Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for reviewing the following:

 1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
 2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
 3. All information provided to ensure it is correct and current.
 4. Responses provided by project applicants in their Project Applications.
 5. The application to ensure all documentation, including attachment are provided.
 6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 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: NJ Housing Mortgage Finance Agency

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting 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
EMS/Crisis Response Team(s)	Yes	Yes
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	No
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	No
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	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
N/A	Not Applicable	No

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

The CoC has bi-monthly full membership meetings and monthly sub-committee meetings. Full membership and subcommittee meetings are open to the public with all interested stakeholders having freedom to attend meetings as they see fit. The CoC meeting schedule is published on the CoC website and monthly meeting reminders are sent to a community listserv with information about upcoming meetings. The CoC email list includes all persons who have attended a CoC meeting in the past as well as any person requesting information about the CoC.

Strategies to address barriers and needs are developed through the subcommittees: Permanent Housing, Data, Coordinated Assessment Case Conferencing, Youth and Families, Point in Time and Veterans. Each committee includes CoC members and interested community stakeholders that may or may not be members. All persons participating in subcommittee meetings can provide input in the strategies to be implemented by the CoC. Subcommittee recommendations are shared with the CoC full membership for further discussion and submitted to the CoC Exec Committee for review and approval. For example, the permanent housing committee identified a need to expand permanent housing options connected to the system and made the recommendation of securing partnerships with mobile/manufactured home lots to target housing resources to the homeless. The data committee identified HMIS coverage rates being impacted by funding constraints and staffing capacity. The Exec committee is researching funding options to offset the cost of HMIS participation and is partnering with local universities to secure interns to assist with data entry.

The Exec Committee also does targeted outreach to community members to expand the perspective on strategies to address homelessness. The Exec committee met with a group of clergy interested in establishing a County Homeless Trust Fund. The Exec committee discussed the need and ways to build support for the initiative.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.

(limit 2,000 characters)

Agencies interested in becoming members of the CoC must participate in 3 consecutive full membership or subcommittee meetings and submit a request for membership. With their membership request, interested parties must submit a short bio and their reason for wanting to join the CoC. The membership request is reviewed and approved by the Executive Committee. Membership requests may be submitted at anytime.

The CoC Executive Committee encourages stakeholders to consider membership in the CoC at all CoC and human service related meetings held in the community. During the bi-monthly full membership CoC meetings the CoC Lead invites interested agencies to join the CoC and provides them with background information on CoC membership. There is also a link on the CoC website with membership information for any stakeholder interested in joining. Membership invitations occur throughout the year however the CoC dedicates time during the annual meeting to make and official request for CoC membership.

The CoC Executive Committee and subcommittee chairs conduct specialized outreach to encourage key stakeholders to participate in the CoC planning process. The Youth and Families committee has secured participation from local colleges while the Coordinated Assessment committee conducts regular outreach to housing developers and landlords. The Executive Committee has met with outreach agencies and sheltering programs to help identify homeless or formerly homeless persons who may be interested in participating in the CoC planning process.

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)

The CoC released a request for proposals on June 21, 2018. The request was released by email and posted on the CoC website. In addition the CoC discussed the upcoming request for proposals at the May CoC meeting. The request for proposals included the funding priorities for new and renewal projects, the application and scoring criteria. The CoC held a webinar technical assistance session on June 29, 2018 to inform all interested applicants of the eligible funding activities, CoC funding priorities and hw to complete the local selection process.

Renewal projects are evaluated on performance, monitoring results for compliance with HUD regulations, use of Housing First and participation in the Coordinated Assessment Process. Project expenditure rates over the last 3 years as well as overall program performance and monitoring scores are taken into consideration to determine whether funding will be reallocated from renewal projects. New projects are scored based on the project application submitted and take into consideration agency experience with the target population or target services, program design, budget and leveraging, and proposed performance measures. New projects also include a review of proposed

implementation timeline and agency capacity to successfully implement the program. New and renewal projects are scored based on separate scoring scales. Final program scores are a percentage of points received for each respective scoring scale allowing for comparative review and rank of new and renewal projects.

While the CoC did not include funding for new agencies in the 2018 process, the CoC routinely makes funding available for new projects and considers applications from all interested agencies regardless of whether they have received HUD funding in the past. The CoC works to support new agencies through the technical assistance session and the CoC lead is available to answer questions of agencies unfamiliar with the CoC process.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

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
Funding Collaboratives	Not Applicable
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
 (1) consulted with ESG Program recipients in planning and allocating ESG funds; and
 (2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
 (limit 2,000 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. This

past year DCA held several targeted meetings with CoC representatives to discuss coordination of ESG funded programs with the local CoC planning process. CoC Executive Committee members participated in these meetings providing input about the local funding priorities and ways to coordinated planning activities with DCA.

DCA also 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-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?   Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?   Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 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 are members of the CoC.

All persons seeking assistance are asked questions regarding their safety needs during the initial engagement. Any person/household identifying a DV or other safety issue is 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.

Households with an immediate safety risk are served through the DV programs in the community. 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 provide aggregate reports to the CoC regarding the needs of the community at bimonthly CoC meetings.

With the implementation of the Coordinated Entry process the DV providers complete the standard assessment on clients they serve and submit de-identified assessments to the Coordinated Entry Agency for inclusion in the CoC-wide housing priority list. When appropriate housing opportunities are identified for DV victims on the list the Coordinated Assessment Agency sends the housing information to the DV provider so they can discuss the options with the client. If the client chooses to take advantage of the housing opportunity, the DV provider works with the client to complete the housing application and placement process. If a client declines housing options for any reason, they remain on the list and are eligible to take advantage of the next opportunity that comes up.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC coordinates trainings regarding provision of service to victims of domestic violence on an annual basis for all CoC member agencies. The trainings are held at the full membership meetings and staff from CoC funded programs and the Coordinated Assessment Agency must attend the meetings. The training on serving victims of Domestic Violence is provided by the DV agency in the community and covers recognizing victims of DV, safety planning, trauma informed care and client empowerment.

The Coordinated Assessment process has been structured to minimize trauma for clients and ensure client safety. Any client served by DV agencies in the region completes the assessment with the DV program case manager. De-identified assessments are sent to the Coordinated Assessment Agency for inclusion in the housing prioritization list. The coordinated assessment agency informs the DV agency when a housing opportunity is available and the DV provider works with the client to complete the housing referral and placement process if the client is interested. The Coordinated Assessment Agency is available to assist in the process should the client indicate they wish to work directly with the Coordinated Assessment Agency.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

Dotties House and Providence House, DV provider agencies in the CoC region, participate in bi-monthly CoC meetings. Both agencies provide updates about the number of people served and the level of referrals they receive on a monthly basis at the CoC meetings. During their report the DV agencies highlight any trends they see in requests for assistance and any barriers they encounter in serving victims of domestic violence.

The CoC also reviews HMIS data on a monthly basis and PIT data annually to understand the rate of DV victims seeking assistance through general programs and through the PIT process. From the HMIS and PIT data the CoC can build a profile of need for DV households and outcomes based on their service needs.

1C-4. DV Bonus Projects. Is your CoC applying for DV Bonus Projects?   Yes

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	

1C-4b. Applicants must describe:
 (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
 (limit 2,000 characters)

In the 2017 calendar year the Domestic Violence provider in the region fielded 3,743 calls for assistance from the DV hotline. During that same period the DV provider sheltered 176 adults and children. An additional 2,160 unduplicated persons received support services from the DV agency without accessing shelter services. Based on HMIS data 174 persons interacting with the homeless service system identified an experience with domestic violence. 11% of those identified in HMIS interacted with the Coordinated Assessment agency, 16% accessed shelter services from non-DV providers, 56% accessed supportive services including homelessness prevention services and 5% were unsheltered interacting with the outreach teams. In 2018 from January to July 139 unduplicated DV victims were served in DV emergency shelter and 157 DV victims were served in HMIS entering non-DV agencies (42% coordinated assessment, 10% non-DV emergency shelter, 29% services only, and 7.5% street outreach).

In 2017, only 18 DV victims (10%) were served in Permanent Housing programs while in 2018 only 17 DV victims (9%) were served in PH programs.

All of those served in the DV emergency shelter (176 persons in 2017 and 139

person in 2018) were actively fleeing a domestic violence situation. Additionally, 18 persons (10% in 2017) and 45 persons (25% in 2018) indicated they were actively fleeing domestic violence but were served in non-DV programs in the community.

DV data is collected from HMIS and Providence House, the Domestic Violence service provider in the region.

HMIS participating programs collect information about DV status for all clients served and aggregate reports of DV victim service usage is analyzed by the CoC lead. Additionally, the DV provider in the region provides aggregate information about persons served through internal tracking mechanisms for the DV hotline, emergency shelter clients, support services provided and referrals received from community agencies.

1C-4c. Applicants must describe:
 (1) how many domestic violence survivors need housing or services in the CoC's geographic area;
 (2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
 (limit 2,000 characters)

100% of DV victims actively fleeing violence and accessing the shelter system are in need of permanent housing support. For the current year, based on system usage and reports of actively fleeing domestic violence, the CoC estimates 184 adults and children fleeing domestic violence are in need of permanent housing support. Of the 133 households with a DV experience that exited the system from HMIS in 2017, 69% went on to permanent housing opportunities without a subsidy while the remainder exited to temporary locations, institutions and other destinations. Of those actively fleeing domestic violence that exited the system, 53% went to permanent housing without a subsidy. Applying these rates to the DV households accessing DV shelter, actively fleeing DV in non-DV programs and living on the streets, it is estimated that of the 197 adults and children fleeing DV, 104 will exit to permanent housing without a subsidy and the remaining 92 persons would need some form of financial assistance to access permanent housing.

Given the trauma experienced by persons escaping domestic violence, it is estimated that all DV victims need some level of support services to assist them in working through the impacts of DV. All persons connected to Providence House, the DV provider for the region, have access to the full array of support services to assist the household in recovery and growth. Households accessing homeless services through the traditional system are less likely to obtain the level of support tailored to the DV experience when working with non-DV community providers. It is estimated that the 174 persons identifying a DV experience would need access to support services from a trained DV provider to assist them in working through the safety, trauma and empowerment issues that arise from DV situations.

Data for estimating the need was generated through HMIS and aggregate information provided by the DV provider.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
 (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
 (2) quantify the unmet need for housing and services for DV survivors;
 (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
 (4) describe how the CoC determined the unmet need for housing and services for DV survivors.
 (limit 3,000 characters)

Data from HMIS and the DV provider indicate that in a given year 204 DV victims access shelter services, about 15 DV victims are unsheltered, and 2,284 DV victims are in need of some form of support services. While this is the case, there are currently no DV designated permanent housing beds in the community. Based on 2017 DV data in HMIS about 60% of DV survivors exited to permanent housing. Additionally about 55% of those exiting the system indicated a disabling condition and about 44% of those with a disability did not exit to a permanent housing opportunity. Applying this information to the DV population accessing homeless services, the CoC estimates that of the 324 DV survivors, about 123 persons will identify permanent housing with minimal support and no on-going financial assistance. 102 persons will need support services as they have identified a disability but will not need on going financial assistance to obtain or maintain permanent housing. About 20 households will need Rapid Rehousing assistance as they have indicated no disabling condition but were not able to exit to permanent housing. About 80 households will need permanent supportive housing as they indicated a disabling condition and did not exit to permanent housing.

The CoC reviewed HMIS data for DV survivors accessing the system in 2017. Information for survivors who exited the system and the reported disabling conditions of survivors was analyzed to determine the percent of the DV population exiting to permanent housing on their own. In order to identify those who would need support services, the CoC looked at those who exited to PH but also indicated a disabling condition. The number of households needing RRH was determined by looking at the percent of households who did not exit to PH and did not indicate a disabling condition. The number of households needing permanent supportive housing was determined by looking at the percent of households that did not exit to PH on their own and indicated a disability in the household.

Providence House, the DV provider in the region offers a wide array of support services to assist victims of domestic violence but targets shelter services to those survivors that are actively fleeing domestic violence. Additionally, Providence House does not have housing search and placement services or permanent housing stabilization support (rental assistance or PSH) available for those DV households that need a higher level of assistance. As a result, DV households in the community that need PSH or RRH must access the traditional service system which is not currently fully equipped to serve their specific needs related to their DV experience.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.

(limit 2,000 characters)

For the 2018 CoC application HABcore is applying for DV bonus funds to implement a Rapid Re-housing program for victims of domestic violence (both those actively fleeing DV and survivors of DV). The DV provider in the community, Providence House, does not currently provide housing related services such as housing search and placement, rental assistance or permanent supportive housing. Additionally, Providence House targets their services to persons actively fleeing domestic violence creating a void for those who are survivors of domestic violence and don't currently have an active safety risk but are still in need of services. Victims of Domestic Violence in need of housing support must access the traditional service system in order to obtain assistance which can be daunting without adequate supports to ensure safety from abusers. In Ocean county there are limited rapid rehousing resources with the majority of resources targeted towards veteran households so even for those DV survivors accessing the non-DV homeless service system, there is no access to rapid re-housing resources.

The new DV Rapid Rehousing project will fill this critical void in the Ocean County homeless system creating access and services for DV victims to access services and housing support appropriate to their need.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

HABcore has partnered with Providence House, the DV service provider in the community to provide rapid rehousing services to victims of domestic violence in the CoC. Through this partnership HABcore will focus on housing search and placement services while case management staff work closely with Providence house support services to connect households to the critical supports they need directly related to their DV experience as a means of stabilizing those households in permanent housing.

HABcore has provided supportive housing to many different populations in a variety of settings for the past 30 years. Currently HABcore manages over 125 units of leasing funded through the HUD CoC program between multiple CoCs. About 20% of the households (60 households with 148 persons) served by the agency are survivors of Domestic Violence. Agency staff have been trained in providing trauma informed care and work closely with the community DV providers to connect clients to critical support services such as counseling, safety planning, and development of independence. For many victims of domestic violence, there is a need to help the household rebuild their sense of confidence, help them develop skills for financial independence, and strengthen their faith in their decision-making ability. These types of support require use of key service provision practices including empowerment through client driven services and trauma informed care.

Of the 148 domestic violence survivors served by HABcore, about 17% exited their programs to other locations. Of those exiting to other locations, about 44% were connected to other permanent housing opportunities.

About 83% percent of DV survivors served remained stable in permanent housing with an average length of stay of 535 days.

Of all the DV survivors served in HABcore programs, 0% reported issues with safety or challenges related to their abuser locating or harassing them. None of those households exiting Habcore programs reported an exit reason related to safety issues.

HABcore will work closely with the DV provider in the region to ensure all households served in the new Rapid Rehousing project have access to the support services necessary to help them address the trauma associated with surviving a domestic violence experience. Households will have the additional support of HABcore case management trained in sensitivity to DV needs with the expertise in housing search, placement and stabilization services. Each household will have the benefit of an individualized service plan that includes the ability to identify housing in a location that is appropriate for the household, conducive to the continued safety of the family and provides the level of comfort needed for the household to recover and grow in their independence and stability.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
State of New Jersey Department of Community Affairs	6.00%	Yes-HCV	Yes
Lakewood Township Residential Assistance Program	0.00%	No	No
Housing Authority of the Township of Lakewood	0.00%	Yes-HCV	No
Brick Housing Authority	0.00%	No	No
Collaborative Support Programs of NJ PHA	0.00%	Yes-HCV	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

The CoC Permanent Housing Committee and Executive Committee has conducted outreach to local housing authorities that don't currently have a homeless preference to discuss the benefits of partnership. The permanent housing committee is putting together data on homeless need in the PHA regions and developing templates of preference language for PHAs to consider.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?

Yes

Move On strategy description.
(limit 2,000 characters)

The New Jersey Department of Community Affairs (NJDCA) implemented a moving on program within the last year targeting stable participants of CoC funded programs. The Moving On initiative was coordinated through the CoC Lead Agency. CoC funded projects were asked to identify participants that no longer needed the level of service available through the CoC PSH program and had a history of stable housing and rent payments. Once CoC program staff identified eligible clients they completed applications and submitted to the CoC Lead Agency. The CoC Lead Agency forwarded all applications to NJDCA for review and approval in the program. Clients approved for the Moving On program were given the option of remaining in their apartments funded through the CoC (if a TRA or SRA voucher) or moving to a new unit in the community with a State Rental Assistance Voucher. Once clients moved on to the State Rental Assistance Voucher, the vacancy created in the CoC program was filled through the Coordinated Assessment Agency.

The CoC is working to expand this process through the development of connections with LIHTC developers and other affordable housing developers in the region.

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)

The CoC anti-discrimination policy approved 4/13/15 includes fair housing and equal access requirements in the code of conduct signed by all CoC members. The monitoring process for renewal projects includes a review of adherence to fair housing and equal access regulation through an evaluation of program policies, discussion with program staff and review of client files for evidence of

adherence to the policy.

