org <patricia@thepeoplespantry.org>, patrick.stmarys19@hotmail.com <patrick.stmarys19@hotmail.com>, paul@havenstreets.org <paul@havenstreets.org>, pda-salesexcel@juno.com <pda-salesexcel@juno.com>, phnh09@yahoo.com

<phnh09@yahoo.com>, phyllissoon@gmail.com <phyllissoon@gmail.com>, pquatse@yahoo.com <pquatse@yahoo.com>, pvalese@co.ocean.nj.us <pvalese@co.ocean.nj.us>, rbulbach@co.ocean.nj.us <rbulbach@co.ocean.nj.us>, RebeccaKolas@gmail.com <RebeccaKolas@gmail.com>, rerosfjord@verizon.net <rerofjord@verizon.net>, revjoanmason1@gmail.com <revjoanmason1@gmail.com>, ricbutl@xbp.dhs.state.nj.us <ricbutl@xbp.dhs.state.nj.us>, richardbiolsi@yahoo.com <richardbiolsi@yahoo.com>, jp.steinberg75@gmail.com <jp.steinberg75@gmail.com>, robertscove@verizon.net <robertscove@verizon.net>, ronald.morgan4@va.gov <ronald.morgan4@va.gov>, ronsusan2@msn.com <ronsusan2@msn.com>, rosina1683@aol.com <rosina1683@aol.com>, rwesler@moesc.org <rwesler@moesc.org>, ryan.moser@csh.org <ryan.moser@csh.org>, sandra.mcdonnell@dcf.state.nj.us <sandra.mcdonnell@dcf.state.nj.us>, sgriffith@legacytreatment.org <sgriffith@legacytreatment.org>, Shabsi@njchaplainsassociation.com <Shabsi@njchaplainsassociation.com>, shansen@preferredbehavioral.org <shansen@preferredbehavioral.org>, sheisman@habcore.org <sheisman@habcore.org>, shorevineyard@comcast.net <shorevineyard@comcast.net>, steps3671640@aol.com <steps3671640@aol.com>, stmsrector@verizon.net <stmsrector@verizon.net>, tagliata@co.ocean.nj.us <tagliata@co.ocean.nj.us>, tfinnerty@oceanmhs.org <tfinnerty@oceanmhs.org>, tgooding@oceaninc.org <tgooding@oceaninc.org>, Kelly, Taiisa <tkelly@monarchhousing.org>, tmaksel@co.ocean.nj.us <tmaksel@co.ocean.nj.us>, tmatthews@hatb.comcastbiz.net <tmatthews@hatb.comcastbiz.net>, tmikes@wesoldieron.org <tmikes@wesoldieron.org>, Tom Barry <tbarry@ladacin.org>, vgerena@njhmfa.state.nj.us <vgerena@njhmfa.state.nj.us>, weaver.heath@yahoo.com <weaver.heath@yahoo.com>, whealy7@graceandpeace.org <whealy7@graceandpeace.org>, wwood@preferredbehavioral.org <wwood@preferredbehavioral.org>, vhnfbettelli@aol.com <vhnfbettelli@aol.com>, slipositz@walters-group.com <slipositz@walters-group.com>, jdeluca@walters-group.com <jdeluca@walters-group.com>

CC: Oyedele, Olu <ooyedele@monarchhousing.org>

Priority: High

Attachments: FY2017 CoC Funding Announcement.pdf, FY2017 CoC New Project Application.docx, New Project Scoring Tool.pdf, FY-2017-CoC-Program-Registration-Notice.pdf

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2017 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 **new** project which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **May 26, 2017** 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:

- FY2017 HUD funding priorities – Program Registration Notice Page 30 - 31
- FY2017 New Project Application
- FY2017 HPAC New Project Scoring Tool

Additional information about the local selection process and the HPAC policies can be found at the HPAC website:

HPAC website: www.oceanhpac.org

HPAC local selection process: http://www.oceanhpac.org/?page_id=42

Very Truly Yours,



Taiisa Kelly | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 228 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

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03. CoC Rating and Review Procedures

E-mail notification of local selection process:
Request for renewal project applications

Subject: Ocean HPAC FY2017 Renewal Project Application & Desk Monitoring
Date: Tuesday, April 25, 2017 at 4:48:45 PM Eastern Daylight Time
From: Kelly, Taiisa <tkelly@monarchhousing.org>
To: Connie Fahim <cfahim@oceaninc.org>, Joan Butcher-Farkas <jbutcher-farkas@cspnj.org>, sheisman@habcore.org <sheisman@habcore.org>, bha@berkeleytwphousing.org <bha@berkeleytwphousing.org>, arembisz@oceanmhs.org <arembisz@oceanmhs.org>, Kathy Greene <kgreen08731@yahoo.com>, Pamela McCrory <psmccrory@gmail.com>
Priority: High
Attachments: FY2017 CoC Renewal Project Application.docx, FY2017 Desk Monitoring Questionnaire.docx, Renewal Scoring Tool.pdf, FY2017 CoC Funding Announcement.pdf, CoC_GIW_CoC_NJ-510-2017_NJ_2017_20170405.xlsx

The Ocean County HPAC Executive Committee is now accepting applications from all agencies wishing to renew their HUD CoC funding through the FY2017 Continuum of Care cycle. Only renewal projects listed on the attached Grant Inventory Worksheet will be eligible to apply during this funding cycle.

As in the FY2016 local process, renewal applications will be scored based on the following information:

- Renewal Application
- Program Performance
- Monitoring Results

Renewal applications must be submitted by **May 26, 2017** to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Taiisa Kelly, Ending Homelessness Group, 29 Alden Street, Suite 1B, Cranford, NJ 07016

For the FY2017 CoC application cycle, the CoC Executive Committee will conduct off-site monitoring for all CoC funded programs seeking renewal. This local monitoring will help identify areas of concern so we can better target technical assistance and troubleshoot program issues before they impact program implementation.

Attached please find a copy of the following documents related to the monitoring process:

- FY2017 Grant Inventory Worksheet (GIW)
- FY2017 Renewal application
- HPAC program off-site monitoring tool
- Renewal scoring tool

Desk Monitoring Questionnaires, including attachments, and renewal applications are due by **May 26, 2017**. Information regarding the local selection process will be discussed at the upcoming CoC meeting May 8, 2017 at 10am – Ocean County Department of Human Services, 1027 Hooper Ave, Building 2, 3rd floor conference room, Toms River, NJ. All renewal programs are strongly encouraged to attend. If you have any questions about the process 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 228 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



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03. CoC Rating and Review Procedures

Funding Announcement

Ocean County Homeless Prevention and Assistance Coalition

HUD Continuum of Care FY2017 Funding Competition Local Selection Process

Executive
Committee

Patricia Cash
Interfaith
Hospitality
Network

Nancy McCorry
Salvation Army

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County
Department of
Human Services

Jackie Edwards
Catholic
Charities,
Diocese of
Trenton

Kathryn Colhoun
Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

In anticipation of the FY2017 Continuum of Care (CoC) federal funding competition, the Ocean County Homeless Prevention and Assistance Coalition (HPAC) hereby invites applications for new and renewal projects from community based organizations.

New projects proposals may only apply for the following types of activities:

- Permanent supportive housing for the chronically homeless
- Rapid re-housing for the homeless
- Joint Transitional Housing and Permanent Housing – Rapid Rehousing that combine TH and PH-RRH into a single project to serve the homeless
- Dedicated Homeless Management Information System (HMIS) projects
- Supportive services Only projects for centralized or coordinated assessment systems

Applicants are strongly encouraged to review the FY2017 HUD registration notice for more information on HUD priorities and eligible project activities.

<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

The Ocean HPAC priorities for the FY2017 application cycle include the following:

- Permanent Supportive Housing or Rapid Re-Housing projects
- Project using a Housing First methodology
- Projects targeting the chronically homeless, families, youth or veterans

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/federal 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, May 26, 2017**.

New Projects – Submit eight (8) hard copies of the proposal and one (1) electronic copy of the proposal

Renewal Projects – Submit eight (8) hard copies of the proposal, one (1) electronic copy of the proposal, and one (1) (electronic or hard) copy of the desk monitoring form and attachments

Submit 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

03. CoC Rating and Review Procedures

New Project Application

Ocean County Homeless Prevention and Assistance Coalition

Cover Page

Executive
Committee

Patricia Cash
Interfaith
Hospitality
Network

Nancy McCorry
Salvation Army

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County
Department of
Human Services

Jackie Edwards
Catholic
Charities,
Diocese of
Trenton

Kathryn Colhoun
Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

Applicant Name	
Applicant EIN/TIN	
Applicant Type (non-profit, for-profit, local government, etc.)	
Sponsor Name	
Project Name	
Project Location (physical location of the project, if scattered site write "scattered site")	
Project Type: (Permanent Supportive Housing or Rapid Re-housing, Coordinated Assessment)	
Total HUD request	

Contact Information

Agency representative completing application	
Job Title	
Email Address	
Mailing Address	
Telephone Number	

Ocean County Homeless Prevention and Assistance Coalition

Executive
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Agency Information

1. Describe the experience of the applicant and partner agencies (if any) in the following areas:
 - a. Effectively utilizing HUD CoC or other federal funds
 - b. Performing activities proposed in the application
 - c. Serving the target population proposed in the application

Responses should include concrete examples that illustrate 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; securing matching funds from a variety of sources, administering programs in accordance with federal regulation; and managing basic organization operations including financial accounting systems.
2. Describe the experience of the applicant and partner agencies in leveraging other Federal, State, local and private sector funds.
3. Describe the basic organization and management structure of the applicant and partner agencies (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
4. Are there any unresolved monitoring or audit findings for any federal or HUD grants (including ESG) operated by the applicant or partner agencies (if any)?
5. Has the applicant or partner agencies (if any) ever lost federal or HUD funding program or returned federal or HUD funding prior to or at the close of the program operating year? If so, please explain.

Project Information

1. Project description – provide a description that addresses the entire scope of the proposed project. The project description should include a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the target population(s), best practices to be used, projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity.

Please identify the target population the project will serve. (check all that apply)			
Chronically homeless	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Individuals	<input type="checkbox"/>	Substance abuse	<input type="checkbox"/>
Families (at least one adult and one child under 18)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	HIV/AIDs	<input type="checkbox"/>
Youth (ages 18 – 24)	<input type="checkbox"/>		<input type="checkbox"/>

Please identify the total number of units and beds of permanent housing the project will provide	
Total number of individuals to be served	<input type="text"/>
Total number of families to be served	<input type="text"/>

Ocean County Homeless Prevention and Assistance Coalition

Total number of beds to be provided	
Total number of units to be provided	

Executive Committee

Patricia Cash
Interfaith Hospitality Network

2. Will the project follow a Housing First model? If yes, please describe in what ways the project is housing first.

Nancy McCorry
Salvation Army

Please identify if any of the criteria below would make a potential participant ineligible for your program. (answer y/n for each option below)	
Having too little or no income	
Active substance abuse or history of substance abuse	
Criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County Department of Human Services

Please identify if any of the criteria below would be cause for termination from your program. (answer y/n for each option below)	
Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area	

Jackie Edwards
Catholic Charities, Diocese of Trenton

Kathryn Colhoun
Ocean Partnership for Children

3. Describe the estimated schedule from time of award to full project implementation. Identify major project milestones and the anticipated timeline for completion. Include a description of the management plan in place to ensure activities are completed in a timely manner.

Barbara Scholz
FoodBank of Monmouth and Ocean Counties

Performance Targets and Supportive Services

1. Identify the target number of program participants that will achieve the following measures:

Measure	Total # of participants	# of participants achieving measure	% of participants achieving measure
Number of persons (adults and children) who will remain in permanent housing at the end of the operating year, or exit to permanent housing during the operating year.			
Number of persons age 18 through 61 who are connected to or increase their earned income at the end of the operating year or at exit.			

Ocean County Homeless Prevention and Assistance Coalition

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Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

Number of persons aged 18 or older who are connected to or increase their income from cash benefits			
Number of persons aged 18 or older who are connected to non-cash benefits			

2. 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 will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housing in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the 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.
3. Describe specifically how participants will be assisted both to increase their employment income and/or connection to cash and non-cash benefits to maximize their ability to live independently.
4. Please describe how this project will advance community goals for system performance. For each standard listed below, describe how your project will measure outcomes, the frequency of outcome evaluation, and the strategies to be employed in an effort to improve performance for each outcome.
 - a. Reduce the length of time people remain homeless
 - b. Reduce returns to homelessness
 - c. Ensure connection to employment income for 20% of participants and connection to mainstream benefits for 60% of participants
 - d. Ensure 80% of participants exiting leave to permanent housing opportunities
 - e. Ensure 80% of participants remain stable in permanent housing
 - f. Improve outreach efforts to reach the hardest to serve and to cover the geographic region
5. 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. Please describe the serves that will be made available to participants to assist them in achieving the identified goals.
6. For projects serving families and school aged children, how will the project address the educational needs of children in the program? Will the proposed project have a designated staff person to assist with the educational needs of the children in the program?

7. 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/

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Individuals

	CH	CH Vet	Vet	SA	HIV/AIDS	SMI	DV	PD	DD	Youth	None
Dedicated											
Prioritized											
Total											

- Briefly describe the target population and the proposed project outreach plan to identify, engage and enroll prospective participants.
- 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

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Budget and Leveraging

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- Identify all sources for cash or in-kind resources identified on the budget. Include information about specific amount of funding from each identified source and level of commitment – Firm commitment (formal agreement, funding award), soft commitment (verbal agreements), no commitment (not yet applied for, no agreement in place).

Service/Type of Contribution	Source	Level of Commitment (signed agreement, agreement pending, anticipated agreement, proposed agreement)	Total Value
			\$
			\$
			\$
			\$
			\$
		TOTAL:	\$

Summary Budget

Component Type (please double click appropriate box and select checked)	Grant Term (please double click appropriate box and select checked)				
<input type="checkbox"/> PSH <input type="checkbox"/> RRH <input type="checkbox"/> SSO <input type="checkbox"/> HMIS	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 2 yrs	<input type="checkbox"/> 3 yrs	<input type="checkbox"/> 5 yrs	<input type="checkbox"/> 15 yrs
Proposed CoC Activities	CoC Dollars Requested	HUD Cash Match	Other Cash/in-Kind Match or Leveraging	Total Project Budget	
1. Acquisition					
2. Rehabilitation					
3. New Construction					
4. Subtotal (Lines 1 through 3)					
5. Real Property Leasing					
6. Rental Assistance					
7. Supportive Services From Supportive Services Budget Chart					
8. Operations From Operating Budget Chart					
9. HMIS					

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10. Subtotal (lines 4 through 9)				
11. Administrative Costs (Up to 7% of line 10)				
12. Total CoC Request (Total lines 10 and 11)				

Definitions:

HMIS	Homeless Management Information System
PSH	Permanent Supportive Housing
RRH	Rapid Re-housing
SSO	Supportive Services Only

Please note there is a 25% match requirement based on the total HUD request minus any Leasing funds. The 25% match may be fulfilled in any of the above line items and does not have to correspond to the specific category in which HUD funds are requested.

Supportive Services Budget

Eligible Costs	Quantity & Description	Annual HUD Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

Operating Budget

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Interfaith Hospitality Network

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Eligible Costs	Quantity & Description	Annual HUD Assistance Requested
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

Rental Assistance/Leasing Budget

<p>b. Component Types (Check only one box)</p> <p> <input type="checkbox"/> TRA <input type="checkbox"/> SRA <input type="checkbox"/> PRA <input type="checkbox"/> Leasing </p> <p> <input type="checkbox"/> Short-term Rental Assistance (1 – 3 months) </p> <p> <input type="checkbox"/> Medium-term Rental Assistance (3 – 24 months) </p>	<p>c. Grant Term (Check only one box)</p> <p> <input type="checkbox"/> 1 yr <input type="checkbox"/> 2 yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> 5 yrs <input type="checkbox"/> 15 y </p>
---	--

Size of Units	Number Of Units	FMR or Actual Rent**	Number of Months	Total
SRO	x	x	=	\$
0 Bedroom	x	x	=	\$
1 Bedroom	x	x	=	\$
2 Bedrooms	x	x	=	\$
3 Bedrooms	x	x	=	\$
4 Bedrooms	x	x	=	\$
5 Bedrooms	x	x	=	\$
Other: _____	x	x	=	\$
i. Totals:	x	x	=	\$

The current FMR is listed below:

SRO	\$ 678
0 Bedroom	\$ 904
1 Bedroom	\$ 1,124
2 Bedrooms	\$ 1,417
3 Bedrooms	\$ 1,928
4 Bedrooms	\$ 2,245

03. CoC Rating and Review Procedures

New Project Scoring Tool

Ocean County HPAC

2017 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 population: Chronically Homeless, Families, Youth, Veterans	Partnerships with community	% of program funds leveraged	Reduce length of time homeless	reduce returns to homelessness	connection to employment & benefits	Exits to PH	Stability in PH	Improve Outreach		
Score																
Weight	2	2	2	4	4	4	2	1	1	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	2	2	2	54

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 shows 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.