The CoC hosted a training on serving LGBT persons experiencing homelessness or at risk of homelessness during on of the bi-monthly full memberships meetings. The training covered understanding the barriers faced by this community, ways of creating a safe space, trauma informed care and prioritizing the rights of the client. In addition to the CoC coordinated training, the Ocean Resource Net website contains information about events and trainings on equal access and serving the LGBT community.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual 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 (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	☐
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	☐
Implemented communitywide plans:	☐
No strategies have been implemented:	☐
Other:(limit 50 characters)	
	☐
	☐
	☐

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are

least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

The Coordinated Assessment Agency (CAA) for the CoC is Community Affairs and Resource Center (CARC). The coordinated assessment process focuses on assessment and connection to permanent housing opportunities, however CARC also works to connect clients to other community services as needed. CARC uses a local develop assessment tool to determine household vulnerability. The assessment tool focuses on homeless history, presence of disabling conditions, history of involvement in the corrections system, history of involvement with hospitals and treatment facilities, and housing and employment history.

The Coordinated Assessment process covers the entire CoC geographic region through a network of community agencies strategically located throughout the CoC. Partner agencies are trained on administering the assessment tool and complete assessments on clients seeking. Assessments completed by partner agencies are submitted to CARC for inclusion in the housing prioritization list. CARC also meets with community agencies that work with various subpopulations including to inform them of the Coordinated Assessment process. CARC works out arrangements with referral partners to ensure all persons in need of housing can access the assessment process including providing transportation to the CARC offices, extended program hours and completion of assessments in the community as appropriate. Trauma to clients is minimized by allowing partner agencies to complete the assessments and submit client info.

The prioritization list is organized by chronic homeless status, vulnerability score and length of homeless to ensure the most vulnerable are served first. During the first year of operation CARC was able to complete 31 housing placements with only 3 placements through CoC funded programs. The placements included services to households with significant barriers and were successful due to the individualized service plan created by CARC staff for each household.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

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. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

The funding priorities for the FY2018 local selection process included a priority for programs serving chronically homeless persons and projects using a Housing First methodology which has been shown successful in serving those with the most severe need. Renewal projects in which 85% or more of the target population are chronically homeless received 5 bonus points and 22 points were awarded for use of housing first as demonstrated to program access policies, program retention procedures and services provided. New projects received 8 points for serving chronically homeless households, 8 points for using housing first and 4 points for demonstrating the use of evidence based practices in service provision. All projects funded through the CoC must accept referrals through the coordinated assessment process which prioritizes household with highest vulnerability based on the standard CoC assessment. Projects must demonstrate the capacity to serve those with severe needs and discuss how they connect with/propose to connect with the coordinated assessment process.

For renewal projects the performance review of outcomes related to connecting

households to employment income and increases in employment income were
adjusted so as not to include persons with SSI/SSDI.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, 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, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	**CoC or other Website**	☐
Email	☐	**Email**	☐
Mail	☐	**Mail**	☐
Advertising in Local Newspaper(s)	☐	**Advertising in Local Newspaper(s)**	☐
Advertising on Radio or Television	☐	**Advertising on Radio or Television**	☐
Social Media (Twitter, Facebook, etc.)	☐	**Social Media (Twitter, Facebook, etc.)**	☐

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes

(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your 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? Attachment Required.   Yes

2A-1a. Applicants must: (1) 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, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).   MOU 3-7

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.   Yes

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

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

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type: (1) total number of beds in 2018 HIC; (2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in 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	
Transitional Housing (TH) beds	60	39	12	57.14%
Rapid Re-Housing (RRH) beds	18	0	13	72.22%
Permanent Supportive Housing (PSH) beds	141	0	97	68.79%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)

For ES programs the lower coverage rate is due to two rotating shelter programs that do not currently enter info into HMIS. For TH programs there is one TH program that serves persons with substance abuse issues in a local church. The CoC has met with these agencies and identified barriers to HMIS data entry include funding to cover the HMIS participation fee and staffing capacity to enter client information. The CoC is exploring private funding to help cover the cost related to HMIS participation fees and is working with a local college to secure interns to assist with client data entry.

For RRH programs there is one SSVF project that does not enter info into the CoC HMIS but enters data into their agency HMIS database. The CoC is working with the agency and the HMIS vendor to identify ways of uploading SSVF data into the CoC HMIS database.

For the PH projects the beds not in HMIS are those beds associated with the HUD VASH program which is operated by the NJ Department of Community Affairs and the VA. Both agencies have identified internal prohibitions against entering data into HMIS. The CoC is working with the HMIS vendor to explore data uploads to reduce duplication of data entry and inclusion of info in the CoC HMIS

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept?   10

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)   04/30/2018

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

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).   01/23/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).   04/30/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

The CoC had a few changes in providers for 2018. There were two new overflow providers that provide shelter on an as needed basis to eligible homeless individuals. In 2018 a number of local churches placed people in hotel placements as an overflow for as needed purposes. Those churches did not continue this process in 2018 due to a new Code Blue process implemented in the 2017-2018 season where established locations were available for unsheltered persons on nights of extreme cold.

The CoC updated the PIT survey to better capture homeless history including episodes of homelessness and length of time homeless for each of those episodes. Due to the changes in the survey the CoC enhance the PIT training process to ensure all volunteers and agencies were clear on how to complete the survey and the importance of each question. The improved training helped the CoC improve the quality of data collected through the process.

The CoC worked to expand the number of volunteers and agencies participating in the PIT count in 2018. In addition, the use of a new Code Blue sheltering process helped to increase exposure of homelessness during the winter season and bring new partners to the table including local government, police, churches, civic agencies and other advocates. The successful Code Blue Warming Center implementation enabled the CoC outreaches to develop stronger relationships with unsheltered homeless persons making it easier to identify and engage persons during the PIT count.

2C-2. Did your CoC change its provider   Yes
coverage in the 2018 sheltered count?

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	3
Beds Removed:	10

Total:	-7

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. 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 2018 sheltered PIT count? No

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable. Yes

2C-4a. If "Yes" was selected for question 2C-4, applicants must:
(1) describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and
(2) specify how those changes impacted the CoC's unsheltered PIT count results.
(limit 2,000 characters)

The primary factor impacting the unsheltered count in 2018 was the successful implementation of the Code Blue Warming Centers during the 2017-2018 winter in response to a new law in the state of NJ requiring Code Blue Centers during extreme weather. Two Code Blue Warming Centers were established in the region and helped CoC agencies to better identify and engage unsheltered persons. Persons accessing Warming Centers informed agencies where unsheltered persons stay on typical nights making it easier for PIT outreach teams to identify and engage unsheltered persons. The Code Blue planning process also helped the CoC engage community partners not previously participating in the CoC such as local governments, local police, hospitals, civic organizations and community advocates. These new partnerships enabled the CoC to identify new locations for project homeless connect events that were connected to the PIT count and identify new volunteers to participate in the count.

**2C-5. Identifying Youth Experiencing Yes
Homelessness in 2018 PIT Count. Did your
CoC implement specific measures to identify
youth experiencing homelessness in its 2018
PIT count?**

**2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
 (1) how stakeholders serving youth experiencing homelessness were
engaged during the planning process;
 (2) how the CoC worked with stakeholders to select locations where
youth experiencing homelessness are most likely to be identified; and
 (3) how the CoC involved youth experiencing homelessness in counting
during the 2018 PIT count.
(limit 2,000 characters)**

The youth and families committee made an effort to improve the youth count for
the 2018 PIT. The Committee created a youth addendum completed for all
unaccompanied youth under the age of 24. The Committee also identified
agencies serving homeless and at-risk youth as well as agencies providing
services for subpopulations of youth in need of services and conducted
outreach to these agencies to encourage their participation in the PIT process.
These agencies were encouraged to complete surveys with all youth they
encountered during the PIT count timeframe. The Committee held specialized
trainings for youth agencies to help them understand how to administer the PIT
survey and addendum. The Committee enlisted the assistance of local
universities to secure volunteers in administering the survey and doing outreach
to inform youth about the upcoming survey and project homeless connect
events.

**2C-6. 2018 PIT Implementation. Applicants must describe actions the
CoC implemented in its 2018 PIT count to better count:
 (1) individuals and families experiencing chronic homelessness;
 (2) families with children experiencing homelessness; and
 (3) Veterans experiencing homelessness.
(limit 2,000 characters)**

The PIT planning committee includes membership from agencies serving
families, veterans and chronically homeless individuals. In addition, the
outreach teams on the committee coordinate with persons experiencing
homelessness to identify the best ways to target chronically homeless persons,
veterans and families.

The PIT survey was updated to more accurately collect information about
homeless history including episodes and length of time homeless. Outreach
teams consulted with chronically homeless persons to identify unsheltered
locations to target and the most effective ways to engage persons experiencing
chronic homelessness.

The Youth and Families committee met with agencies serving youth and
families to inform them about the PIT survey and secure their participation.
Specialized trainings were held for those agencies and a youth addendum was
included in the PIT survey to capture additional information about the needs of

homeless youth.

The SSVF providers in the region were active members of the PIT planning committee. SSVF providers reached out to various veterans service groups to secure their participation in the survey. In addition training for the survey was enhance to ensure volunteers and agency reps administering the survey understood the most effective ways of collecting information about veteran status. Specifically the survey was updated to ask if persons ever served in the armed forces as opposed to direct questions about if a person is a veteran.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	190

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

The CoC experienced an increase in first time homeless as identified in HMIS. This increase is related to efforts to increase the number of programs entering client data in HMIS. In the 2016 Sys Performance year the data was related to information provided by the youth shelter and transitional program. in 2017 the data reflects data entry from the youth programs as well as an overflow hotel placement program for adults. The CoC expects to show continued increase in first time homelessness as more shelter and transitional housing programs are added into the HMIS data set.

While the CoC has seen an increase in first time homeless, the CoC continues to identify and implement strategies to reduce first time homelessness. The CoC coordinated assessment process focuses on connecting people to permanent housing options however coordinated assessment agency staff work to connect all households seeking assistance to appropriate programs that can provide the necessary assistance. The Coordinated Assessment Agency has connected with all the prevention programs and secured their participation in monthly case conferencing to assist those households at risk of homelessness. The CoC executive is working to develop standard protocols for accessing prevention services and is looking to centralize information about prevention services in a web-based resource guide. The CoC Lead Agency reviews HMIS data for households at risk of homelessness in an effort to understand the profile of families at risk of homelessness. The CoC is looking into developing a prevention committee to help coordinate prevention resources better in the community.

The CoC Executive Committee and CoC Lead agency is responsible for

implementation of these strategies.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

The CoC saw no change in average length of program stay from 2016 to 2017. There was a 14% increase in the average length of time homeless within the same time period. This increase is related to not only the increase in programs entering client data in HMIS, but also the targeting of PH programs to persons with the longest histories of homelessness.

The CoC is working to reduce the length of time homeless through prioritization in the Coordinated Assessment process. The Coordinated Assessment Agency (CAA) prioritizes households by chronic homeless status, vulnerability score and length of time homeless. Through this prioritization households with the longest histories of homelessness are the first households connected to permanent housing opportunities. The CAA has been working diligently to connect PH opportunities to the system working with Low Income Housing Tax Credit Projects, Affordable Housing Developers and Private landlords in addition to CoC funded PSH. The Permanent Housing Committee is also working to expand PH options connected to the system and is developing a comprehensive list of all PH opportunities in the region identifying the target population and the history of working with homeless populations. The CAA is working to secure preference for referrals from all housing providers getting those agencies to sign MOUs detailing the referral and preference process.

The CoC is working to increase identification of households with the longest histories of homeless through expanding outreach efforts connecting Code Blue Warming Centers to the CAA during winter months. The CoC is also working with PSH providers to provide training and ensure all providers use a Housing First framework to ensure households identified are able to access the available PSH opportunities.

The Coordinated Assessment Agency and Executive Committee are responsible for implementation of these strategies. The CoC Lead agency provides oversight of implementation.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in

permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	52%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	95%

3A-3a. Applicants must:
 (1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
 (2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

The CoC had an 8% decrease in exits to permanent housing and a 7% increase in retention in permanent housing.

The CoC is working to increase access to permanent housing through the following:
1. Working with all PSH providers to review program eligibility requirements. The CoC is working with providers to remove barriers to program entry and providing training opportunities to ensure agencies understand and implement the tenants of the Housing First model
2. Assess all household through the coordinated assessment process to ensure households are connected to the appropriate type of housing based on household needs
3. Expand permanent housing options connected to the system through targeted outreach to affordable housing and LIHTC providers. The Coordinated Assessment Agency is working to develop referral protocols and secure preferences for homeless households referred signing MOUS with willing housing providers
4. Increase housing placement services provided by the Coordinated Assessment Agency through an expansion of the CAA grant to increase staffing. The CAA staff assist households in all aspects of securing housing including completing applications, negotiating with landlords, completing budgeting with households, securing moving services and furniture and other services to help households access housing

To maintain the high rate of retention in PH the Exec Committee reviews PSH provider policies and procedures as well as service provision to ensure there is a focus on housing retention. The Permanent Housing Committee is working on developing PSH service standards that will foster housing retention to be adopted by all PSH providers.

The PH committee and coordinated assessment agency are responsible for implementing these strategies. The CoC Executive Committee and CoC Lead Agency provide oversight for implementation.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	4%

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

The CoC works to maintain a low rate of returns to homeless for households that have exited to permanent housing. The primary strategy to maintain low rates of return include the following:
1. All households in SO, ES, and TH programs are connected to the Coordinated Assessment Agency (CAA) to complete an assessment and receive assistance with connecting to PH opportunities. The CAA identifies household needs and connects households with the appropriate type of housing that will foster long term housing stability.
2. When household are transitioned to permanent housing agencies provide information about prevention services should the household run into trouble in the future with housing stability. The CoC is working to develop coordinated prevention service protocols to make it easier for household to access services and reduce duplication. The CoC is also working with the prevention agencies to understand households using prevention services with the possibility of creating priorities for assistance.
3. The CoC is working with all PSH programs serving homeless households to ensure they develop a service standard that focuses on program retention or transition to other permanent housing opportunities. The CoC reviews PSH discharge rates, destinations and reasons annually to better understand program retention outcomes. Projects with problematic retention rates or high rates of discharge to homeless destinations must work with the Executive committee to create improvement plans to address those performance issues.

The permanent housing committee and coordinated assessment case conferencing committee are responsible for implementing these strategies. The Executive committee is responsible for oversight of implementation.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from

employment.
(limit 2,000 characters)

All agencies serving persons experiencing homelessness refer households to the Board of Social Services where they can apply for mainstream benefits. The coordinated assessment agency is closely connected to the board of social services and has worked out protocols for referral to ensure all households assessed for housing prioritization list are also connected to the board of social services in order to access mainstream benefits. As necessary, case management staff accompany individuals to their appointments to assist in the application process.

The Workforce Investment Board is a member of the CoC and all agencies serving employable persons connect those individuals to training and job search programs provide through the WIB.

The Youth and Family committee is exploring ways of connecting local employers to agencies to increase access to employment. The committee is also exploring development of mentoring and internship programs to help households access and increase income.

The executive committee is responsible for oversight of strategy implementation.

3A-6. System Performance Measures Data   05/31/2018
Submission in HDX. Applicants must enter
the date the CoC submitted the System
Performance Measures data in HDX, which
included the data quality section for FY 2017
(mm/dd/yyyy)

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	39
Total	39

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written 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? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	☐
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	X
Bad credit or rental history	X
Head of Household with Mental/Physical Disability	X

Applicant: Lakewood Township/Ocean County CoC
    NJ-510
Project: NJ-510 CoC Registration & Application FY2018
    COC_REG_2018_159780

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

The Coordinated Assessment Agency works in coordination with the Board of Social Services to assist household experiencing homelessness in accessing permanent housing as quickly as possible. Households eligible for TANF and emergency assistance placements are connected to case management provided through the Board of Social Services where they receive assistance in identifying permanent housing opportunities in the community. For those households that need additional assistance or do not qualify for TANF benefits, they are referred to the Coordinated Assessment Agency (CAA) who completes a vulnerability assessment for the household. The CAA provides households with case management services to connect them to permanent housing in the community through connections they have built with affordable housing developers. The CAA negotiates with landlords, assists with housing applications and provides support letters to help households gain access to affordable apartments in the community.

The Coordinated Assessment Agency and Board of Social Services are responsible for implementing these strategies. The Executive Committee provides oversight to ensure effective implementation.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination 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.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	☐

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

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-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	X
Bad Credit or Rental History	☐

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

The Youth and Family committee is focused on improving coordination between youth and family services and increasing the service and housing opportunities available to youth and families experiencing homelessness. Current strategies being implemented by the committee include:

1. The committee is completing an inventory of all services available for youth in the region. This includes a review of child welfare services, juvenile justice services, behavioral health services, workforce investment services and education/training services. Through this process the committee will identify access points to all services available to youth and determine areas where gaps exist. All youth services identified will be collated into a web-based resource guide.

2. The committee is working to engage local community colleges and universities in homeless planning and service provision. The committee has secured participation from 3 local schools of higher education to discuss need among students served by these institutions and to evaluate opportunities for training, mentorship and interns from social work departments to assist in data collection, evaluation and service provision in an effort to build capacity of local youth service providing agencies.

3. The committee is discussing program development with youth service

providers in an effort to encourage agencies to develop rapid re-housing programs for youth. The committee is working to create a new rapid re-housing program targeting youth in the community

4. The committee is in discussion with youth service providers operating in nearby CoC regions to explore the possibility of expansion of outreach and case management services to the Ocean County CoC region.

5. The committee is working to organize resources and planning activities to enable a successful application for the youth demonstration grant. Specifically the committee is looking to create a youth advisory committee and integrate participation from a wider variety of stakeholders to discuss the needs of homeless youth.

6. The committee developed a youth specific addendum to the PIT survey that local universities are in the process of analyzing. Data from this addendum will inform the planning work of the committee and will guide the specific services the committee will work to expand in the region

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

The CoC is in the initial process of developing specific strategies to better serve homeless youth. Evaluation of strategies identified primarily will focus on completion of strategy tasks and review of additional data provided to better understand how to fill the service needs in the system. Strategy evaluation and measurement criteria include the following:

1. Success of outreach efforts to engage more providers in the planning process will be measured by review of youth and family committee membership/participation to determine whether there is an expansion of providers involved in the process

2. Expansion of understanding the need will be measured by completion of HMIS, PIT survey & addendum and other data analysis with a final report indicating trends in the youth population experiencing homelessness, services needs identified, and barriers to accessing services identified.

3. Improved understanding of community resources for youth will be measured by community agency completion of program data on the Ocean ResourceNet website. The committee is targeting 80% participation and successful updating of program data

4. Expansion of services for youth will be measured by the creation of new rapid rehousing programs in the region and the development of a competitive application for future Youth Demonstration Projects.

Ultimately the CoC would like to see these efforts result in better identification and engagement of youth experiencing homelessness and improved connection to services, income supports and permanent housing exits. HMIS data, PIT data and community data will be reviewed quarterly to determine progress in meeting these goals while strategies are being implemented.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

The CoC youth and families subcommittee is charged with developing strategies to address the needs of youth experiencing homelessness (both those part of families and unaccompanied youth). The Youth and Families Committee includes participation from local universities, education, training and employment programs and child welfare among other youth service providers. The Youth and Family committee meets on a monthly basis to develop strategies to end youth and family homelessness.

Members of the CoC participate in the the Children's Interagency Coordinating Council (CIACC) which meets regularly to address the needs of youth with special needs including homeless youth. The CIACC includes participation from juvenile justice, behavioral health, McKinney-Vento Local Education Agency representatives, child welfare representatives, youth service providers, local government, and education and employment services for youth.

The CoC conducts an annual training for the homeless liaisons in the local schools in the region to inform them of the services available through the homeless service system, how to access services and the PIT count process including training for administering the PIT survey.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC requires all agencies providing service to families with schools aged children to ensure case managers inform the parents of education related services the children are entitled to or connect them to services providers that specialize in education related services. All programs serving families discuss the education needs of children at program enrollment. Case managers assist families in developing an educational plan for the children in the household when needed.

The CoC review committee monitors all CoC funded projects and reviews program files and protocols to ensure agencies serving families demonstrate evidence that they provide education related services to families they serve.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	Yes
Early Head Start	No	Yes
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 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

The Veterans committee is responsible for addressing the needs of homeless veterans in the community. The committee is composed of the local SSVF providers, community based veterans organizations, and representatives from the local VA. The committee meets monthly to discuss service and housing opportunities, identify and address barriers to access and complete case conferencing for veterans on the by-name list. The case conferencing portion of the monthly meetings provide an opportunity for the committee members to discuss individual veteran cases and determine eligilibilty and

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 experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? Yes

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance; (2) if the CoC conducted an assessment, attach a copy of the summary. Yes

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	☐
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	☐
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	☐
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	☐
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	☐
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	☐
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	☐
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☐
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	☐
Other:	☐

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

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

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

The Ocean County Board of Social Services is the agency responsible for processing applications for mainstream benefits including TANF, GA and Emergency Assistance requests. The Board of Social Services is an active member of the CoC and participates in subcommittee meetings. At each bi-monthly CoC meeting the Board of Social Services informs community providers about the resources they have available and any changes in service access.

All agencies serving persons experiencing homelessness refer households to the Board of Social Services where they can apply for mainstream benefits. The coordinated assessment agency is closely connected to the board of social

services and has worked out protocols for referral to ensure all households assessed for housing prioritization list are also connected to the board of social services in order to access mainstream benefits. As necessary, case management staff accompany individuals to their appointments to assist in the application process.

The Executive committee is responsible for oversight of strategies related to connecting people to mainstream resources.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	9
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	9
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 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. Outreach occurs 7 days a week with on-call availability after hours. 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 & hospitals to respond to calls for assistance with unsheltered persons.

Over the past year the CoC region implemented a new code blue protocol which included specific code blue locations in addition to flexible funding for hotel placements as appropriate on nights of extreme cold. The new code blue protocol coupled with an extremely cold winter season in 2017-2018, enabled the CoC outreach teams and service provider agencies to better connect with unsheltered persons experiencing homelessness helping to build rapport,

identify locations where unsheltered persons stay, and secure participation of new partners to assist in the process of outreach and engagement.

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

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC 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; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 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.

The CoC has organized trainings for CoC agencies to ensure full understanding of fair housing and equal access rules and how to apply them to program implementation.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	4	18	14

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new   No

construction?

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

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
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Admin Plans -...	09/13/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	PHA Admin Plan - ...	09/12/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	Coordinated Asses...	09/12/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Objective Criteria	09/12/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Public Posting Lo...	09/12/2018
1E-4. CoC's Reallocation Process	Yes	Reallocation Process	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	Notification to a...	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Notification to r...	09/13/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Posting of local ...	09/13/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC & HMIS govern...	09/13/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policies	09/13/2018
3A-6. HDX–2018 Competition Report	Yes	HDX Competition R...	09/13/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority...	09/13/2018

3B-5. Racial Disparities Summary	No		
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: PHA Admin Plans - Homeless Preference

Attachment Details

Document Description: PHA Admin Plan - Moving On

Attachment Details

Document Description: Coordinated Assessment Tool

Attachment Details

Document Description: Objective Criteria

Document Description:

Attachment Details

Document Description: Public Posting Local Competition

Attachment Details

Document Description: Reallocation Process

Attachment Details

Document Description: Notification to accepted projects

Attachment Details

Document Description: Notification to rejected projects

Attachment Details

Document Description: Posting of local selection deadline

Attachment Details

Document Description: CoC & HMIS governance

Attachment Details

Document Description: HMIS Policies

Attachment Details

Document Description: HDX Competition Report

Attachment Details

Document Description: Order of Priority Written Standards

Attachment Details

Document Description:

Attachment Details

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Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/13/2018
1C. Coordination	09/13/2018
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/13/2018
2B. PIT Count	09/13/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/13/2018
3B. Performance and Strategic Planning	Please Complete
4A. Mainstream Benefits and Additional Policies	09/13/2018
4B. Attachments	Please Complete

Submission Summary   No Input Required

1C-5. PHA Administration Plan – Homeless Preference

1. New Jersey DCA Admin Plan
2. Collaborative Support Programs Admin Plan
3. Lakewood Housing Authority Admin 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 2018
(July 1, 2017 – June 30, 2018)

EQUAL HOUSING
OPPORTUNITY

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, victims of domestic violence and Veterans of the United States Armed Forces. The program has the discretion to establish local preferences that are consistent with the PHA Plan and Consolidated Plan under which the local PHA jurisdiction is covered.

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 are offered assistance before non-residents of the county. 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, national origin, or other protected class

.

The standards instituted by the DCA for verification of a local preference are presented in (Appendix A: 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.

As noted above, with the exception of HUD program regulations pertaining to special admissions and targeted funding, persons will be placed on the DCA's waiting list using a lottery system.

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. (see Appendix A: EXHIBIT 5-1).

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 in order to provide a reasonable accommodation, on a case-by-case basis.

Programs that require variations to the standard selection policy are identified in (Appendix A: 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 with disabilities over other single person households.

ILLUSTRATION OF THE DCA'S APPLICANT SELECTION POLICY

Tier 1. Special Admissions – Assistance Targeted By HUD[1]

Tier 2. Local Preferences:
• Households that include a person with disabilities
• Victims of domestic violence
• Veterans of the United States Armed Forces

Tier 3. No Preference

Residents

Non-Residents

Residents

Non-Residents

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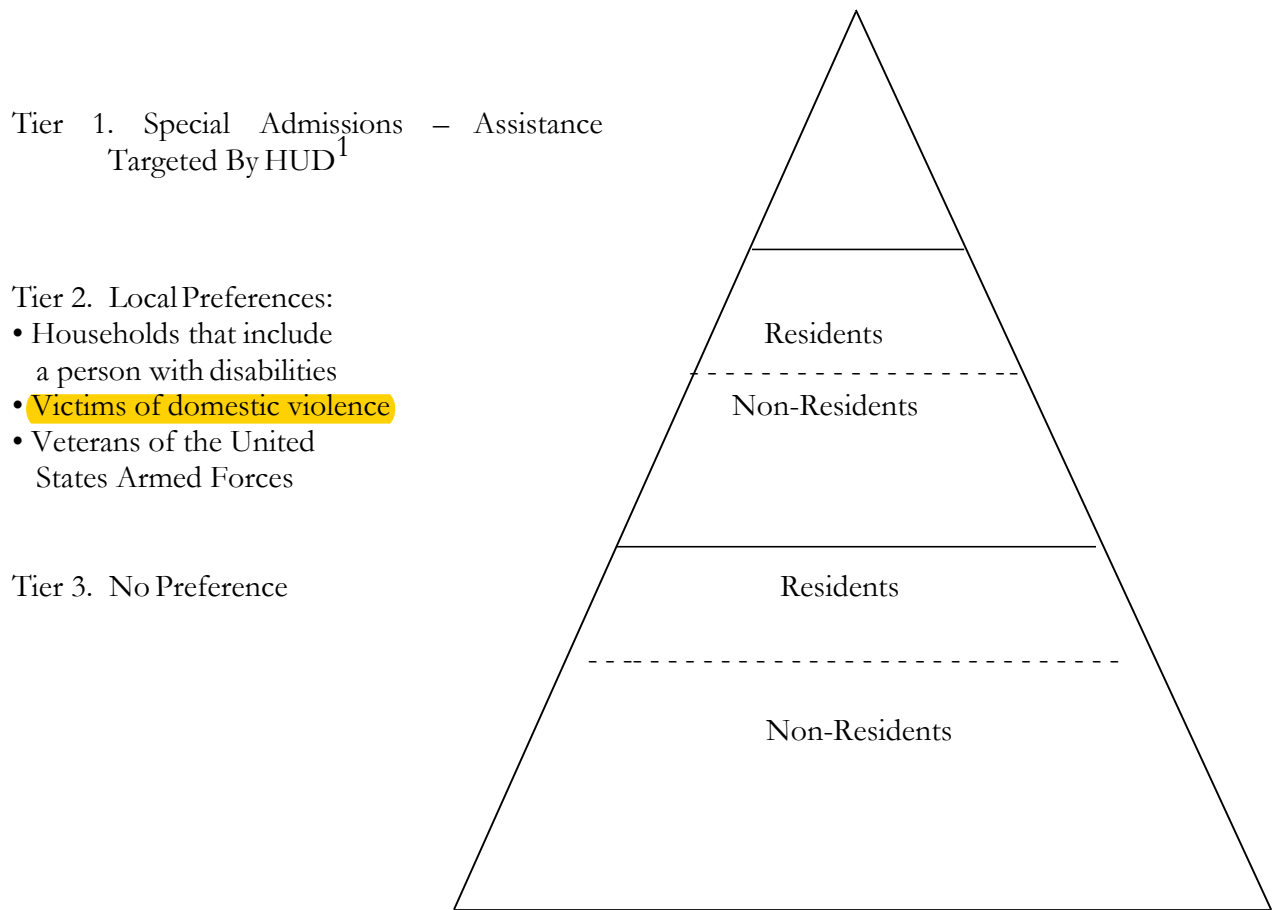
[1] The DCA will select a household that is not included on the waiting list, or without considering the household's waiting list position, if HUD awards the program funding that is targeted for households living in specified units.

EXHIBIT 5-2

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 (Appendix A: 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.

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

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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.

EXHIBIT 5-2

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.

EXHIBIT 5-3

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 <u>Application for Section 8 Mainstream Housing Assistance</u> 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 <u>Verification of Disability</u> 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 sever, 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 <u>Application for Section 8 Housing Assistance</u> remains on the _____(name of county) County waiting list, but your position on the waiting list has been downgraded because (<u>Specify the reason why the applicant's claim of a selection preference was denied</u>).

     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

1C-5. PHA Administration Plan – Homeless Preference

Lakewood Housing Authority Admin Plan

**HOUSING AUTHORITY OF THE
TOWNSHIP OF LAKEWOOD**

Administrative Plan

Section 8 Housing Assistance Payments Program

Revised May 22, 2018

PHA does not absorb the family, but chooses to charge a fee for administering the FSS voucher in addition to the normal administrative fee.

(5) Throughout its jurisdictional area, the Lakewood Housing Authority encourages participation of owners of suitable units located outside areas of poverty or minority concentration, and encourages HCV holders to relocate to these areas. However, it must be noted that, in the Authority's best estimation, there are no specific, definable areas of minority or poverty concentration in the Township of Lakewood, Ocean County, New Jersey. (Resolution No. 4698)

(6) The LHA has identified areas that are not suitable for lease up. These areas are the following:

- Lexington Blvd. area of Barnegat – due to high crime and drug activity.
- Barrier island areas – due to seasonal rentals (poor insulation of homes) and danger of flooding.

2. SELECTION OF APPLICANTS

(A) Organization of the Waiting List

It is the LHA's policy that each applicant shall be assigned his/her appropriate place in a single Section 8 (HCV) Waiting List. The Waiting List will be maintained by the date and time the application is received, and factors affecting preference or priority.

(B) Selection Preferences

Selection preferences shall be as follows:

(1) Residents of Lakewood :

Residents of Lakewood are defined as those families and/or individuals who have a permanent physical address in Lakewood Township. To qualify for this preference, an applicant (head or spouse) must be physically residing at the time they are called in to determine program eligibility. Any applicant, with a residency preference at the time of application, who leaves the Lakewood area, will lose his/her residency preference until they physically move back to Lakewood. At that time they will resume their place on the waiting list according to the date and time of application among other Lakewood residents. Any applicant who applied as a non-resident and subsequently moves to Lakewood will therefore receive a residency preference and will be placed among Lakewood residents according to the date and time of application.

(2) Project Based Voucher (PBV) residents of the LHA who have resided in one of the LHA developments for at least one year will be eligible to apply for a Section 8 Voucher and move to the top of the Waiting List.

(3) PBV residents of the LHA who are awarded permanent custody of minor children.

(4) Elderly or Disabled Single applicants shall have preference over other single individuals.

(5) Time and Date of Application.

(6) Income Targeting – Based on current regulations as set forth in the final merger rule, at least 75% of all new admissions will be from the extremely-low income category (at or below 30 % of the median income) See Appendix A.

(7) Family Unification Program/Family Unification Program Youths Aging out of Foster Care referrals. Under this program the local Division of Child Protection and Permanency (DCPP) office will refer applicants to the LHA if slots are available. The LHA has allotted ten (10) of the 130 FUP slots for this program. The LHA will only accept one referral per family each year. If the family if referred and receives a voucher but does not lease up in a timely manner another referral for that family will not be accepted. The housing authority will screen for criminal background and credit history to determine program eligibility.

(8) Mainstream eligible applicants will remain on the waiting list according to date and time. If and when the LHA has Mainstream slots available, those slots will be filled by eligible mainstream applicants, who will receive a preference regardless of residency according to date and time of application.

(8) If at the time of call in for the Section 8 Program, the applicant cannot attend or does not respond, their application will be deactivated. Exceptions may be made due to medical reasons (which must be documented) on a case by case basis by the Executive Director.

(9) Only one application per applicant/household will be accepted. Any applicant/household submitting more than one application will be disqualified. Specifically, if a household member is listed on two separate applications, both applications will be disqualified. In addition, families that are called in whose adult children living in their household filed a separate application and were not listed on their

1C-5. PHA Administration Plan – Move-on Multifamily Assistance Housing Owner's Preference

STATE OF NEW JERSEY
2018 Annual Action Plan

State of New Jersey

Phil Murphy, Governor

Department of Community Affairs

Lt. Governor Sheila Oliver, Commissioner

500 households who are involved with the child welfare system.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

New Jersey will continue its continuum of care approach to address and identify the needs of the homeless. This includes programs and services addressing each stage of the homeless continuum: homeless prevention, rapid re-housing, emergency shelter, temporary housing assistance and permanent supportive housing programs.