03. CoC Rating and Review Procedures

Renewal Project Application & Desk Monitoring

Ocean County Homeless Prevention and Assistance Coalition

FY2017 CoC Renewal Project Application

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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"/>

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

Please identify the unit mix of your project. Enter the total number of units and beds (based on unit mix of HUD application)

Unit Breakdown

Household Type	Units	Beds
Individuals		
Families		

Please identify the total number of beds dedicated to the chronically homeless by household type.

Dedicated Chronic Homeless Beds

Household Type	Units	Beds
Individuals		
Families		

For the beds not currently dedicated to the chronically homeless, please identify the number of beds that will be **prioritized** for the chronically homeless at turnover. Please see the HUD Exchange FAQs for more information on the difference between dedicated and prioritized beds or follow this link:

<https://www.hudexchange.info/faqs/1888/what-is-the-difference-between-a-dedicated-permanent/>

Prioritized Chronic Homeless Beds

Household Type	Units	Beds
Individuals		
Families		

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Does your project use a housing first approach? If yes, please describe how your program meets the standards of a housing first program.

Please identify if potential applicants are ineligible for your program based on the criteria below (Y/N):

Having too little or no income	
Active substance abuse or history of substance abuse	
Criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	

Please identify if enrolled participants are terminated from your program based on the criteria below (Y/N):

Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area	

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Desk Monitoring Questionnaire

Project Name:
 Project Number:
 Project Operating Year:

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1. Do you work with partner agencies in the implementation of this project?	__Yes __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.	__Yes __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. Within the narrative, discuss the following: activities HUD funds are used for, documentation on file to support HUD funds, frequency of HUD drawdowns, how you track expenditure rates, whether the grant is on track to use all funds, (if applicable) why 100% of grant funds will not be used and steps taken to reduce unexpended funds prior to contract end date.	
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 describe the process for determining client eligibility. Identify the documentation used to support eligibility. Please discuss additional client information collected during the intake process.	
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.	

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8. Please describe the unit inspection process (frequency, persons/agency responsible, steps in the process).

Please provide the following documents:

- a. Intake application
- b. Program intake packet
- c. Program consent forms
- d. Most recently submitted APR
- e. Copies of MOUs with partner agencies (if applicable)
- f. Program expenditures for most recently completed operating year and current operating year to date

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

03. CoC Rating and Review Procedures

Renewal Project Scoring Tool

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.		
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		
Increase jobs, income and self-sufficiency	20% of clients connected to earned income	# of households with income divided by total	4		
	54% of clients connected to cash benefits	# of households with cash benefits divided by	4		
	56% of clients connected to non-cash benefits	# of households with non-cash benefits divided	4		
	20% of clients increase earned income	# of households with increase in earned income	4		
	54% of clients increase cash benefits income	# of households with increase in cash benefits	4		

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	2		
	Less than 5% of program funds returned on annual APR submitted in a timely fashion (within 3 months of operating year end date)	Funds returned divided by funds awarded from 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		
		# of households with disabling condition divided by total number of households	1		
	Program serves appropriate target population	subpopulation mix of clients served as compared to mix identified in application	4		
	Program uses funds for eligible activities	Evidence of draws for eligible funding activities & appropriate back-up documentation	2		
	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		
Program meets HUD regulations	Housing units inspected prior to lease up and annually	Client File Review	4		
	Homeless or formerly homeless participate in policy making body	Agency Board Information	4		
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Program Policies & Procedures	3		
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided, unit inspection, rent reasonableness, rent calculation	Client File Review	4		

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	
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit		5	

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	

Summary Performance

	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40		
Program Compliance Points	32		
HMIS Participation Points	10		
HPAC Participation Points	10		
Bonus Points	5		
Total Monitoring Score	97		
Application – Housing First	10		
Application – Low Barrier Program	18		
Total Application Score	28		
Total Renewal Score (monitoring + application score)	125		

04. CoC's Rating and Review Procedures: Public Posting Evidence

E-mail notification of rating & review:

Request for new projects

Subject: Ocean HPAC - FY2017 CoC Funding - New Project Applications
Date: Tuesday, April 25, 2017 at 1:45:46 PM Eastern Daylight Time
From: Kelly, Taiisa <tkelly@monarchhousing.org>
To: adelaney@gmail.com <adelaney@gmail.com>, aeksfclakewood2@gmail.com <aeksfclakewood2@gmail.com>, afaone@piners.org <afaone@piners.org>, agsalsa@yahoo.com <agsalsa@yahoo.com>, ahowlett@preferredbehavioral.org <ahowlett@preferredbehavioral.org>, alharris@xbp.dhs.state.nj.us <alharris@xbp.dhs.state.nj.us>, alynch@oceanmhs.org <alynch@oceanmhs.org>, amysvan@verizon.net <amysvan@verizon.net>, anicolosi@oceanmhs.org <anicolosi@oceanmhs.org>, annaeric1@comcast.net <annaeric1@comcast.net>, artdelaney@gmail.com <artdelaney@gmail.com>, barbshafy@aol.com <barbshafy@aol.com>, bha@berkeleytwphousing.org <bha@berkeleytwphousing.org>, bholmes@oceancountyltrg.org <bholmes@oceancountyltrg.org>, bmalley@oceanmhs.org <bmalley@oceanmhs.org>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, candsryan@comcast.net <candsryan@comcast.net>, carolburns@optonline.net <carolburns@optonline.net>, cbecraft@stfrancisbi.org <cbecraft@stfrancisbi.org>, ccohen@barnabashealth.org <ccohen@barnabashealth.org>, cduffy@homes-now.org <cduffy@homes-now.org>, celeste.smith@ladacin.org <celeste.smith@ladacin.org>, cfahim@oceaninc.org <cfahim@oceaninc.org>, Cheryl Fuller <cfuller@stfrancisbi.org>, Christie@visitationreliefcenter.org <Christie@visitationreliefcenter.org>, christine.hughes2@va.gov <christine.hughes2@va.gov>, christopher.acker@va.gov <christopher.acker@va.gov>, lstivale@triplechousing.org <lstivale@triplechousing.org>, clynch@xbp.dhs.state.nj.us <clynch@xbp.dhs.state.nj.us>, cmccormack@preferredbehavioral.org <cmccormack@preferredbehavioral.org>, cobrien@preferredbehavioral.org <cobrien@preferredbehavioral.org>, cpagan@cctrenton.org <cpagan@cctrenton.org>, crhodes@preferredbehavioral.org <crhodes@preferredbehavioral.org>, cwolfe@homes-now.org <cwolfe@homes-now.org>, d.f.lundy@comcast.net <d.f.lundy@comcast.net>, dacg141@aol.com <dacg141@aol.com>, danabarr4@aol.com <danabarr4@aol.com>, danbrown@acrescuemission.org <danbrown@acrescuemission.org>, dandbsouthrey@aol.com <dandbsouthrey@aol.com>, dangelopringle@yahoo.com <dangelopringle@yahoo.com>, dcomerford@preferredbehavioral.org <dcomerford@preferredbehavioral.org>, dgalletta@homes-now.org <dgalletta@homes-now.org>, diane.dorazio@comop.org <diane.dorazio@comop.org>, director@nohfh.com <director@nohfh.com>, dleonard@co.ocean.nj.us <dleonard@co.ocean.nj.us>, dpavan@chsofnj.org <dpavan@chsofnj.org>, dstellhorn@cctrenton.org <dstellhorn@cctrenton.org>, dswierz@cctrenton.org <dswierz@cctrenton.org>, dtwconsulting@gmail.com <dtwconsulting@gmail.com>, ealuciano@cctrenton.org <ealuciano@cctrenton.org>, eberfond@xbp.dhs.state.nj.us <eberfond@xbp.dhs.state.nj.us>, edwardcrum@verizon.net <edwardcrum@verizon.net>, eskinner@legacytreatment.org <eskinner@legacytreatment.org>, familypromisesoc@gmail.com <familypromisesoc@gmail.com>, glen.hfa@gmail.com <glen.hfa@gmail.com>, gratefulheart7@msn.com <gratefulheart7@msn.com>, heather.copeman@va.gov <heather.copeman@va.gov>, hhartmann@oceansharborhouse.org <hhartmann@oceansharborhouse.org>, ihn@eclipse.net <ihn@eclipse.net>, info@newbeginnings.org <info@newbeginnings.org>, jackie.edwards@cctrenton.org <jackie.edwards@cctrenton.org>, jameselohimsboy@aol.com <jameselohimsboy@aol.com>, jane.lee@uhsinc.com <jane.lee@uhsinc.com>, jasonjennings52012@gmail.com <jasonjennings52012@gmail.com>, jbuckley@mhanj.org <jbuckley@mhanj.org>, jbusch@co.ocean.nj.us <jbusch@co.ocean.nj.us>, jdorrity@co.ocean.nj.us

<jdorrit@co.ocean.nj.us>, jeff.berwick@dhs.state.nj.us <jeff.berwick@dhs.state.nj.us>, jen@usahometownheroes.org <jen@usahometownheroes.org>, jessev@vetwork.org <jessev@vetwork.org>, jfinn26@comcast.net <jfinn26@comcast.net>, jhagendoorn@xbp.dhs.state.nj.us <jhagendoorn@xbp.dhs.state.nj.us>, jkulesza@cspnj.org <jkulesza@cspnj.org>, jlynch@tomsrivertownship.com <jlynch@tomsrivertownship.com>, joanc15@aol.com <joanc15@aol.com>, jpiscal@oceansharborhouse.org <jpiscal@oceansharborhouse.org>, jscaltrito@barnabashealth.org <jscaltrito@barnabashealth.org>, jtwomey@foodbankmoc.org <jtwomey@foodbankmoc.org>, judy.cruz@ladacin.org <judy.cruz@ladacin.org>, karen.asay@dcf.state.nj.us <karen.asay@dcf.state.nj.us>, kbright@barnabashealth.org <kbright@barnabashealth.org>, kcolhoun@oceanpartnership.org <kcolhoun@oceanpartnership.org>, kcongero@oceanmhs.org <kcongero@oceanmhs.org>, kdelorme@triplehousing.org <kdelorme@triplehousing.org>, kdurante@oceanfirstfdn.org <kdurante@oceanfirstfdn.org>, kgore@wesoldieron.org <kgore@wesoldieron.org>, kim.liguori@dol.state.nj.us <kim.liguori@dol.state.nj.us>, kimclass@oceanmhs.org <kimclass@oceanmhs.org>, kkelly@cqinc.org <kkelly@cqinc.org>, kmaier@habcore.org <kmaier@habcore.org>, ksantora@houseofhopeocean.org <ksantora@houseofhopeocean.org>, kveith@oceanmhs.org <kveith@oceanmhs.org>, lakewoodoutreach@gmail.com <lakewoodoutreach@gmail.com>, lbagwell@chlp.org <lbagwell@chlp.org>, lhanj@optonline.net <lhanj@optonline.net>, Lindsay Dunnells <ldunnells@njreentry.org>, lloo-morgan@cctrenton.org <lloo-morgan@cctrenton.org>, lmulhearn@oceanmhs.org <lmulhearn@oceanmhs.org>, lmurtagh@xbp.dhs.state.nj.us <lmurtagh@xbp.dhs.state.nj.us>, lscale@oceansharborhouse.org <lscale@oceansharborhouse.org>, mallacci@optonline.net <mallacci@optonline.net>, mblatt@co.ocean.nj.us <mblatt@co.ocean.nj.us>, mblauser@xbp.dhs.state.nj.us <mblauser@xbp.dhs.state.nj.us>, mbyrd@piners.org <mbyrd@piners.org>, mcoghlan@chlp.org <mcoghlan@chlp.org>, mdelcorpo@gmail.com <mdelcorpo@gmail.com>, merxleben@cspnj.org <merxleben@cspnj.org>, mesheehan@xbp.dhs.state.nj.us <mesheehan@xbp.dhs.state.nj.us>, mgreen@mhanj.org <mgreen@mhanj.org>, mharding@wesoldieron.org <mharding@wesoldieron.org>, mharrison@ncaddnj.org <mharrison@ncaddnj.org>, mjones@ohinj.org <mjones@ohinj.org>, mkay@stpaulsbrick.org <mkay@stpaulsbrick.org>, mlangelle@cctrenton.org <mlangelle@cctrenton.org>, mlawrence@chsofnj.org <mlawrence@chsofnj.org>, mligato@xbp.dhs.state.nj.us <mligato@xbp.dhs.state.nj.us>, mmattaliano@dhs.state.nj.us <mmattaliano@dhs.state.nj.us>, mroussos@co.ocean.nj.us <mroussos@co.ocean.nj.us>, msodeikes@co.ocean.nj.us <msodeikes@co.ocean.nj.us>, mupchurch@mhanj.org <mupchurch@mhanj.org>, mysaviorandking@yahoo.com <mysaviorandking@yahoo.com>, nancy.mccorry@use.salvationarmy.org <nancy.mccorry@use.salvationarmy.org>, narnone@homes-now.org <narnone@homes-now.org>, ncoa.ddeluca@yahoo.com <ncoa.ddeluca@yahoo.com>, ncoajel@yahoo.com <ncoajel@yahoo.com>, nhagen@co.ocean.nj.us <nhagen@co.ocean.nj.us>, Nicola.Burnett@va.gov <Nicola.Burnett@va.gov>, NMclaurin@lsnj.org <NMclaurin@lsnj.org>, ntham@ohinj.org <ntham@ohinj.org>, oceanihn@gmail.com <oceanihn@gmail.com>, ochomeless@gmail.com <ochomeless@gmail.com>, ochrelief@yahoo.com <ochrelief@yahoo.com>, ograsso@ohinj.org <ograsso@ohinj.org>, outreach@visitationreliefcenter.org <outreach@visitationreliefcenter.org>, PalmerSteps@aol.com <PalmerSteps@aol.com>, pastor@stpaul-lutheranchurch.com <pastor@stpaul-lutheranchurch.com>, pastormazer@verizon.net <pastormazer@verizon.net>, patricia@thepeoplespantry.org <patricia@thepeoplespantry.org>, patrick.stmarys19@hotmail.com <patrick.stmarys19@hotmail.com>, paul@havenstreets.org <paul@havenstreets.org>, pda-salesexcel@juno.com <pda-salesexcel@juno.com>, phnh09@yahoo.com