Homelessness Prevention: The State of New Jersey will continue to provide temporary financial assistance to low- and moderate-income homeless households in imminent risk of homelessness due to a rental eviction through the Homelessness Prevention Program (HPP). The HPP can provide the following types of assistance:

1. Rental Arrears – a maximum of 3 months' back rent plus any court fees, legal fees and other late fees included as rent in a written lease.
2. Relocation: security deposit of up to 1 ½ months' rent and 2 months' rent.

ESG: The State of New Jersey will continue to provide rapid re-housing assistance through the Homelessness Prevention and Rapid Re-Housing Program to homeless households at or below 30% of Area Median Income (AMI). Rapid re-housing assistance includes financial assistance, case management, housing search and placement, credit repair, money management and budgeting.

Addressing the emergency shelter and transitional housing needs of homeless persons

The State will continue to provide funds to maintain shelter facilities through the ESG Program. The program provides funding to do the following:

1. Address life and safety issues in emergency shelters and transitional housing facilities.
2. Purchase equipment and furnishings that will provide direct benefits to the shelter's residents.
3. Create new emergency shelter beds when needed.

 DCA and the State Parole Board will also continue the Another Chance program. The program expands housing resources available to inmates released from prison without a stable living arrangement. The program provides temporary housing assistance (up to six months) to offenders being released from designated Department of Corrections' facilities that do not have an approved residence of record. The program is currently operating in Camden, Newark, New Brunswick and Trenton.

Helping homeless persons (especially chronically homeless individuals and families, families

with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The State will continue to apply for HUD Continuum of Care funding (CoC) provide rental assistance to homeless persons with disabilities, in collaboration with local social service providers. Funds for this program have been granted in Atlantic, Burlington, Cape May, Essex, Gloucester, Middlesex, Morris, Passaic and Warren Counties. In addition, the State through the Homelessness Prevention and Rapid Re-Housing Program will continue to provide rapid re-housing assistance to households up to 30% of Area Median Income.

The State's Housing First Initiative awarded 500 tenant-based State Rental Assistance Program (SRAP) vouchers and $250,000 in supportive service funding to 12 agencies across the state. 425 vouchers will provide housing for chronically homeless people who are frequent users of public systems, and 75 vouchers will provide housing for homeless veterans. To date, 468 applicants were approved and 392 were leased up.

The State's Moving On Initiative provides SRAP vouchers to people in permanent housing programs who no longer need a high level of services. As people move on to the SRAP vouchers, currently homeless individuals and families will backfill the vacancies in the existing permanent supportive housing programs.

Rental assistance will continue to be provided to people who are homeless and working towards self-sufficiency through the Housing Choice Voucher, State Rental Assistance and the HOME Tenant-Based Rental Assistance programs.

DCA also administers 832 Veterans Administration Supportive Housing (VASH) vouchers and 273 project-base Housing Choice Vouchers for homeless and at-risk veterans. In addition, DCA has "graduated" 32 formerly homeless veterans from VASH to Housing Choice Vouchers.

DCA has also committed rental assistance to the Keeping Families Together Initiative with the Department of Children and Families (DCF). This program targets rental assistance and supportive services to extremely vulnerable families who are homeless or live in unstable housing, and who are involved with the child welfare system. The goal is to ensure that children are not removed from their families, or that families can reunify, with stable housing and services designed to support their tenancy. DCA committed 50 project-based Housing Choice Vouchers to this program in 2015 and 2016, and will commit an additional 100 vouchers in 2017. In addition, DCA has committed 100 vouchers for homeless and at-risk youths.

Rental assistance will continue to be provided to people who are homeless and working towards self-

sufficiency through the Housing Choice Voucher, State Rental Assistance and the HOME Tenant-Based Rental Assistance programs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The State will continue to use a portion of its Emergency Solutions Grant funds along with State Homelessness Prevention funds to provide financial assistance and services to either prevent households from becoming homeless or rapidly re-house those who are homeless. In addition, the State will utilize Section 811 Supportive Housing for Persons with Disabilities program vouchers, recently awarded, along with State Rental Assistance Program and Division of Developmental Disabilities vouchers to provide rental assistance to low-income individuals being discharged from institutions.

Discussion

1C-8. Centralized or Coordinated Assessment Tool

Ocean HPAC
Housing Prioritization Tool

Client Name	
Client ID	
Completed By	
Date Completed	

1. What is the household's current housing location?	a. Place not meant for habitation b. Emergency shelter including hotel/motel paid for by agency c. Safe Haven d. Transitional Housing e. Other	3 1 1 1 1 0
2. How long has the household been in that housing location	a. 1 – 30 days b. 31 – 60 days c. 61 – 90 days d. 91 – 120 days e. 121 – 150 days f. 151 – 180 days g. 181 – 210 days h. 211 – 240 days i. 241 – 270 days j. 271 – 300 days k. 301 – 330 days l. 331+ days	0 0 0 1 1 1 1 1 1 1 1 3
3. Did the household enter current housing location from the street, emergency shelter or safe haven?	a. Yes b. No	
4. If Yes how long was the household on the street, emergency shelter or safe haven prior to entering the current housing location	a. 1 – 30 days b. 31 – 60 days c. 61 – 90 days d. 91 – 120 days e. 121 – 150 days f. 151 – 180 days g. 181 – 210 days h. 211 – 240 days i. 241 – 270 days j. 271 – 300 days k. 301 – 330 days 5. 331+ days	
6. Total Time Homeless (answer 2 + answer 4)	a. 1 month b. 2 months c. 3 months d. 4 months	0 0 0 0

	e. 5 months	0
	f. 6 months	0
	g. 7 months	0
	h. 8 months	0
	i. 9 months	0
	j. 10 months	0
	k. 11 months	0
	l. 12+ months	5
7. Number of times the household has been on the street, in an emergency shelter, or safe haven in the past 3 years, including current episode	a. Never in the past three years	0
	b. 1 time	0
	c. 2 times	2
	d. 3 times	3
	e. 4 times	5
8. What is the total number of months the household has been on the streets, in an emergency shelter or a safe haven in the past 3 years?	a. 1 month (this is the first episode)	
	b. 2 months	
	c. 3 months	
	d. 4 months	
	e. 5 months	
	f. 6 months	
	g. 7 months	
	h. 8 months	
	i. 9 months	
	j. 10 months	
	k. 11 months	
	l. 12 months or more	
9. Does any member of the household have a disability	a. Yes	3
	b. No	0
10. If Yes specify the disability identified by the household	a. Alcohol and drug abuse	1
	b. Chronic health condition	1
	c. Developmental disability	1
	d. HIV/AIDS	1
	e. Mental health issue	1
	f. Physical disability	1
11. If identified a disability, is this disability expected to be of long-continued and indefinite duration and susbstantially impairs their ability to live independently?	a. Yes	3
	b. No	0
12. Does the household meet the definition of chronically homeless	a. Yes	5
	b. No	0
13. Is anyone in the household a veteran or served in the military	a. Yes	3
	b. No	0
14. Please identify which, if any, of these sources of income the household has	a. Supplemental Security Income (SSI)	3
	b. Social Security Disability Insurance (SSDI)	3
	c. VA Service-Connected Disability Compensation	3
	d. VA Non-Service Connected Disability Pension	3
	e. Temporary Aid for Needy Families (TANF)	1

	f. General Assistance (GA)	1
	g. No Source of Income	4
15. Is household income over AMI based on household size	a. Yes	0
	b. No	2
16. When was the last time someone in the household held a job	a. Longer than 5 years ago or never	5
	b. 2 – 4 years ago	3
	c. 1 year ago	0
	d. Within the last year	0
17. What was the longest length of time a member of the household held a job in the last 5 years?	a. Less than 3 months	5
	b. 3 – 9 months	3
	c. More than 9 months	0
18. How many times has any member of the household been arrested or incarcerated in the past year?	a. 0 times	0
	b. 1 time	0
	c. 2 times	3
	d. 3 times	3
	e. 4 or more times	5
19. How many times has any member of the household been to the emergency room in the past year?	a. 0 times	0
	b. 1 time	0
	c. 2 times	1
	d. 3 times	1
	e. 4 or more times	3
20. How many times has any member of the household been to a psychiatric hospital or mental health facility in the past year?	a. 0 times	0
	b. 1 time	3
	c. 2 or more times	5

Total Household Prioritization Score	

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

a. Local Selection Policy
b. Monitoring Policy
c. 2018 Funding Announcement
d. New Project Application
e. New Project Scoring Criteria
f. Renewal Project Application
g. Renewal Project Monitoring Tool
h. Renewal Project Performance Review
i. Renewal Project Scoring Tool

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

a. Local Selection Policy

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

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

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

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.

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

b. Monitoring Policy

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",

"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.

1E-1. Objective Criteria – Rate, Rank, Review and Selection Criteria

c. 2018 Funding Announcement

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Committee

Patricia Cash
Interfaith
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Network

Nancy McCorry
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Advocate

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Ocean County Jail

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Ocean County
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Human Services

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HUD Continuum of Care FY2018 Funding Competition
Local Selection Process

In anticipation of the FY2018 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 FY2018 CoC NOFA notice for more information on HUD priorities and eligible project activities.
https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

The Ocean HPAC priorities for the FY2018 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 victims of domestic violence

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 Monitoring results and relevant project information provided through the renewal application

Proposals are due no later than **Wednesday, July 13, 2018**.

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

Renewal Projects – Submit one (1) hard copies of the proposal, one (1) electronic copy of the proposal.

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

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria
d. New Project Application

Ocean County Homeless Prevention and Assistance Coalition

Cover Page

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, Rapid Re-housing, Transitional/Rapid Rehousing, Coordinated Assessment)	
Total HUD request	

Contact Information

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

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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		Domestic Violence	
Individuals		Substance abuse	
Families (at least one adult and one child under 18)		Mental Illness	
Veterans		HIV/AIDs	
Youth (ages 18 – 24)			

Please identify the total number of units and beds of permanent housing the project will provide	
Total number of individuals to be served	
Total number of families to be served	

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

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

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)	

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	

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.

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.			

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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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			Weekly/ Daily)
Assessment of service needs			
Assistance with moving costs			
Case management			
Child care			
Education services			
Employment assistance and job training			
Food			
Housing search and counseling services			
Legal services			
Life skills training			
Mental health services			
Outpatient health services			
Outreach services			
Substance abuse treatment services			
Transportation			
Utility deposits			

Target Population & Outreach

In the chart below identify the number of units that will be dedicated to the target populations listed below. The total number of units identified in the charts below may exceed the total number of units requested in the application if households have multiple conditions (i.e. program serving 3 chronically homeless youth with severe mental illness will identify the same number of households in each box)

CH – Chronically Homeless	CH Vet – Chronically Homeless Veteran
Vet- Veteran	SA – Chronic Substance Abuse
HIV/AIDS	SMI – Severe Mental Illness
DV – Victim of Domestic Violence	PD – Physical Disability
DD – Developmental Disability	Youth – Person between age 18 – 24
None – no target	

Dedicated – bed will only serve those in the identified target population
Prioritized – bed may serve any person but first priority will be given to the identified target population

Families (households with children under 18)

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

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Individuals

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

1. Briefly describe the target population and the proposed project outreach plan to identify, engage and enroll prospective participants.
2. 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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Interfaith Hospitality Network

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Community Advocate

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Budget and Leveraging

1. 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)				
☐ **PSH**	☐ **RRH**	☐ **TH/RRH**	☐ **SSO**	☐ **HMIS**	☐ **1 yr**	☐ **2 yrs**	☐ **3 yrs**	☐ **5 yrs**	☐ **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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Patricia Cash
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Network

Nancy McCorry
Community
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Nina Hagen
Ocean County Jail

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Ocean
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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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Patricia Cash
Interfaith Hospitality Network

Nancy McCorry
Community Advocate

Nina Hagen
Ocean County Jail

Rose Bulbach
Ocean County Department of Human Services

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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

b. Component Types (Check only one box)	c. Grant Term (Check only one box)
☐ TRA ☐ SRA ☐ PRA ☐ Leasing	
☐ Short-term Rental Assistance (1 – 3 months)	☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 5 yrs ☐ 15 yrs
☐ Medium-term Rental Assistance (3 – 24 months)	

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	$ 699
0 Bedroom	$ 932
1 Bedroom	$ 1,126
2 Bedrooms	$ 1,461
3 Bedrooms	$ 1,978
4 Bedrooms	$ 2,259

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

e. New Project Scoring Criteria

Ocean County HPAC

2018 New Project Scoring Tool

	Agency Experience				Project Design					Budget &Leveraging			Performance Targets						Total
	Success with HUD projects	Experience serving target population	Experience providing identified service	Agency demonstrates capacity to implement program	PSH or RRH	Housing First	Proposed services appropriate for target population and realistic	Proposed implementation timeline reasonable	Target population: Chronically Homeless, Families, Youth, Veterans	Partnerships with community	% of program funds leveraged	Project budget is reasonable given program scope	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	2	4	4	2	3	4	2	1	2	1	1	1	1	1	1	
Project Total																			
Max Score	4	4	4	4	8	8	4	6	8	4	if leveraging is 200% then a max score of 2	4	2	2	2	2	2	2	72

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

    0.5 - project marginally meets criteria

    1 - project partially meets criteria

    1.5 - project more than 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.

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

f.   Renewal Project Application

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Patricia Cash
Interfaith Hospitality Network

Nancy McCorry
Community Advocate

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Community Advocate

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FY2018 CoC Renewal Project Application

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	
Agency **will not** apply for renewal CoC funding	

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

Change in budget		Change in sponsor agency		Change in applicant agency	
Change in component type		Change in number of clients served		Change in target population	

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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	

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria
g. Renewal Project Monitoring Tool

Ocean County Homeless Prevention and Assistance Coalition

Program Monitoring Tool

Project Title: _____

Date: _____

Performed By: _____

Monitoring of Homeless Service Program of:
Recipient Agency: _____

Sub-recipient Agency: _____

Agency _____

Agency Address _____

Primary Point of Contact _____

Email _____

Phone Number _____

Alternate Point of Contact _____

Email _____

Phone Number _____

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part A: General Recordkeeping	Yes	No	N/A	Comments
A. Are all records regarding the project (outside of financial records) centrally located?				
B. Do these records contain:				
1. Program Grant Agreements with program regulations				
2. Grant Agreement Amendments and Budget Revisions				
3. Is there a program policies and procedures manual?				
4. Is there a system in place to monitor process in completing program milestones?				
C. Does the agency subcontract for any services in administration of program activities?				
1. Are grant agreement requirements passed along to sub-recipients/subcontractors?				
2. Are there written agreements (MOUs, contracts, etc.) with program partners?				
3. Is there regular contact with sub-recipients/subcontracts in program administration/implementation				
4. Is there evidence of a monitoring process for program partners?				
D. Are homeless or formerly homeless persons participating on board of directors or other equivalent policy-making entity of the recipient or sub-recipient?				
E. Is the agency HMIS data quality up to local standards? Has the agency provided a copy of the HMIS data quality?				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part B: Financial Records	Yes	No	N/A	Comments
A. Are all project financial records centrally located and stored in a secure location?				
B. Does the agency financial management system provide evidence that there are controls in place to account for all funds, property, and other assets?				
C. Does the agency compare budgeted line item costs against incurred costs in order to identify over/under spending on a line item basis so that adjustments can be made in a timely fashion?				
D. Are all project expenditures supported by timesheets, invoices, contracts, purchase orders, etc.?				
E. Is there evidence of financial records for any program funds given directly to clients?				
F. Does the agency prepare and submit monthly, or at a minimum quarterly, reimbursement reports?				
G. Does the agency understand that project records need to be retained for a minimum of five (5) years after close—out of the grant or clearance of any audit findings, and 15 years after close-out of a grant that funds acquisition, construction or rehabilitation activities?				
H. Has the agency been audited by independent auditors? If yes, were there any findings that the recipient is required to resolve? Note: obtain a copy of the agency's most recently completed audit.				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part C: Program Participant File Recordkeeping	Yes	No	N/A	Comments
A. Are all records regarding the program participants centrally located?				
B. Do these records contain:				
1. Is there a valid lease (if applicable) and program occupancy agreement or program participation agreement signed by program participants				
2. Documentation for verification of homeless status				
3. Does the file include verification of the participant's disability? (required for Permanent Housing programs funded through CoC)				
4. Documentation for all sources of income				
5. Does the file contain documentation of total adjusted income and rent calculation? Annual re-certification?				
6. Documentation for termination if the participant has been terminated from the program.				
7. Documentation of any appeals by program participants				
C. Documentation that the case manager has met with the household at least monthly during their program enrollment period to develop individual service plan. Do these records include:				
1. Program intake/eligibility documentation; e.g. participant application, executed release of information forms, etc.				
2. Identification; e.g. government issued proof of citizenship: birth certificate, social security card, driver license, passport				
3. HMIS consent to Release Information Form signed by both client and staff				
4. Evidence that participants have been notified of program				

requirements/regulations, termination reasons and process, appeals process, privacy and other participant rights at intake				
5. Are the most recent unit FMR and Rent Reasonableness guidelines being used? (for permanent housing programs)				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part D: Housing Quality Management	Yes	No	N/A	Comments
A. Are units providing housing/shelter inspected on an annual basis?				
B. Are unit/building inspections completed by agency staff? If so, is there evidence of the most recent inspection showing the unit/building is up to appropriate standards?				
C. Are unit/building inspections completed by third party agencies? If so, is there evidence of the most recent inspection showing the unit/building is up to appropriate standards?				
D. Are the units in compliance with local Fire codes? Is there documentation in program files supporting this?				
E. Do all units/buildings have the proper Certificate of Occupancy documentation issued by the local municipality?				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part E: Housing First	Yes	No	N/A	Comments
A. Do project policies reflect low barrier requirements for program entry				
B. Does the agency work to expedite the admission process?				
C. Is the project compliant with Fair Housing and Equal Access requirements?				
D. Does the agency seek input from persons with lived experience for project implementation?				
E. Does the project work to prevent evictions?				
F. Do participants sign a standard lease?				
G. Does case management & service model reflect participant choice and client centered services				
H. Are evidence-based practices and culturally appropriate services provided?				
I. Does termination policy reflect a housing first approach?				
J. Do termination procedures reflect a separation between housing and services				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part F: Participation in Coordinated Assessment	Yes	No	N/A	Comments
A. Does the agency have an active MOU signed with the Coordinated Assessment agency?				
B. Is there evidence of effective communication of program units and vacancies to the coordinated assessment agency?				
C. Have the program policies been updated to reflect use of the coordinated assessment process				
D. Have all vacancies since 9/17 been filled through the coordinated assessment agency referrals				
E. Have no more than 25% of eligible referrals sent by the coordinated assessment agency been denied?				
F. Does agency send denial letter to client.				