<phnh09@yahoo.com>, phyllissoon@gmail.com <phyllissoon@gmail.com>, pquatse@yahoo.com <pquatse@yahoo.com>, pvalese@co.ocean.nj.us <pvalese@co.ocean.nj.us>, rbulbach@co.ocean.nj.us <rbulbach@co.ocean.nj.us>, RebeccaKolas@gmail.com <RebeccaKolas@gmail.com>, rerosfjord@verizon.net <rerofjord@verizon.net>, revjoanmason1@gmail.com <revjoanmason1@gmail.com>, ricbutl@xbp.dhs.state.nj.us <ricbutl@xbp.dhs.state.nj.us>, richardbiolsi@yahoo.com <richardbiolsi@yahoo.com>, jp.steinberg75@gmail.com <jp.steinberg75@gmail.com>, robertscove@verizon.net <robertscove@verizon.net>, ronald.morgan4@va.gov <ronald.morgan4@va.gov>, ronsusan2@msn.com <ronsusan2@msn.com>, rosina1683@aol.com <rosina1683@aol.com>, rwesler@moesc.org <rwesler@moesc.org>, ryan.moser@csh.org <ryan.moser@csh.org>, sandra.mcdonnell@dcf.state.nj.us <sandra.mcdonnell@dcf.state.nj.us>, sgriffith@legacytreatment.org <sgriffith@legacytreatment.org>, Shabsi@njchaplainsassociation.com <Shabsi@njchaplainsassociation.com>, shansen@preferredbehavioral.org <shansen@preferredbehavioral.org>, sheisman@habcore.org <sheisman@habcore.org>, shorevineyard@comcast.net <shorevineyard@comcast.net>, steps3671640@aol.com <steps3671640@aol.com>, stmsrector@verizon.net <stmsrector@verizon.net>, tagliata@co.ocean.nj.us <tagliata@co.ocean.nj.us>, tfinnerty@oceanmhs.org <tfinnerty@oceanmhs.org>, tgooding@oceaninc.org <tgooding@oceaninc.org>, Kelly, Taiisa <tkelly@monarchhousing.org>, tmaksel@co.ocean.nj.us <tmaksel@co.ocean.nj.us>, tmatthews@hatb.comcastbiz.net <tmatthews@hatb.comcastbiz.net>, tmikes@wesoldieron.org <tmikes@wesoldieron.org>, Tom Barry <tbarry@ladacin.org>, vgerena@njhmfa.state.nj.us <vgerena@njhmfa.state.nj.us>, weaver.heath@yahoo.com <weaver.heath@yahoo.com>, whealy7@graceandpeace.org <whealy7@graceandpeace.org>, wwood@preferredbehavioral.org <wwood@preferredbehavioral.org>, vhnfbettelli@aol.com <vhnfbettelli@aol.com>, slipositz@walters-group.com <slipositz@walters-group.com>, jdeluca@walters-group.com <jdeluca@walters-group.com>

CC: Oyedele, Olu <ooyedele@monarchhousing.org>

Priority: High

Attachments: FY2017 CoC Funding Announcement.pdf, FY2017 CoC New Project Application.docx, New Project Scoring Tool.pdf, FY-2017-CoC-Program-Registration-Notice.pdf

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2017 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 **new** project which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **May 26, 2017** 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:

- FY2017 HUD funding priorities – Program Registration Notice Page 30 - 31
- FY2017 New Project Application
- FY2017 HPAC New Project Scoring Tool

Additional information about the local selection process and the HPAC policies can be found at the HPAC website:

HPAC website: www.oceanhpac.org

HPAC local selection process: http://www.oceanhpac.org/?page_id=42

Very Truly Yours,



Taiisa Kelly | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 228 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

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04. CoC's Rating and Review Procedures: Public Posting Evidence

E-mail notification of rating & review:
Request for renewal projects

Subject: Ocean HPAC FY2017 Renewal Project Application & Desk Monitoring
Date: Tuesday, April 25, 2017 at 4:48:45 PM Eastern Daylight Time
From: Kelly, Taiisa <tkelly@monarchhousing.org>
To: Connie Fahim <cfahim@oceaninc.org>, Joan Butcher-Farkas <jbutcher-farkas@cspnj.org>, sheisman@habcore.org <sheisman@habcore.org>, bha@berkeleytwphousing.org <bha@berkeleytwphousing.org>, arembisz@oceanmhs.org <arembisz@oceanmhs.org>, Kathy Greene <kgreen08731@yahoo.com>, Pamela McCrory <psmccrory@gmail.com>
Priority: High
Attachments: FY2017 CoC Renewal Project Application.docx, FY2017 Desk Monitoring Questionnaire.docx, Renewal Scoring Tool.pdf, FY2017 CoC Funding Announcement.pdf, CoC_GIW_CoC_NJ-510-2017_NJ_2017_20170405.xlsx

The Ocean County HPAC Executive Committee is now accepting applications from all agencies wishing to renew their HUD CoC funding through the FY2017 Continuum of Care cycle. Only renewal projects listed on the attached Grant Inventory Worksheet will be eligible to apply during this funding cycle.

As in the FY2016 local process, renewal applications will be scored based on the following information:

- Renewal Application
- Program Performance
- Monitoring Results

Renewal applications must be submitted by **May 26, 2017** to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Taiisa Kelly, Ending Homelessness Group, 29 Alden Street, Suite 1B, Cranford, NJ 07016

For the FY2017 CoC application cycle, the CoC Executive Committee will conduct off-site monitoring for all CoC funded programs seeking renewal. This local monitoring will help identify areas of concern so we can better target technical assistance and troubleshoot program issues before they impact program implementation.

Attached please find a copy of the following documents related to the monitoring process:

- FY2017 Grant Inventory Worksheet (GIW)
- FY2017 Renewal application
- HPAC program off-site monitoring tool
- Renewal scoring tool

Desk Monitoring Questionnaires, including attachments, and renewal applications are due by **May 26, 2017**. Information regarding the local selection process will be discussed at the upcoming CoC meeting May 8, 2017 at 10am – Ocean County Department of Human Services, 1027 Hooper Ave, Building 2, 3rd floor conference room, Toms River, NJ. All renewal programs are strongly encouraged to attend. If you have any questions about the process 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 228 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



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04. CoC's Rating and Review Procedures: Public Posting Evidence

Web-posting of rating and review process

Ocean County Homelessness Prevention and Assistance Coalition

Addressing Homelessness in Ocean County

- About HPAC ▶
- Continuum of Care ▶
- Community Mee...▶
- Resources
- Contact Us

Local Selection Process

FY2017 Local Selection Process

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2017 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 **May 26, 2017** 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:

- [FY2017 Funding Opportunity Announcement](#)
- [FY2017 New Project Application](#)
- [FY2017 New Project Scoring Tool](#)
- [FY2017 Renewal Project Application](#)
- [FY2017 Renewal Project Desk Monitoring](#)
- [FY2017 Renewal Project Scoring Tool](#)

FY2016 Local Selection Process

04. CoC's Rating and Review Procedures: Public Posting Evidence

Web posting of funding announcement

Ocean County Homeless Prevention and Assistance Coalition

HUD Continuum of Care FY2017 Funding Competition Local Selection Process

Executive Committee

Patricia Cash
Interfaith
Hospitality
Network

Nancy McCorry
Salvation Army

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County
Department of
Human Services

Jackie Edwards
Catholic
Charities,
Diocese of
Trenton

Kathryn Colhoun
Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

In anticipation of the FY2017 Continuum of Care (CoC) federal funding competition, the Ocean County Homeless Prevention and Assistance Coalition (HPAC) hereby invites applications for new and renewal projects from community based organizations.

New projects proposals may only apply for the following types of activities:

- Permanent supportive housing for the chronically homeless
- Rapid re-housing for the homeless
- Joint Transitional Housing and Permanent Housing – Rapid Rehousing that combine TH and PH-RRH into a single project to serve the homeless
- Dedicated Homeless Management Information System (HMIS) projects
- Supportive services Only projects for centralized or coordinated assessment systems

Applicants are strongly encouraged to review the FY2017 HUD registration notice for more information on HUD priorities and eligible project activities.

<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

The Ocean HPAC priorities for the FY2017 application cycle include the following:

- Permanent Supportive Housing or Rapid Re-Housing projects
- Project using a Housing First methodology
- Projects targeting the chronically homeless, families, youth or veterans

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/federal 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, May 26, 2017**.

New Projects – Submit eight (8) hard copies of the proposal and one (1) electronic copy of the proposal

Renewal Projects – Submit eight (8) hard copies of the proposal, one (1) electronic copy of the proposal, and one (1) (electronic or hard) copy of the desk monitoring form and attachments

Submit 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

04. CoC's Rating and Review Procedures: Public Posting Evidence

Web posting of new project application

Ocean County Homeless Prevention and Assistance Coalition

Cover Page

Executive
Committee

Patricia Cash
Interfaith
Hospitality
Network

Nancy McCorry
Salvation Army

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County
Department of
Human Services

Jackie Edwards
Catholic
Charities,
Diocese of
Trenton

Kathryn Colhoun
Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

Applicant Name	
Applicant EIN/TIN	
Applicant Type (non-profit, for-profit, local government, etc.)	
Sponsor Name	
Project Name	
Project Location (physical location of the project, if scattered site write "scattered site")	
Project Type: (Permanent Supportive Housing or Rapid Re-housing, Coordinated Assessment)	
Total HUD request	

Contact Information

Agency representative completing application	
Job Title	
Email Address	
Mailing Address	
Telephone Number	

Ocean County Homeless Prevention and Assistance Coalition

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Salvation Army

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Barbara Scholz
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Agency Information

- Describe the experience of the applicant and partner agencies (if any) in the following areas:
 - Effectively utilizing HUD CoC or other federal funds
 - Performing activities proposed in the application
 - Serving the target population proposed in the application

Responses should include concrete examples that illustrate 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; securing matching funds from a variety of sources, administering programs in accordance with federal regulation; and managing basic organization operations including financial accounting systems.
- Describe the experience of the applicant and partner agencies in leveraging other Federal, State, local and private sector funds.
- Describe the basic organization and management structure of the applicant and partner agencies (if any). Include evidence of internal and external coordination and an adequate financial accounting system.
- Are there any unresolved monitoring or audit findings for any federal or HUD grants (including ESG) operated by the applicant or partner agencies (if any)?
- Has the applicant or partner agencies (if any) ever lost federal or HUD funding program or returned federal or HUD funding prior to or at the close of the program operating year? If so, please explain.

Project Information

- Project description – provide a description that addresses the entire scope of the proposed project. The project description should include a clear picture of the target population(s) to be served, the plan for addressing the identified needs/issues of the target population(s), best practices to be used, projected outcome(s), and coordination with other source(s)/partner(s). The narrative is expected to describe the project at full operational capacity.

Please identify the target population the project will serve. (check all that apply)			
Chronically homeless	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Individuals	<input type="checkbox"/>	Substance abuse	<input type="checkbox"/>
Families (at least one adult and one child under 18)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	HIV/AIDs	<input type="checkbox"/>
Youth (ages 18 – 24)	<input type="checkbox"/>		<input type="checkbox"/>

Please identify the total number of units and beds of permanent housing the project will provide	
Total number of individuals to be served	<input type="text"/>
Total number of families to be served	<input type="text"/>

Ocean County Homeless Prevention and Assistance Coalition

Total number of beds to be provided	
Total number of units to be provided	

Executive
Committee

Patricia Cash
Interfaith
Hospitality
Network

2. Will the project follow a Housing First model? If yes, please describe in what ways the project is housing first.

Nancy McCorry
Salvation Army

Please identify if any of the criteria below would make a potential participant ineligible for your program. (answer y/n for each option below)	
Having too little or no income	
Active substance abuse or history of substance abuse	
Criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County
Department of
Human Services

Please identify if any of the criteria below would be cause for termination from your program. (answer y/n for each option below)	
Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area	

Jackie Edwards
Catholic
Charities,
Diocese of
Trenton

Kathryn Colhoun
Ocean
Partnership for
Children

3. Describe the estimated schedule from time of award to full project implementation. Identify major project milestones and the anticipated timeline for completion. Include a description of the management plan in place to ensure activities are completed in a timely manner.

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

Performance Targets and Supportive Services

1. Identify the target number of program participants that will achieve the following measures:

Measure	Total # of participants	# of participants achieving measure	% of participants achieving measure
Number of persons (adults and children) who will remain in permanent housing at the end of the operating year, or exit to permanent housing during the operating year.			
Number of persons age 18 through 61 who are connected to or increase their earned income at the end of the operating year or at exit.			

Ocean County Homeless Prevention and Assistance Coalition

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Kathryn Colhoun
Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

Number of persons aged 18 or older who are connected to or increase their income from cash benefits			
Number of persons aged 18 or older who are connected to non-cash benefits			

2. 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 will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housing in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the 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.
3. Describe specifically how participants will be assisted both to increase their employment income and/or connection to cash and non-cash benefits to maximize their ability to live independently.
4. Please describe how this project will advance community goals for system performance. For each standard listed below, describe how your project will measure outcomes, the frequency of outcome evaluation, and the strategies to be employed in an effort to improve performance for each outcome.
 - a. Reduce the length of time people remain homeless
 - b. Reduce returns to homelessness
 - c. Ensure connection to employment income for 20% of participants and connection to mainstream benefits for 60% of participants
 - d. Ensure 80% of participants exiting leave to permanent housing opportunities
 - e. Ensure 80% of participants remain stable in permanent housing
 - f. Improve outreach efforts to reach the hardest to serve and to cover the geographic region
5. 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. Please describe the serves that will be made available to participants to assist them in achieving the identified goals.
6. For projects serving families and school aged children, how will the project address the educational needs of children in the program? Will the proposed project have a designated staff person to assist with the educational needs of the children in the program?

7. 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/

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Ocean County
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Kathryn Colhoun
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Children

Barbara Scholz
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Ocean Counties

Individuals

	CH	CH Vet	Vet	SA	HIV/AIDS	SMI	DV	PD	DD	Youth	None
Dedicated											
Prioritized											
Total											

- Briefly describe the target population and the proposed project outreach plan to identify, engage and enroll prospective participants.
- 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

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Budget and Leveraging

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- Identify all sources for cash or in-kind resources identified on the budget. Include information about specific amount of funding from each identified source and level of commitment – Firm commitment (formal agreement, funding award), soft commitment (verbal agreements), no commitment (not yet applied for, no agreement in place).

Service/Type of Contribution	Source	Level of Commitment (signed agreement, agreement pending, anticipated agreement, proposed agreement)	Total Value
			\$
			\$
			\$
			\$
			\$
		TOTAL:	\$

Summary Budget

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Component Type (please double click appropriate box and select checked)	Grant Term (please double click appropriate box and select checked)
<input type="checkbox"/> PSH <input type="checkbox"/> RRH <input type="checkbox"/> SSO <input type="checkbox"/> HMIS	<input type="checkbox"/> 1 yr <input type="checkbox"/> 2 yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> 5 yrs <input type="checkbox"/> 15 yrs

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Proposed CoC Activities	CoC Dollars Requested	HUD Cash Match	Other Cash/in-Kind Match or Leveraging	Total Project Budget
1. Acquisition				
2. Rehabilitation				
3. New Construction				
4. Subtotal (Lines 1 through 3)				
5. Real Property Leasing				
6. Rental Assistance				
7. Supportive Services From Supportive Services Budget Chart				
8. Operations From Operating Budget Chart				
9. HMIS				

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10. Subtotal (lines 4 through 9)				
11. Administrative Costs (Up to 7% of line 10)				
12. Total CoC Request (Total lines 10 and 11)				

Definitions:

HMIS	Homeless Management Information System
PSH	Permanent Supportive Housing
RRH	Rapid Re-housing
SSO	Supportive Services Only

Please note there is a 25% match requirement based on the total HUD request minus any Leasing funds. The 25% match may be fulfilled in any of the above line items and does not have to correspond to the specific category in which HUD funds are requested.

Supportive Services Budget

Eligible Costs	Quantity & Description	Annual HUD Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

Operating Budget

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Salvation Army

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Ocean County Department of Human Services

Jackie Edwards
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Kathryn Colhoun
Ocean Partnership for Children

Barbara Scholz
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Eligible Costs	Quantity & Description	Annual HUD Assistance Requested
1. Maintenance/Repair		
2. Property Taxes and Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
Total Annual Assistance Requested		
Grant Term		
Total Request for Grant Term		

Rental Assistance/Leasing Budget

<p>b. Component Types (Check only one box)</p> <p> <input type="checkbox"/> TRA <input type="checkbox"/> SRA <input type="checkbox"/> PRA <input type="checkbox"/> Leasing </p> <p> <input type="checkbox"/> Short-term Rental Assistance (1 – 3 months) </p> <p> <input type="checkbox"/> Medium-term Rental Assistance (3 – 24 months) </p>	<p>c. Grant Term (Check only one box)</p> <p> <input type="checkbox"/> 1 yr <input type="checkbox"/> 2 yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> 5 yrs <input type="checkbox"/> 15 y </p>
---	--

Size of Units	Number Of Units	FMR or Actual Rent**	Number of Months	Total
SRO	x	x	=	\$
0 Bedroom	x	x	=	\$
1 Bedroom	x	x	=	\$
2 Bedrooms	x	x	=	\$
3 Bedrooms	x	x	=	\$
4 Bedrooms	x	x	=	\$
5 Bedrooms	x	x	=	\$
Other: _____	x	x	=	\$
i. Totals:	x	x	=	\$

The current FMR is listed below:

SRO	\$ 678
0 Bedroom	\$ 904
1 Bedroom	\$ 1,124
2 Bedrooms	\$ 1,417
3 Bedrooms	\$ 1,928
4 Bedrooms	\$ 2,245

04. CoC's Rating and Review Procedures: Public Posting Evidence

Web posting of new project scoring tool

Ocean County HPAC

2017 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 population: Chronically Homeless, Families, Youth, Veterans	Partnerships with community	% of program funds leveraged	Reduce length of time homeless	reduce returns to homelessness	connection to employment & benefits	Exits to PH	Stability in PH		Improve Outreach	
Score																
Weight	2	2	2	4	4	4	2	1	1	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	2	2	2	54

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 shows 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.