Ocean County HPAC		
Monitoring Review		
Agency		
Program		
Area of consideration	Score	Notes
General Record Keeping		
Financial Records		
Program Participant files/eligibility		
Housing Quality Management		
Housing First Implementation		
Participation in Coordinated Assessment		

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

h. Renewal Project Performance Review

HMIS/APR review:					Score	Notes
Homeless Status						
Total Participants	Total Households	Homeless	Institution	Other		
Disability Status						
Total Households	Household Disability		No Household Disability			
Data quality						
Program utilization						
HMIS utilization rate	Number of households proposed	Number of persons households	Number of households served	Number of persons served		
Target Population						
	HUD application target		Actual served			
Veteran						
Domestic Violence						
Mental Illness						
Substance Abuse						
Chronic Health Conditions						
HIV/AIDs						
Developmental Disabilities						
Physical Disabilities						
Chronically Homeless						
Stability in PH						

Average Length of Stay	total Participants Served	participants leaving	participants staying	participants leaving to PH	total stable in housing	% with stable housing		
Destination at exit								
Total Participants Leaving	Permanent Destination	Permanent Destination %	Temporary Destination	Temporary Destination %	Other Destination	Other Destination %		
Connection to income & benefits								
Total Number of Households	Households with earned income	% with earned income	Households with non-earned income	% with non-earned income	Households with non-cash benefits	% with non-cash benefits		
Increase in income								
Total number of households	# with increase in earned income	% with increase in earned income	# with increase in non-earned income	% with increase in non-earned income				

	total possible score	score	%
Compliance Score			
Performance Score			
Total Monitoring Score			

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

i. 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 screenshot	2		
	Less than 5% of program funds returned on annual basis	Funds returned divided by funds awarded from HUD closeout certification	4		
	APR submitted in a timely fashion (within 3 months of operating year end date)	APR submission date in relation to program operating year end date	3		
	Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants	3		
		# of households with disabling condition divided by total number of households	1		
	Program serves appropriate target population	Monitoring Tool Part C: Question B-2 & B-3; HMIS data	4		
	Program uses funds for eligible activities	Monitoring Tool Part B: Question C & D	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	Monitoring Tool Part D: Questions A - E	4		
	Homeless or formerly homeless participate in policy making body	Monitoring Tool Part A: Question D	4		
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Monitoring Tool Part B: Question G	2		
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided, unit inspection, rent reasonableness, rent calculation	Monitoring Tool Part C: Questions A - C	4		
	Agency procedures updated to reflect coordinated assessment integration	Monitorng Tool Part F Question A & C	2		

| Participation in Coordinated Assessment | Agency actively particpates in the coordinated assessment process | Monitorng Tool Part F Questions B & D | 3 | | |
| | Accessible program entry with limited denials and formal transparent denial process | Monitoring Tool Part F Questions E & F | 3 | | |

Housing First

Goal	Performance Standard	Evaluation method	Max Points	Data	Points Earned
Program access	Program demonstrates low barriers for entry and complies with Fair Housing and Equal Access Requirements	Monitorng Tool Part E Question A & C	5		
	Program expedites admission and housing process to greatest extent possible	Monitorng Tool Part E Question B	3		
Program retention	Program works to prevent evictions	Monitorng Tool Part E Question E	4		
	Program has a transparent termination process with appropriate avenues for appeals	Monitorng Tool Part E Question I	2		
	Pogram separates services and housing when determining reasons for termination	Monitorng Tool Part E Question J	2		
Program services	Services are client centered and client directed	Monitorng Tool Part E Question D & G	2		
	Staff complete training and implement evidence based practices	Monitorng Tool Part E Question H	3		
	Clients sign a standard lease and program rules/expectations are reasonable	Monitorng Tool Part E Question F	1		

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	HMIS Data Quality report	5		
	Timely Data Entry - 85% of records entered within 6 days or less	HMIS Data Quality report	2		
	Annual Updates - less than 5% of records missing the annual update	HMIS Data Quality report	3		
	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		
Participation in relevant sub-committee	Agency participates in 2/3 of Coordinated Assessment Case Conferencing and/or Permanent Housing Committee meetings	Subcommittee meeting attendance divided by total number of meetings held	5		

Summary Performance			
	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40	0	0%
Program Compliance Points	43	0	0%
Housing First	22	0	0%
HMIS Participation Points	15	0	0%
HPAC Participation Points	15	0	0%
Bonus Points	5	0	0%
Total Monitoring Score	**140**	**0**	0%
Application/Presentation Adjustments	+/- 10		
Total Renewal Score (monitoring + application score)	150	0	0%

1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria

E-mail of Criteria

Subject:	Ocean HPAC - FY2018 CoC Local Selection Process
Date:	Thursday, June 21, 2018 at 12:35:53 AM Eastern Daylight Time
From:	Kelly, Taiisa <tkelly@monarchhousing.org>
To:	adelaney@gmail.com <adelaney@gmail.com>, aeksfcclakewood2@gmail.com <aeksfcclakewood2@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>, arembisz@oceanmhs.org <arembisz@oceanmhs.org>, 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>, boesterheld@carcnj.org <boesterheld@carcnj.org>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, candsryan@comcast.net <candsryan@comcast.net>, carolanntrub@gmail.com <carolanntrub@gmail.com>, carolburns@optonline.net <carolburns@optonline.net>, cbecraft@stfrancislbi.org <cbecraft@stfrancislbi.org>, cbrewster@njhmfa.gov <cbrewster@njhmfa.gov>, 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@stfrancislbi.org>, CHofmann@homes-now.org <CHofmann@homes-now.org>, Christie@visitationreliefcenter.org <Christie@visitationreliefcenter.org>, christine.hughes2@va.gov <christine.hughes2@va.gov>, christopher.acker@va.gov <christopher.acker@va.gov>, 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>, cpascale24@gmail.com <cpascale24@gmail.com>, 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>, dfarrell@preferredbehavioral.org <dfarrell@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>, gvo4@njaes.rutgers.edu <gvo4@njaes.rutgers.edu>, 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>,

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>, jdeluca@walters-group.com <jdeluca@walters-group.com>, jdorrity@co.ocean.nj.us <jdorrity@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>, jp.steinberg75@gmail.com <jp.steinberg75@gmail.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@triplechousing.org <kdelorme@triplechousing.org>, kdurante@oceanfirstfdn.org <kdurante@oceanfirstfdn.org>, kenseda@hotmail.com <kenseda@hotmail.com>, 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>, lgandulla@homes-now.org <lgandulla@homes-now.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>, lstivale@triplechousing.org <lstivale@triplechousing.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>, mharding@wesoldieron.org <mharding@wesoldieron.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>, nancymac1756@hotmail.com <nancymac1756@hotmail.com>, 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>,

Oyedele, Olu <ooyedele@monarchhousing.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>, pda-salesexcel@juno.com <pda-salesexcel@juno.com>, phnh09@yahoo.com <phnh09@yahoo.com>, phylliszoon@gmail.com <phylliszoon@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 <rerosfjord@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>, rodea@mhanj.org <rodea@mhanj.org>, ronald.morgan4@va.gov <ronald.morgan4@va.gov>, ronsusan2@msn.com <ronsusan2@msn.com>, rosina1683@aol.com <rosina1683@aol.com>, rwalsh@legacytreatment.org <rwalsh@legacytreatment.org>, 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>, slipositz@walters-group.com <slipositz@walters-group.com>, 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>, 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>, vhnfbettelli@aol.com <vhnfbettelli@aol.com>, walfaro@carcnj.org <walfaro@carcnj.org>, weaver.heath@yahoo.com <weaver.heath@yahoo.com>, whealy7@graceandpeace.org <whealy7@graceandpeace.org>, wwood@preferredbehavioral.org <wwood@preferredbehavioral.org>, Jackie Edwards <jyouturn@aol.com>

CC: Crocevera, Patrice <pcrocevera@monarchhousing.org>, Foster, Deena <dfoster@monarchhousing.org>

Priority: High

Attachments: FY2018 CoC Funding Announcement.pdf, FY2018 CoC New Project Application.docx, Scoring Tools 2018 - new projects.pdf, FY2018 CoC Renewal Project Application.docx, Scoring Tools 2018 - renewal projects.pdf, image001.gif

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2018 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** and **renewal** project which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **July 13, 2018** 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:
- FY2018 funding announcement & priorities
- FY2018 New Project Application
- FY2018 Renewal Project Application
- FY2018 HPAC New Project Scoring Tool
- FY2018 HPAC Renewal Project Scoring Tool

All agencies interested in submitting an application for funding consideration in the 2018 CoC process may participate in a technical assistance webinar:

Ocean County HPAC – 2018 CoC Technical Assistance Session
Fri, Jun 29, 2018 10:00 AM – 11:30 AM EDT

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/207516221
You can also dial in using your phone.
United States: +1 (224) 501-3412
Access Code: 207-516-221

For further information about the FY2018 Continuum of Care please refer to the 2018 CoC NOFA:

https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

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/local-selection-process/

Join Our Team!

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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1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria
Website Posting of Criteria

Local Selection Process

FY2018 Local Selection Process

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2018 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 **July 13, 2018** 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:

- **FY2018 Funding Opportunity Announcement**
- **FY2018 New Project Application**
- **FY2018 New Project Scoring Tool**
- **FY2018 Renewal Project Application**
- **FY2018 Renewal Project Site Monitoring Tool**
- **FY2018 Renewal Project Scoring Tool**

All agencies interested in submitting an application for funding consideration in the 2018 CoC process may participate in a technical assistance webinar:

Ocean County HPAC – 2018 CoC Technical Assistance Session
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https://global.gotomeeting.com/join/207516221

You can also dial in using your phone.
United States: +1 (224) 501-3412

Access Code: 207-516-221

For further information about the FY2018 Continuum of Care please refer to the 2018 CoC NOFA:

https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

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Ocean County Homelessness Prevention and Assistance Coalition

Addressing Homelessness in Ocean County

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Calendar of Events

August 2018

M	T	W	T	F	S	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

« Mar

Announcements

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria

c. 2018 Funding Announcement

Ocean County Homeless Prevention and Assistance Coalition

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Committee

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Hospitality
Network

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Advocate

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HUD Continuum of Care FY2018 Funding Competition
Local Selection Process

In anticipation of the FY2018 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 FY2018 CoC NOFA notice for more information on HUD priorities and eligible project activities.
https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

The Ocean HPAC priorities for the FY2018 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 victims of domestic violence

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 Monitoring results and relevant project information provided through the renewal application

Proposals are due no later than **Wednesday, July 13, 2018**.

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

Renewal Projects – Submit one (1) hard copies of the proposal, one (1) electronic copy of the proposal.

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

1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria

New Project Application

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Cover Page

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, Rapid Re-housing, Transitional/Rapid Rehousing, Coordinated Assessment)	
Total HUD request	

Contact Information

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

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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		Domestic Violence	
Individuals		Substance abuse	
Families (at least one adult and one child under 18)		Mental Illness	
Veterans		HIV/AIDs	
Youth (ages 18 – 24)			

Please identify the total number of units and beds of permanent housing the project will provide	
Total number of individuals to be served	
Total number of families to be served	

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

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

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)	

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	

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.

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.			

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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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			Weekly/ Daily)
Assessment of service needs			
Assistance with moving costs			
Case management			
Child care			
Education services			
Employment assistance and job training			
Food			
Housing search and counseling services			
Legal services			
Life skills training			
Mental health services			
Outpatient health services			
Outreach services			
Substance abuse treatment services			
Transportation			
Utility deposits			

Target Population & Outreach

In the chart below identify the number of units that will be dedicated to the target populations listed below.   The total number of units identified in the charts below may exceed the total number of units requested in the application if households have multiple conditions (i.e. program serving 3 chronically homeless youth with severe mental illness will identify the same number of households in each box)

CH – Chronically Homeless	CH Vet – Chronically Homeless Veteran
Vet- Veteran	SA – Chronic Substance Abuse
HIV/AIDS	SMI – Severe Mental Illness
DV – Victim of Domestic Violence	PD – Physical Disability
DD – Developmental Disability	Youth – Person between age 18 – 24
None – no target	

Dedicated – bed will only serve those in the identified target population
Prioritized – bed may serve any person but first priority will be given to the identified target population

Families (households with children under 18)

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

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Individuals

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

1. Briefly describe the target population and the proposed project outreach plan to identify, engage and enroll prospective participants.
2. 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

1. 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) ☐ PSH ☐ RRH ☐ TH/RRH ☐ SSO ☐ HMIS		**Grant Term** (please double click appropriate box and select checked) ☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 5 yrs ☐ 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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Patricia Cash
Interfaith
Hospitality
Network

Nancy McCorry
Community
Advocate

Nina Hagen
Ocean County Jail

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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

b. Component Types (Check only one box)	c. Grant Term (Check only one box)
☐ TRA ☐ SRA ☐ PRA ☐ Leasing ☐ Short-term Rental Assistance (1 – 3 months) ☐ Medium-term Rental Assistance (3 – 24 months)	☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 5 yrs ☐ 15 yrs

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	$ 699
0 Bedroom	$ 932
1 Bedroom	$ 1,126
2 Bedrooms	$ 1,461
3 Bedrooms	$ 1,978
4 Bedrooms	$ 2,259

1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria

New Project Scoring Criteria

Ocean County HPAC

2018 New Project Scoring Tool

	Agency Experience				Project Design					Budget &Leveraging			Performance Targets						Total
	Success with HUD projects	Experience serving target population	Experience providing identified service	Agency demonstrates capacity to implement program	PSH or RRH	Housing First	Proposed services appropriate for target population and realistic	Proposed implementation timeline reasonable	Target population: Chronically Homeless, Families, Youth, Veterans	Partnerships with community	% of program funds leveraged	Project budget is reasonable given program scope	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	2	4	4	2	3	4	2	1	2	1	1	1	1	1	1	
Project Total																			
Max Score	4	4	4	4	8	8	4	6	8	4	if leveraging is 200% then a max score of 2	4	2	2	2	2	2	2	72

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

    0.5 - project marginally meets criteria

    1 - project partially meets criteria

    1.5 - project more than 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.