04. CoC's Rating and Review Procedures: Public Posting Evidence

Web posting of renewal application and desk monitoring

Ocean County Homeless Prevention and Assistance Coalition

FY2017 CoC Renewal Project Application

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Patricia Cash
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Nancy McCorry
Salvation Army

Nina Hagen
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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"/>

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

Please identify the unit mix of your project. Enter the total number of units and beds (based on unit mix of HUD application)

Unit Breakdown

Household Type	Units	Beds
Individuals		
Families		

Please identify the total number of beds dedicated to the chronically homeless by household type.

Dedicated Chronic Homeless Beds

Household Type	Units	Beds
Individuals		
Families		

For the beds not currently dedicated to the chronically homeless, please identify the number of beds that will be **prioritized** for the chronically homeless at turnover. Please see the HUD Exchange FAQs for more information on the difference between dedicated and prioritized beds or follow this link:

<https://www.hudexchange.info/faqs/1888/what-is-the-difference-between-a-dedicated-permanent/>

Prioritized Chronic Homeless Beds

Household Type	Units	Beds
Individuals		
Families		

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Does your project use a housing first approach? If yes, please describe how your program meets the standards of a housing first program.

Please identify if potential applicants are ineligible for your program based on the criteria below (Y/N):

Having too little or no income	
Active substance abuse or history of substance abuse	
Criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	

Please identify if enrolled participants are terminated from your program based on the criteria below (Y/N):

Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project's geographic area	

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Desk Monitoring Questionnaire

Project Name:
 Project Number:
 Project Operating Year:

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Patricia Cash
 Interfaith
 Hospitality
 Network

**Nancy
 McCorry**
 Salvation Army

Nina Hagen
 Ocean County
 Jail

Rose Bulbach
 Ocean County
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**Jackie
 Edwards**
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**Kathryn
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1. Do you work with partner agencies in the implementation of this project?	__Yes __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.	__Yes __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. Within the narrative, discuss the following: activities HUD funds are used for, documentation on file to support HUD funds, frequency of HUD drawdowns, how you track expenditure rates, whether the grant is on track to use all funds, (if applicable) why 100% of grant funds will not be used and steps taken to reduce unexpended funds prior to contract end date.	
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 describe the process for determining client eligibility. Identify the documentation used to support eligibility. Please discuss additional client information collected during the intake process.	
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.	

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8. Please describe the unit inspection process (frequency, persons/agency responsible, steps in the process).

Please provide the following documents:

- a. Intake application
- b. Program intake packet
- c. Program consent forms
- d. Most recently submitted APR
- e. Copies of MOUs with partner agencies (if applicable)
- f. Program expenditures for most recently completed operating year and current operating year to date

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

04. CoC's Rating and Review Procedures: Public Posting Evidence

Web posting of renewal project scoring tool

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.		
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		
Increase jobs, income and self-sufficiency	20% of clients connected to earned income	# of households with income divided by total	4		
	54% of clients connected to cash benefits	# of households with cash benefits divided by total	4		
	56% of clients connected to non-cash benefits	# of households with non-cash benefits divided by total	4		
	20% of clients increase earned income	# of households with increase in earned income	4		
	54% of clients increase cash benefits income	# of households with increase in cash benefits	4		

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	2		
	Less than 5% of program funds returned on annual APR submitted in a timely fashion (within 3 months of operating year end date)	Funds returned divided by funds awarded from 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		
		# of households with disabling condition divided by total number of households	1		
	Program serves appropriate target population	subpopulation mix of clients served as compared to mix identified in application	4		
	Program uses funds for eligible activities	Evidence of draws for eligible funding activities & appropriate back-up documentation	2		
	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		
Program meets HUD regulations	Housing units inspected prior to lease up and annually	Client File Review	4		
	Homeless or formerly homeless participate in policy making body	Agency Board Information	4		
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Program Policies & Procedures	3		
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided, unit inspection, rent reasonableness, rent calculation	Client File Review	4		

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	
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit		5	

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	

Summary Performance

	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40		
Program Compliance Points	32		
HMIS Participation Points	10		
HPAC Participation Points	10		
Bonus Points	5		
Total Monitoring Score	97		
Application – Housing First	10		
Application – Low Barrier Program	18		
Total Application Score	28		
Total Renewal Score (monitoring + application score)	125		

05. CoCs Process for Reallocating

Web posting local select/reallocation process

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



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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

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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

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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.

05. CoCs Process for Reallocating

E-mail Request for New Projects

Subject: Ocean HPAC - FY2017 CoC Funding - New Project Applications
Date: Tuesday, April 25, 2017 at 1:45:46 PM Eastern Daylight Time
From: Kelly, Taiisa <tkelly@monarchhousing.org>
To: adelaney@gmail.com <adelaney@gmail.com>, aeksfclakewood2@gmail.com <aeksfclakewood2@gmail.com>, afaone@piners.org <afaone@piners.org>, agsalsa@yahoo.com <agsalsa@yahoo.com>, ahowlett@preferredbehavioral.org <ahowlett@preferredbehavioral.org>, alharris@xbp.dhs.state.nj.us <alharris@xbp.dhs.state.nj.us>, alynch@oceanmhs.org <alynch@oceanmhs.org>, amysvan@verizon.net <amysvan@verizon.net>, anicolosi@oceanmhs.org <anicolosi@oceanmhs.org>, annaeric1@comcast.net <annaeric1@comcast.net>, artdelaney@gmail.com <artdelaney@gmail.com>, barbshafy@aol.com <barbshafy@aol.com>, bha@berkeleytwphousing.org <bha@berkeleytwphousing.org>, bholmes@oceancountytrg.org <bholmes@oceancountytrg.org>, bmalley@oceanmhs.org <bmalley@oceanmhs.org>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, candsryan@comcast.net <candsryan@comcast.net>, carolburns@optonline.net <carolburns@optonline.net>, cbecraft@stfrancisbi.org <cbecraft@stfrancisbi.org>, ccohen@barnabashealth.org <ccohen@barnabashealth.org>, cduffy@homes-now.org <cduffy@homes-now.org>, celeste.smith@ladacin.org <celeste.smith@ladacin.org>, cfahim@oceaninc.org <cfahim@oceaninc.org>, Cheryl Fuller <cfuller@stfrancisbi.org>, Christie@visitationreliefcenter.org <Christie@visitationreliefcenter.org>, christine.hughes2@va.gov <christine.hughes2@va.gov>, christopher.acker@va.gov <christopher.acker@va.gov>, lstivale@triplechousing.org <lstivale@triplechousing.org>, clynch@xbp.dhs.state.nj.us <clynch@xbp.dhs.state.nj.us>, cmccormack@preferredbehavioral.org <cmccormack@preferredbehavioral.org>, cobrien@preferredbehavioral.org <cobrien@preferredbehavioral.org>, cpagan@cctrenton.org <cpagan@cctrenton.org>, crhodes@preferredbehavioral.org <crhodes@preferredbehavioral.org>, cwolfe@homes-now.org <cwolfe@homes-now.org>, d.f.lundy@comcast.net <d.f.lundy@comcast.net>, dacg141@aol.com <dacg141@aol.com>, danabarr4@aol.com <danabarr4@aol.com>, danbrown@acrescuemission.org <danbrown@acrescuemission.org>, dandbsouthrey@aol.com <dandbsouthrey@aol.com>, dangelopringle@yahoo.com <dangelopringle@yahoo.com>, dcomerford@preferredbehavioral.org <dcomerford@preferredbehavioral.org>, dgalletta@homes-now.org <dgalletta@homes-now.org>, diane.dorazio@comop.org <diane.dorazio@comop.org>, director@nohfh.com <director@nohfh.com>, dleonard@co.ocean.nj.us <dleonard@co.ocean.nj.us>, dpavan@chsofnj.org <dpavan@chsofnj.org>, dstellhorn@cctrenton.org <dstellhorn@cctrenton.org>, dswierz@cctrenton.org <dswierz@cctrenton.org>, dtwconsulting@gmail.com <dtwconsulting@gmail.com>, ealuciano@cctrenton.org <ealuciano@cctrenton.org>, eberfond@xbp.dhs.state.nj.us <eberfond@xbp.dhs.state.nj.us>, edwardcrum@verizon.net <edwardcrum@verizon.net>, eskinner@legacytreatment.org <eskinner@legacytreatment.org>, familypromisesoc@gmail.com <familypromisesoc@gmail.com>, glen.hfa@gmail.com <glen.hfa@gmail.com>, gratefulheart7@msn.com <gratefulheart7@msn.com>, heather.copeman@va.gov <heather.copeman@va.gov>, hhartmann@oceansharborhouse.org <hhartmann@oceansharborhouse.org>, ihn@eclipse.net <ihn@eclipse.net>, info@newbeginnings.org <info@newbeginnings.org>, jackie.edwards@cctrenton.org <jackie.edwards@cctrenton.org>, jameselohimsboy@aol.com <jameselohimsboy@aol.com>, jane.lee@uhsinc.com <jane.lee@uhsinc.com>, jasonjennings52012@gmail.com <jasonjennings52012@gmail.com>, jbuckley@mhanj.org <jbuckley@mhanj.org>, jbusch@co.ocean.nj.us <jbusch@co.ocean.nj.us>, jdorrity@co.ocean.nj.us

<jdorrit@co.ocean.nj.us>, jeff.berwick@dhs.state.nj.us <jeff.berwick@dhs.state.nj.us>, jen@usahometownheroes.org <jen@usahometownheroes.org>, jessev@vetwork.org <jessev@vetwork.org>, jfinn26@comcast.net <jfinn26@comcast.net>, jhagendoorn@xbp.dhs.state.nj.us <jhagendoorn@xbp.dhs.state.nj.us>, jkulesza@cspnj.org <jkulesza@cspnj.org>, jlynch@tomsrivertownship.com <jlynch@tomsrivertownship.com>, joanc15@aol.com <joanc15@aol.com>, jpiscal@oceansharborhouse.org <jpiscal@oceansharborhouse.org>, jscaltrito@barnabashealth.org <jscaltrito@barnabashealth.org>, jtwomey@foodbankmoc.org <jtwomey@foodbankmoc.org>, judy.cruz@ladacin.org <judy.cruz@ladacin.org>, karen.asay@dcf.state.nj.us <karen.asay@dcf.state.nj.us>, kbright@barnabashealth.org <kbright@barnabashealth.org>, kcolhoun@oceanpartnership.org <kcolhoun@oceanpartnership.org>, kcongero@oceanmhs.org <kcongero@oceanmhs.org>, kdelorme@triplehousing.org <kdelorme@triplehousing.org>, kdurante@oceanfirstfdn.org <kdurante@oceanfirstfdn.org>, kgore@wesoldieron.org <kgore@wesoldieron.org>, kim.liguori@dol.state.nj.us <kim.liguori@dol.state.nj.us>, kimclass@oceanmhs.org <kimclass@oceanmhs.org>, kkelly@cqinc.org <kkelly@cqinc.org>, kmaier@habcore.org <kmaier@habcore.org>, ksantora@houseofhopeocean.org <ksantora@houseofhopeocean.org>, kveith@oceanmhs.org <kveith@oceanmhs.org>, lakewoodoutreach@gmail.com <lakewoodoutreach@gmail.com>, lbagwell@chlp.org <lbagwell@chlp.org>, lhanj@optonline.net <lhanj@optonline.net>, Lindsay Dunnells <ldunnells@njreentry.org>, lloo-morgan@cctrenton.org <lloo-morgan@cctrenton.org>, lmulhearn@oceanmhs.org <lmulhearn@oceanmhs.org>, lmurtagh@xbp.dhs.state.nj.us <lmurtagh@xbp.dhs.state.nj.us>, lscale@oceansharborhouse.org <lscale@oceansharborhouse.org>, mallacci@optonline.net <mallacci@optonline.net>, mblatt@co.ocean.nj.us <mblatt@co.ocean.nj.us>, mblauser@xbp.dhs.state.nj.us <mblauser@xbp.dhs.state.nj.us>, mbyrd@piners.org <mbyrd@piners.org>, mcoghlan@chlp.org <mcoghlan@chlp.org>, mdelcorpo@gmail.com <mdelcorpo@gmail.com>, merxleben@cspnj.org <merxleben@cspnj.org>, mesheehan@xbp.dhs.state.nj.us <mesheehan@xbp.dhs.state.nj.us>, mgreen@mhanj.org <mgreen@mhanj.org>, mharding@wesoldieron.org <mharding@wesoldieron.org>, mharrison@ncaddnj.org <mharrison@ncaddnj.org>, mjones@ohinj.org <mjones@ohinj.org>, mkay@stpaulsbrick.org <mkay@stpaulsbrick.org>, mlangelle@cctrenton.org <mlangelle@cctrenton.org>, mlawrence@chsofnj.org <mlawrence@chsofnj.org>, mligato@xbp.dhs.state.nj.us <mligato@xbp.dhs.state.nj.us>, mmattaliano@dhs.state.nj.us <mmattaliano@dhs.state.nj.us>, mroussos@co.ocean.nj.us <mroussos@co.ocean.nj.us>, msodeikes@co.ocean.nj.us <msodeikes@co.ocean.nj.us>, mupchurch@mhanj.org <mupchurch@mhanj.org>, mysaviorandking@yahoo.com <mysaviorandking@yahoo.com>, nancy.mccorry@use.salvationarmy.org <nancy.mccorry@use.salvationarmy.org>, narnone@homes-now.org <narnone@homes-now.org>, ncoa.ddeluca@yahoo.com <ncoa.ddeluca@yahoo.com>, ncoajel@yahoo.com <ncoajel@yahoo.com>, nhagen@co.ocean.nj.us <nhagen@co.ocean.nj.us>, Nicola.Burnett@va.gov <Nicola.Burnett@va.gov>, NMclaurin@lsnj.org <NMclaurin@lsnj.org>, ntham@ohinj.org <ntham@ohinj.org>, oceanihn@gmail.com <oceanihn@gmail.com>, ochomeless@gmail.com <ochomeless@gmail.com>, ochrelief@yahoo.com <ochrelief@yahoo.com>, ograsso@ohinj.org <ograsso@ohinj.org>, outreach@visitationreliefcenter.org <outreach@visitationreliefcenter.org>, PalmerSteps@aol.com <PalmerSteps@aol.com>, pastor@stpaul-lutheranchurch.com <pastor@stpaul-lutheranchurch.com>, pastormazer@verizon.net <pastormazer@verizon.net>, patricia@thepeoplespantry.org <patricia@thepeoplespantry.org>, patrick.stmarys19@hotmail.com <patrick.stmarys19@hotmail.com>, paul@havenstreets.org <paul@havenstreets.org>, pda-salesexcel@juno.com <pda-salesexcel@juno.com>, phnh09@yahoo.com

<phnh09@yahoo.com>, phyllissoon@gmail.com <phyllissoon@gmail.com>, pquatse@yahoo.com <pquatse@yahoo.com>, pvalese@co.ocean.nj.us <pvalese@co.ocean.nj.us>, rbulbach@co.ocean.nj.us <rbulbach@co.ocean.nj.us>, RebeccaKolas@gmail.com <RebeccaKolas@gmail.com>, rerosfjord@verizon.net <rerofjord@verizon.net>, revjoanmason1@gmail.com <revjoanmason1@gmail.com>, ricbutl@xbp.dhs.state.nj.us <ricbutl@xbp.dhs.state.nj.us>, richardbiolsi@yahoo.com <richardbiolsi@yahoo.com>, jp.steinberg75@gmail.com <jp.steinberg75@gmail.com>, robertscove@verizon.net <robertscove@verizon.net>, ronald.morgan4@va.gov <ronald.morgan4@va.gov>, ronsusan2@msn.com <ronsusan2@msn.com>, rosina1683@aol.com <rosina1683@aol.com>, rwesler@moesc.org <rwesler@moesc.org>, ryan.moser@csh.org <ryan.moser@csh.org>, sandra.mcdonnell@dcf.state.nj.us <sandra.mcdonnell@dcf.state.nj.us>, sgriffith@legacytreatment.org <sgriffith@legacytreatment.org>, Shabsi@njchaplainsassociation.com <Shabsi@njchaplainsassociation.com>, shansen@preferredbehavioral.org <shansen@preferredbehavioral.org>, sheisman@habcore.org <sheisman@habcore.org>, shorevineyard@comcast.net <shorevineyard@comcast.net>, steps3671640@aol.com <steps3671640@aol.com>, stmsrector@verizon.net <stmsrector@verizon.net>, tagliata@co.ocean.nj.us <tagliata@co.ocean.nj.us>, tfinnerty@oceanmhs.org <tfinnerty@oceanmhs.org>, tgooding@oceaninc.org <tgooding@oceaninc.org>, Kelly, Taiisa <tkelly@monarchhousing.org>, tmaksel@co.ocean.nj.us <tmaksel@co.ocean.nj.us>, tmatthews@hatb.comcastbiz.net <tmatthews@hatb.comcastbiz.net>, tmikes@wesoldieron.org <tmikes@wesoldieron.org>, Tom Barry <tbarry@ladacin.org>, vgerena@njhmfa.state.nj.us <vgerena@njhmfa.state.nj.us>, weaver.heath@yahoo.com <weaver.heath@yahoo.com>, whealy7@graceandpeace.org <whealy7@graceandpeace.org>, wwood@preferredbehavioral.org <wwood@preferredbehavioral.org>, vhnfbettelli@aol.com <vhnfbettelli@aol.com>, slipositz@walters-group.com <slipositz@walters-group.com>, jdeluca@walters-group.com <jdeluca@walters-group.com>

CC: Oyedele, Olu <ooyedele@monarchhousing.org>

Priority: High

Attachments: FY2017 CoC Funding Announcement.pdf, FY2017 CoC New Project Application.docx, New Project Scoring Tool.pdf, FY-2017-CoC-Program-Registration-Notice.pdf

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2017 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 **new** project which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **May 26, 2017** 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:

- FY2017 HUD funding priorities – Program Registration Notice Page 30 - 31
- FY2017 New Project Application
- FY2017 HPAC New Project Scoring Tool

Additional information about the local selection process and the HPAC policies can be found at the HPAC website:

HPAC website: www.oceanhpac.org

HPAC local selection process: http://www.oceanhpac.org/?page_id=42

Very Truly Yours,



Taiisa Kelly | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 228 | mobile (973) 768-2595 | fax (908) 382-6323
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

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05. CoCs Process for Reallocating Funding Announcement

Ocean County Homeless Prevention and Assistance Coalition

HUD Continuum of Care FY2017 Funding Competition Local Selection Process

Executive
Committee

Patricia Cash
Interfaith
Hospitality
Network

Nancy McCorry
Salvation Army

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County
Department of
Human Services

Jackie Edwards
Catholic
Charities,
Diocese of
Trenton

Kathryn Colhoun
Ocean
Partnership for
Children

Barbara Scholz
FoodBank of
Monmouth and
Ocean Counties

In anticipation of the FY2017 Continuum of Care (CoC) federal funding competition, the Ocean County Homeless Prevention and Assistance Coalition (HPAC) hereby invites applications for new and renewal projects from community based organizations.

New projects proposals may only apply for the following types of activities:

- Permanent supportive housing for the chronically homeless
- Rapid re-housing for the homeless
- Joint Transitional Housing and Permanent Housing – Rapid Rehousing that combine TH and PH-RRH into a single project to serve the homeless
- Dedicated Homeless Management Information System (HMIS) projects
- Supportive services Only projects for centralized or coordinated assessment systems

Applicants are strongly encouraged to review the FY2017 HUD registration notice for more information on HUD priorities and eligible project activities.

<https://www.hudexchange.info/programs/e-snaps/fy-2017-coc-program-nofa-coc-program-competition/>

The Ocean HPAC priorities for the FY2017 application cycle include the following:

- Permanent Supportive Housing or Rapid Re-Housing projects
- Project using a Housing First methodology
- Projects targeting the chronically homeless, families, youth or veterans

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/federal 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, May 26, 2017**.

New Projects – Submit eight (8) hard copies of the proposal and one (1) electronic copy of the proposal

Renewal Projects – Submit eight (8) hard copies of the proposal, one (1) electronic copy of the proposal, and one (1) (electronic or hard) copy of the desk monitoring form and attachments

Submit 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

05. CoCs Process for Reallocating

Web posting - request for new projects

Ocean County Homelessness Prevention and Assistance Coalition

Addressing Homelessness in Ocean County

- About HPAC ▶
- Continuum of Care ▶
- Community Mee...▶
- Resources
- Contact Us

Local Selection Process

FY2017 Local Selection Process

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2017 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 **May 26, 2017** 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:

- [FY2017 Funding Opportunity Announcement](#)
- [FY2017 New Project Application](#)
- [FY2017 New Project Scoring Tool](#)
- [FY2017 Renewal Project Application](#)
- [FY2017 Renewal Project Desk Monitoring](#)
- [FY2017 Renewal Project Scoring Tool](#)

FY2016 Local Selection Process

05. CoCs Process for Reallocating

Web posting new project scoring tool

Ocean County HPAC

2017 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 population: Chronically Homeless, Families, Youth, Veterans	Partnerships with community	% of program funds leveraged	Reduce length of time homeless	reduce returns to homelessness	connection to employment & benefits	Exits to PH	Stability in PH		Improve Outreach	
Score																
Weight	2	2	2	4	4	4	2	1	1	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	2	2	2	54

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 shows 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.

05. CoCs Process for Reallocating

Web posting renewal project scoring tool

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.		
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		
Increase jobs, income and self-sufficiency	20% of clients connected to earned income	# of households with income divided by total	4		
	54% of clients connected to cash benefits	# of households with cash benefits divided by total	4		
	56% of clients connected to non-cash benefits	# of households with non-cash benefits divided by total	4		
	20% of clients increase earned income	# of households with increase in earned income	4		
	54% of clients increase cash benefits income	# of households with increase in cash benefits	4		

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	2			
	Less than 5% of program funds returned on annual APR submitted in a timely fashion (within 3 months of operating year end date)	Funds returned divided by funds awarded from 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		
		# of households with disabling condition divided by total number of households		1		
	Program serves appropriate target population	subpopulation mix of clients served as compared to mix identified in application		4		
	Program uses funds for eligible activities	Evidence of draws for eligible funding activities & appropriate back-up documentation		2		
	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		
Program meets HUD regulations	Housing units inspected prior to lease up and annually	Client File Review	4			
	Homeless or formerly homeless participate in policy making body	Agency Board Information	4			
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Program Policies & Procedures	3			
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided, unit inspection, rent reasonableness, rent calculation	Client File Review	4			

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	
	Provider passes site audit by HMIS Lead agency	Copy of HMIS site Audit		5	

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	

Summary Performance

	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40		
Program Compliance Points	32		
HMIS Participation Points	10		
HPAC Participation Points	10		
Bonus Points	5		
Total Monitoring Score	97		
Application – Housing First	10		
Application – Low Barrier Program	18		
Total Application Score	28		
Total Renewal Score (monitoring + application score)	125		

05. CoCs Process for Reallocating Reallocation Rates - 2013 - 2017

NJ - 510 Ocean County CoC

Reallocation Rate

FY 2013	
ARD	\$ 496,587.00
Reallocation Amount	\$ 106,464.00
% reallocated	21%

FY 2016	
ARD	\$ 466,559.00
Reallocation Amount	\$ 249,669.00
% reallocated	54%

FY 2014	
ARD	\$ 358,355.00
Reallocation Amount	\$ 25,475.00
% reallocated	7%

FY 2017	
ARD	\$ 586,855.00
Reallocation Amount	\$ 59,066.00
% reallocated	10%

FY 2015	
ARD	\$ 492,410.00
Reallocation Amount	\$ -
% reallocated	0%

Total	
ARD	\$ 2,400,766.00
Reallocation Amount	\$ 440,674.00
% reallocated	18%

06. CoC's Governance Charter
CoC By-laws

Ocean County Homelessness Prevention and Assistance Coalition (HPAC)

Bylaws

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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 eleven (11) 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



06. CoC's Governance Charter
Membership Policy

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

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- 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.

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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

06. CoC's Governance Charter
Code of Conduct

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.

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- 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.

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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

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- 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.

06. CoC's Governance Charter
Local Selection Process

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

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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

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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.

06. CoC's Governance Charter
Monitoring Policy

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",

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“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.

06. CoC's Governance Charter
Appeals Policy

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.

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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.

06. CoC's Governance Charter

Written Standards
PSH Policies

Ocean County Homeless Prevention and Assistance Coalition

Program Requirements for CoC funded Projects

Prioritization

CoC funded Permanent Supportive Housing Projects shall fill program vacancies according to the prioritize as defined in the HUD Notice CPD-14-012. Permanent Supportive Housing Programs shall serve those with the longest histories of homelessness and most severe need according to the CoC approved assessment tool.

CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless

- First Priority – Chronically homeless individuals or families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode) and most severe need
- Second Priority – Chronically homeless individuals and families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Chronically homeless individuals and families with the most severe needs
- Fourth Priority – All other chronically homeless individuals and families

CoC funded Permanent Housing Beds NOT Dedicated or Prioritized for the Chronically Homeless

- First Priority – Homeless individuals and families with the most severe need
- Second Priority – Homeless individuals and families with a disability and the longest period of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Homeless individuals and families with a disability coming from streets, safe havens or emergency shelters
- Fourth Priority – Homeless individuals and families with a disability coming from transitional housing

Housing First

CoC funded programs must operate in accordance with a Housing First Philosophy as defined below.

- Low barrier admission criteria – programs must maintain low barrier admission criteria based on program regulation criteria. Programs should not screen out individuals or families based on the following:
 - Limited or no income
 - Active or past substance use
 - Poor credit
 - Experience with domestic violence
 - Criminal background (except as prohibited by federal or state regulations such as manufacturing or selling Methamphetamines, or Meghan’s Law status)
 - Refusal to participate in services
 - Eviction or program termination history

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- Any other criteria outside of state or federal program regulations governing program operation
- Prioritize rapid placement in housing – Once participants have been enrolled, the immediate program focus should be on securing stable permanent housing based on household needs. Participation in services or treatment should be a secondary focus until the household has been placed in permanent housing.
- Client driven services – Service Plans and service provision should be directed by program participants in accordance with needs they have identified. Programs may use evidence based practices such as motivational interviewing to assist participants in recognizing critical areas of service need. However, services should be defined by program participants and provided at a pace set by program participants as opposed to pre-defined or agency driven service plans
- Relaxed Termination Policies – Programs should work to retain participant enrollment in the program to the greatest extent possible. Termination criteria should be based on federal and/or state program requirements governing the project. Program goals should include participant retention, and program services should be geared around addressing issues threatening housing stabilization and program retention. Programs should refrain from terminating participant for any of the following criteria:
 - Eviction
 - Failure to pay rent (within reason)
 - Substance use
 - Failure to participate in services or progress in meeting service plan goals
 - Experience with domestic violence
 - Other infractions not contained in a standard lease agreement

**06. CoC's Governance Charter
Letter of Support Policy**

Ocean County Homeless Prevention and Assistance Coalition Policy for Requesting Letters of Support

PURPOSE

One way many funding sources are working to coordinate with the local Continuum of Care (CoC) is to require agencies applying for certain funds or grants to obtain a letter of support from the Continuum of Care to include in their proposal. The Ocean County Continuum of Care (Ocean County Homeless Prevention and Assistance Coalition – HPAC) has established guidelines and a process for requesting a letter of support, to ensure a fair process and to ensure that the decisions regarding a letter of support are made by the HPAC Executive body.

INITIAL REQUEST

Any agency that is requesting a letter of support from the Ocean County Homeless Prevention and Assistance Coalition must submit an email request to the CoC Chair and CoC Lead that includes:

- The grant for which the agency is applying
- The final date the letter is needed by
- A sample letter which includes the details requested or narrative

Upon receipt of this request, the CoC Lead will add the requesting agency to the agenda of the next HPAC Executive Committee meeting and will notify the agency of the date.

At the discretion of the CoC Lead and Chair, the lead may send out an electronic request for support, if there is not an Executive Committee meeting before the required time frame for the agency requesting it. This decision will only be made if the CoC Lead and Chair feels the agency has made all efforts to provide the request in a timely manner and will be considered on a case by case basis.

REQUEST PRESENTATION

At the HPAC Executive Committee meeting identified by the CoC Lead, the requesting agency must present information to the members detailing:

- The grant for which the agency is applying
- What the funds will be used for in Ocean County, detailing background and sustainability plans
- How much funding the agency is applying for
- The background of the agency as well as the agency's level of involvement with the Ocean County HPAC

After asking any questions members may have about the grant or its necessity, the CoC Lead will conduct a vote to approve or deny the request for a letter of support from the CoC.

If the CoC Lead will be allowing an electronic vote, the agency will provide the CoC Lead with the above information to be sent out to all voting members, requesting any objections to the approval of the letter.

The HPAC has the ability to request additional documentation or information from the requesting agency if necessary to make a decision regarding a letter of support.

OBTAINING LETTER OF SUPPORT

Once the CoC has approved the decision for an agency to receive a letter of support, the CoC Lead will update the provided sample letter and will provide the signed letter of support within 5 days of the approval vote.

No letter of support will be provided for agencies that do not follow the process as identified in this policy outline.

By accepting a letter of support, it is the expectation of the HPAC that the agency and program will be active participants in the HPAC full membership and appropriate subcommittee meetings, and will coordinate with the HPAC as was outlined in the request for support.

APPEALS

Any appeals made on the decision of the HPAC to approve or deny a letter of support would follow the Appeals Policies for the Ocean County Homeless Prevention and Assistance Coalition.

**06. CoC's Governance Charter
Coordinated Assessment Policy and Procedures**

Ocean County Interagency Council on Homeless Coordinated Assessment Policies and Procedures

Purpose

The Ocean County Continuum of Care coordinated assessment system was created to assist the homeless in Ocean County to access services, specifically related to permanent housing and to ensure that those households with the highest needs and longest lengths of homelessness were being prioritized for appropriate permanent housing opportunities in the community.

These policies and procedures outline how the coordinated assessment system is structured and how it should be implemented.

Background and Need

Within the current system in Ocean County when a household becomes homeless there are many doors through which they could enter the homeless service system. Households may receive different services and housing options depending on which agency they first seek assistance. The current system also has housing options presented to clients based on availability instead of based on the overall need of the client and other clients in the community, making it more of a first come, first serve process for households seeking permanent housing.

A thorough assessment and housing prioritization process will allow the Ocean County CoC to assist households with the resources they truly need. Moreover, the current system, which sometimes requires households to jump from one agency to another prevents the County from being able to assess the CoC's effectiveness as well as the current gaps in services. By taking the time to evaluate each household's need throughout the community, rather than focusing solely on where there is space for them, will provide a much clearer picture of what other types of services and funding are needed by the community to serve the households that are seeking assistance.

The coordinated assessment system requires a shift in the way agencies are determining level of need and accepting referrals for their projects, however, the reality is that resources continue to be cut as the need continues to grow. It is therefore critical that the Ocean County CoC is increasingly thoughtful and targeted about using available resources.

Overview of the Coordinated Assessment System

In Ocean County, the coordinated assessment process has been structured to ensure that all households experiencing homelessness, meaning those currently in an emergency shelter, in a transitional housing project, or unsheltered, are assessed using a standardized assessment tool to determine the level of need of each individual household.

From the scores associated with the assessment tool, the CoC Lead will create a Housing Prioritization List which will prioritize each household based on the information gathered in the assessment. All permanent housing and rapid rehousing projects funding through the CoC and ESG will then utilize this prioritization list to take the neediest and most appropriate household to fill their vacancy. This process will prevent households from having to apply to each permanent

housing project, and will allow permanent housing projects to more quickly fill vacancies with appropriate clients in the community.

Accessibility

The Coordinated assessment tools, referrals, and access to homeless prevention information and homeless housing providers is available through one site located centrally in the region so that individuals and families have a location from which they can access housing and services. Physical sites provide standardized access to housing and services in conjunction with the specialized service delivery that is appropriate for high-priority subpopulations like veterans, youth, and individuals and families fleeing domestic violence. The coordinated assessment agency offers information and referral services to any individual or family seeking housing services and refers literally and imminently homeless households to housing providers upon availability of housing.