1E-3. Public Posting – Local Competition Rate,Rank, Review, and Selection Criteria

Renewal Project Application

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Patricia Cash
Interfaith Hospitality Network

Nancy McCorry
Community Advocate

Nina Hagen
Ocean County Jail

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Ocean County Department of Human Services

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FY2018 CoC Renewal Project Application

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	
Agency **will not** apply for renewal CoC funding	

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

Change in budget		Change in sponsor agency		Change in applicant agency	
Change in component type		Change in number of clients served		Change in target population	

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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	

1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria

Renewal Project Monitoring Tool

Ocean County Homeless Prevention and Assistance Coalition

Program Monitoring Tool

Project Title: _____

Date: _____

Performed By: _____

Monitoring of Homeless Service Program of:

Recipient Agency: _____

Sub-recipient Agency: _____

Agency _____

Agency Address _____

Primary Point of Contact _____

Email _____

Phone Number _____

Alternate Point of Contact _____

Email _____

Phone Number _____

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part A: General Recordkeeping	Yes	No	N/A	Comments
A. Are all records regarding the project (outside of financial records) centrally located?				
B. Do these records contain:				
1. Program Grant Agreements with program regulations				
2. Grant Agreement Amendments and Budget Revisions				
3. Is there a program policies and procedures manual?				
4. Is there a system in place to monitor process in completing program milestones?				
C. Does the agency subcontract for any services in administration of program activities?				
1. Are grant agreement requirements passed along to sub-recipients/subcontractors?				
2. Are there written agreements (MOUs, contracts, etc.) with program partners?				
3. Is there regular contact with sub-recipients/subcontracts in program administration/implementation				
4. Is there evidence of a monitoring process for program partners?				
D. Are homeless or formerly homeless persons participating on board of directors or other equivalent policy-making entity of the recipient or sub-recipient?				
E. Is the agency HMIS data quality up to local standards? Has the agency provided a copy of the HMIS data quality?				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part B: Financial Records	Yes	No	N/A	Comments
A. Are all project financial records centrally located and stored in a secure location?				
B. Does the agency financial management system provide evidence that there are controls in place to account for all funds, property, and other assets?				
C. Does the agency compare budgeted line item costs against incurred costs in order to identify over/under spending on a line item basis so that adjustments can be made in a timely fashion?				
D. Are all project expenditures supported by timesheets, invoices, contracts, purchase orders, etc.?				
E. Is there evidence of financial records for any program funds given directly to clients?				
F. Does the agency prepare and submit monthly, or at a minimum quarterly, reimbursement reports?				
G. Does the agency understand that project records need to be retained for a minimum of five (5) years after close—out of the grant or clearance of any audit findings, and 15 years after close-out of a grant that funds acquisition, construction or rehabilitation activities?				
H. Has the agency been audited by independent auditors? If yes, were there any findings that the recipient is required to resolve? Note: obtain a copy of the agency's most recently completed audit.				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part C: Program Participant File Recordkeeping	Yes	No	N/A	Comments
A. Are all records regarding the program participants centrally located?				
B. Do these records contain:				
1. Is there a valid lease (if applicable) and program occupancy agreement or program participation agreement signed by program participants				
2. Documentation for verification of homeless status				
3. Does the file include verification of the participant's disability? (required for Permanent Housing programs funded through CoC)				
4. Documentation for all sources of income				
5. Does the file contain documentation of total adjusted income and rent calculation? Annual re-certification?				
6. Documentation for termination if the participant has been terminated from the program.				
7. Documentation of any appeals by program participants				
C. Documentation that the case manager has met with the household at least monthly during their program enrollment period to develop individual service plan. Do these records include:				
1. Program intake/eligibility documentation; e.g. participant application, executed release of information forms, etc.				
2. Identification; e.g. government issued proof of citizenship: birth certificate, social security card, driver license, passport				
3. HMIS consent to Release Information Form signed by both client and staff				
4. Evidence that participants have been notified of program				

requirements/regulations, termination reasons and process, appeals process, privacy and other participant rights at intake				
5. Are the most recent unit FMR and Rent Reasonableness guidelines being used? (for permanent housing programs)				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part D: Housing Quality Management	Yes	No	N/A	Comments
A. Are units providing housing/shelter inspected on an annual basis?				
B. Are unit/building inspections completed by agency staff? If so, is there evidence of the most recent inspection showing the unit/building is up to appropriate standards?				
C. Are unit/building inspections completed by third party agencies? If so, is there evidence of the most recent inspection showing the unit/building is up to appropriate standards?				
D. Are the units in compliance with local Fire codes? Is there documentation in program files supporting this?				
E. Do all units/buildings have the proper Certificate of Occupancy documentation issued by the local municipality?				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part E: Housing First	Yes	No	N/A	Comments
A. Do project policies reflect low barrier requirements for program entry				
B. Does the agency work to expedite the admission process?				
C. Is the project compliant with Fair Housing and Equal Access requirements?				
D. Does the agency seek input from persons with lived experience for project implementation?				
E. Does the project work to prevent evictions?				
F. Do participants sign a standard lease?				
G. Does case management & service model reflect participant choice and client centered services				
H. Are evidence-based practices and culturally appropriate services provided?				
I. Does termination policy reflect a housing first approach?				
J. Do termination procedures reflect a separation between housing and services				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part F: Participation in Coordinated Assessment	Yes	No	N/A	Comments
A. Does the agency have an active MOU signed with the Coordinated Assessment agency?				
B. Is there evidence of effective communication of program units and vacancies to the coordinated assessment agency?				
C. Have the program policies been updated to reflect use of the coordinated assessment process				
D. Have all vacancies since 9/17 been filled through the coordinated assessment agency referrals				
E. Have no more than 25% of eligible referrals sent by the coordinated assessment agency been denied?				
F. Does agency send denial letter to client.				

Ocean County HPAC		
Monitoring Review		
Agency		
Program		
Area of consideration	Score	Notes
General Record Keeping		
Financial Records		
Program Participant files/eligibility		
Housing Quality Management		
Housing First Implementation		
Participation in Coordinated Assessment		

1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria

Renewal Project Performance Review

HMIS/APR review:					Score	Notes
Homeless Status						
Total Participants	Total Households	Homeless	Institution	Other		
Disability Status						
Total Households	Household Disability	No Household Disability				
Data quality						
Program utilization						
HMIS utilization rate	Number of households proposed	Number of persons households	Number of households served	Number of persons served		
Target Population						
	HUD application target	Actual served				
Veteran						
Domestic Violence						
Mental Illness						
Substance Abuse						
Chronic Health Conditions						
HIV/AIDs						
Developmental Disabilities						
Physical Disabilities						
Chronically Homeless						
Stability in PH						

Average Length of Stay	total Participants Served	participants leaving	participants staying	participants leaving to PH	total stable in housing	% with stable housing		
Destination at exit								
Total Participants Leaving	Permanent Destination	Permanent Destination %	Temporary Destination	Temporary Destination %	Other Destination	Other Destination %		
Connection to income & benefits								
Total Number of Households	Households with earned income	% with earned income	Households with non-earned income	% with non-earned income	Households with non-cash benefits	% with non-cash benefits		
Increase in income								
Total number of households	# with increase in earned income	% with increase in earned income	# with increase in non-earned income	% with increase in non-earned income				

	total possible score	score	%
Compliance Score			
Performance Score			
Total Monitoring Score			

1E-3. Public Posting – Local Competition Rate, Rank, Review, and Selection Criteria

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 screenshot	2		
	Less than 5% of program funds returned on annual basis	Funds returned divided by funds awarded from HUD closeout certification	4		
	APR submitted in a timely fashion (within 3 months of operating year end date)	APR submission date in relation to program operating year end date	3		
	Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants	3		
		# of households with disabling condition divided by total number of households	1		
	Program serves appropriate target population	Monitoring Tool Part C: Question B-2 & B-3; HMIS data	4		
	Program uses funds for eligible activities	Monitoring Tool Part B: Question C & D	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	Monitoring Tool Part D: Questions A - E	4		
	Homeless or formerly homeless participate in policy making body	Monitoring Tool Part A: Question D	4		
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Monitoring Tool Part B: Question G	2		
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided, unit inspection, rent reasonableness, rent calculation	Monitoring Tool Part C: Questions A - C	4		
	Agency procedures updated to reflect coordinated assessment integration	Monitorng Tool Part F Question A & C	2		

| Participation in Coordinated Assessment | Agency actively particpates in the coordinated assessment process | Monitorng Tool Part F Questions B & D | 3 | | |
| | Accessible program entry with limited denials and formal transparent denial process | Monitoring Tool Part F Questions E & F | 3 | | |

<center>Housing First</center>

Goal	Performance Standard	Evaluation method	Max Points	Data	Points Earned
Program access	Program demonstrates low barriers for entry and complies with Fair Housing and Equal Access Requirements	Monitorng Tool Part E Question A & C	5		
	Program expedites admission and housing process to greatest extent possible	Monitorng Tool Part E Question B	3		
Program retention	Program works to prevent evictions	Monitorng Tool Part E Question E	4		
	Program has a transparent termination process with appropriate avenues for appeals	Monitorng Tool Part E Question I	2		
	Pogram separates services and housing when determining reasons for termination	Monitorng Tool Part E Question J	2		
Program services	Services are client centered and client directed	Monitorng Tool Part E Question D & G	2		
	Staff complete training and implement evidence based practices	Monitorng Tool Part E Question H	3		
	Clients sign a standard lease and program rules/expectations are reasonable	Monitorng Tool Part E Question F	1		

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	HMIS Data Quality report	5		
	Timely Data Entry - 85% of records entered within 6 days or less	HMIS Data Quality report	2		
	Annual Updates - less than 5% of records missing the annual update	HMIS Data Quality report	3		
	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		
Participation in relevant sub-committee	Agency participates in 2/3 of Coordinated Assessment Case Conferencing and/or Permanent Housing Committee meetings	Subcommittee meeting attendance divided by total number of meetings held	5		

Summary Performance			
	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40	0	0%
Program Compliance Points	43	0	0%
Housing First	22	0	0%
HMIS Participation Points	15	0	0%
HPAC Participation Points	15	0	0%
Bonus Points	5	0	0%
Total Monitoring Score	**140**	**0**	0%
Application/Presentation Adjustments	+/- 10		
Total Renewal Score (monitoring + application score)	150	0	0%

1E-4. CoC's Reallocation Process
Reallocation Rates 2014 - 2018

NJ 510- Ocean County CoC Reallocation History

Application Year	Annual Renewal Demand	Amount of Funding Reallocated	Percentage of ARD
FY 2014	$ 348,355.00	$ 25,475.00	7%
FY2015	$ 492,410.00	$ -	0%
FY2016	$ 466,559.00	$ 249,669.00	54%
FY2017	$ 586,855.00	$ 59,066.00	10%
FY 2018	$ 574,359.00	$ -	0%
Total	$ 574,359.00	$ 334,210.00	58%

1E-4. CoC's Reallocation Process Monitoring Policy

Ocean County Homeless Prevention and Assistance Coalition

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",

"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.

1E-4. CoC's Reallocation Process
Local Selection Policy

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

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

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

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.

1E-4. CoC's Reallocation Process
Email New & Renewal Project Request

Subject:	Ocean HPAC - FY2018 CoC Local Selection Process
Date:	Thursday, June 21, 2018 at 12:35:53 AM Eastern Daylight Time
From:	Kelly, Taiisa <tkelly@monarchhousing.org>
To:	adelaney@gmail.com <adelaney@gmail.com>, aeksfcclakewood2@gmail.com <aeksfcclakewood2@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>, arembisz@oceanmhs.org <arembisz@oceanmhs.org>, 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>, boesterheld@carcnj.org <boesterheld@carcnj.org>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, candsryan@comcast.net <candsryan@comcast.net>, carolanntrub@gmail.com <carolanntrub@gmail.com>, carolburns@optonline.net <carolburns@optonline.net>, cbecraft@stfrancislbi.org <cbecraft@stfrancislbi.org>, cbrewster@njhmfa.gov <cbrewster@njhmfa.gov>, 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@stfrancislbi.org>, CHofmann@homes-now.org <CHofmann@homes-now.org>, Christie@visitationreliefcenter.org <Christie@visitationreliefcenter.org>, christine.hughes2@va.gov <christine.hughes2@va.gov>, christopher.acker@va.gov <christopher.acker@va.gov>, 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>, cpascale24@gmail.com <cpascale24@gmail.com>, 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>, dfarrell@preferredbehavioral.org <dfarrell@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>, gvo4@njaes.rutgers.edu <gvo4@njaes.rutgers.edu>, 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>,

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>, jdeluca@walters-group.com <jdeluca@walters-group.com>, jdorrity@co.ocean.nj.us <jdorrity@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>, jp.steinberg75@gmail.com <jp.steinberg75@gmail.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@triplechousing.org <kdelorme@triplechousing.org>, kdurante@oceanfirstfdn.org <kdurante@oceanfirstfdn.org>, kenseda@hotmail.com <kenseda@hotmail.com>, 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>, lgandulla@homes-now.org <lgandulla@homes-now.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>, lstivale@triplechousing.org <lstivale@triplechousing.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>, mharding@wesoldieron.org <mharding@wesoldieron.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>, nancymac1756@hotmail.com <nancymac1756@hotmail.com>, 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>,

Oyedele, Olu <ooyedele@monarchhousing.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>, pda-salesexcel@juno.com <pda-salesexcel@juno.com>, phnh09@yahoo.com <phnh09@yahoo.com>, phylliszoon@gmail.com <phylliszoon@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 <rerosfjord@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>, rodea@mhanj.org <rodea@mhanj.org>, ronald.morgan4@va.gov <ronald.morgan4@va.gov>, ronsusan2@msn.com <ronsusan2@msn.com>, rosina1683@aol.com <rosina1683@aol.com>, rwalsh@legacytreatment.org <rwalsh@legacytreatment.org>, 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>, slipositz@walters-group.com <slipositz@walters-group.com>, 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>, 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>, vhnfbettelli@aol.com <vhnfbettelli@aol.com>, walfaro@carcnj.org <walfaro@carcnj.org>, weaver.heath@yahoo.com <weaver.heath@yahoo.com>, whealy7@graceandpeace.org <whealy7@graceandpeace.org>, wwood@preferredbehavioral.org <wwood@preferredbehavioral.org>, Jackie Edwards <jyouturn@aol.com>

CC: Crocevera, Patrice <pcrocevera@monarchhousing.org>, Foster, Deena <dfoster@monarchhousing.org>

Priority: High

Attachments: FY2018 CoC Funding Announcement.pdf, FY2018 CoC New Project Application.docx, Scoring Tools 2018 - new projects.pdf, FY2018 CoC Renewal Project Application.docx, Scoring Tools 2018 - renewal projects.pdf, image001.gif

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2018 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** and **renewal** project which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **July 13, 2018** 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:
- FY2018 funding announcement & priorities
- FY2018 New Project Application
- FY2018 Renewal Project Application
- FY2018 HPAC New Project Scoring Tool
- FY2018 HPAC Renewal Project Scoring Tool

All agencies interested in submitting an application for funding consideration in the 2018 CoC process may participate in a technical assistance webinar:

Ocean County HPAC – 2018 CoC Technical Assistance Session
Fri, Jun 29, 2018 10:00 AM – 11:30 AM EDT

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/207516221
You can also dial in using your phone.
United States: +1 (224) 501-3412
Access Code: 207-516-221

For further information about the FY2018 Continuum of Care please refer to the 2018 CoC NOFA:

https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

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/local-selection-process/

Join Our Team!