The coordinated assessment agency has the ability to engage individuals with varying problems such as a language barrier, or disability using available resources in the community. Mobile services will be provided through the utilization of a van to facilitate services for those residents living in remote areas of the county where transportation is limited. The coordinated assessment agency will establish a toll-free number clients in need may phone after hours in order to initiate services; all calls will be returned within a 24 hour period.

Assessment Tool

Ocean County Continuum of Care has created a Housing Prioritization Tool (HPT) that it will be utilizing to prioritize households in their coordinated assessment system. The Housing Prioritization tool collects information about various health and social needs of each household to evaluate their vulnerability and level of service need. The tool considers factors such as:

- The extent of a household's homelessness
- Health care concerns/emergency room visits
- Interactions with the police and law enforcement
- Mental health disabilities or issues
- History or active substance use/abuse
- History or current experiences of domestic violence
- Veteran Status
- Income Sources

The Housing Prioritization Tool uses the responses to the questions related to the factors above to provide a score that identifies the vulnerability of the client. The higher the HPT score the household receives, the higher the level of intervention they will most likely need to maintain permanent housing and avoid additional episodes of homelessness.

Completing the Assessments

The coordinated assessment agency will be completing the Housing Prioritization Tool on all referrals. The HPT will be completed upon referral as quickly as possible for all clients and will be completed in HMIS for all HMIS participating projects. Any project that does not participate

in HMIS or has projects that are not included in HMIS must complete a paper or electronic version of the HPT and maintain completed assessment forms for their individual clients.

While it is ideal that all clients who will be included in the Housing Prioritization List will already be connected with a sheltering program or street outreach team, the CoC is aware that some clients may be most comfortable seeking services at agencies that are not a sheltering or outreach team. For this reason, any agency that engages a client that is currently unsheltered and should be included in the Housing Prioritization List, will refer that client to the coordinated assessment agency for the CoC. The coordinated assessment agency will then complete the HPT for the client to ensure that if it is appropriate, they will be included on the Housing Prioritization List and will be prioritized for housing opportunities.

Housing Prioritization List

In order to effectively utilize the completed assessment and to create cross program coordination for accepting referrals, the Ocean CoC coordinated assessment agency, will maintain the CoC's Housing Prioritization List. This list will be used to identify which clients in the CoC are the most vulnerable and the most in need of housing opportunities based on the prioritization of the CoC, outlined below. The prioritization list will be composed by the Coordinated Assessment Agency, on a weekly basis, by pulling the report directly from HMIS.

The prioritization list will be confidential, as there will be no identifying information included on the list. The categories that will be included are:

- Client ID
- Household Type
- Number of Household Members
- Head of Household's Current Age
- Head of Household's Gender
- Household's Chronic Homeless Status
- If the Head of Household is Disabled
- If Another Member of the Household is Disabled
- If the Household has a Veteran
- Housing Prioritization Score
- Current Homeless Location
- Length of the Time the Household has been in their Current Homeless Situation
- Agency to Contact for Referral
- Notes

The clients that will be included on the housing prioritization list will only be those that meet HUD's definition of literally homeless, which includes households currently housed in an emergency shelter or transitional housing project, or households that are currently in a place not meant for habitation. The CoC will do an analysis of the Housing Prioritization List after implementation to determine if the list should be expanded to include household's that are at-risk or in doubled up situations.

Prioritization

While the primary prioritization of the Ocean County Coordinated Assessment System will be based on the score the household receives from the Housing Prioritization Tool, the Ocean CoC has added additional prioritization to the Housing Prioritization List.

CoC funded Permanent Supportive Housing Projects shall fill program vacancies according to the prioritize as defined in the HUD Notice CPD-14-012. Permanent Supportive Housing Programs shall serve those with the longest histories of homelessness and most severe need according to the CoC approved assessment tool.

CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless

- First Priority – Chronically homeless individuals or families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode) and most severe need
- Second Priority – Chronically homeless individuals and families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Chronically homeless individuals and families with the most severe needs
- Fourth Priority – All other chronically homeless individuals and families

CoC funded Permanent Housing Beds NOT Dedicated or Prioritized for the Chronically Homeless

- First Priority – Homeless individuals and families with the most severe need
- Second Priority – Homeless individuals and families with a disability and the longest period of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Homeless individuals and families with a disability coming from streets, safe havens or emergency shelters
- Fourth Priority – Homeless individuals and families with a disability coming from transitional housing

Once the CoC Lead composes the final Housing Prioritization List each week, the list will be sorted in the order identified above. This will ensure that populations that have the highest needs and options available will be prioritized when housing providers are seeking referrals.

Referrals

One of the goals of the Ocean County Coordinated Assessment and Housing Prioritization System was to streamline the way clients have to apply for permanent housing opportunities in the community. For this reason, instead of the current system, where clients have to apply for each permanent housing project and possibly wait on lists for each project, when an opening occurs or a new project comes on line, that specific project will utilize the Housing Prioritization List to fill its vacancies.

Within 30 days of an anticipated date of vacancy of a unit, housing providers will notify and provide the eligibility criteria to the Coordinated Access Agency with maximum capacity and unit size required. Once the Housing Prioritization Tool is complete, Referrals will be made available through secure a electronic method or HMIS, this eliminates the need for clients to complete applications for each separate program since permanent housing projects will only accept applications from clients that seem to

be eligible for the project and only when a vacancy is available. A referral packet will be forwarded to the housing provider who will attempt client contact within 24 hours or the next business day and will be required to begin the interview process within ten (10) business days of receipt of the packet, complete a basic background check (48 hours) and will be responsible to identify the location and times of the intake interview which are convenient for the referred client. Housing providers will notify the Coordinated access agency of acceptance or denial of the referral within seven (7) business days using the attached acceptance/denial forms. After daily contacts are attempted for seven (7) consecutive business days, and no contact is made, that applicant will be bumped down one spot on the list and contact for the next applicant will be attempted. If no contact is made within 45 days, that applicant will be bumped to the back of the list.

All ESG and CoC funded permanent housing and rapid rehousing projects must take all referrals for open units in their projects from the Housing Prioritization List in this manner. Since this is such an important aspect of the prioritization list, all CoC and ESG projects will be monitored on their utilization of the prioritization list and project's that do not utilize the list will risk a loss of funding.

Through the work of the agencies in the CoC, Ocean County has made significant progress towards ending homelessness among its veteran and chronically homeless population. While this is true, there are many projects that have dedicated beds to the chronically homeless. If, upon seeking a referral from the Housing Prioritization List, the project does not find a client who meets the definition of chronically homeless, and therefore would not be eligible for the project, the agency can request a letter from the CoC Lead, stating that at the time of the vacancy, there were no chronically homeless individuals or families in the CoC and therefore the project is receiving approval to accept the next most vulnerable population based on the HUD Notice: CPD 16-11 titled 'Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Persons in Permanent Supportive Housing'.

While CoC and ESG funded projects are the only projects required to take all referrals from the Housing Prioritization List, all partners who serve the homeless population and are able to take clients from the prioritization list will be encouraged to participate.

Case Conferencing

While it is only permanent housing and rapid rehousing projects that will be taking their referrals from the Housing Prioritization List, Ocean CoC is aware of the unfortunate circumstance, that there is not enough permanent housing and rapid rehousing resources to serve all clients that become homeless throughout the County. For that reason, the Ocean CoC will implement a case conferencing committee. Case conferencing will be utilized to identify options and plans for the clients that are not eligible for traditional resources in the CoC. It is not the intention of the Ocean CoC to allow clients to remain on the Housing Prioritization List for long periods of time, as the case conferencing will be used to identify opportunities for the most vulnerable and hardest to serve clients.

Case conferencing will occur as needed. The case conferences will involve all CoC funded agencies and all other homeless providers who have signed MOUs with the coordinated assessment agency to ensure confidentiality and will focus on the clients on the housing prioritization list that are not currently engaged by a provider for possible housing

opportunities, in efforts to identify specific opportunities or services available to move clients toward permanent housing.

Client Confidentiality

It is the responsibility of all agencies to ensure clients are aware that information will be used to prioritize them for housing opportunities in the community. Each agency is currently advising clients of their rights in relation to the collection of HMIS data and this must be part of that disclosure.

If during case conferencing, names or any identifying information will be shared among the group, the agency must ensure that the client has signed a release of information allowing their information to be shared among the group of providers in attendance.

Outcomes

The Ocean CoC Lead, as managing entity of the Housing Prioritization List is responsible for the tracking and measuring of outcomes related to the Coordinated Assessment Process. The following items will be analyzed to ensure the system is working as intended:

TM Agency Participation

- The CoC Lead is responsible for tracking which projects are submitting information for the Housing Prioritization List, either through HMIS or separately through the electronic Housing Prioritization List submission to ensure that all projects that should be submitting information to have clients included, are
- The CoC Lead will also track which CoC and ESG funded projects are taking clients from the Housing Prioritization List, this will be done to ensure that all clients that should be taking referrals from the system are and that clients are not skipped based on non-eligibility issues

TM Length of Time Clients Remain on the Housing Prioritization List

- Ocean CoC has the goal of helping clients obtain permanent housing as quickly as possible and so will track the length of the time clients remain in projects and on the prioritization list before entering a permanent housing placement

TM Destinations of Clients Being Removed from the Prioritization List

- The overall goal of the Coordinated Assessment System is to assist households in finding permanent housing placements that are appropriate for them based on their housing needs, for that reason, the destinations of all clients that are included on the list will be tracked on a separate document to determine the effectiveness of not only the Coordinated Assessment System but the Ocean County CoC.

**06. CoC's Governance Charter
HMIS Procedures**

Ocean County HPAC (HMIS) Procedures

1. All Ocean County agencies that have access and inputs data to NJHMIS, are required to read and sign NHMIS Collaborative System User Agreement. NJ Housing and Mortgage Finance Agency is the lead agency that monitors this system and provides technical assistance. All questions regarding NJHMIS are submitted directly into the system, through a confidential “Help Desk” to ensure the privacy of client information.
2. Program participant data is collected, via agency application prior to interview and program admission.
3. Upon admission into the program, the selected Ocean County Housing Agency staff will review NJHMIS Client Consent – Release of Information for Data Sharing via NJHMIS with all program participants.
4. Program participants will sign the Client Consent form and identify the “level of information” section, which allocates how much information (demographics, cash disbursements) they would like to share within the NJHMIS system and NJHMIS partner agencies.
5. This form is required to be signed by all program participants. For minors under the age of 18, the guardian/parent must sign the form on their behalf.
6. Once the form is signed, the selected Housing Agency Case Managers will input the data into HMIS and designate their “level of information”.
7. The Client Consent form is valid for 84 months and program participants must sign a new Client Consent form upon the expiration date.
8. At the beginning of each calendar year, the selected Housing Agency staff will update client information to reflect any changes, such as household income and health. Additionally, an annual update is required in all NJHMIS projects every year within 30 days of the client's anniversary of admission.
9. When program participants are discharged, the selected Housing Agency staff will input their discharge date, print a copy of their complete record and attach it with the program participant’s chart.
10. All program participant charts, whether active or discharged, are filed in a locked office and only the selected Housing Agency staff will have access to program participant charts.

07. HMIS Policy and Procedures Manual



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

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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 HIPPA 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 off-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 geocodes.
- 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.
- 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 (\$500.00) 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 Project Manager 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>

<p>Site Administrator</p> <p>(Agency Executive)</p>	<p>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.</p>
<p>Executive Director</p> <p>(Agency Executive)</p>	<p>Same access rights as Site Administrator, but ranked above Site Administrator.</p>

Access Level	Description
<p>Regional or CoC Administrator</p> <p>(Agency Executive)</p>	<p>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.</p>

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.

Ocean County HPAC (HMIS) Procedures

1. All Ocean County agencies that have access and inputs data to NJHMIS, are required to read and sign NHMIS Collaborative System User Agreement. NJ Housing and Mortgage Finance Agency is the lead agency that monitors this system and provides technical assistance. All questions regarding NJHMIS are submitted directly into the system, through a confidential “Help Desk” to ensure the privacy of client information.
2. Program participant data is collected, via agency application prior to interview and program admission.
3. Upon admission into the program, the selected Ocean County Housing Agency staff will review NJHMIS Client Consent – Release of Information for Data Sharing via NJHMIS with all program participants.
4. Program participants will sign the Client Consent form and identify the “level of information” section, which allocates how much information (demographics, cash disbursements) they would like to share within the NJHMIS system and NJHMIS partner agencies.
5. This form is required to be signed by all program participants. For minors under the age of 18, the guardian/parent must sign the form on their behalf.
6. Once the form is signed, the selected Housing Agency Case Managers will input the data into HMIS and designate their “level of information”.
7. The Client Consent form is valid for 84 months and program participants must sign a new Client Consent form upon the expiration date.
8. At the beginning of each calendar year, the selected Housing Agency staff will update client information to reflect any changes, such as household income and health. Additionally, an annual update is required in all NJHMIS projects every year within 30 days of the client's anniversary of admission.
9. When program participants are discharged, the selected Housing Agency staff will input their discharge date, print a copy of their complete record and attach it with the program participant’s chart.
10. All program participant charts, whether active or discharged, are filed in a locked office and only the selected Housing Agency staff will have access to program participant charts.

08. Applicable Sections of Con Plan to Serve Persons
Defined as Homeless Under Other Fed Statutes

Not Applicable

09. PHA Administration Plan

New Jersey Department of Community Affairs
PHA Plan

HOUSING CHOICE VOUCHER PROGRAM

ADMINISTRATIVE PLAN



State of New Jersey
Department of Community Affairs
Division of Housing and Community Resources

State Fiscal Year 2014
(July 1, 2013 – June 30, 2014)



<http://www.nj.gov/dca/divisions/dhcr/>

SELECTION OF HOUSEHOLDS FOR PARTICIPATION

The selection process begins with the program's commitment to exceed the regulatory requirement that not less than 75 percent of the households admitted to the Housing Choice Voucher Program from the program's waiting list must be extremely low-income households. The DCA selection policy then employs a local preference for households that include a person with disabilities and for victims of domestic violence. Residency is a secondary preference that is used to further rank those applicants with a local preference and applicants without a preference. Applicants living in the county jurisdiction and applicants with a household member who works, or who has been hired to work, in the jurisdiction are offered assistance before non-residents of the jurisdiction. The residency preference will not have the purpose or effect of delaying or denying admission because of the applicant's age, race, color, religion, sex, or national origin.

The standards instituted by the DCA for verification of a local preference are presented in Exhibit 5-2.

Applicants who have not claimed a preference are afforded the opportunity to claim a preference at any time while on the waiting list. However, a change from no preference to a local preference will not be implemented without supporting documentation. Applicants are notified of their right to an informal review if their claim of a local preference is denied.

Date of placement on the waiting list is the final criteria used in the selection of applicants.

Applications are placed on the waiting list based on the date the program received the applications.

In selecting applicants for participation, the DCA will first offer assistance to Tier I applicants. If there are no Tier I applicants on the jurisdiction's waiting list, assistance is offered to Tier II applicants. If there are no Tier II applicants on the waiting list, assistance is offered to Tier III applicants.