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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1E-4. CoC's Reallocation Process Renewal Project Monitoring Tool, Performance Review, & Project Scoring Tool

Ocean County Homeless Prevention and Assistance Coalition

Program Monitoring Tool

Project Title: _____

Date: _____

Performed By: _____

Monitoring of Homeless Service Program of:
Recipient Agency: _____

Sub-recipient Agency: _____

Agency _____

Agency Address _____

Primary Point of Contact _____

Email _____

Phone Number _____

Alternate Point of Contact _____

Email _____

Phone Number _____

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part A: General Recordkeeping	Yes	No	N/A	Comments
A. Are all records regarding the project (outside of financial records) centrally located?				
B. Do these records contain:				
1. Program Grant Agreements with program regulations				
2. Grant Agreement Amendments and Budget Revisions				
3. Is there a program policies and procedures manual?				
4. Is there a system in place to monitor process in completing program milestones?				
C. Does the agency subcontract for any services in administration of program activities?				
1. Are grant agreement requirements passed along to sub-recipients/subcontractors?				
2. Are there written agreements (MOUs, contracts, etc.) with program partners?				
3. Is there regular contact with sub-recipients/subcontracts in program administration/implementation				
4. Is there evidence of a monitoring process for program partners?				
D. Are homeless or formerly homeless persons participating on board of directors or other equivalent policy-making entity of the recipient or sub-recipient?				
E. Is the agency HMIS data quality up to local standards? Has the agency provided a copy of the HMIS data quality?				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part B: Financial Records	Yes	No	N/A	Comments
A. Are all project financial records centrally located and stored in a secure location?				
B. Does the agency financial management system provide evidence that there are controls in place to account for all funds, property, and other assets?				
C. Does the agency compare budgeted line item costs against incurred costs in order to identify over/under spending on a line item basis so that adjustments can be made in a timely fashion?				
D. Are all project expenditures supported by timesheets, invoices, contracts, purchase orders, etc.?				
E. Is there evidence of financial records for any program funds given directly to clients?				
F. Does the agency prepare and submit monthly, or at a minimum quarterly, reimbursement reports?				
G. Does the agency understand that project records need to be retained for a minimum of five (5) years after close—out of the grant or clearance of any audit findings, and 15 years after close-out of a grant that funds acquisition, construction or rehabilitation activities?				
H. Has the agency been audited by independent auditors? If yes, were there any findings that the recipient is required to resolve? Note: obtain a copy of the agency's most recently completed audit.				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part C: Program Participant File Recordkeeping	Yes	No	N/A	Comments
A. Are all records regarding the program participants centrally located?				
B. Do these records contain:				
1. Is there a valid lease (if applicable) and program occupancy agreement or program participation agreement signed by program participants				
2. Documentation for verification of homeless status				
3. Does the file include verification of the participant's disability? (required for Permanent Housing programs funded through CoC)				
4. Documentation for all sources of income				
5. Does the file contain documentation of total adjusted income and rent calculation? Annual re-certification?				
6. Documentation for termination if the participant has been terminated from the program.				
7. Documentation of any appeals by program participants				
C. Documentation that the case manager has met with the household at least monthly during their program enrollment period to develop individual service plan. Do these records include:				
1. Program intake/eligibility documentation; e.g. participant application, executed release of information forms, etc.				
2. Identification; e.g. government issued proof of citizenship: birth certificate, social security card, driver license, passport				
3. HMIS consent to Release Information Form signed by both client and staff				
4. Evidence that participants have been notified of program				

requirements/regulations, termination reasons and process, appeals process, privacy and other participant rights at intake				
5. Are the most recent unit FMR and Rent Reasonableness guidelines being used? (for permanent housing programs)				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part D: Housing Quality Management	Yes	No	N/A	Comments
A. Are units providing housing/shelter inspected on an annual basis?				
B. Are unit/building inspections completed by agency staff? If so, is there evidence of the most recent inspection showing the unit/building is up to appropriate standards?				
C. Are unit/building inspections completed by third party agencies? If so, is there evidence of the most recent inspection showing the unit/building is up to appropriate standards?				
D. Are the units in compliance with local Fire codes? Is there documentation in program files supporting this?				
E. Do all units/buildings have the proper Certificate of Occupancy documentation issued by the local municipality?				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part E: Housing First	Yes	No	N/A	Comments
A. Do project policies reflect low barrier requirements for program entry				
B. Does the agency work to expedite the admission process?				
C. Is the project compliant with Fair Housing and Equal Access requirements?				
D. Does the agency seek input from persons with lived experience for project implementation?				
E. Does the project work to prevent evictions?				
F. Do participants sign a standard lease?				
G. Does case management & service model reflect participant choice and client centered services				
H. Are evidence-based practices and culturally appropriate services provided?				
I. Does termination policy reflect a housing first approach?				
J. Do termination procedures reflect a separation between housing and services				

Ocean County Homeless Prevention and Assistance Coalition

Project Title: _____

Date: _____

Part F: Participation in Coordinated Assessment	Yes	No	N/A	Comments
A. Does the agency have an active MOU signed with the Coordinated Assessment agency?				
B. Is there evidence of effective communication of program units and vacancies to the coordinated assessment agency?				
C. Have the program policies been updated to reflect use of the coordinated assessment process				
D. Have all vacancies since 9/17 been filled through the coordinated assessment agency referrals				
E. Have no more than 25% of eligible referrals sent by the coordinated assessment agency been denied?				
F. Does agency send denial letter to client.				

Ocean County HPAC		
Monitoring Review		
Agency		
Program		
Area of consideration	Score	Notes
General Record Keeping		
Financial Records		
Program Participant files/eligibility		
Housing Quality Management		
Housing First Implementation		
Participation in Coordinated Assessment		

HMIS/APR review:					Score	Notes
Homeless Status						
Total Participants	Total Households	Homeless	Institution	Other		
Disability Status						
Total Households	Household Disability		No Household Disability			
Data quality						
Program utilization						
HMIS utilization rate	Number of households proposed	Number of persons households	Number of households served	Number of persons served		
Target Population						
	HUD application target		Actual served			
Veteran						
Domestic Violence						
Mental Illness						
Substance Abuse						
Chronic Health Conditions						
HIV/AIDs						
Developmental Disabilities						
Physical Disabilities						
Chronically Homeless						
Stability in PH						

Average Length of Stay	total Participants Served	participants leaving	participants staying	participants leaving to PH	total stable in housing	% with stable housing		
Destination at exit								
Total Participants Leaving	Permanent Destination	Permanent Destination %	Temporary Destination	Temporary Destination %	Other Destination	Other Destination %		
Connection to income & benefits								
Total Number of Households	Households with earned income	% with earned income	Households with non-earned income	% with non-earned income	Households with non-cash benefits	% with non-cash benefits		
Increase in income								
Total number of households	# with increase in earned income	% with increase in earned income	# with increase in non-earned income	% with increase in non-earned income				

	total possible score	score	%
Compliance Score			
Performance Score			
Total Monitoring Score			

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 screenshot	2		
	Less than 5% of program funds returned on annual basis	Funds returned divided by funds awarded from HUD closeout certification	4		
	APR submitted in a timely fashion (within 3 months of operating year end date)	APR submission date in relation to program operating year end date	3		
	Program uses funds for eligible population – homeless & disabled by HUD definition	# of participants whose residence prior to program entry qualifies as homeless divided total number of participants	3		
		# of households with disabling condition divided by total number of households	1		
	Program serves appropriate target population	Monitoring Tool Part C: Question B-2 & B-3; HMIS data	4		
	Program uses funds for eligible activities	Monitoring Tool Part B: Question C & D	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	Monitoring Tool Part D: Questions A - E	4		
	Homeless or formerly homeless participate in policy making body	Monitoring Tool Part A: Question D	4		
	Program records retained for at least 5 years after client discharge or 15 years after expenditure of funds for construction/acquisition	Monitoring Tool Part B: Question G	2		
	Program record keeping meets HUD requirements: Client files contain homeless eligibility, annual income, disability documentation, services provided, unit inspection, rent reasonableness, rent calculation	Monitoring Tool Part C: Questions A - C	4		
	Agency procedures updated to reflect coordinated assessment integration	Monitorng Tool Part F Question A & C	2		

Participation in Coordinated Assessment	Agency actively particpates in the coordinated assessment process	Monitorng Tool Part F Questions B & D	3		
	Accessible program entry with limited denials and formal transparent denial process	Monitoring Tool Part F Questions E & F	3		

Housing First

Goal	Performance Standard	Evaluation method	Max Points	Data	Points Earned
Program access	Program demonstrates low barriers for entry and complies with Fair Housing and Equal Access Requirements	Monitorng Tool Part E Question A & C	5		
	Program expedites admission and housing process to greatest extent possible	Monitorng Tool Part E Question B	3		
Program retention	Program works to prevent evictions	Monitorng Tool Part E Question E	4		
	Program has a transparent termination process with appropriate avenues for appeals	Monitorng Tool Part E Question I	2		
	Pogram separates services and housing when determining reasons for termination	Monitorng Tool Part E Question J	2		
Program services	Services are client centered and client directed	Monitorng Tool Part E Question D & G	2		
	Staff complete training and implement evidence based practices	Monitorng Tool Part E Question H	3		
	Clients sign a standard lease and program rules/expectations are reasonable	Monitorng Tool Part E Question F	1		

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	HMIS Data Quality report	5		
	Timely Data Entry - 85% of records entered within 6 days or less	HMIS Data Quality report	2		
	Annual Updates - less than 5% of records missing the annual update	HMIS Data Quality report	3		
	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		
Participation in relevant sub-committee	Agency participates in 2/3 of Coordinated Assessment Case Conferencing and/or Permanent Housing Committee meetings	Subcommittee meeting attendance divided by total number of meetings held	5		

Summary Performance			
	Maximum Points	Points Earned	% of Points Earned
Program Performance Points	40	0	0%
Program Compliance Points	43	0	0%
Housing First	22	0	0%
HMIS Participation Points	15	0	0%
HPAC Participation Points	15	0	0%
Bonus Points	5	0	0%
Total Monitoring Score	**140**	**0**	0%
Application/Presentation Adjustments	+/- 10		
Total Renewal Score (monitoring + application score)	150	0	0%

1E-5. Notifications Outside e-snaps – Project Accepted

Ocean HPAC FY2018 CoC Local Selection Notification

Kelly, Taiisa

Joan Farkas; Pamela McCrory; Patty Cash

Wednesday, August 15, 2018 at 4:21 PM

Show Details

! This message is high priority.

Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below.

Tier	Score	Project	Requested	Awarded	Comments
1	99	Ocean Leasing 2009 CSPNJ	$ 14,634	$ 14,634	renewal project funding awarded at requested level
1	85	Ocean County Jay St. S+C	$ 23,162	$ 23,162	renewal project funding awarded at requested level
1	85	Ocean County OMHS S+C 2009 CSPNJ	$ 123,924	$ 123,924	renewal project funding awarded at requested level

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 be aware that the following requirements and deadlines will be in effect for the FY2018 application cycle:

· Projects may not request more funding than is approved and shown in the above identified budget

· Applications must be completed in their entirety in the e-snaps system

· Once applications have been completed, **DO NOT** hit the submit button in the system

· Applicants must email a pdf copy of the completed application to Taiisa Kelly at tkelly@monarchhousing.org for review

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

You may access the E-snaps website at the following location:
https://esnaps.hud.gov/grantium/frontOffice.jsf

All applicants must submit PDF copies of their application to Taiisa Kelly by **Friday, August 31, 2018**.

Applicants are strongly encouraged to access the resources below in completing their application:

HUD FY2018 CoC Competition page:
https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices

E-snaps project applicant instructions:
https://www.hudexchange.info/programs/e-snaps/

If you wish to file an appeal for any of the above identified projects please see the link below for the HPAC appeals process.
http://www.oceanhpac.org/?page_id=28

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

Ocean HPAC FY2018 CoC Local Selection Notification

Kelly, Taiisa

Steve Heisman; Patty Cash

Wednesday, August 15, 2018 at 4:22 PM

Show Details

! This message is high priority.

Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below.

Tier	Score	Project	Requested	Awarded	Comments
1	94	HABcore Capstan II Expansion FY17	$ 60,653	$ 60,653	renewal project funding awarded at requested level
1	93	HABcore Ocean Leasing Expansion FY17	$ 107,903	$ 107,903	renewal project funding awarded at requested level
1	92	HABcore Ocean Leasing AP17 OC - FY17	$ 65,436	$ 65,436	renewal project funding awarded at requested level
1&2	84	HABcore Ocean RRH FY17	$ 83,860	$ 83,860	renewal project funding awarded at requested level
2	94	Expansion to Habcore AP14OC	$ 41,521	$ 81,868	Project funded at a higher level than requested based on amount of funds available through the Bonus. Project will be funded through the Bonus
2	76	St. Francis DV Bonus project	$ 136,447	$ 136,447	Project will be funded through the DV Bonus

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 be aware that the following requirements and deadlines will be in effect for the FY2018 application cycle:
· Projects may not request more funding than is approved and shown in the above identified budget
· Applications must be completed in their entirety in the e-snaps system
· Once applications have been completed, **DO NOT** hit the submit button in the system
· Applicants must email a pdf copy of the completed application to Taiisa Kelly at tkelly@monarchhousing.org for review
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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 the link below for the HPAC appeals process.
http://www.oceanhpac.org/?page_id=28

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

Kelly, Taiisa
Beatriz Oesterheld; Patty Cash
Wednesday, August 15, 2018 at 4:20 PM
Show Details

❗ This message is high priority.

Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below.

Tier	Score	Project	Requested	Awarded	Comments
1	87	Coordinated Assessment	$ 100,000	$ 94,787	renewal project funding awarded at level less than requested based on approved HUD renewal demand

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 be aware that the following requirements and deadlines will be in effect for the FY2018 application cycle:
·	Projects may not request more funding than is approved and shown in the above identified budget
·	Applications must be completed in their entirety in the e-snaps system
·	Once applications have been completed, **DO NOT** hit the submit button in the system
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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 the link below for the HPAC appeals process.
http://www.oceanhpac.org/?page_id=28

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

Join Our Team!

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

1E-5. Notifications Outside e-snaps – Projects Rejected or Reduced

Kelly, Taiisa
Beatriz Oesterheld; Patty Cash
Wednesday, August 15, 2018 at 4:20 PM
Show Details

❗ This message is high priority.

Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below.

Tier	Score	Project	Requested	Awarded	Comments
1	87	Coordinated Assessment	$ 100,000	$ 94,787	renewal project funding awarded at level less than requested based on approved HUD renewal demand

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 be aware that the following requirements and deadlines will be in effect for the FY2018 application cycle:
·   Projects may not request more funding than is approved and shown in the above identified budget
·   Applications must be completed in their entirety in the e-snaps system
·   Once applications have been completed, **DO NOT** hit the submit button in the system
·   Applicants must email a pdf copy of the completed application to Taiisa Kelly at tkelly@monarchhousing.org for review
·   Applicants may only hit the submit button once the application has been reviewed and approved by Monarch

You may access the E-snaps website at the following location:
https://esnaps.hud.gov/grantium/frontOffice.jsf

All applicants must submit PDF copies of their application to Taiisa Kelly by **Friday, August 31, 2018**.

Applicants are strongly encouraged to access the resources below in completing their application:

HUD FY2018 CoC Competition page:
https://www.hudexchange.info/programs/e-snaps/fy-2018-coc-program-nofa-coc-program-competition/#nofa-and-notices

E-snaps project applicant instructions:
https://www.hudexchange.info/programs/e-snaps/

If you wish to file an appeal for any of the above identified projects please see the link below for the HPAC appeals process.
http://www.oceanhpac.org/?page_id=28

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

Join Our Team!

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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Kelly, Taiisa

Channell Wilkins;   Connie Fahim;   Patty Cash

Wednesday, August 15, 2018 at 4:22 PM

Show Details

❗ This message is high priority.

Thank you for submitting an application to the Ocean County Homeless Prevention and Assistance Coalition for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below.

Tier	Score	Project	Requested	Awarded	Comments
	40	Tuckers Walk (New)	$ 321,000	$ -	Project not recommended for funding due to low proposal score and lack of CoC funding to cover requested amount

If you wish to file an appeal for any of the above identified projects please see the link below for the HPAC appeals process.
http://www.oceanhpac.org/?page_id=28

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

Join Our Team!

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

1E.5 Public Posting – Local Competition Deadline

Subject:	Ocean HPAC - FY2018 CoC Local Selection Process
Date:	Thursday, June 21, 2018 at 12:35:53 AM Eastern Daylight Time
From:	Kelly, Taiisa <tkelly@monarchhousing.org>
To:	adelaney@gmail.com <adelaney@gmail.com>, aeksfcclakewood2@gmail.com <aeksfcclakewood2@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>, arembisz@oceanmhs.org <arembisz@oceanmhs.org>, 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>, boesterheld@carcnj.org <boesterheld@carcnj.org>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, candsryan@comcast.net <candsryan@comcast.net>, carolanntrub@gmail.com <carolanntrub@gmail.com>, carolburns@optonline.net <carolburns@optonline.net>, cbecraft@stfrancislbi.org <cbecraft@stfrancislbi.org>, cbrewster@njhmfa.gov <cbrewster@njhmfa.gov>, 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@stfrancislbi.org>, CHofmann@homes-now.org <CHofmann@homes-now.org>, Christie@visitationreliefcenter.org <Christie@visitationreliefcenter.org>, christine.hughes2@va.gov <christine.hughes2@va.gov>, christopher.acker@va.gov <christopher.acker@va.gov>, 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>, cpascale24@gmail.com <cpascale24@gmail.com>, 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>, dfarrell@preferredbehavioral.org <dfarrell@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>, gvo4@njaes.rutgers.edu <gvo4@njaes.rutgers.edu>, 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>,

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Oyedele, Olu <ooyedele@monarchhousing.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>, pda-salesexcel@juno.com <pda-salesexcel@juno.com>, phnh09@yahoo.com <phnh09@yahoo.com>, phylliszoon@gmail.com <phylliszoon@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 <rerosfjord@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>, rodea@mhanj.org <rodea@mhanj.org>, ronald.morgan4@va.gov <ronald.morgan4@va.gov>, ronsusan2@msn.com <ronsusan2@msn.com>, rosina1683@aol.com <rosina1683@aol.com>, rwalsh@legacytreatment.org <rwalsh@legacytreatment.org>, 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>, slipositz@walters-group.com <slipositz@walters-group.com>, 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>, 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>, vhnfbettelli@aol.com <vhnfbettelli@aol.com>, walfaro@carcnj.org <walfaro@carcnj.org>, weaver.heath@yahoo.com <weaver.heath@yahoo.com>, whealy7@graceandpeace.org <whealy7@graceandpeace.org>, wwood@preferredbehavioral.org <wwood@preferredbehavioral.org>, Jackie Edwards <jyouturn@aol.com>

CC: Crocevera, Patrice <pcrocevera@monarchhousing.org>, Foster, Deena <dfoster@monarchhousing.org>

Priority: High

Attachments: FY2018 CoC Funding Announcement.pdf, FY2018 CoC New Project Application.docx, Scoring Tools 2018 - new projects.pdf, FY2018 CoC Renewal Project Application.docx, Scoring Tools 2018 - renewal projects.pdf, image001.gif

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2018 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** and **renewal** project which will be reviewed by the Ocean HPAC review committee.

Completed applications must be submitted by **July 13, 2018** 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:
- FY2018 funding announcement & priorities
- FY2018 New Project Application
- FY2018 Renewal Project Application
- FY2018 HPAC New Project Scoring Tool
- FY2018 HPAC Renewal Project Scoring Tool

All agencies interested in submitting an application for funding consideration in the 2018 CoC process may participate in a technical assistance webinar:

Ocean County HPAC – 2018 CoC Technical Assistance Session
Fri, Jun 29, 2018 10:00 AM – 11:30 AM EDT

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/207516221
You can also dial in using your phone.
United States: +1 (224) 501-3412
Access Code: 207-516-221

For further information about the FY2018 Continuum of Care please refer to the 2018 CoC NOFA:

https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

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/local-selection-process/

Join Our Team!

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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Local Selection Process

FY2018 Local Selection Process

The Ocean County HPAC Executive Committee is now accepting applications from all agencies interested in applying for FY2018 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 **July 13, 2018** 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:

- **FY2018 Funding Opportunity Announcement**
- **FY2018 New Project Application**
- **FY2018 New Project Scoring Tool**
- **FY2018 Renewal Project Application**
- **FY2018 Renewal Project Site Monitoring Tool**
- **FY2018 Renewal Project Scoring Tool**

All agencies interested in submitting an application for funding consideration in the 2018 CoC process may participate in a technical assistance webinar:

Ocean County HPAC – 2018 CoC Technical Assistance Session
Fri, Jun 29, 2018 10:00 AM – 11:30 AM EDT

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/207516221

You can also dial in using your phone.
United States: +1 (224) 501-3412

Access Code: 207-516-221

For further information about the FY2018 Continuum of Care please refer to the 2018 CoC NOFA:

https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf

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2A.1 - CoC and HMIS Lead Governance Charter 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;

- o 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;
- o Is encouraged for all HMIS end users, including intake staff, data entry staff and reporting staff at all CHOs;
- o Is offered, at a minimum, monthly;
- o Is offered in a manner that assures every new end user completes training prior to or Shorty after collecting any HMIS data or using the HMIS; and
- o 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: _Michele Lenante_   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 Marchetta_   Date: _4/24/15_

Executive Director of HMFA or Designee.

2A-1. CoC and HMIS Lead Governance Charter
CoC By-Laws

Ocean County Homelessness Prevention and Assistance Coalition (HPAC)

Bylaws

Table of Contents

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 having 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

Executive Board

Lead Agency

Providers

Mental Health/Addiction
Board of Social Services
Salvation Army
Foodbanks/pantries
Shelter Programs
Harbor House
Providence House
Veterans Organizations

Housing Organizations

Housing Authorities
Non-profit Developers
Builders

Homeless

Funders

Banks
Business
County
Grants

Advocates

Community advocates
Homeless representatives

Community Organizations

Faith Based Organizations
Schools/Universities
Libraries
Law Firms
Hospitals

2A.1 - CoC and HMIS Lead Governance Charter
Membership Policy

Ocean County Homeless Prevention and Assistance Coalition

Ocean County HPAC Membership Policy

Membership Overview

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

<u>Types of Participation</u>

<u>Voting</u>

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

<u>Non-voting</u>

- 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.

<u>Membership targets</u> - 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

    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

<u>Recruitment Process</u> - 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.

<u>Recruitment Materials</u> - 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

<u>Application Process</u> - 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

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

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

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

Member Responsibilities

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

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

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

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

B. Other Members: All other HPAC members are required to attend at least one-half (1/2) of all meetings in a calendar year or, in the case of an agency, have at least one representative participate.

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

Addressing Membership Issues

Ocean County Homeless Prevention and Assistance Coalition

<u>Changing Membership Status</u>
<u>Removal of member</u>
Review/Update of Membership Policies
<u>Responsible entity</u>
<u>Frequency of Review</u>
<u>Process for amendments</u>

2A.1 - CoC and HMIS Lead 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.

b. After exercising due diligence, the Board shall determine whether the HPAC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not present a conflict.

c. If such an alternative is not a feasible option, the Board shall determine by a majority vote of the disinterested member(s) whether the transaction or arrangement is in the HPAC's best interest, for its own benefit, and whether it is fair and reasonable. Based on the Board's determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violation of the Conflicts of Interest Policy

a. If any member of the HPAC has reasonable cause to believe that another member has failed to disclose actual or possible conflicts of interest, he/she shall inform a member of the Board of the basis of such belief and the Board will discuss same with the member in question.

b. The member in question will be given an opportunity to explain the alleged failure to disclose to the Board.

c. If, after further investigation, the Board determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

d. Records of the Board proceedings shall include the name(s) of the parties involved, the determination of the Board, and the action(s) taken, if any. A full roster of members involved in the proceedings must be maintained.

Article 4 – Compensation

1. A voting member of the Board who receives compensation, directly or indirectly, from the HPAC for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the HPAC for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the HPAC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Ocean County Homeless Prevention and Assistance Coalition

HUD Rule:

578.95 Conflicts of interest.

a. *Procurement.* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).

b. *Continuum of Care board members.* No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

c. *Organizational conflict.* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

d. *Other conflicts.* For all other transactions and activities, the following restrictions apply:

1. No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

2. *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.

   i. *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

      A. Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and

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.

2A.1 - CoC and HMIS Lead 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

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

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

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.

2A.1 - CoC and HMIS Lead Governance Charter
Monitoring Policy

Ocean County Homeless Prevention and Assistance Coalition

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",

"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.

2A.1 - CoC and HMIS Lead 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.

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.

2A.1 - CoC and HMIS Lead Governance Charter

Written Standards
PSH Policies

Ocean County Homeless Prevention and Assistance Coalition

Program Requirements for CoC funded Projects

<u>Prioritization</u>
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

<u>Housing First</u>
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

- - 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 place 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

2A.1 - CoC and HMIS Lead Governance Charter Coordinated Assessment System Policy

Ocean County Homelessness Prevention and Assistance Coalition
Coordinated Assessment Policies and Procedures

Purpose

The Ocean County Homelessness Prevention and Assistance Coalition (HPAC) 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 from. 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 HPAC 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 community from being able to assess the HPAC'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, the HPAC will have 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 HPAC 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 Coordinated Assessment Agency 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

The Ocean County HPAC has created a Housing Prioritization Tool (HPT) that it will utilize 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 and work history

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 complete the Housing Prioritization Tool on all referrals. The HPT will be completed upon referral as quickly as possible for all clients. Community agencies that agree to complete assessments and have participated in HPT assessment training may also administer the assessment on homeless individuals they encounter in the

community. Agencies with access to HMIS should complete the assessment within the system and should submit a hard copy of the assessment form to the coordinated assessment agency. Any agency completing HPT assessments that does not participate in HMIS must complete a paper or electronic version of the HPT and submit a copy of the assessment to the Coordinated Assessment Agency for inclusion in HMIS.

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 HPAC 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 HPAC. 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 County HPAC coordinated assessment agency, will maintain the Housing Prioritization List. This list will be used to identify which clients in the community are the most vulnerable and the most in need of housing opportunities based on the prioritization of the HPAC, 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 HPAC 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 HPAC 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-16-11. 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 a disability and the longest periods of homelessness and most severe need
- Second Priority – Homeless individuals and families with a disability and the most severe need
- Third Priority – Homeless individuals and families with a disability coming from streets, safe havens or emergency shelters without the most severe service needs
- Fourth Priority – Homeless individuals and families with a disability coming from transitional housing

Once the Coordinated Assessment Agency 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 a secure 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, the Ocean HPAC 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 HPAC 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 HPAC 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
- o 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
- o 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
- o 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
- o 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 HPAC and its community partners.

2A.1 - CoC and HMIS Lead Governance Charter
HMIS Policy

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.

2A-2. HMIS – Policies and Procedures Manual

NEW JERSEY HOMELESS MANAGEMENT
INFORMATION SYSTEM
Policies & Procedures Manual

Table of Contents

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@njhmfa.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 of-site location
- Central server must be stored in a secure room with appropriate temperature control and fire suppression systems

- Surge protectors must be used
- CHOs must reformat storage medium when deleting all HMIS data; reformat storage medium more than once before reusing or disposing the medium
- Appropriate methods in place to monitor security systems
- HMIS data must maintain a user access log; logs must be checked routinely

Section 4.3.2 Application Security
- Apply application security provisions to software during data entry, storage and review or any other processing function
- All HMIS data must be encrypted when electronically transmitted
- Current standard is 128-bit encryption
- **See section regarding unencrypted data**
- All HMIS data must be stored in a binary, not text, format
- All paper or other hard copy containing PPI for HMIS must be secured
  - Reports
  - Data entry forms
  - Signed consent forms
- All paper or other hard copy containing PPI must be supervised at all times when in public area

a. __Protected Personal Information__

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

- Names

- All geographic subdivisions smaller that 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. <u>Unidentifiable Data</u>

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. <u>Release of Information</u>

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. <u>Client Consent to Share Data</u>

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.
- AWARDS 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. <u>Data Access Location</u>

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. <u>Security Audits</u>

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. <u>Agency Participation Fee</u>

- 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. <u>**User Activation**</u>

- 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 <u>DISCHARGE</u> 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. <u>Appropriate Data Collection</u>

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

Quality Control

a. <u>**Data Integrity**</u>

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. <u>Schedule of Data Loads</u>

- 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. <u>Ongoing HMIS Training</u>

- 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:
  o Reissue passwords when the Site Administrator or user forgets their password.
  o 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:
    - o Contacting the System Administrator on behalf of users who forget their password
    - o 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. <u>NJ HMIS Steering Committee</u>

- 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
HMIS Project Manager (CoC Executive Officer)	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.
Technical Assistant/Trainer (CoC Executive Officer)	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.
Volunteer (Direct Care Staff)	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.
Agency Clerical Staff (Direct Care Staff)	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.
Case Manager (Direct Care Staff)	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.

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

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

h. Communication with Participating Agencies

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

i. <u>System Availability</u>

- 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.

3A-6. HDX – 2018 Competition Report

2018 HDX Competition Report

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

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	**429**	**224**	**354**
Emergency Shelter Total	306	122	201
Safe Haven Total	0	0	0
Transitional Housing Total	69	59	51
Total Sheltered Count	**375**	**181**	**252**
Total Unsheltered Count	**54**	**43**	**102**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**73**	**24**	**52**
Sheltered Count of Chronically Homeless Persons	57	8	19
Unsheltered Count of Chronically Homeless Persons	16	16	33

2018 HDX Competition Report

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

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**78**	**34**	**47**
Sheltered Count of Homeless Households with Children	78	34	46
Unsheltered Count of Homeless Households with Children	0	0	1

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**14**	**2**	**6**	**10**
Sheltered Count of Homeless Veterans	10	1	1	4
Unsheltered Count of Homeless Veterans	4	1	5	6

2018 HDX Competition Report

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

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 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	18	0	13	72.22%
Permanent Supportive Housing (PSH) Beds	141	0	97	68.79%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	286	66	134	60.91%

2018 HDX Competition Report

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

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 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	77

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	3	1	4

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	12	4	18

2018 HDX Competition Report

FY2017 - 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)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	98	141	18	26	8	19	19	0
1.2 Persons in ES, SH, and TH	118	170	54	54	0	21	21	0

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added 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.

 The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	98	143	23	45	22	19	20	1
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	118	172	62	71	9	22	29	7

2018 HDX Competition Report

FY2017 - 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.

 After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	3	0	0%	0	0%	0	0%	0	0%
Exit was from ES	42	2	5%	3	7%	4	10%	9	21%
Exit was from TH	20	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	4	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	69	2	3%	3	4%	4	6%	9	13%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	429	224	-205
Emergency Shelter Total	306	122	-184
Safe Haven Total	0	0	0
Transitional Housing Total	69	59	-10
Total Sheltered Count	375	181	-194
Unsheltered Count	54	43	-11

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	121	170	49
Emergency Shelter Total	101	141	40
Safe Haven Total	0	0	0
Transitional Housing Total	27	31	4

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	21	11	-10
Number of adults with increased earned income	1	2	1
Percentage of adults who increased earned income	5%	18%	13%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	21	11	-10
Number of adults with increased non-employment cash income	2	3	1
Percentage of adults who increased non-employment cash income	10%	27%	17%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	21	11	-10
Number of adults with increased total income	3	4	1
Percentage of adults who increased total income	14%	36%	22%

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	15	6	-9
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 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	15	6	-9
Number of adults who exited with increased non-employment cash income	1	0	-1
Percentage of adults who increased non-employment cash income	7%	0%	-7%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	15	6	-9
Number of adults who exited with increased total income	1	0	-1
Percentage of adults who increased total income	7%	0%	-7%

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

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 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	107	157	50
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.	10	6	-4
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)	97	151	54

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	122	196	74
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.	10	6	-4
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.)	112	190	78

FY2017 - 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 FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	113	18	-95
Of persons above, those who exited to temporary & some institutional destinations	1	0	-1
Of the persons above, those who exited to permanent housing destinations	11	3	-8
% Successful exits	11%	17%	6%

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

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	102	111	9
Of the persons above, those who exited to permanent housing destinations	61	58	-3
% Successful exits	60%	52%	-8%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	120	92	-28
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	106	87	-19
% Successful exits/retention	88%	95%	7%

2018 HDX Competition Report
FY2017 - 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.

2018 HDX Competition Report
FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	40	37	29	40	12	12	21	21	140	134	161	152	23	2	12	4				
2. Number of HMIS Beds	0	0	1	12	12	12	12	12	60	94	112	107	23	0	0	1				
3. HMIS Participation Rate from HIC (%)	0.00	0.00	3.45	30.00	100.00	100.00	57.14	57.14	42.86	70.15	69.57	70.39	100.00	0.00	0.00	25.00				
4. Unduplicated Persons Served (HMIS)	0	87	102	147	27	38	27	31	104	118	109	92	0	0	0	13	0	10	16	16
5. Total Leavers (HMIS)	0	80	94	102	17	28	15	21	13	25	31	19	0	0	0	0	0	3	14	6
6. Destination of Don't Know, Refused, or Missing (HMIS)	0	2	6	4	0	2	7	0	5	1	9	2	0	0	0	0	0	0	6	4
7. Destination Error Rate (%)		2.50	6.38	3.92	0.00	7.14	46.67	0.00	38.46	4.00	29.03	10.53						0.00	42.86	66.67

2018 HDX Competition Report

Submission and Count Dates for NJ-510 - Lakewood Township/Ocean County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/23/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/31/2018	Yes

3B-2. Order of Priority - Written Standards

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

- o 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 place 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:
  - o Eviction
  - o Failure to pay rent (within reason)
  - o Substance use
  - o Failure to participate in services or progress in meeting service plan goals
  - o Experience with domestic violence
  - o Other infractions not contained in a standard lease agreement

3B-2. Order of Priority - Written Standards

Coordinated Assessment Policy

Ocean County Homelessness Prevention and Assistance Coalition
Coordinated Assessment Policies and Procedures

Purpose

The Ocean County Homelessness Prevention and Assistance Coalition (HPAC) 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 from. 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 HPAC 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 community from being able to assess the HPAC'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, the HPAC will have 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 HPAC 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 Coordinated Assessment Agency 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

The Ocean County HPAC has created a Housing Prioritization Tool (HPT) that it will utilize 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 and work history

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 complete the Housing Prioritization Tool on all referrals. The HPT will be completed upon referral as quickly as possible for all clients. Community agencies that agree to complete assessments and have participated in HPT assessment training may also administer the assessment on homeless individuals they encounter in the

community. Agencies with access to HMIS should complete the assessment within the system and should submit a hard copy of the assessment form to the coordinated assessment agency. Any agency completing HPT assessments that does not participate in HMIS must complete a paper or electronic version of the HPT and submit a copy of the assessment to the Coordinated Assessment Agency for inclusion in HMIS.

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 HPAC 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 HPAC. 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 County HPAC coordinated assessment agency, will maintain the Housing Prioritization List. This list will be used to identify which clients in the community are the most vulnerable and the most in need of housing opportunities based on the prioritization of the HPAC, 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 HPAC 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 HPAC 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-16-11. 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 a disability and the longest periods of homelessness and most severe need
- Second Priority – Homeless individuals and families with a disability and the most severe need
- Third Priority – Homeless individuals and families with a disability coming from streets, safe havens or emergency shelters without the most severe service needs
- Fourth Priority – Homeless individuals and families with a disability coming from transitional housing

Once the Coordinated Assessment Agency 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 a secure 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, the Ocean HPAC 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 HPAC 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 HPAC 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
   o 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
   o 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
   o 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
   o 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 HPAC and its community partners.