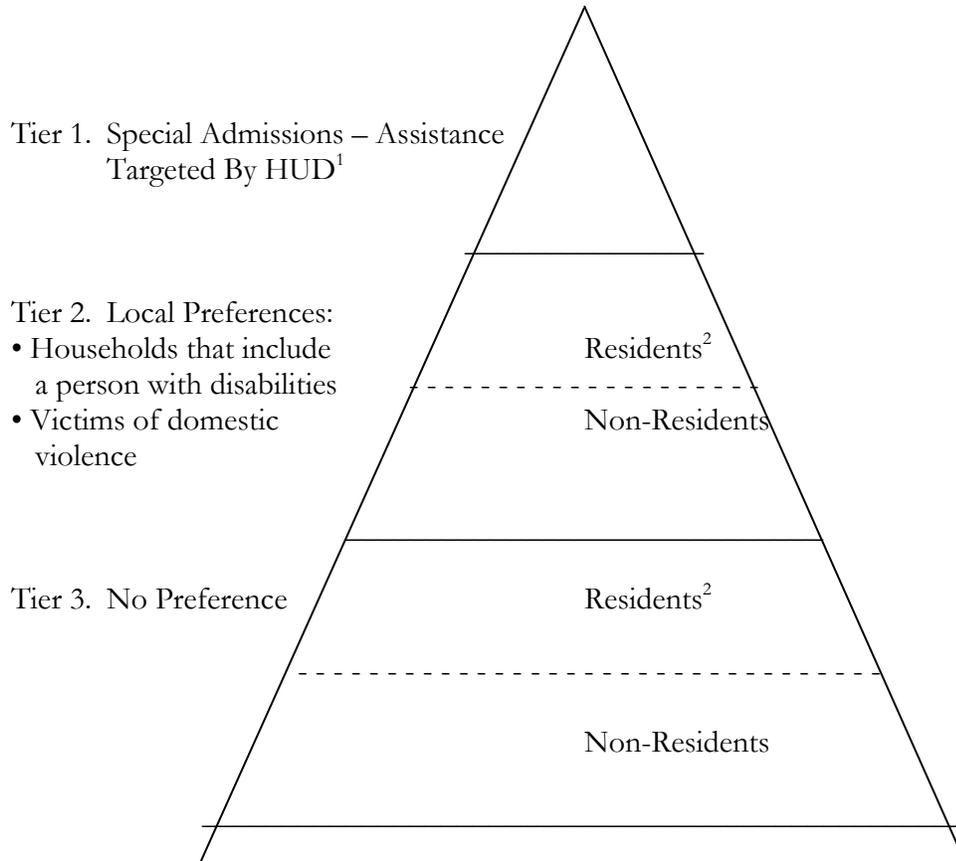
Applicants selected from the waiting list must provide all required documentation within fifteen (15) business days of the date of the notice from the Housing Choice Voucher Program. Extenuating circumstances will be considered to provide a reasonable accommodation on a case-by-case basis.

Programs that require variations to the standard selection policy are identified in Exhibit 5-4.

Single Member Households

In accordance with 24 C.F.R. §982.207, *Waiting list: Local preferences in admission to program*, the DCA provides a preference for the admission of single persons who are age 62 or older, or persons with disabilities over other single persons.

ILLUSTRATION OF THE DCA'S APPLICANT SELECTION POLICY



¹ The DCA will select a household that is not included on the waiting list, or without considering the household's waiting list position, if HUD awards the program funding that is targeted for households living in specified units.

² Applicants with a household member who works or who has been hired to work in the county jurisdiction are treated as residents of the county jurisdiction.

Verification Standards for the Local Preferences

All documents received to verify a local preference must be dated and current. To be considered “current” a document must not be dated more than sixty (60) days before the issuance date of a Voucher to an applicant household. All certifications from a third party (including facsimile transmissions) must be on the agency’s letterhead, dated and signed by the appropriate representative of the agency. If verifications are more than sixty (60) days old before a Voucher is issued, new written verifications must be obtained.

Households That Include a Person with Disabilities

1. Documentation from the Social Security Administration that a member of the household is a disabled person who is receiving Social Security Disability or Supplemental Security Income benefits; or
2. Certification from a physician, on a *Certification of Disability* form (Exhibit 5-3), that a member of the household is a person with disabilities.

Victims of Domestic Violence

Official correspondence from a social services agency, the local police department, a court of competent jurisdiction, a clergyman, a physician, or a public or private facility that provides shelter or counseling to victims of domestic violence that the applicant:

1. Is currently living in a housing unit in which a member of the household engages in such violence. The actual or threatened violence must be of a continuing nature or have occurred within the past 120 days; or
2. The applicant has been displaced because of domestic violence and is not currently residing in standard, permanent replacement housing.

09. PHA Administration Plan

Collaborative Support Programs of NJ/CEC PHA Admin Plan

5. SELECTION OF HOUSEHOLDS FOR PARTICIPATION

The selection process begins with the regulatory requirement that not less than 75% of the applicants, initially admitted for participation, must have annual incomes at or below 30% of the area median income established by HUD. CEC then employs a multi-tiered system of “preferences” (see EXHIBIT 5-1) to determine the order of selection among those applicants who are otherwise eligible (see 24 CFR 983.201).

CEC has established the following Critical Housing Needs definitions: Homelessness. Applications, which indicate a CHN preference, are placed on the waiting list in chronological order. The standards instituted by CEC for verification of a CHN preference are presented in EXHIBIT 5-2. Once verified, the applicant is not required to verify a CHN preference unless CEC has evidence that the applicant no longer qualifies for a CHN preference or 60 days has elapsed since the initial verification.

CEC has established primary "ranking preferences" to prioritize selection of those applicants who have claimed a CHN preference. These ranking preferences are used to support a number of area-wide initiatives in conjunction with specific programs of HUD and, CEC. Residency is a secondary ranking preference and is used to further rank those applicants with a CHN preference and applicants with a CHN preference and a primary ranking preference. Applicants living in the county jurisdiction, and applicants with a household member who works or who has been hired to work in the jurisdiction is offered assistance before non-residents of the jurisdiction. The residency preference will not have the purpose or effect of delaying or denying admission based on race, ethnicity, etc. as required by 24 CFR 982.202 (b)(3).

The standards instituted by CEC for verification of the primary ranking preferences are presented in EXHIBIT 5-3. Once verified, the applicant is not required to reverify a ranking preference unless the program has evidence that the applicant no

longer qualifies for a ranking preference or 60 days has elapsed since the initial verification.

Applicants without a CHN preference are afforded the opportunity to claim a CHN preference at any time while on the non-preference waiting list. However, a change from a non-CHN preference to a CHN preference or to a CHN preference and ranking preference will not be implemented without supporting documentation. Applicants are notified (EXHIBIT 5-6) of their right to an informal review if their claim of a CHN or ranking preference is denied.

APPLICANT SELECTION POLICY

CEC's applicant selection policy has been designed as a multi-tiered system and it is used to rank applications included on the waiting list. An illustration of this is presented in EXHIBIT 5-1.

Highest priority, Tier I, is given to special admissions as defined by HUD in 24 CFR Section 982.203. AS CEC runs only a Mainstream Section 8 Program, all applicants must include a disabled head of household in order to meet the criteria for assistance.

The second highest priority, Tier II, is given to applicants who have claimed and can a CHN preferences and a ranking preference. Ranking preferences include:

1. Households that are residents of the county in which the voucher funding is available.
2. Households that include a member who works or has been offered employment within the county in which the voucher funding is available.

These primary ranking preferences are equal. Date of placement on the waiting list is the final criteria used in the selection of this group of applicants. Applications are placed on the waiting list based on the date of the postmark on the applications received by CEC.

Tier III status is assigned to applicants who have claimed one of the CHN preferences. Date of placement on the waiting list is the final criteria used in the

selection of this group of applicants.

Households who do not claim any one of the CHN preferences are ranked in Tier IV.

In selecting applicants for participation, CEC will first offer assistance to Tier I applicants; if there are no Tier I applicants on the jurisdiction's waiting list, then Tier II applicants will be offered assistance. If there are no Tier II applicants on the waiting list, assistance will be offered to Tier III applicants. If there are no Tier III applicants on the waiting list, assistance will be offered to Tier IV applicants.

Applicants selected from the waiting list must provide all required documentation to CEC within Fourteen calendar days of the date of the notice from the Section 8 Program. Extenuating circumstances will be considered to provide reasonable accommodation on a case-by-case basis.

EXHIBIT 5-1

ILLUSTRATION OF CSP-NJ'S APPLICANT SELECTION POLICY

Tier I Special Admissions: Assistance Targeted by HUD*		
	-	
Tier II CHN Preference and Ranking Preference	Residents**	
	Non-residents	
	-	
Tier III CHN Preference	Residents**	
	Non-residents	
	-	
Tier IV No Preference	Residents**	
	Non-residents	

* Special Admissions. CEC will select a household that is not included on the waiting list, or without considering the household's waiting list position, if HUD awards the program funding that is targeted for households living in specified units.

** Residency. Applicants with a household member who works or who has been hired to work in the county jurisdiction are treated as residents of the county jurisdiction.

**VERIFICATION STANDARDS FOR CEC'S
CRITICAL HOUSING NEEDS (CHN) PREFERENCES**

CEC gives preference for the admission of applicants to the Section 8 Housing Program who have claimed and verified one of the CHN preferences. All documents submitted for the verification of a CHN preference must be dated and current. Documentation is current when it is dated not more than 60 days from a specified deadline: (1) If verification of a CHN preference is required when submitting an Application for Section 8 Housing Assistance, the deadline is based upon the date that the application is received; (2) For selection, the deadline is based upon the issuance date of a voucher. When a certification is required from a governmental, social services or any other agency, it must be provided on the agency's letterhead with the name, title and telephone number of the agency representative making the certification.

HOMELESS

A homeless household includes any person or household that:

1. Lacks a fixed, regular and adequate nighttime residence; **and**
2. Has a primary nighttime residence that is:
 - (i) A supervised publicly or privately operated shelter including welfare hotels, congregate shelters and transitional housing;
 - (ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (iii) A place not designed for, or ordinarily used as, a regular sleeping accommodation.

Verification that an applicant is homeless consists of official correspondence from a public or private facility that provides shelter for such households or from the local police department or a social services agency.

VERIFICATION STANDARDS FOR CEC'S RANKING PREFERENCES

Ranking preferences are used by CEC to select among applicants that have verified a CHN preference. Written certification of a ranking preference must be provided on the appropriate agency's letterhead, the certification letter must be signed and dated by an authorized agency representative, and it must be current as defined for the CHN preferences.

A) Household That Includes a Person With Disabilities

The applicant must submit his/her Application for Section 8 Mainstream Housing Assistance along with:

1. Verification of one of the CHN preferences; and
2. Documentation from the Social Security Administration that a member of the household is a disabled person who is receiving Social Security Disability or Supplemental Security Income benefits; or
3. Certification from a physician, on a Verification of Disability form (EXHIBIT 5-4), that a member of the household is disabled.

EXHIBIT 5-4

COMMUNITY ENTERPRISES CORPORATION

VERIFICATION OF DISABILITY FORM

Re: _____
(name of person claiming disability)

The above-referenced person is a member of a household that has applied to participate in a federally assisted housing program administered by Community Enterprises Corporation. To determine program eligibility, we must verify whether he/she is a "person with disabilities" as defined by the U.S. Department of Housing and Urban Development (HUD).

As defined by the HUD regulations (24 CFR, Part 5, Subpart D), a "person with disabilities

(1) Means a person who:

- (i) Has a disability, as defined by U.S.C. 423*;
- (II) Is determined, pursuant to HUD regulations, to have physical, mental, or emotional impairment that; (a) is expected to be of long-continued and indefinite duration; (b) substantially impedes his or her ability to live independently; and (c) is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- (III) Has a developmental disability as defined in 42 U.S.C. 6001**.

(2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;

(3) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and

(4) Means 'individual with handicaps', as defined in 24 DRF 8.3***, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

CERTIFICATION OF DISABILITY

I certify that the above referenced persons is ___ is not ___ a "persons with disabilities" according to the above definition.

Name: _____

Address: _____

T e l e p h o n e

Number: _____

A g e n c y :

Signature _____ Date: _____

Exhibit 5 - 4

* In 42 U.S.C., the term *disability* means:

- (A) Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
- (B) In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in 42 CFR 416 (i)(1), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

** *Developmental disability* means a severe, chronic disability of a person 5 years of age or older which;

- (A) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (B) Is manifested before the person attains age twenty-two;
- (C) Is likely to continue indefinitely;
- (D) Results in substantial functional limitations in three or more of the following areas of major life activity: (i) self-care; (ii) receptive and expressive language; (iii) learning; (v) mobility; (v) self-direction; (vi) capacity for independent living, and (vii) economic self-sufficiency; and
- (E) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, a treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial development delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.

*** *Individual with handicaps* means any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment. The term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

Exhibit 5 - 5

NOTICE OF CHANGE IN PREFERENCE

APPLICANT'S NAME _____

ADDRESS _____

CITY, STATE AND ZIP CODE

Re: Application Number A-A9999

Dear Mr./Ms. _____:

The Section 8 Housing Program has performed a review of your Application for Section 8 Housing Assistance, and any supporting documentation. It was determined that your household's current circumstances required a change in your position on the waiting list.

Your household's Application for Section 8 Housing Assistance remains on the _____(name of county) County waiting list, but your position on the waiting list has been downgraded because (Specify the reason why the applicant's claim of a selection preference was denied).

If you believe that this determination is incorrect, an informal review may be requested by writing within ten calendar days of the date of this letter. Your request must be sent to:

Housing Director
CEC
11 Spring ST
Freehold, NJ 07728

Sincerely,

TITLE

EXHIBIT 5-7

SELECTION PREFERENCE CODES

- A. Homeless Disabled Households
- B. Homeless, Elderly Households
- C. Homeless Households
- D. Homeless Households
- P. Household That Includes a Person With Disabilities
- Q. Local Preference
- R. Disabled Household Without a C.H.N. Preference
- S. Elderly Household Without a C.H.N. Preference
- T. Reserved
- U. Reserved
- V. Low-Income Household Without a C.H.N. Preference
- W. Reserved
- X. Reserved
- Y. Reserved
- Z. Reserved

10. CoC-HMIS MOU

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.

11. CoC Written Standards for Order of Priority

PSH Written Standards

Ocean County Homeless Prevention and Assistance Coalition

Program Requirements for CoC funded Projects

Prioritization

CoC funded Permanent Supportive Housing Projects shall fill program vacancies according to the prioritize as defined in the HUD Notice CPD-14-012. Permanent Supportive Housing Programs shall serve those with the longest histories of homelessness and most severe need according to the CoC approved assessment tool.

CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless

- First Priority – Chronically homeless individuals or families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode) and most severe need
- Second Priority – Chronically homeless individuals and families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Chronically homeless individuals and families with the most severe needs
- Fourth Priority – All other chronically homeless individuals and families

CoC funded Permanent Housing Beds NOT Dedicated or Prioritized for the Chronically Homeless

- First Priority – Homeless individuals and families with the most severe need
- Second Priority – Homeless individuals and families with a disability and the longest period of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Homeless individuals and families with a disability coming from streets, safe havens or emergency shelters
- Fourth Priority – Homeless individuals and families with a disability coming from transitional housing

Housing First

CoC funded programs must operate in accordance with a Housing First Philosophy as defined below.

- Low barrier admission criteria – programs must maintain low barrier admission criteria based on program regulation criteria. Programs should not screen out individuals or families based on the following:
 - Limited or no income
 - Active or past substance use
 - Poor credit
 - Experience with domestic violence
 - Criminal background (except as prohibited by federal or state regulations such as manufacturing or selling Methamphetamines, or Meghan’s Law status)
 - Refusal to participate in services
 - Eviction or program termination history

Ocean County Homeless Prevention and Assistance Coalition

- Any other criteria outside of state or federal program regulations governing program operation
- Prioritize rapid placement in housing – Once participants have been enrolled, the immediate program focus should be on securing stable permanent housing based on household needs. Participation in services or treatment should be a secondary focus until the household has been placed in permanent housing.
- Client driven services – Service Plans and service provision should be directed by program participants in accordance with needs they have identified. Programs may use evidence based practices such as motivational interviewing to assist participants in recognizing critical areas of service need. However, services should be defined by program participants and provided at a pace set by program participants as opposed to pre-defined or agency driven service plans
- Relaxed Termination Policies – Programs should work to retain participant enrollment in the program to the greatest extent possible. Termination criteria should be based on federal and/or state program requirements governing the project. Program goals should include participant retention, and program services should be geared around addressing issues threatening housing stabilization and program retention. Programs should refrain from terminating participant for any of the following criteria:
 - Eviction
 - Failure to pay rent (within reason)
 - Substance use
 - Failure to participate in services or progress in meeting service plan goals
 - Experience with domestic violence
 - Other infractions not contained in a standard lease agreement

11. CoC Written Standards for Order of Priority

Coordinated Assessment Policy

Ocean County Interagency Council on Homeless Coordinated Assessment Policies and Procedures

Purpose

The Ocean County Continuum of Care coordinated assessment system was created to assist the homeless in Ocean County to access services, specifically related to permanent housing and to ensure that those households with the highest needs and longest lengths of homelessness were being prioritized for appropriate permanent housing opportunities in the community.

These policies and procedures outline how the coordinated assessment system is structured and how it should be implemented.

Background and Need

Within the current system in Ocean County when a household becomes homeless there are many doors through which they could enter the homeless service system. Households may receive different services and housing options depending on which agency they first seek assistance. The current system also has housing options presented to clients based on availability instead of based on the overall need of the client and other clients in the community, making it more of a first come, first serve process for households seeking permanent housing.

A thorough assessment and housing prioritization process will allow the Ocean County CoC to assist households with the resources they truly need. Moreover, the current system, which sometimes requires households to jump from one agency to another prevents the County from being able to assess the CoC's effectiveness as well as the current gaps in services. By taking the time to evaluate each household's need throughout the community, rather than focusing solely on where there is space for them, will provide a much clearer picture of what other types of services and funding are needed by the community to serve the households that are seeking assistance.

The coordinated assessment system requires a shift in the way agencies are determining level of need and accepting referrals for their projects, however, the reality is that resources continue to be cut as the need continues to grow. It is therefore critical that the Ocean County CoC is increasingly thoughtful and targeted about using available resources.

Overview of the Coordinated Assessment System

In Ocean County, the coordinated assessment process has been structured to ensure that all households experiencing homelessness, meaning those currently in an emergency shelter, in a transitional housing project, or unsheltered, are assessed using a standardized assessment tool to determine the level of need of each individual household.

From the scores associated with the assessment tool, the CoC Lead will create a Housing Prioritization List which will prioritize each household based on the information gathered in the assessment. All permanent housing and rapid rehousing projects funding through the CoC and ESG will then utilize this prioritization list to take the neediest and most appropriate household to fill their vacancy. This process will prevent households from having to apply to each permanent

housing project, and will allow permanent housing projects to more quickly fill vacancies with appropriate clients in the community.

Accessibility

The Coordinated assessment tools, referrals, and access to homeless prevention information and homeless housing providers is available through one site located centrally in the region so that individuals and families have a location from which they can access housing and services. Physical sites provide standardized access to housing and services in conjunction with the specialized service delivery that is appropriate for high-priority subpopulations like veterans, youth, and individuals and families fleeing domestic violence. The coordinated assessment agency offers information and referral services to any individual or family seeking housing services and refers literally and imminently homeless households to housing providers upon availability of housing.

The coordinated assessment agency has the ability to engage individuals with varying problems such as a language barrier, or disability using available resources in the community. Mobile services will be provided through the utilization of a van to facilitate services for those residents living in remote areas of the county where transportation is limited. The coordinated assessment agency will establish a toll-free number clients in need may phone after hours in order to initiate services; all calls will be returned within a 24 hour period.

Assessment Tool

Ocean County Continuum of Care has created a Housing Prioritization Tool (HPT) that it will be utilizing to prioritize households in their coordinated assessment system. The Housing Prioritization tool collects information about various health and social needs of each household to evaluate their vulnerability and level of service need. The tool considers factors such as:

- The extent of a household's homelessness
- Health care concerns/emergency room visits
- Interactions with the police and law enforcement
- Mental health disabilities or issues
- History or active substance use/abuse
- History or current experiences of domestic violence
- Veteran Status
- Income Sources

The Housing Prioritization Tool uses the responses to the questions related to the factors above to provide a score that identifies the vulnerability of the client. The higher the HPT score the household receives, the higher the level of intervention they will most likely need to maintain permanent housing and avoid additional episodes of homelessness.

Completing the Assessments

The coordinated assessment agency will be completing the Housing Prioritization Tool on all referrals. The HPT will be completed upon referral as quickly as possible for all clients and will be completed in HMIS for all HMIS participating projects. Any project that does not participate

in HMIS or has projects that are not included in HMIS must complete a paper or electronic version of the HPT and maintain completed assessment forms for their individual clients.

While it is ideal that all clients who will be included in the Housing Prioritization List will already be connected with a sheltering program or street outreach team, the CoC is aware that some clients may be most comfortable seeking services at agencies that are not a sheltering or outreach team. For this reason, any agency that engages a client that is currently unsheltered and should be included in the Housing Prioritization List, will refer that client to the coordinated assessment agency for the CoC. The coordinated assessment agency will then complete the HPT for the client to ensure that if it is appropriate, they will be included on the Housing Prioritization List and will be prioritized for housing opportunities.

Housing Prioritization List

In order to effectively utilize the completed assessment and to create cross program coordination for accepting referrals, the Ocean CoC coordinated assessment agency, will maintain the CoC's Housing Prioritization List. This list will be used to identify which clients in the CoC are the most vulnerable and the most in need of housing opportunities based on the prioritization of the CoC, outlined below. The prioritization list will be composed by the Coordinated Assessment Agency, on a weekly basis, by pulling the report directly from HMIS.

The prioritization list will be confidential, as there will be no identifying information included on the list. The categories that will be included are:

- Client ID
- Household Type
- Number of Household Members
- Head of Household's Current Age
- Head of Household's Gender
- Household's Chronic Homeless Status
- If the Head of Household is Disabled
- If Another Member of the Household is Disabled
- If the Household has a Veteran
- Housing Prioritization Score
- Current Homeless Location
- Length of the Time the Household has been in their Current Homeless Situation
- Agency to Contact for Referral
- Notes

The clients that will be included on the housing prioritization list will only be those that meet HUD's definition of literally homeless, which includes households currently housed in an emergency shelter or transitional housing project, or households that are currently in a place not meant for habitation. The CoC will do an analysis of the Housing Prioritization List after implementation to determine if the list should be expanded to include household's that are at-risk or in doubled up situations.

Prioritization

While the primary prioritization of the Ocean County Coordinated Assessment System will be based on the score the household receives from the Housing Prioritization Tool, the Ocean CoC has added additional prioritization to the Housing Prioritization List.

CoC funded Permanent Supportive Housing Projects shall fill program vacancies according to the prioritize as defined in the HUD Notice CPD-14-012. Permanent Supportive Housing Programs shall serve those with the longest histories of homelessness and most severe need according to the CoC approved assessment tool.

CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless

- First Priority – Chronically homeless individuals or families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode) and most severe need
- Second Priority – Chronically homeless individuals and families with the longest history of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Chronically homeless individuals and families with the most severe needs
- Fourth Priority – All other chronically homeless individuals and families

CoC funded Permanent Housing Beds NOT Dedicated or Prioritized for the Chronically Homeless

- First Priority – Homeless individuals and families with the most severe need
- Second Priority – Homeless individuals and families with a disability and the longest period of homelessness (continuous or episodic based on the cumulative time from each episode)
- Third Priority – Homeless individuals and families with a disability coming from streets, safe havens or emergency shelters
- Fourth Priority – Homeless individuals and families with a disability coming from transitional housing

Once the CoC Lead composes the final Housing Prioritization List each week, the list will be sorted in the order identified above. This will ensure that populations that have the highest needs and options available will be prioritized when housing providers are seeking referrals.

Referrals

One of the goals of the Ocean County Coordinated Assessment and Housing Prioritization System was to streamline the way clients have to apply for permanent housing opportunities in the community. For this reason, instead of the current system, where clients have to apply for each permanent housing project and possibly wait on lists for each project, when an opening occurs or a new project comes on line, that specific project will utilize the Housing Prioritization List to fill its vacancies.

Within 30 days of an anticipated date of vacancy of a unit, housing providers will notify and provide the eligibility criteria to the Coordinated Access Agency with maximum capacity and unit size required. Once the Housing Prioritization Tool is complete, Referrals will be made available through secure a electronic method or HMIS, this eliminates the need for clients to complete applications for each separate program since permanent housing projects will only accept applications from clients that seem to

be eligible for the project and only when a vacancy is available. A referral packet will be forwarded to the housing provider who will attempt client contact within 24 hours or the next business day and will be required to begin the interview process within ten (10) business days of receipt of the packet, complete a basic background check (48 hours) and will be responsible to identify the location and times of the intake interview which are convenient for the referred client. Housing providers will notify the Coordinated access agency of acceptance or denial of the referral within seven (7) business days using the attached acceptance/denial forms. After daily contacts are attempted for seven (7) consecutive business days, and no contact is made, that applicant will be bumped down one spot on the list and contact for the next applicant will be attempted. If no contact is made within 45 days, that applicant will be bumped to the back of the list.

All ESG and CoC funded permanent housing and rapid rehousing projects must take all referrals for open units in their projects from the Housing Prioritization List in this manner. Since this is such an important aspect of the prioritization list, all CoC and ESG projects will be monitored on their utilization of the prioritization list and project's that do not utilize the list will risk a loss of funding.

Through the work of the agencies in the CoC, Ocean County has made significant progress towards ending homelessness among its veteran and chronically homeless population. While this is true, there are many projects that have dedicated beds to the chronically homeless. If, upon seeking a referral from the Housing Prioritization List, the project does not find a client who meets the definition of chronically homeless, and therefore would not be eligible for the project, the agency can request a letter from the CoC Lead, stating that at the time of the vacancy, there were no chronically homeless individuals or families in the CoC and therefore the project is receiving approval to accept the next most vulnerable population based on the HUD Notice: CPD 16-11 titled 'Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Persons in Permanent Supportive Housing'.

While CoC and ESG funded projects are the only projects required to take all referrals from the Housing Prioritization List, all partners who serve the homeless population and are able to take clients from the prioritization list will be encouraged to participate.

Case Conferencing

While it is only permanent housing and rapid rehousing projects that will be taking their referrals from the Housing Prioritization List, Ocean CoC is aware of the unfortunate circumstance, that there is not enough permanent housing and rapid rehousing resources to serve all clients that become homeless throughout the County. For that reason, the Ocean CoC will implement a case conferencing committee. Case conferencing will be utilized to identify options and plans for the clients that are not eligible for traditional resources in the CoC. It is not the intention of the Ocean CoC to allow clients to remain on the Housing Prioritization List for long periods of time, as the case conferencing will be used to identify opportunities for the most vulnerable and hardest to serve clients.

Case conferencing will occur as needed. The case conferences will involve all CoC funded agencies and all other homeless providers who have signed MOUs with the coordinated assessment agency to ensure confidentiality and will focus on the clients on the housing prioritization list that are not currently engaged by a provider for possible housing

opportunities, in efforts to identify specific opportunities or services available to move clients toward permanent housing.

Client Confidentiality

It is the responsibility of all agencies to ensure clients are aware that information will be used to prioritize them for housing opportunities in the community. Each agency is currently advising clients of their rights in relation to the collection of HMIS data and this must be part of that disclosure.

If during case conferencing, names or any identifying information will be shared among the group, the agency must ensure that the client has signed a release of information allowing their information to be shared among the group of providers in attendance.

Outcomes

The Ocean CoC Lead, as managing entity of the Housing Prioritization List is responsible for the tracking and measuring of outcomes related to the Coordinated Assessment Process. The following items will be analyzed to ensure the system is working as intended:

™ Agency Participation

- The CoC Lead is responsible for tracking which projects are submitting information for the Housing Prioritization List, either through HMIS or separately through the electronic Housing Prioritization List submission to ensure that all projects that should be submitting information to have clients included, are
- The CoC Lead will also track which CoC and ESG funded projects are taking clients from the Housing Prioritization List, this will be done to ensure that all clients that should be taking referrals from the system are and that clients are not skipped based on non-eligibility issues

™ Length of Time Clients Remain on the Housing Prioritization List

- Ocean CoC has the goal of helping clients obtain permanent housing as quickly as possible and so will track the length of the time clients remain in projects and on the prioritization list before entering a permanent housing placement

™ Destinations of Clients Being Removed from the Prioritization List

- The overall goal of the Coordinated Assessment System is to assist households in finding permanent housing placements that are appropriate for them based on their housing needs, for that reason, the destinations of all clients that are included on the list will be tracked on a separate document to determine the effectiveness of not only the Coordinated Assessment System but the Ocean County CoC.

12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes

Not Applicable

13. HDX - System Performance Measures

2017 HDX Competition Report

PIT Count Data for NJ-510 - Lakewood Township/Ocean County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	429	224
Emergency Shelter Total	306	122
Safe Haven Total	0	0
Transitional Housing Total	69	59
Total Sheltered Count	375	181
Total Unsheltered Count	54	43

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	73	24
Sheltered Count of Chronically Homeless Persons	57	8
Unsheltered Count of Chronically Homeless Persons	16	16

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	78	34
Sheltered Count of Homeless Households with Children	78	34
Unsheltered Count of Homeless Households with Children	0	0

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	14	2	6
Sheltered Count of Homeless Veterans	10	1	1
Unsheltered Count of Homeless Veterans	4	1	5

2017 HDX Competition Report

HIC Data for NJ-510 - Lakewood Township/Ocean County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	67	27	12	30.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	60	39	12	57.14%
Rapid Re-Housing (RRH) Beds	4	0	1	25.00%
Permanent Supportive Housing (PSH) Beds	152	0	107	70.39%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	283	66	132	60.83%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	28	23

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	3	1

2017 HDX Competition Report

HIC Data for NJ-510 - Lakewood Township/Ocean County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	12	4

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for NJ-510 - Lakewood Township/Ocean County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	83	98	18	18	0	17	19	2
1.2 Persons in ES, SH, and TH	115	118	52	54	2	26	21	-5

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	98	-	23	-	-	19	-
1.2 Persons in ES, SH, and TH	-	118	-	62	-	-	22	-

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	6	0	0%	0	0%	0	0%	0	0%
Exit was from ES	0	0		0		0		0	
Exit was from TH	11	1	9%	2	18%	0	0%	3	27%
Exit was from SH	0	0		0		0		0	
Exit was from PH	179	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	196	1	1%	2	1%	0	0%	3	2%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	605	429	-176
Emergency Shelter Total	561	306	-255
Safe Haven Total	0	0	0
Transitional Housing Total	27	69	42
Total Sheltered Count	588	375	-213
Unsheltered Count	17	54	37

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	115	121	6
Emergency Shelter Total	83	101	18
Safe Haven Total	0	0	0
Transitional Housing Total	38	27	-11

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	35	21	-14
Number of adults with increased earned income	4	1	-3
Percentage of adults who increased earned income	11%	5%	-6%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	35	21	-14
Number of adults with increased non-employment cash income	3	2	-1
Percentage of adults who increased non-employment cash income	9%	10%	1%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	35	21	-14
Number of adults with increased total income	7	3	-4
Percentage of adults who increased total income	20%	14%	-6%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	9	15	6
Number of adults who exited with increased earned income	0	0	0
Percentage of adults who increased earned income	0%	0%	0%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	9	15	6
Number of adults who exited with increased non-employment cash income	0	1	1
Percentage of adults who increased non-employment cash income	0%	7%	7%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	9	15	6
Number of adults who exited with increased total income	0	1	1
Percentage of adults who increased total income	0%	7%	7%

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	108	107	-1
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	4	10	6
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	104	97	-7

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	135	122	-13
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	4	10	6
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	131	112	-19

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FY2016 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

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FY2016 - Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	145	113	-32
Of persons above, those who exited to temporary & some institutional destinations	11	1	-10
Of the persons above, those who exited to permanent housing destinations	61	11	-50
% Successful exits	50%	11%	-39%

Metric 7b.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	102	102	0
Of the persons above, those who exited to permanent housing destinations	70	61	-9
% Successful exits	69%	60%	-9%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	134	120	-14
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	102	106	4
% Successful exits/retention	76%	88%	12%

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FY2016 - SysPM Data Quality

NJ-510 - Lakewood Township/Ocean County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

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	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	40	40	37	29	12	12	12	21	89	140	134	161	21	23	2	12				
2. Number of HMIS Beds	0	0	0	1	12	12	12	12	60	60	94	112	21	23	0	0				
3. HMIS Participation Rate from HIC (%)	0.00	0.00	0.00	3.45	100.00	100.00	100.00	57.14	67.42	42.86	70.15	69.57	100.00	100.00	0.00	0.00				
4. Unduplicated Persons Served (HMIS)	0	0	87	102	37	27	38	27	100	104	118	109	0	0	0	0	0	0	10	16
5. Total Leavers (HMIS)	0	0	80	94	28	17	28	15	21	13	25	31	0	0	0	0	0	0	3	14
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	0	2	6	1	0	2	7	9	5	1	9	0	0	0	0	0	0	0	6
7. Destination Error Rate (%)			2.50	6.38	3.57	0.00	7.14	46.67	42.86	38.46	4.00	29.03							0.00	42.86

2017 HDX Competition Report

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/5/2017	Yes
2017 HIC Count Submittal Date	5/5/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes